



Version 1
March 2019

General Risk Assessment Form (Management of Health and Safety at Work Regulations 1999)

Service/Section -	Education and Children Services	Risk Assessor (Name/Position)	Kwanele Matiwaza, Health & Safety Adviser Lorna Hamilton Project Manager	Date of Assessment	19/02/2021
Set the scene – (Description of Activity)	<p>This risk assessment is for the full return to in-school learning in St Dominic’s RCPS for P1-7 for staff and pupils. From Monday 16 August 2021, we will welcome all of our staff and from Wednesday 18 August 2021 children and learners back into school.</p> <p>These groups will be kept separate.</p> <p>P1/2 will have a maximum of 25 pupils, Class Teacher Mrs Gornall, ECP Sheila McGregor</p> <p>P2/3 will have a maximum of 25 pupils, Class Teacher Mrs Kaminski- / Ms Elaine ,</p> <p>P3/4 will have a maximum of 25 pupils, Class Teacher Mrs Jeffers, 1 student</p> <p>P4/5 will have a maximum of 25 pupils, Class Teacher Mrs Thornber</p> <p>P5/6 will have a maximum of 21 pupils, Class Teacher Miss Brumpton</p> <p>P7 will have a maximum of 23 pupils, class Teacher, Mr Sinclair</p> <p>Mrs Ogg, Mr Mooney and Mrs Hunter will provide cover for staff RCCT and probationer cover</p> <p>Ms Hookham will support outdoor learning</p> <p>Mrs Hunter, Mrs Brogan, Mrs Robertson, Mrs Cramb, Mrs Mardon, Mrs Sym and Mrs Galbraith will provide lunchtime and playtime cover</p> <p>Reference: Arrangements for the phased reopening of schools in Jan 2021 – supplementary guidance (updated 6 Jan 2021) which was circulated in hard copy to schools as well as the Coronavirus (COVID-19): guidance on reducing the risks in schools.v3.0</p> <p>This risk assessment has been completed for staff who are delivering support within school learning, and the pupils.</p>				

We will continue to keep pupils in class groups as is possible, in order to reduce the risk of Coronavirus infection, and to reduce any potential impact from having to isolate as the result of a confirmed case.

While there is no requirement for pupils to distance from each other, it would be helpful to consider this as an additional mitigation while forming groups.

The risk assessment has been developed using current knowledge and following Government, NHS and Health Protection Scotland advice

Suggested control measures should complement the default position of physical distancing. 1m or where possible 2m

Many of the control measures are already in place in school, however, additional controls should be considered, and implemented where necessary.

This document must be read in conjunction with any **task specific risk assessments/ CoSHH assessments , individual pupil risk assessments, individual staff risk assessments, [Health Protection Scotland Guidance](#) and any other existing school procedures.**

All employees must comply with all PKC infection control procedures/training and information

Approved by (Name/Position)	Mrs E Hunter	Date Approved & Signature	13.08.21	Review Date	16.08.21
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Ref No:	What are the hazards?	Who might be harmed and how?	What are you already doing? (existing controls)	What further action is necessary? (further controls)	Residual Risk Score	Action by whom / by when?	Date completed
1	Coronavirus (COVID 19) being contracted / transmitted due to exposure to virus by close proximity contact in general	Employees /Pupils / Contracting/transmitting Coronavirus (COVID19) to each other resulting in possible fatality	<p>All staff have been made aware of the importance of following public health guidance on when to isolate.</p> <p>Hand sanitiser is available for staff within the school for use when not near a sink with soap and water, such as in any of the outdoor play areas.</p> <p>Antibacterial surface wipes(single use), single use disposable gloves- powder free, disposable plastic aprons(single use) are all available within the school.</p> <p>Employees have been instructed to wash/sanitise hands before putting on PPE and after removing it.</p> <p>There are adequate handwashing facilities within the premises and other suitable welfare facilities e.g. toilets/changing facilities.</p> <p>All staff are responsible for effective cleaning to ensure safety of all services users and staff teams.</p> <p>A daily cleaning schedule should be in place to include Kitchens/food preparation areas which will be cleaned prior to use, after each use and in between each group who come to the area.</p> <p>Employees will practice good hygiene practice when using any of these facilities e.g. wiping down surfaces with antibacterial wipes/ cleaning materials that have been issued.</p> <p>All crockery/ cutlery stored away when not in use.</p>	<p>All staff have been briefed on the information contained in the guidance on COVID-19 Test and Protect process : https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/</p> <p><u>Testing is available for staff and the separate risk assessment for this should be referred to</u></p> <p>If an employee is symptomatic, they should self-isolate and book a test as soon as possible. This can be done by making a self-referral or requesting an employer led referral.</p> <p>Staff who are clinically vulnerable have reviewed their risk assessment to ensure that the appropriate mitigations are put in place.</p>	5 x 3 = 15	HT, school admin prior to return	

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			<p>Employees will maintain the recommended physical distance during breaks (2m)</p> <p>Respiratory and Cough Hygiene (Employees) – ‘Catch it, bin it, kill it’ Disposable single use tissues should be used to cover the nose and mouth when sneezing, coughing or wiping and blowing the nose. Used tissues should be double bagged when symptoms have been present) Hands should be cleaned with soap and water if possible, otherwise using ABHR after coughing sneezing, using tissues or after contact with respiratory secretions and potentially contaminated objects. Use disposable paper towels to dry hands and place in waste. Employees have been instructed to clean/sanitise hands as regularly as possible and ensure it is done before eating and drinking and to avoid touching their face. Follow these simple steps to ensure you and the service users/child’s safety: ensure hygiene and cleanliness.</p> <p>Respiratory and Cough Hygiene(Service Users/Pupils) – ‘Catch it, bin it, kill it’ Disposable single use tissues should be used to cover the nose and mouth when sneezing, coughing or wiping and blowing the nose. Used tissue should be bagged as per above. (ONLY when symptoms have been present) Pupils should be encouraged to cover nose/mouth when sneezing/coughing.</p>	<p>Other vulnerable staff e.g. pregnant workers must have an individual risk assessment carried out.</p> <p>All parents continue to be informed of the guidance on NHS Inform and reminded not to send their child to school if they are symptomatic or share a household with someone who is symptomatic. If Pupils/families present in this manner they will not be permitted to enter</p> <p>All employees/students who have not yet done so, to complete PKC Infection control training – this can be accessed via LIGO H, S & Wellbeing section. There is a section on good handwashing practice.</p> <p>Staff in primary schools must wear a face covering when in communal areas, and when they have no</p>			

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			<p>Staff will be vigilant regarding pupil's hygiene and will ensure effective hand washing is carried out.</p> <p>Pupil's hand hygiene Employees will ensure Pupils practice good hand hygiene by giving short talks on hand washing.</p> <p>Ventilation All windows will be open at least to 30%. Doors will be opened to purge the air regularly. Pupils will not line up in poorly ventilated areas such as the hallways. Where possible pupils learning will take place outdoors. Rooms will be fitted with CO2 detectors. If there is a red indication and doors and windows have been opened then P&K should be informed.</p> <p>School Dinners We will undertake a split lunch. P1/2-P3/4 will be seated first in designated areas. Pupils will collect lunch from hatch. Staff in full PPE will manage clearing away lunch equipment and preparation of designated areas for second sitting. Pupils will be moved around school in class groups with corridor gathering kept to a minimum. P4/5- P7 will eat during the second sitting. If noise levels become inappropriate pupils will be escorted to their classrooms.</p>	<p>option but to work in close proximity to pupils, although it is strongly advised that such activities should be avoided.</p> <p>The use of face coverings is a public health requirement, these should be provided by the individual. However, schools will keep a small supply as a contingency, in the event an individual misplaces or damages their own face covering.</p> <p>Communal areas include moving around the school in corridors, office and admin areas, canteens (except when dining) and other confined communal areas, (including staff rooms and toilets); All control measures must be adequately supervised and monitored on a regular basis and the HTs has put in place a system</p>			

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			<p>Risk Score: 5 x 3 = 15 S X L = RS</p>	<p>to ensure that this is done.</p> <p>Additional Control Measures</p> <p>Testing At-home testing using lateral flow devices will be offered to:</p> <ul style="list-style-type: none"> all staff attending work <p>HT has ensured that information is shared with staff participating in the testing programme and the risk assessment is shared with all staff.</p> <p>HT has put in place a monitoring process to ensure that the measures to address ventilation are being adhered to.</p> <p>A new monitoring arrangement for all control measures to ensure staff and pupils are following the risk assessment is in place</p>			

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2	Coronavirus (COVID 19) being contracted / transmitted due to exposure to virus by close proximity due to unrestricted access to the building/activity areas	Employees /Pupils /Service Users/ Contracting/transmitting Coronaviruses (COVID19) to each other resulting in possible fatality	<p>Access to the building is restricted. Parents are not allowed into the building.</p> <p>Handles and other door furniture are cleaned before and after use. Pupil hands are sprayed with Alcohol-based hand rub, before accessing their cloakroom and sinks to then wash their hands.</p> <p>To avoid close contact with employees and pupil's parents/guardians/carers then the recommended physical distancing(2m) will be enforced by staff. Parents reminded that they cannot congregate outside the building, and arrival and departure times may be staggered to limit the number of people at the door Parents may be invited to support their children within the setting Only authorised employees/pupils/parents will enter the building.</p> <p>The only exception would be in the event of an emergency(fire/ambulance), gas leak etc, scheduled work arranged by PKC.</p> <p>Risk Score: 5 x 3 = 15 S X L = RS</p>	<p>HT has communicated drop off and pick up arrangements to parents and staff.</p> <p>Scottish Government <u>guidance</u> on who is an essential visitor to a school must be followed.</p> <p>HTs should consider the existing signage and review and relocate as necessary.</p> <p>Parents will be invited where necessary to support their children. A full RA will be written for each such occasion</p> <p>Newsletter has asked parents not to congregate in groups outside the school.</p>	5 x 3 = 15	All staff	<p>Ongoing</p> <p>22.02.21</p> <p>19.02.221</p>
3	Coronavirus (COVID 19) being contracted / transmitted due to exposure to	Employees /Pupils/Service Users/	<p>Contact during activities</p> <p>Pupils who are in school for supported learning will be kept in their allocated groups, with siblings together wherever possible, and if this aligns with the organisation in school.</p>	The importance of physical distancing in limiting not only the spread of the virus, but	5 x 3 = 15	HT, PRIOR to return and daily monitoring	

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	virus by close proximity during activities	Contracting/transmitting Coronavirus (COVID19) to each other resulting in possible fatality	<p>The staff will remain in their allocated classroom</p> <p>Pupils will be reminded of the importance of keeping within their allocated group and should maintain physical distancing.</p>	<p>also the impact of potential isolation, must be reiterated to all staff.</p> <p>Supervision will be in place to ensure that staff are following this guidance, and review of activities must be undertaken if there is any difficulty in delivering the service and following the guidance.</p> <p>Groups of P1-7 pupils, should not be allowed to mix together.</p>			
			Risk Score: 5 x 3 = 15 S X L = RS				
4	Coronavirus (COVID 19) being contracted / transmitted due to contaminated equipment.	Employees /Pupils /Service Users/ Contracting/transmitting Coronavirus (COVID19) to each other	<p>Contaminated equipment</p> <p>All equipment will be sanitised prior to use – and after each use using antibacterial wipes/cleaning equipment that has been provided.</p> <p>After employees have cleaned equipment, they will follow good hand hygiene practices.</p> <p>Number of pupils using each piece of equipment will be restricted to reduce the risk of infection</p>	When organising learning in school, HT will engage with staff to consider what equipment and resources are necessary and limit the amount to the minimum required.	5 x 3 = 15	All staff on going	

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		resulting in possible fatality	<p>IT equipment eg. Laptops, headsets and other accessories will be cleaned after each use. (Each pupil where practicable will be allocated equipment e.g. laptop and accessories for own personal use. Laptops/iPads are numbered and marked against class register)</p> <p>Desks/chairs should be sanitised prior to use (antibacterial wipes/cleaning products supplied) PE equipment e.g. benches -wiped down</p> <p>Pupils will be reminded of the importance of not putting equipment in their mouths (pens/paint brushes) Pens will be wiped down after use (Pupils will be given their own stationery and told not to share)</p> <p>Risk Score: 5 x 3 = 15 S X L = RS</p>				
5	Coronavirus (COVID 19) being contracted / transmitted due to exposure to virus by close proximity due to using contaminated care equipment	Employees /Pupils /Service Users/ Contracting/transmitting Coronaviruses (COVID19) to each other resulting in possible fatality	<p>Staff will ensure that the service is inclusive and meets the needs of all users.</p> <p>If a child has additional support needs, where single use is not possible, staff should use dedicated care equipment provided for the child (wheel chairs/ walking aids/ hoists)</p> <p>Risk Score: 5 x 3 = 15 S X L = RS</p>	If any further controls are needed, these should be included in the individual pupil risk assessment.	5 x 3 = 15	All staff	

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6	Coronavirus (COVID 19) being contracted / transmitted due to contaminated clothing/ nappies	Employees /pupils /Service Users/ Contracting/transmitting Coronavirus (COVID19) to each other resulting in possible fatality	<p>Staff undertaking personal care will be provided with appropriate PPE, as they will be unable to maintain physical distancing from the child.</p> <p>Laundry If pupils require clothing changed for any reason e.g. accident/ spillage/ illness then employees must not shake dirty laundry – not shaking minimises the possibility of dispersing virus through the air, bag the laundry until such time as it can be laundered. After handling dirty laundry ensure hand hygiene is carried out.</p> <p>Nappies/ soiled underwear Current procedures for changing nappies will be adhered to i.e. wearing gloves /aprons, sanitising hands Nappies will be bagged and disposed of as per local procedures. After handling dirty nappies- dispose of PPE as previous i.e. bagged Ensure hand hygiene is carried out.</p> <p>Dealing with sickness Current procedures will be followed i.e. using a spill kit, wearing gloves/ aprons, sanitising hands . Dispose of PPE/cleaning material/cloths as previous i.e. bagged Ensure hand hygiene is carried out.</p> <p>Risk Score: 5 x 3 = 15 S X L = RS</p>	HT will designate key support staff to undertake these duties	5 x 3 = 15	HT, support staff	
7	Slips, Trips and Falls Fractures/First Aid Injuries	Employee s/pupils/P arents & Carers &	<p>Good housekeeping measures are in place and followed at all times, cables are stored away safely.</p> <p>Pupils are aware that they have not to run inside the building</p>	HT has allocated first aid duties to key staff ensuring that there is adequate cover for emergencies. Due to the	3 x 2 = 6	HT, SM during first week	

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			<p>Adults ensure that rugs or any toys are not left lying on the floor to eliminate slips trips and falls.</p> <p>Pupils are encouraged to tidy up behind then to reduce equipment and resources on the floor.</p> <p>Coats and bags are hung up in the various different cloakrooms that support the rooms that are in use within the school and these areas are kept clean and tidy</p> <p>Fire exits are kept clear at all times</p> <p>Any spillages are cleaned immediately, and wet floor signs put in area used to keep others safe.</p> <p>The first aid kits are well stocked and easily available for use with one in every room.</p>	change in provision, the school's First Aid Needs Assessment should be reviewed to take into account staff patterns and numbers in school.			
			<p>Risk Score: 3 x 2 = 6 S X L = RS</p>				
8	<p>Door/Gates to outside</p> <p>Missing Child/Intruders</p>	Employee s/pupils	<p>Staff are vigilant as to where the pupils are at all times both indoors and outdoors.</p> <p>Any faults with doors/ gates are reported to the janitorial staff.</p> <p>Normal school attendance procedures apply.</p>	Routes round the school, signage and whether a one way system would be required will continue to be monitored.	5 x 2 = 10	HT and all staff during first week	

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			<p>Risk Score: 5 x 2 = 10 S X L = RS</p>				
9	<p>Electrical Equipment</p> <p>Electrocution/Electrical Fire/Electric Shock</p>	Employee s/Pupils	<p>All electrical equipment is PAT tested for safety</p> <p>Staff to do a visual check of all electrical equipment before use to check for damaged wires etc</p> <p>Staff set up electrical equipment and supervise the use of it</p>		3 x 2 = 6		
			<p>Risk Score: 3 x 2 = 6 S X L = RS</p>				
10	<p>Fall from Heights</p> <p>Broken Bones/First Aid Injuries</p>	Pupil	<p>Pupils are encouraged not to climb on any equipment other than equipment specifically for climbing</p> <p>When using outdoor play climbing equipment that Pupils are closely supervised.</p> <p>Staff will visually check the equipment prior to the Pupils using it</p> <p>The Pupils are encouraged to only use equipment that they can manage and not to climb too high and only as high as they feel comfortable to do.</p> <p>The first aid kits are available in each one of the rooms. This First Aid Kit is well stocked and easily available for use</p>	HT has considered first aid requirements when allocating staff to groups, and ensure that there is adequate cover for emergencies. Due to the change in provision, the school's First Aid Needs Assessment should be reviewed to take into account staff patterns and numbers in school.	4 x 2 = 8	HT First-aider – reviewed first week	

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			<p>Staff will use any safety equipment that has been provided, such as kick stools and stepladders</p> <p>Risk Score: 4 x 2 = 8 S X L = RS</p>				
11	<p>Hot appliances – Kettle, toaster, oven, Iron</p> <p>Burns</p>	Pupil/ Employees	<p>Hot drinks are only prepared in the staff room.</p> <p>Hot appliances will be left to cool down in a safe place away from the pupils before being stored away where appropriate</p> <p>Hot appliances are turned off when not in use, this includes any heaters that are put on.</p> <p>First aid kits are in each room and are well stocked and easily accessible for use</p> <p>Risk Score: 3 x 2 = 6 S X L = RS</p>	HT has considered first aid requirements when allocating staff to groups and ensure that there is adequate cover for emergencies. Due to the change in provision, the school's First Aid Needs Assessment should be reviewed to take into account staff patterns and numbers in school.	3 x 2 = 6	HT prior to return staff briefing	
12	<p>Paints/Adhesives</p> <p>Pupils eating it/Poisoning/Vomiting</p>	Pupil	<p>All paints/glues used in must be water based and non-toxic</p> <p>Staff check the hazard card supplied with the product and inform all staff of the content.</p> <p>All pupils are encouraged to wear an apron to protect their clothing.</p> <p>First Aid kit is in all rooms and well stocked and easily available for use.</p>	HT has considered first aid requirements when allocating staff to groups and ensure that there is adequate cover for emergencies. Due to the change in provision, the school's First Aid Needs Assessment should be reviewed to take into	2 x 2 = 4	First-aider to ensure first-aid stock	

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			<p>Risk Score: 2 x 2 = 4 S X L = RS</p>	account staff patterns and numbers in school.			
13	Manual Handling Back injury/sprains	Employee s/Pupils	<p>Staff should not be lifting heavy or unwieldy equipment. Proper lifting techniques in place</p> <p>Staff will not allow pupils to lift heavy or unwieldy equipment</p> <p>Risk Score: 3 x 3 = 9 S X L = RS</p>	Staff should speak to Janitorial staff or ask support from others to arrange movement of any heavy equipment Staff should be extremely mindful of the need to physically distance while setting out activity areas, furniture or resources, and should ensure that any manual handling is within reasonable limits	2x2=4	HT and all staff	
14	Pupils with Additional Support Needs Injuries	Employee s/ Pupils	<p>All pupils with additional support needs are attending their own school, so staff are aware of these needs.</p> <p>Individual risk assessments have been completed.</p> <p>Important information is shared with the staff to allow them to best support the pupils attending</p> <p>Risk Score: 1 x 2 = 2 S X L = RS</p>	Continue to monitor specific pupils to ensure that their needs are being met.			
15	Allergies and medication Anaphylaxis/Hives/Skin irritation	Employee s/Pupils	<p>Staff are aware of pupils who receive/ require medication.</p> <p>Medication paperwork is in place for all those who require it,</p>	Any medication protocols must be shared with staff on duty. These may not be the usual staff who deal with administration of medication.	5 x 2 =10	First Aider, day 1	

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	Over, or incorrect dosage.		Medication is clearly labelled with child's name and dosage Medication is stored appropriately and is accessible. Risk Score: 5 x 2 = 10 S X L = RS				
16	Fire/ Fire Alarm Death/Burns/Smoke Inhalation/Stress	Employee s/Pupils	Fire drills carried out regularly to ensure that all staff and pupils are familiar with the evacuation procedure and how to leave the building safely. Staff/Supply Staff/pupils all aware of where the fire exits are and location of the fire assembly point Janitorial staff test the fire alarm on a weekly basis to ensure that they are working properly. Risk Score: 5 x 2 = 10 S X L = RS	Fire drills are carried out regularly, consideration has been given to reviewing the fire evacuation plan to accommodate numbers, and to ensure physical distancing during evacuation and muster.	5 x 2 = 10	HT to arrange Fire Drill	
17	Adverse Weather conditions Recommendations are that Pupils are outdoors as much as possible, weather permitting. Adverse weather may present a risk.	Employee s/ Pupils	Parents have been advised to ensure that pupils are appropriately dressed for the weather including, wellies and coats when required Staff will closely supervise the time pupils spend outside and provide an area for shelter when required Pupils should bring a change of clothes if they are to be outdoors Risk Score: 2 x 2 = 4 S X L = RS	It is recommended that outdoor spaces in schools are used, to allow access to fresh air, therefore parents have been informed that they should be informed that warm clothing will be a requirement If pupils are not dressing appropriately, staff will speak to parents/carers	2 x 2 = 4	HT	

Risk Matrix

Severity	Likelihood				
	1 = Not likely to happen	2 = Could happen but most unlikely	3 = I can see that happening at some given time	4 = I knew that would happen, and not just once	5 = This is definitely going to happen every time
1 = Insignificant - no injury, damage to equipment, clothing	1 LOW	2 LOW	3 LOW	4 LOW	5 MED
2 = Minor injury – cut bruise, requiring first aid	2 LOW	4 LOW	6 MED	8 MED	10 MED
3 = Moderate injury - over 3 days absence, hospital	3 LOW	6 MED	9 MED	12 HIGH	15 HIGH
4 = Specified injury - broken bone, more than 7 day absence etc.	4 LOW	8 MED	12 HIGH	16 HIGH	20 HIGH
5 = Fatality	5 MED	10 MED	15 HIGH	20 HIGH	25 HIGH

Description of Risk Level		Actions
LOW	If an incident were to occur, there would be little likelihood that an injury would result.	LOW (1 to 4) Monitor to ensure controls are maintained.
MEDIUM	If an incident were to occur there is a risk that an injury requiring first aid would result or there is the possibility of a fatality.	MEDIUM (5 to 10) Look to improve within specified timescale and consider Further Controls(SFAIRP)
HIGH	Significant risk of fatality, damage to property and or environmental impact.	HIGH (12 to 25) Whilst it may be possible to carry on with the task, realistic timescales will be required to be set to for the implementation of the further controls