



**RISK ASSESSMENT AND SAFE SYSTEM OF WORK**

<b>TASK/AREA/ ISSUE BEING ASSESSED</b>	<b>Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-Cov-2) SCOTLAND: School</b>								
<b>SCHOOL NAME</b>	Edinburgh Steiner School								
<b>ASSESSOR</b>	Armour Risk Consulting / Edinburgh Steiner School H&S department								
<b>DATE</b>	12/01/2022								
<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	All who enter the school will be encouraged and supported where required to maintain COVID-secure personal hygiene throughout the day, e.g. <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 and young people</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.” As of the 6<sup>th</sup> August 2021 this still remains the case.</p> <p><b>Schools only</b> 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>• Teachers are to continue to maintain a strict 2m distances between them</li> <li>• Social distancing between teachers and pupils is 1m.</li> <li>• Pupils and teachers in classes 7 to 12 must wear a mask at all time in the classroom and corridors.</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 controlled movement within classrooms to minimise congestion in areas.</li> <li>• Minimising contacts through the use of groupings should be reintroduced in indoor spaces where practicable – for example a grouping might refer to a whole class in primary school, and a whole year group or the senior phase in secondary school.</li> <li>• All staff and pupils should wear a face covering in classrooms during lessons in classes 7 to 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 if this is possible.</li> <li>• Fresh air in rooms must also be circulated within the rooms in the form of ventilation every 20 minutes or by other similar means.</li> <li>• Air quality control are in classrooms to monitor air quality and temperature.</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> <li>• Covid 19 self-tests are now available for every pupils in classes 7 to 12. It is recommended to test twice a week, preferably on Sundays and Wednesdays evening. These are not</li> </ul>	3	4	12	y

				<p>mandatory however, it is strongly recommended to improve mitigation.</p> <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 the seasonal celebrations , assemblies continue not to be possible for foreseeable future.</p> <p>The kitchen is only accessible when:</p> <ul style="list-style-type: none"> <li>• Teachers maintain a strict 2m distances between themselves</li> <li>• Social distancing between teachers and pupils is 1m.</li> <li>• Pupils and teachers in classes 7 to 12 must wear a mask at all time in the Kitchen.</li> </ul> <p>Additional educational guidance updates can be found here:  <a href="#">Practical activities guidelines</a>   <a href="#">COVID-19 education recovery</a>   <a href="#">National Improvement Hub</a></p> <p>Teachers are to observe 2 meters distancing while in the staffroom.</p> <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 through adequate organization of the school grounds.</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>					
Emergency closure procedure in the event of severe staff shortage	Infection transmission	4	4	16	<p>In the event of a severe shortage of staff caused by high levels of unexpected absence, the School might be forced to close temporarily, at short notice. In extreme circumstances, immediate closure might be announced during the school day, for example due to high number levels of Covid-related self-isolation and infection.</p> <p>The School will only close if the shortage of staff represents an unacceptable risk to health and safety. This judgement will be made by the Management Team in consultation with the Health</p>	3	4	12	y

				<p>&amp; Safety Officer. As soon as this decision has been made, parents/carers will be emailed to let them know of the decision and they will be asked to make arrangements to collect their children as soon as possible. A notice will also be placed on the home page of the School's website.</p> <p>Upper School pupils in Classes 11 and 12 who are able to make their own way home will be allowed to leave school. Pupils in Classes 6-10 will be allowed to leave and make their way home after permission is received from a parent/carer. Class Teachers and/or Management Team members and Office staff will contact parents/carers of pupils in Classes 1-5 to discuss arrangement for collection, or whether they can safely make their own way home, or with another family</p> <p>If possible, the Management Team will try to alleviate the staffing pressure by sending older pupils home first and reallocating available staff to younger groups to maintain safety and ensure younger pupils can stay in school for longer, giving parents and carers more time to arrange for collection. As far as possible, the School will continue to reallocate available staff to supervise any children who cannot go home or be collected until the end of the normal school day.</p>					
<b>Social distancing - adults</b>	Infection transmission	4	4	16	<p>A strict two metre distancing will continue to be observed between adults. Where adults cannot maintain two meter distancing and are interacting face to face for sustained periods (15 minutes or more), face covering will be required to be worn.</p> <p>All school staff and secondary aged learners ( classes 7 to 12) are encouraged to participate in the asymptomatic testing programme.</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>Movement of adults between school buildings will be kept to a minimum.</p> <p>Staff rooms have been re- arranged to support social distancing. However, number of occupants at any one time will be limited to allow 2m social distancing between members of staff to be adhered to.</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</li> </ul>	3	4	12	y

				<p>not compromise privacy.</p> <p><b><u>Kitchen</u></b> Use of the kitchen to prepare lunch on a daily basis will be limited to 1 number of staff and 3 number of pupils. All occupants will wear face coverings, windows will be open to increase ventilation and hands will be sanitised. Once lunch is complete all surfaces, utensils and containers will be cleaned in line with our enhanced cleaning procedures listed in this document.</p> <p><b><u>Upper school choir</u></b> The school recognise the importance of music education in developing skills and supporting Health and well being, and the potential negative impact of limiting music in our school. This activity is now permitted subject to the following appropriate mitigation:</p> <ul style="list-style-type: none"> <li>• All staff (including visiting staff) and pupils must wear a mask at all times</li> <li>• No face to face singing</li> <li>• Keep social distancing</li> <li>• Sanitising hands before entering the hall</li> </ul> <p><b><u>Visitors</u></b> Parents and visitors are allowed in the school grounds after 15:30pm are to avoid contact with pupils and Teachers.</p> <p>Where necessary, proportionate and viewed as beneficial, parents/carers may now attend school for individual visits on e.g. the progress, wellbeing and behaviour of children and young people.</p> <p>Parent Councils and Parent Teacher Associations should not meet on school premises, and virtual arrangements should be used instead.</p> <p>In line with SportScotland advice on the '<u>Return to sport and physical activity</u>', parents/carers may attend school premises to spectate at outdoor school sports events, providing all activity is consistent with relevant Scottish Government guidance on Health, physical distancing, and hygiene.</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>• When dropping off or picking up your children, please respect others social distance by giving space to other families/ households and do leave the front of the school as soon as you have picked up your child.</li> </ul>	3	4	12	y

					<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. <ul style="list-style-type: none"> <li>Class 1 parents are now allowed inside the school gate to support and drop off and pick up their children.</li> </ul> </li> </ul> <p>Marking and signage have been provided at school entrance points discouraging adults from gathering/lingering and requesting them to observe 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>				
<b>Face coverings</b>	Infection transmission	4	4	16	<p>Face coverings are not a substitute for physical distancing. Maintaining physical distancing needs to be the main mitigation measure and good ventilation does not replace the need for physical distancing of face coverings.</p> <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>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>	3	4	12	y
<b>Covid 19 Self test Kit</b>		4	4	16	<p><u><b>All school staff and Pupils Classes 7, 8, 9, 10, 11, 12</b></u></p> <ul style="list-style-type: none"> <li>Covid 19 self-tests are now available for pupils in class 7, 8, 9, 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.</li> <li>Covid 19 PCR testing kits are available to staff only upon request due to limited numbers.</li> </ul>	3	4	12	y
<b>PPE</b>	Infection	4	4	16	The scientific advice indicates that educational staff do not require personal protective	3	4	12	y

	transmission				<p>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> <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> </ul>	3	4	12	y

					<ul style="list-style-type: none"> <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> <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	Staff members are asked to use the back gate on Polwarth Terrace as the staff entrance door. This should be locked behind them after they enter the campus.	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> <li><b>SPECIFIC AND INDIVIDUAL RISK ASSESSMENTS WILL BE REQUIRED FOR THOSE WITH UNDERLYING HEALTH CONDITIONS PRIOR TO RETURN TO SCHOOL</b></li> </ul>	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>From 9th August, the approach to contact tracing of U18s, including in the school environment has been adjusted better to reflect the evidence and data re: risks of</li> </ul>	3	4	12	Yes



			<p>infection and transmission amongst close contacts in this age cohort, and in the school environment.</p> <ul style="list-style-type: none"> <li>• From 9th August, only those close contacts aged under 18 who are at the highest risk of being exposed to infection will be directly contact traced by Test and Protect, and asked to self-isolate until they have received a negative PCR test. Test and Protect will focus on identification of household, overnight (sleepover) or clear, prolonged close contacts.</li> <li>• From 9th August, schools and ELC settings will no longer be as extensively involved in supporting contact tracing. They may be requested by Test and Protect to support identification of any adult staff or clinically vulnerable U18s who are not fully vaccinated and who have had unusually close or prolonged contact with an index case, so that tailored public health advice can be provided as per the policies described above.</li> <li>• The “warn and inform” letter the school will send to parents/carers and staff in the event of a positive case will advise of the facts and: <ul style="list-style-type: none"> <li>○ make clear there is no requirement to self-isolate unless contacted by Test and Protect and advised otherwise</li> <li>○ advise recipients to be particularly vigilant for symptoms and to self-isolate immediately and book a PCR test if they become symptomatic</li> <li>○ ask them and their children to follow particularly closely the mitigations in guidance</li> </ul> </li> <li>• Staff and pupils are strongly encourage to continue testing and recording results regularly as part of the schools asymptomatic testing offer (see below), as well as advising households to take advantage of the universal testing offer</li> <li>• If a child, young person (or their parent/carer if under 16 years) or staff member is contacted by Test and Protect and identified as a high-risk close contact while at school, the person should leave school and travel home avoiding the use of public transport wherever possible and, if possible, they should wear a face covering en route. They should then follow the guidance on self-isolation and PCR testing provided by Test and Protect, as summarised above.</li> <li>• Children and young people in school should ensure they continue to test twice weekly using LFDs, which can be accessed via the school. Parents may also wish to encourage younger children in to test twice weekly using the universal testing offer.</li> </ul> <p><b>Children 5 and under 5 years old who are close contacts</b></p> <p>If a close contact is aged under 5 years then they will not need to self-isolate if they remain without symptoms. This reflects the lower risk of transmission from very young children, as well as the challenges in tolerating testing that some very young children may experience. Although</p>				
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					a PCR test is not required for this age group before returning to usual activities (including early learning and childcare), it is encouraged. It is recognised that this will not always be possible and parents/carers are the best judges of this.				

<b>MANAGER CONFIRMATION ABOVE SAFE SYSTEMS OF WORK / CONTROLS IN PLACE OR REQUIRED ACTIONS AND TIMESCALE TO COMPLETE</b>	<b>DATE</b>	<b>MANAGER'S NAME</b>
	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
	15/03/21	Law at work/ Ess R. Craig
	21/04/21	Law at work/ Ess R. Craig
Amendments made following the change in Scottish Government on the 6 <sup>th</sup> and 16 <sup>th</sup> of August 2021.	19/08/21	Armour Risk Consulting: Matt Ramsey/ Ess R. Craig
Amendments made following the change in Scottish Government on the 16 <sup>th</sup> of August 2021.	26/08/21	Armour Risk Consulting: Matt Ramsey/ Ess R. Craig
Amendments made following the change in Scottish Government in September 2021.	08/09/21	Armour Risk Consulting: Matt Ramsey/ Ess R. Craig
Amendments made following the change in Scottish Government in October 2021.	14/10/21	Armour Risk Consulting: Matt Ramsey/ Ess R. Craig



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