



# RISK ASSESSMENT AND SAFE SYSTEM OF WORK

<b>TASK/AREA/ ISSUE BEING ASSESSED</b>	Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-Cov-2) SCOTLAND: School								
<b>SCHOOL NAME</b>	Edinburgh Steiner School								
<b>ASSESSOR</b>	Law at work / Edinburgh Steiner School H&S department								
<b>DATE</b>	25/02/2021								
<b>REVIEW DATE</b>									
<b>APPLICABLE LEGISLATION/GUID ANCE</b>	Health and Safety at Work etc. Act 1974, Personal Protective Equipment at Work Regulations 1992, Management of Health and Safety at Work Regulations 1999  Relevant Government Corona Virus Guidance								
<b>PEOPLE AFFECTED</b>	<input checked="" type="checkbox"/> MEMBERS OF THE PUBLIC <input checked="" type="checkbox"/> ADJACENT WORKERS <input checked="" type="checkbox"/> CHILDREN/YOUNG PEOPLE <input checked="" type="checkbox"/> CONTRACTORS  <input checked="" type="checkbox"/> VISITORS <input checked="" type="checkbox"/> NEW/EXPECTANT MOTHERS <input checked="" type="checkbox"/> EMPLOYEES								
KEY CONSIDERATIONS	HAZARD(S)	RISK RATING L X S = R			SAFE SYSTEM OF WORK/CONTROLS	RISK RATING L X S = R			Are all required controls in place? Y / N
		L	S	R		L	S	R	
<b>Covid-19 General Controls</b>	Risk of cross infection	4	4	16	<ul style="list-style-type: none"> <li>Refer to COVID-19 General Risk Assessment</li> </ul>	3	4	12	y
<b>Enhanced hygiene</b>	Infection transmission	4	4	16	<p>All who enter the school will be encouraged and supported where required to maintain COVID-secure personal hygiene throughout the day, e.g.</p> <ul style="list-style-type: none"> <li>hand washing / sanitisation: -               <ul style="list-style-type: none"> <li>Always when entering / leaving school buildings</li> <li>Before and after eating</li> <li>After using the toilet</li> </ul> </li> <li>Avoid touching their face (eyes, nose and mouth)</li> <li>Using a tissue or elbow to cough/sneeze and use bins that are emptied regularly for tissue waste</li> </ul>	3	4	12	y

					Adequate facilities for hand washing and alcohol based hand sanitisers are available at class assembly meeting points, in classrooms and also at entry and exit points.				
<b>Social distancing – children, young people and school staff</b>	Infection transmission	4	4	16	<p>Scottish Government guidance issued on 30<sup>th</sup> July 2020 advises that “the balance of evidence suggests that no distancing should be required between children in primary school, evidence is less clear for older pupils but at present we support the same approach being taken in secondary schools on the basis of the balance of known risks, the effectiveness of mitigaitons and the benefits to young people of being able to attend school.”</p> <p><b>Schools only</b></p> <p>In line with the general guidance to assist in minimising contact between children and young people as individuals and in groups in <b>schools is:</b> -</p> <ul style="list-style-type: none"> <li>• Maintain distancing where possible, but not to strict 2m distances if this is unachievable</li> <li>• Discourage physical contact, e.g. hand shaking, hugging , and holding hands.</li> <li>• Use all available spaces within the school, e.g. classes, hall, outside spaces if weather allows.</li> <li>• Seat side by side and facing forwards rather than face to face</li> <li>• Avoid young persons sitting/standing in direct physical contact</li> <li>• Organise movement within classrooms to minimise congestion.</li> <li>• all staff and pupils should wear a face covering in classrooms during lessons in class 10, 11 and 12</li> <li>• Staff must ensure that pupils in these classes have a respite of wearing masks and allowed to go outside to have some fresher every 20 minutes.</li> <li>• Rooms must also be ventilated every 20 minutes.</li> <li>• Covid 19 self-tests are now available for every member of staff. It is recommended to test twice a week, preferably on Sunday and Wednesday evening. These are not mandatory however, is it strongly recommended to improve mitigation.</li> </ul> <p>Where children and young people go off site (lunch times etc.) they will be required to observe the rules for wider society, e.g. wearing face coverings in shops and on public transport, sanitasing their hands before re-entering the school campus, etc.</p> <p>Assemblies and other large gatherings such as <b>the spring celebrations , assemblies</b> will not be possible for forseeable future.</p> <p>The kitchen is only accesible by the teachers and cooking is not allowed until further notice.</p>	3	4	12	y

					<p>Where groups cannot be reasonably maintained or are required to be large, with some mixing within groups, the use of other mitigation measures will be reinforced and adhered to.</p> <p><b>Fire Drills and Evacuations</b> Fire muster points have been reviewed to ensure a greater degree of distancing in the event of a fire drill or evacuation of the school.</p> <p><b>Corridors and playgrounds</b> Passing briefly in the corridor/playground is deemed low risk but we will consider ways in which busy areas can be avoided, e.g.</p> <ul style="list-style-type: none"> <li>• Include one-way and/or external circulation routes around school building(s)</li> </ul>				
<b>Social distancing - adults</b>	Infection transmission	4	4	16	<p>Two metre distancing will continue to be observed between adults and children.</p> <p>The two metre distancing rule will also apply to adult visitors to the school. Adult visits will be strictly limited to those necessary to support children and young people or the running of the school .</p> <p>Where adults cannot maintain two metre distancing and are interacting face to face for sustained periods (15 minutes or more), face covering will be worn.</p> <p>Movement of adults between school buildings will be kept to a minimum.</p> <p>Staff rooms has been re- arranged to support social distancing however, numbers at any one time will be limited to allow 2m social distancing between members of staff.</p> <p><b><u>WC's</u></b></p> <ul style="list-style-type: none"> <li>• We will be putting in place staff supervision to limit the number of children using toilets at one time.</li> <li>• The toilets will be cleaned and sanitised several times throughout the day.</li> <li>• Suitable lidded bins will be provided in each toilet facility for the disposal of waste materials</li> <li>• Entry door to toilets will be propped open to prevent touch point contact where this does not compromise privacy.</li> </ul> <p><b><u>Kitchen</u></b> Coronavirus can transfer from people to surfaces. It can be passed on to others who touch the same surfaces. Keeping the kitchen closed for the near future , will reduces the</p>	4	12	y	

					<p>potential for coronavirus to spread and is a critical part of making and keeping our business 'COVID-secure'.</p> <p><b>Visitors</b> Parents and visitors are allowed in the school ground after 15:30pm to avoid contact with pupils and Teachers.</p>				
<b>Social distancing – drop off and pick up</b>	Infection transmission	4	4	16	<p>Parents/carers/guardians <u>will not be permitted</u> to enter school buildings unless specifically required and agreed in advance with the school.</p> <ul style="list-style-type: none"> <li>• Parents on campus must wear a face covering</li> <li>• All parents are now not allowed on the campus unless by appointments.</li> <li>• Class 1 parents are now asked to wait outside the school gate to pick up their children.</li> <li>• All parents are asked to follow social distancing at the gate and follow the Government guidance.</li> </ul> <p>On arrival in school, children and young people will go directly to their assembly points.</p> <p>Marking and signage have been provided at school entrance points discouraging adults from gathering/lingering and requiring them to observe two metre social distancing.</p> <p>Adults dropping off and picking up by car are encourage to park away from the school and walk children to the entrance gate.</p>	3	4	12	y
<b>Face coverings</b>	Infection transmission	4	4	16	<p>A <b>face covering</b> is defined as a covering of any type, except a face shield, that covers the mouth and nose. It is recommended that it be made of cloth or other textile and should be 2, preferably 3 layers thick and through which you can breathe.</p> <p><b>Updated Guidance at 1/11/20</b></p> <ul style="list-style-type: none"> <li>• all staff and pupils should wear a face covering in classrooms during lessons in class 10, 11 and 12</li> </ul>	3	4	12	y

					<ul style="list-style-type: none"> <li>All staff should wear face coverings in schools where they cannot stay at least two metres away from other adults and pupils</li> </ul> <p><b>From 31<sup>st</sup> August 2020</b>, they should be worn: -</p> <ul style="list-style-type: none"> <li>For <b>adults and young people in Class 6 and above</b>, masks are to be wear at all times in communal areas (including the toilets).</li> <li>Where local outbreaks occur the school will follow any guidance/instruction issued by the local incident management team for the wearing of face coverings.</li> <li>Face coverings are required unless there is a specific requirement related to an individual child or young person (e.g. medical advice etc.)</li> </ul> <p>The school will reinforce the rules for wearing facecoverings as follows: -</p> <ul style="list-style-type: none"> <li>face coverings will not be shared with others</li> <li>hands will be washed/sanitised before putting on the facecovering</li> <li>face coverings will be the right size to cover the nose, mouth and chin</li> <li>face coverings should not be placed on surfaces</li> <li>re-useable face coverings should be washed daily at 60° or in boiling water</li> <li>disposable face coverings will be disposed of in general waste bins</li> </ul> <p><b>NO-ONE WILL BE EXCLUDED FROM EDUCATION ON THE GROUNDS THAT THEY ARE NOT WEARING A FACE COVERING. THE SCHOOL WILL MAINTAIN A CONTINGENCY SUPPLY OF FACE COVERINGS.</b></p>				
<b>Covid 19 Self test Kit</b>		4	4	16	<p><u><b>All school staff and Pupils Classes 10, 11 , 12</b></u></p> <ul style="list-style-type: none"> <li><b>Covid 19 self-tests are now available for pupils in class 10, 11 and 12. It is recommended to test twice a week, preferably on Sunday and Wednesday evening. These are not mandatory however, is it strongly recommended to improve mitigation.</b></li> </ul>	3	4	12	y
<b>PPE</b>	Infection transmission	4	4	16	<p>The scientific advice indicates that educational staff do not require personal protective equipment.</p> <p>The use of PPE within the school is subject to specific assessment of risk and need for an individual child or young person, such as personal care where staff come into contact with blood and body fluids or who lift a child or young person.</p> <p>The types of PPE required in specific circumstances are:-</p>	3	4	12	y

					<p><b>Routine Activities</b> No PPE required when undertaking routine educational activities in class or school setting</p> <p><b>Suspected COVID-19:</b> Gloves, apron and a fluid-resistant surgical mask worn by staff if a child or young person becomes unwell with symptoms of COVID-19 and requires direct personal care.</p> <p><b>Intimate Care:</b> Gloves and apron continue to be used when providing intimate care to a child or young person. Fluid-resisting surgical mask and eye protection included if there is a risk of splashing to the eyes. Gloves and apron when cleaning equipment or surfaces that might be contaminated with body fluids.</p>				
<b>Enhanced environmental cleaning</b>	Infection transmission	4	4	16	<p>The school will comply with the Health Protection Scotland guidance for non-healthcare settings and will implement environmental cleaning as follows:-</p> <ul style="list-style-type: none"> <li>• Regular detergent cleaning schedules and procedures using products active against bacteria and viruses (Disinfection products should meet the standards BS EN 14476)</li> <li>• Regular (at least twice daily) sanitising of commonly touched objects and surfaces (e.g. desks, handles, equipment etc.)</li> <li>• ensuring where possible movement of individuals between work stations is minimised. Where work spaces are shared, cleaning will take place between use eg; woodwork, metalwork, crafts, handwork, eurytmy , PE materials, gardening ect...</li> <li>• adequate disposal facilities such as lidded bins will be provided</li> <li>• wedging doors (other than fire doors) open to reduce touch points.</li> <li>• setting clear use and cleaning guidance for toilets and ensure physical distancing is achieved as much as possible</li> <li>• movement between classrooms will be minimised, where this cannot be avoided, provision of appropriate sanitising products will be provided to enable sanitising of desks, chairs, surfaces before leaving and on entering classes.</li> <li>• careful consideration of cleaning regime for specialist equipment eg; woodwork, metalwork, crafts, handwork, eurytmy , PE materials, gardening ect..</li> <li>• Staff will be required to use their own crockery and cutlery in staff areas and returned in their personal spaces or taken home.</li> <li>• Toys and equipment that are easy to clean will be prioritised in classrooms and play areas with appropriate cleaning regime in place.</li> <li>• Sand, water, etc. only used by consistent groupings of children.</li> </ul>	3	4	12	y

					<ul style="list-style-type: none"> <li>Children and young people will not be permitted to bring toys from home into school</li> <li>School bags will be kept on the the classroom's pegs and not permitted in classrooms.</li> <li>Sharing of text books should be avoided</li> </ul> <p><b>SPECIFIC RISK ASSESSMENTS FOR CLEANING SHOULD BE PREPARED FOR ALL AREAS OF THE BUILDINGS</b></p>				
<b>Staff travelling to school</b>	Risk in cross infection during travel	4	4	16	<ul style="list-style-type: none"> <li>Staffs members are ask to use the back gate on Polwarth Terrace as the staff entrance door. This one should be locked behind them after they enter the campus.</li> </ul>	3	4	12	Yes
<b>School Attendance (Staff, children and young persons in at risk groups)</b>	Infection transmission	4	4	16	<ul style="list-style-type: none"> <li>Clinically vulnerable staff can return to school following a dynamic risk assessment and arrangements being made to enable appropriate physical distancing where possible.</li> <li>Shielding was paused on 1<sup>st</sup> August 2020. Staff, children and young people who were shielding will be able to return to school unless given advice from a GP or health care provider not to.</li> <li>Where concerns exist we will refer to current government guidance for people with underlying health conditions.</li> <li>Local monitoring arrangements will be in place to give early warning of an local increase in infections which could lead to people in the higher risk categories being advised to stay away from school.</li> </ul> <p><b>SPECIFIC AND INDIVIDUAL RISK ASSESSMENTS WILL BE REQUIRED FOR THOSE WITH UNDERLYING HEALTH CONDITIONS PRIOR TO RETURN TO SCHOOL</b></p>	3	4	12	Yes
<b>Unwell adult, child or young person – Covid-19 symptoms</b>	Infection transmission	4	4	16	<ul style="list-style-type: none"> <li><b><u>IT IS ESSENTIAL THAT STAFF, CHILDREN AND YOUNG PEOPLE DO NOT ATTEND SCHOOL IF SYMPTOMATIC BUT INSTEAD SELF ISOLATE (ALONG WITH THEIR HOUSEHOLD) AND FOLLOW GUIDANCE ON NHS INFORM AND FROM TEST AND PROTECT</u></b></li> <li>All staff, children and young people will be informed at return to school that they must inform a member of staff or responsible person if they feel unwell with symptoms of COVID-19 <ul style="list-style-type: none"> <li>If the affected person is over 16 years of age, they will be sent home and told to follow guidance for households with possible infeciton including testing and self isolation</li> <li>If the affected person is under 16 years of age, a parent/carer will be contacted and asked to collect the child/yougnperson from school. They will be told to follow guidance for households with possible infections including testing and self isolation</li> </ul> </li> <li>While awaiting collection child/young person will be moved to an area/room where they can be at least 2metres away from others. Adult supervision will be provided where required until the child/young person is collected..</li> <li>The child/young person should use a separate bathroom if needed which should be cleaned/disinfected after use.</li> <li>Staff should wear PPE if 2 metre distance cannot be achieved or personal care is required. <ul style="list-style-type: none"> <li>A fluid resistant surgical face mask should be worn by the supervising adult if 2 metre</li> </ul> </li> </ul>	3	4	12	Yes

					<p>distancing cannot be maintained.</p> <ul style="list-style-type: none"> <li>○ If contact is necessary, disposable gloves, apron and fluid resistant surgical face mask. If risk of splashing to eyes, e.g. coughing, spitting, vomiting etc. then eye protection should be worn.</li> <li>• In an emergency call 999 and advise that the individual is displaying COVID-19 symptoms</li> <li>• Supervising adults should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</li> </ul>				
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MANAGER CONFIRMATION ABOVE SAFE SYSTEMS OF WORK / CONTROLS IN PLACE OR REQUIRED ACTIONS AND TIMESCALE TO COMPLETE	DATE	MANAGER'S NAME
	12/08/2020	Law at work: M. Ramsey ESS: R. Craig
	14/08/2020	LaW M.Ramsey/ ESS: R. Craig
	07/10/2020	LaW M.Ramsey/ ESS: R. Craig
	02/11/2020	LaW M.Ramsey/ ESS: R. Craig
	22/02/2021	Law at work/ ESS



RISK MATRIX						
Injury to personnel		No or minimum injury	First aid treatment on site	First aid treatment off site	Major injury or hospitalisation	Fatality
Damage to property or equipment		No or major damage	Moderate damage	Significant damage	Major damage	Catastrophic damage
Severity		1	2	3	4	5
Likelihood						
Almost certain to happen	5	LOW RISK	MEDIUM RISK	MEDIUM RISK	HIGH RISK	HIGH RISK
Likely to happen at some time	4	LOW RISK	MEDIUM RISK	MEDIUM RISK	HIGH RISK	HIGH RISK
Conceivable	3	LOW RISK	LOW RISK	MEDIUM RISK	MEDIUM RISK	MEDIUM RISK
Possible but unlikely	2	LOW RISK	LOW RISK	LOW RISK	MEDIUM RISK	MEDIUM RISK
Extremely unlikely	1	LOW RISK	LOW RISK	LOW RISK	LOW RISK	LOW RISK