**St Ninian’s Primary School – Coronavirus Risk Assessment**

**2nd November 2020 – COVID Protection Level 3: Protective Measures in Schools**

| **Hazard/ Risk/ Behaviour** | **Potential**  **Injury/**  **Damage** | **Level of risk** | **Persons at risk** | **Preventative Strategies** | **Reactive Strategies** | **Resources/ any other equipment** |
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| **November 2020 – St Ninian’s Primary is located in Glasgow, which is currently designated by the Scottish Government as Tier/Protection Level 3.** | | | | | | |
| **Staff or Pupils Contracting Coronavirus** | Symptoms/illness  Absence  Hospitalisation  Death  School closure  Transmission to other people. | Moderate – will continually assess & monitor news in local population/ updates from GCC, Public Health and Scottish Government (COVID 19 Advisory Sub-Group on Education and Children’s Issues) | All staff and pupils | **Pupils:**  \*Regular Hand washing:  -Upon entry to school building,  -Before morning interval,  -After morning interval,  -Before lunch,  -After lunch,  -After using toilet.  \*Social distancing (staff to maintain 2 metre physical distance or wear face covering)  \*Staggered entry and exit times for pupils.  \*Staggered morning interval and lunch breaks.  **Staff:**  \*Regular hand washing/ sanitizing.  \*2 metre physical distance from pupils and other staff members.  \*Face covering worn in situations where 2 metre physical distance cannot be achieved. (staff have been provided with visors and disposable masks are available from First Aid room).  **Parents/ carers**  \*No parents to go past school gates when dropping children off.  **\*Parents and carers have now to wear face coverings at the gates.**  \*No ‘drop in’ opportunities – meetings are strictly by pre-arranged appointment only.  **Other visiting GCC staff**  Same expectations as staff \*Regular hand washing (including on arrival in building).  \*2 metre physical distance from pupils and staff.  \*Face coverings in corridors and in situations where 2 metre physical distance cannot be achieved. | Scottish Government publications (30/10/2020):  1.“Letter from Deputy First Minister”  2.“Reducing Risks in Schools Guidance”  3.“ES – Summary-Guidance-301020” pdf  Advice from GCC and NHS GCC Public Health. | Posters -social distancing & hand washing.  Hand washing facilities – sinks, soap & disposable hand drying towels.  Hand sanitizer stations located at entry points and the top of stairwells.  Face coverings (for staff) available from First Aid room.  GCC & Scottish Government updates/ emails. |
| **Activities or situations which may cause transmission.** | | | | | | |
| **Within school building/ grounds** | Symptoms not immediately obvious (asymptomatic carrier)  Transmission  Increase in illness  Absence  Hospitalisation  Death  School closure | Moderate – will continually assess | All staff and pupils.  Parents, carers, family members.  Wider community. | Hand washing posters & demonstrations  Regular Hand washing  Social distancing  Staggered entry and exit times for pupils  No parents past school gates (unless collecting sick child) | Further updated advice from GCC, Scottish Government, staff unions. | Posters  Hand washing facilities – sinks, soap & disposable hand drying towels  Visual reminders on front door  Communication methods with parents giving policy details. |
| **Classroom lessons.** | Failure of pupils to adhere to social distancing advice (from adults).  Failure of staff to adhere to social distancing advice | Low | All staff and pupils.  Parents, carers, family members.  Wider community. | Visuals will help remind everyone (sometimes children and adults will forget)  Furniture/ tables will be set up to reinforce social distancing. |  |  |
| **Toilets** | Failure of pupils to wash hands.  Pupils carrying on in the toilets.  Pupils fighting in the toilets.  Pupil slip, trip or fall in the toilets.  Cleanliness of toilets. | Moderate | Pupils  Staff  Wider community | Cleaning processes in place – GCC day cleaner cleaning toilets on regular basis (after each interval and lunch break).  Staff to remind pupils of importance of hygiene especially washing hands.  Hand washing & social distancing posters displayed at entrance to toilets.  Hand hygiene refresher lessons – how to wash your hands thoroughly (20 seconds with soap & warm water). | Assess on on-going basis. Any serious breaches of procedure will be reported to parents/ carers. | Hand washing visuals and posters.  Cleaning materials provided via Facilities management. |
| **Playground** | Failure of staff or pupils to adhere to 2 metre social distancing measure.  Classes playing out with year group ‘bubbles’  Transmission of virus. | Low | Pupils  Staff  Family members  Wider community | Support staff in both playgrounds have supervision ‘zones’ to ensure that they are supervising pupils and maintaining a safe distance from other staff members.  **Infant playground** Staggered breaks and lunchtimes:  Early P1a, P1b, P2a, P2b  Late P3a, P3b  **Upper school playground**  Upper school playground is zoned – year groups (maximum 2 classes) are allowed to play in the same area.  Staggered break and lunchtimes:  Early P4a, P4b, P7a, P7b  Late P5a, P5b, P6a, P6b  Classes are sent to the toilet in class groups at the end of interval and lunchtime. |  |  |
| **PE lessons.** | Transmission of virus. | Low | Pupils  Staff | Staff may now conduct PE lessons either indoors or outdoors.  PE changing rooms remain closed – pupils should come to school wearing trainers, jogging bottoms/leggings and a t-shirt on their PE – they should not change out of their uniform on these days.  The PE teacher needs to ensure that they remain 2 metres away from the pupils and if using the Gym Hall that ventilation is maximised i.e. window(s) and door open. | Awaiting further risk assessment from PEPASS before further changes are made. |  |
| **Outdoor Learning** | Transmission of virus. | Low | All staff and pupils.  Parents, carers, family members.  Wider community. | Staff to maintain 2 metre distance from pupils.  Pupils to work in class bubbles. |  | Outdoor learning equipment and furniture |
| **Lunch - pupils** | Pupil(s) sit at a table with pupils from another class thereby breaking the class ‘bubble’ rule.  Failure of staff to adhere to social distancing rules.  Transmission of virus. | Low | Pupils  Staff  Wider Community | Lunchtimes are staggered:  Early sitting 12-12.45pm  Late 12.50-1.35pm  A member of SMT is present in the Dinner Hall to ensure that designated tables are used.  SMT and class teachers dropping off their class all wear a face covering.  Classes have a designated table to sit at in the Dinner Hall – each table is then cleaned after use.  Pupils with packed lunches are encouraged to eat them outside (until weather becomes too wet or cold). | Continue to monitor for further updates for Glasgow City Council or Scottish Government. | Cleaning spray.  Blue roll disposable cleaning cloth. |
| **Lunch – staff** | Transmission of virus. | Low | Staff  Pupils | Staggered lunch breaks to reduce number of staff on a break at any one time.  Staff room has floor markings to show 2 metre distance – visual reminder.  Staff wearing face coverings when 2 metre distance cannot be adhered to. |  |  |
| **Staff Room** | Transmission of virus. | Low | Staff  Pupils | Staggered morning interval and lunch breaks to reduce number of staff on a break at any one time.  Staff room has floor markings to show 2 metre distance – visual reminder.  Staff wearing face coverings when 2 metre distance cannot be adhered to. |  |  |
| **Staff Meetings/ Collegiate activities** | Transmission of virus. | Low | Staff  Pupils | Number of staff meetings/ collegiate meetings have been dramatically reduced.  Physical meetings are held in Gym Hall which has floor markings to show 2 metre distance – visual reminder, chairs are set out accordingly.  Meetings are staggered – half of the staff attend each meeting. |  |  |
| **Corridors/ high volume areas** | Transmission of virus. | Moderate | Pupils  Staff  Wider Community | Staggered entry, exit, break and lunchtimes to reduce the amount of people in the corridor at one time.  Classes using one-way system (where possible).  Staff arewearing face coverings in corridors and other high volume areas. | Teaching staff to escort and supervise their class at all times in the school building. | Posters & visuals. |
| **High touch areas e.g. bannisters, light switches, door handles** | Transmission of virus. | Low/ moderate | Pupils  Staff  Wider Community | Day cleaner appointed by Glasgow City Council who cleans ‘high touch’ area throughout the day.  Regular hand washing regime in place.  Hand sanitizer stations positioned beside stairwells and fire doors to be used if a door is touched. | Day cleaner  Staff to report any concerns to SMT. | Cleaning equipment. |
| **Ventilation** | Transmission of virus. | Low/moderate | Pupils  Staff  Wider Community | Class rooms and work areas should be well ventilated e.g. door and window left open.  As the weather turns colder, rooms should be ventilated (i.e. change of air) at least once per hour – if windows are closed, they should be opened on an hourly basis. | Awaiting update from Glasgow City Council. |  |
| **Visitors to the school:**  **-GCC staff**  **-NHS staff**  **-External agencies e.g. Speech & Language**  **-Student teachers** | Transmission of virus. | Moderate | Pupils  Staff  Wider Community | Risk assess with individual prior to visit.  Ensure GCC Track and Trace contact details completed.  Ensure all visitors adhere to hygiene rules upon entering the building:  \*Regular hand washing (including on arrival in building).  \*2 metre physical distance from pupils and staff.  \*Face coverings in corridors and in situations where 2 metre physical distance cannot be achieved. | Assess individual situations if there is a very strong need for a visiting professional to enter the building.  Look for other ways for professionals to conduct observations. | Communication with external agency staff possibly via email, phone, Microsoft Teams rather than face-to-face |
| **Parents/carers wishing to enter the building** | Transmission of virus | Low | Pupils  Staff  Wider Community | Parents may only enter the building with pre-arranged permission for a meeting.  \*SMT will risk assess if a parent should enter the school building e.g. has the parent knowingly been in contact with someone who has tested positive for Coronavirus.  Parents will be advised to drop and collect their child at the gate. Parents and carers must now wear a face covering at the school gates.  If a parent is collecting a sick child, they will be asked to wait outside the front door to collect them. If the child is too sick to leave the building unaided, the parent will be asked to wear a face covering and sanitize their hands upon entering the building. | Reassess as required | Communication with parents:-  Signage on front door  Text messages  Social media  Seesaw  Newsletters |
| **Procedures for Someone Displaying symptoms** | | | | | | |
| **Pupil displaying symptoms** | Possibly infected/ carrier.  Spread of virus.  Anxiety/ upset.  Pupil may not recognise the symptoms.  Pupil may not report immediately. | Moderate | Pupils  Staff  Wider Community | Staff will remain vigilant for symptoms:  Sore throat  New continuous cough  High temperature  Loss/change to sense of taste  Loss/change to sense of smell  Pupils displaying symptoms will be isolated (isolation room set up beside school office, ventilated by open window) and parent/ carer will be called to collect pupil immediately and request that a test is booked for the pupil. | If Isolation Room is used, COVID response cleaning team will be contacted to make the area safe. (The room will be closed off until this happens).  Review after use to assess if any changes are required to the procedure.  Instruction posters made available to staff to advise of the procedure. | Isolation Room set up (Next to School Office) – this area is out of bounds for all but essential staff. |
| **Support staff (SFLWs,**  **clerical staff, cleaners, janitors, catering staff) displaying symptoms** | Possibly infected/ carrier.  Spread of virus.  Anxiety/ upset.  Person may not recognise the symptoms.  Person may not report immediately. | Moderate | Pupils  Staff  Wider Community | Staff will remain vigilant for symptoms:  Sore throat  New continuous cough  High temperature  Loss/change to sense of taste  Loss/change to sense of smell  Staff displaying symptoms will be sent home immediately – upon recognition of symptoms they should leave the school building at the earliest opportunity, wear a face covering and avoid using public transport. | Instruction posters displayed throughout the school to advise of the procedure. |  |
| **Teacher displaying symptoms** | Possibly infected/ carrier.  Spread of virus.  Anxiety/ upset.  Person may not recognise the symptoms.  Person may not report immediately. | Moderate | Pupils  Staff  Wider Community | Staff will remain vigilant for symptoms:  Sore throat  New continuous cough  High temperature  Loss/change to sense of taste  Loss/change to sense of smell  Staff displaying symptoms will be sent home immediately. If teaching a class, the class teacher should notify SMT immediately (red card or phone call). SMT will come to supervise the class and the teacher should leave the building at the earliest opportunity, wear a face covering and avoid using public transport. | Instruction posters displayed throughout the school to advise of the procedure. |  |
| **Vulnerable Groups – staff or pupils with underlying health conditions noted below.**  **\*BAME staff or pupils & new or expectant staff members – please see separate risk assessment.** | | | | | | |
| **Staff with underlying health issues being exposed to virus** | May experience worse health outcomes if the virus is contracted.  Symptoms/illness  Absence  Hospitalisation  Death  School closure | Moderate risk of exposure | Staff with underlying health issues.  \*Information has been gathered and collated but for confidentiality this list has not been included in this risk assessment because all staff will read and review this document. | Hand washing  Social distancing  Establishment cleaning processes. | Monitor and re-evaluate as required. Maintain dialogue with staff. | Individual risk assessments for pregnant members of staff & any member of staff who requires an separate risk assessment. |
| **Pupils with underlying health issues being exposed to virus** | May experience worse health outcomes if the virus is contracted.  Symptoms/illness  Absence  Hospitalisation  Death  School closure | Moderate/high risk of exposure (dependent on pupils social distancing) – we will need to assess this on an ongoing basis as we how the social distancing measures are | Pupils  Their Families  School Community | Reduced amount of time spent in school (2 out of 5 days)  Hand washing  Social distancing  Establishment cleaning processes.  List of pupils with underlying health issues to be compiled by DHT & First Aider – lists will then be compared to ensure all relevant pupils are listed.  Office staff will update HT, DHT & First Aiders if parents/carers contact school with any further information/ updates re medical conditions. | Continue to monitor current updates/ research on the impact of the virus:-  On otherwise healthy children.  On children with underlying health conditions. | Hand washing facilities – sinks, soap & disposable hand drying towels |
| **Situations requiring staff to be closer than 2 metres to a pupil.** | | | | | | |
| **First Aid requirements** | Slips, trips, falls, bumps, knocks.  Cut  Bruise  Bump  Bleeding  Biohazard exposure (blood, saliva, Coronavirus) | Moderate | Pupils  staff | Waste products e.g. wipes, paper towels ‘double bagged’ and taken directly to outside bin.  Ensure First Aid room and area are clean. | First Aiders (MM & AM) both require to attend First Aid refresher training – HT will authorise both to attend when training opportunities become available again – date TBA. | Hand washing facilities – sinks, soap & disposable hand drying towels  First Aid room & equipment  PPE:-  Gloves  Aprons  Bin nags |
| **First Aid emergency e.g. seizure** | Seizures  Asthma attacks  Fainting  Head injury  Serious accidents e.g. falling down stairs  Blood loss  Loss of consciousness  Broken bones  Hospitalisation  Death  Biohazard exposure (blood, vomit, saliva, Coronavirus) | Moderate | Pupils  staff | Green First Aid emergency card to be sent to office ASAP.  Box of masks (being provided by GCC) for use during emergencies.  Apron  Gloves  First Aider to maintain distance as far as possible.  Waste products double bagged and taken directly to outside bin. |  | PPE:-  Gloves  Aprons  Masks  Bin bags  Green First Aid emergency card.  Hand washing facilites – sinks, soap & disposable hand drying towels |
| **Intimate personal care** | Change of clothes required  Change of underwear required  Biohazard exposure (urine, faeces, Coronavirus) | Low/ Moderate | Pupils | Apron  Gloves  \*GCC advice currently )as below) is that masks should not be required in this situation – staff can evaluate and discuss if changes are required with SLT.  Education Services (ES)  Personal Protective Equipment (PPE)  Revised Arrangements for PPE re COVID-19  12/08/2020  3.2 states:-  “In line with the guidance **standard** Personal/Medical Care Activities that would take 15minutes or less to carry out would require **only** the standard gloves and aprons as previously required and **no additional PPE would be required.”** |  | PPE:-  Aprons  Gloves  Bin bags  Face coverings  Hand washing materials – sinks, soap & disposable hand drying towels |
| **Other Risk Factors** | | | | | | |
| **Fire/ bomb alert in school building** | Panic/ anxiety  Injury  Death | Low | All pupils and staff | Follow agreed procedures – evacuate school as normal.  Please see Fire procedures. | Assess after first fire drill.  Reassess as required. | Fire drill has already taken place.  Ensure that janitor plans further regular drills to ensure all stakeholders understand the procedure (including Knightswood Early Years – also in the same building). |
| **Shared equipment** | Spread of the virus | Moderate | All pupils and staff | Cleaning processes in place.  Sharing of materials is not recommended.  Learning materials – pupils have own pack to use without the need to share. | Continue to monitor | Cleaning materials e.g. wipes  Hand washing facilities – sink, soap, paper towels. |