**ORKNEY ISLANDS COUNCIL**

**Kirkwall Grammar School**

**COVID-19 HEALTH AND SAFETY RISK ASSESSMENT**

**Service: Education, Leisure and Housing**

**Workplace: Kirkwall Grammar School**

**Description of work activity or area of the workplace assessed: Teaching and Childcare**

**Persons at risk from the hazards identified: Children, Young-People, Employees, Visitors, General Public**

**Risk assessed by: Claire Meakin, Head Teacher**

**Date risk assessed: March 2022**

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| **Department: Education and Children’s Services** | | **RISK ASSESSMENT** |  |
| **Process/Activity: Infection Prevention & Control** | | **Location:** **KGS** | **Date: M2022** |
| **Describe activity**: Location of staff at ELH establishments open during Covid-19 outbreak. Staff providing childcare and access to sites. | | | |
| **Establishment Name and Location: KGS** | **Isolation Room Location in Establishment: First Aid Room in Admin Corridor** | | |

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| **Hazards**  **(There is a risk that…)** | **Who might be harmed?**  **(e.g. staff, service-users public etc.)** | **How will they be harmed?** | **Existing risk control measures** | **Risk Evaluation**  **(Severity X Likelihood)** | | | **Additional**  **Control** | **Risk Evaluation**  **(Severity X Likelihood)** | | | **Action by whom?** | **Action by when?** |
| **S**  **(1-5)** | **L**  **(1-5)** | **Rating** | **S**  **(1-5)** | **L**  **(1-5)** | **Rating** |
| The overall experience of COVID-19 pandemic may impact negatively upon wellbeing | Staff  Children & young People  Visitors | Psychological | New workplace/controls put in place to reduce risk of exposure to COVID-19 are documented in procedures and policies and disseminated to employees through line managers and HR.  New teaching and learning controls have been put in place at KGS to reduce risk of exposure to COVID-19 and are documented in procedures and policies and relevant information is shared Parents/Carers and stakeholders.  Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs  Continued availability of support for the mental health and wellbeing of all pupils and staff.  Availability of counselling services, which is communicated regularly for staff, children and young  The removal of the requirement to wear face masks in class has improved confidence, however some more vulnerable pupils wish to continue wearing their mask.  Effective communication between pupils and teachers to help reduce anxiety.  Risk assess vulnerable staff, children and young people and address accordingly. | 2 | 3 | 6 | Continue available support for all staff, children and young people,  <https://www.gov.scot/publications/coronavirus-covid-19-support-for-continuity-in-learning/>  <https://www.gov.scot/publications/coronavirus-covid-19-curriculum-for-excellence-in-the-recovery-phase/>  New proposed changes by the governmentm(after the easter holidays) will help staff, children and young people feel safer and reassured the pandemic is entering into a calmer phase. NHS guidance informs low risk. | 2 | 2 | 4 |  | Commencing 19/04/22 |
| Measures required to control the Spread of COVID | Staff  Children & young people  Visitors | Symptoms of COVID  Long COVID  Potential hospitalisation | **GENERAL CONTROL MEASURES**  Following government guidelines to date regarding isolation and hygiene practices to control the spread of COVID.  Hand sanitiser, gloves and face masks available and ready.  Monitoring of covid cases re. both staff and pupils which is communicated and monitored by OIC.  Only pupils and staff who should be present should come in to the school or educational establishment. No other children should be allowed on site.  Visitors or contractors who visit the site are encouraged avoid busy times in order to control the spread of potential infection. The second reception area is utilised by one member of reception to sign in visitors. This helps to put further distance between visitors, pupils and staff.  Staff can wear face masks in class.  Physical distancing and point out missed opportunities for physical distancing and appropriate handwashing where anyone on site forgets the safety rules.  Utilising face coverings in communal areas and wearing face coverings when moving around the building.  Cleaning materials to be made available throughout the day for staff.  Where children/ staff are symptomatic they should remain at home. Follow infection and control guidelines  We will identify staff who can’t come into school and support them as appropriate.  We will identify and record that this has been carried out for every individual, all staff and students who are [clinically vulnerable](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#protecting-different-groups-of-people) or have household members who are in a similar position and support them as appropriate within the guidance available.  Explore barriers to attendance with parents/ carers where there are concerns.  Identify those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19. They cannot return to school until self-isolation is over, or a negative test is received.  Ensure that all clinically vulnerable staff are enabled wherever practicable to work from home, or where that is not possible, to carry out the lowest-risk roles on site, with social distancing of at least 2m. Clinically vulnerable staff electing to waive this right must have discussed it with their doctor and head teacher.  Set up clear, repeated messaging to parents/carers that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test.  We will take daily attendance registers and continue to provide daily updates on how many children and staff are in school. Ventilation procedures re CO2 monitoring. | 3 | 2 | 6 | Changes to Scottish Government COVID guidelines - low risk  Children, young people and staff to continue to self-isolate if they:   * have symptoms of COVID, weather they feel unwell or not * have tested positive, even if asymptomatic * required to self-isolate for any other reason in line with requirements set out in NHS information * are identified as a close contact and are over 18 years old and 4 months and not fully vaccinated.   Continue good hand hygiene, surface cleaning and cough hygiene.  Ensure continued ventilation and CO2 monitoring.  Encourage staff who have not been vaccinated to seek vaccination as soon as possible.  Continue the use of face masks when walking around the site.    Relevant PPE made available (disposable gloves and face masks).  Assess the individual needs/requirements of individuals. | 1 | 2 | 2 |  | Commencing 19/04/22 |
| Community outbreak of COVID | Children  Young People  Staff  Parents  Public | Symptoms of COVID  Long COVID  Potential hospitalisation | Risk assessments undertaken for those with underlying health conditions and appropriate safeguards put in place.  Any colleague who has concerns should speak in the first instance to their line manager who will support and look at appropriate safeguards.  Test and Protect is in operation in Orkney.  Staggered timings during the day to minimise contact where necessary will be an option as we progress through the return to school consultation with staff, pupils and parents.  Use of outdoor learning spaces where appropriate.  Appropriate visual aids are deployed to assist with social distancing, remind people to stay home when unwell, and promote basic hygiene.  Limits are placed upon simultaneous use of toilet facilities.  Appropriate PPE available in the First Aid / Isolation room.  PPE training undertaken by all staff.  Staff/pupils have been instructed to clean their hands frequently, to wash their hands with soap and water for at least 20 seconds followed by the use of an alcohol-based hand sanitiser that contains at least 60-95% alcohol. Soap and water and alcohol-based hand rubs are provided in the school and adequate supplies are maintained.  Appropriate hand-washing facilities available.  Deployment of appropriate cleaning resources in all classrooms  Waste bins to be lined with plastic bags to facilitate non-contact emptying.  Hand-sanitizer provided at strategic locations in buildings.  Shared resources to be cleaned after each class.  Ventilation assisted by the propping open of doors (except Fire Doors)  Lunch sittings to be staggered as appropriate after consultation with staff, pupils and parents.  CO2 monitoring procedures in place. | 3 | 2 | 6 | Assess the individual needs/requirements of individuals.  Changes to Scottish Government COVID guidelines - low risk  Children, young people and staff to continue to self-isolate if they:   * have symptoms of COVID, weather they feel unwell or not * have tested positive, even if asymptomatic * required to self-isolate for any other reason in line with requirements set out in NHS information * are identified as a close contact and are over 18 years old and 4 months and not fully vaccinated.   Continue good hand hygiene, surface cleaning and cough hygiene.  Ensure continued ventilation and CO2 monitoring.  Encourage staff who have not been vaccinated to seek vaccination as soon as possible.  Relevant PPE made available (disposable gloves and face masks).  Continue the use of face masks when walking around the site. | 2 | 2 | 4 |  | Commencing 19/04/22 |

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| People with symptoms may attending ELH sites | Staff  Children & young people  Visitors | Symptoms of COVID  Long COVID  Potential hospitalisation | We will remind staff, pupils and parents that they should not come to school if they or someone in their household has developed symptoms (new persistent cough or increased temperature, loss of taste or smell).  <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>  We will use existing methods and channels of communication with parents/carers to reduce the need for face to face meetings/contact: Expressions App; text; email; phone; Website; and other social media as used by the school.  Staff aware of Test and Protect process requirements.  Inform and remind staff and pupils that they must stay home and self-isolate if they live with someone with COVID symptoms.  Work with our stakeholders to ensure that they are adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures.  Inform all visitors that they must not enter if they are experiencing COVID symptoms.  Isolation room, containing PPE, and toilet to be provided for anyone presenting with COVID symptoms.  Process for covering class contact where a member of staff presents with COVID symptoms.  Process for ensuring siblings of any child presenting with COVID symptoms are identified and isolated  Procedure for managing isolation if a parent is unable to collect child immediately.  Staff aware of Test and Protect process requirements  Remind all staff and pupils of this via bulletins and screens around the school.  Have a location where potentially symptomatic pupils can be located until they can be collected.  If a parent is unable to collect child immediately, the pupil will remain in this area until collected.  Office manager to be informed immediately to check for siblings of any child presenting with COVID symptoms are identified and isolated. | 3 | 2 | 6 | Changes to Scottish Government COVID guidelines - low risk  Children, young people and staff to continue to self-isolate if they:   * have symptoms of COVID, weather they feel unwell or not * have tested positive, even if asymptomatic * required to self-isolate for any other reason in line with requirements set out in NHS information * are identified as a close contact and are over 18 years old and 4 months and not fully vaccinated.   Continue good hand hygiene, surface cleaning and cough hygiene.  Ensure continued ventilation and CO2 monitoring.  Encourage staff who have not been vaccinated to seek vaccination as soon as possible.  Continue to utilise face masks when walking around the site.  Relevant PPE made available (disposable gloves and face masks). | 2 | 2 | 4 |  | Commencing 19/04/22 |

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| **S**  **(1-5)** | **L**  **(1-5)** | **Rating** | **S**  **(1-5)** | **L**  **(1-5)** | **Rating** |
| Someone could develop COVID symptoms whilst on school transport | Children  Young People  Conveyors | Spread of COVID  Symptoms of COVID  Long COVID  Potential hospitalisation | Inform and remind staff and pupils that they must stay home and self-isolate if they live with someone with COVID symptoms.  Journey times are relatively short and, as such, it is unlikely that symptoms will arise during commute.  Isolation room, containing PPE, and toilet to be provided at all premises or anyone presenting with COVID symptoms.  Use of face masks. | 2 | 3 | 6 | Ensure and continue the use of face coverings, cleaning, hygiene and ventilation on transportation. | 1 | 2 | 2 |  | Commencing 19/04/22 |

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| When dropping off and picking up from the establishment. | Staff  Children & young people  Visitors | Spread of COVID  Symptoms of COVID  Long COVID  Potential hospitalisation | The KGS designated area for drop off is the designated area marked on the roundabout outside of the main building.  Social distancing should be adhered to.  Staff/ volunteer / visitor distance of 2m where possible.  All staff, parent/carers, children and visitors to wash hands before entering setting, build handwashing into daily routine.  Cough directed to crook in elbow.  Signage and information will be added to the entrance of the school.  All parents and carers will be advised not to enter the BUILDING unless in an emergency. All parents have been advised not to wait.  On entering the building, hand sanitiser should be made available and everyone should use this before moving to wash their hands thoroughly at the nearest available handwashing area. Where tissues are used, bin immediately, then wash hands. | 2 | 2 | 4 | Due to government changes, physical distancing should follow the wider societal guidance – remain cautious, exercise personal responsibility and keep distance from others.  Staggered lunch, breaks and drop off times are not required. | 1 | 2 | 2 |  | Commencing 19/04/22 |

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| When contractors come onto site Spread of infection. | Staff  Children & young people  Visitors | Cross contamination of infection.  Infection of staff, children and visitors | Contractors arriving at site are directed by signs to a separate entrance where possible. To follow same hand sanitising and handwashing rules as per other visitors and staff. Only essential maintenance to take place.  Canteen deliveries to use separate entrance where possible. To follow same hand sanitising and washing rules as per other visitors and staff. | 2 | 2 | 4 | Continue good hand hygiene, surface cleaning and cough hygiene.  Government guidelines states no restrictions required, however contractors are to follow general hygiene guidelines of site. | 1 | 3 | 3 |  | Commencing 19/04/22 |
| When moving around the designated school areas  Spread of infection. | Staff  Children & young people  Visitors | Cross contamination of infection.  Infection of staff, children and visitors | Provide supplies of resources including tissues, soap and hand sanitiser.  Social distancing should be adhered to.  Remove resources which present cleaning challenges, e.g. construction materials and intricate items.  Good use should be made of the outdoor areas to support social distancing.  Equipment should be kept to a minimum and cleaned after use.  Increase cleaning frequency of frequently touched surfaces before and after meals and snacks.  Guidelines for food hygiene followed at meal and snack times:   * Increased awareness of infection control procedures * Information to meet the needs of children gathered in advance and shared with catering staff * Share menus in advance with parents to enable double checking   Staff to adhere to health and safety guidelines   * Clear information about individual circumstances and meeting needs from current records on SEEMIS | 3 | 2 | 6 | Continue good hand hygiene, surface cleaning and cough hygiene.  Ensure continued ventilation and CO2 monitoring  Relevant PPE made available (disposable gloves and face masks).  Ensure facemasks are utilised when moving around the site and be aware of distance between individuals.  Assess the individual needs/requirements of individuals | 1 | 2 | 2 |  | Commencing 19/04/22 |

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| Illnesses and accidents during attendance at establishments | Staff  Children & young people  Visitors | Risk of infection to other people | Isolation area within the building identified in case of any individuals who present as unwell during the session. Request for immediate collection by parents/carers. Area identified which can be supervised to avoid unnecessary distress to a child/ young person.  Staff use dynamic risk assessments through process due to needs/ conditions of pupils, staff member or contractor.  Appropriate care taken when treating individuals presenting with illness, PPE equipment used as required – bodily spills kits (each kit contains mask, apron and gloves).  It is the responsibility of the Head Teacher to ensure that they have sufficient stocks of PPE within their school at all time – the current guidance from procurement is having 4 weeks stock on site at all times.  Follow procedures to remove from setting where someone becomes unwell   * NHS guidance followed at all times * Emergency contact list accessible and up to date * Appropriate area/s in hub identified to ensure child can be isolated but appropriately supervised until arrival of emergency contact * Remove from setting * Emergency contacts informed immediately * Emergency contact for child * Self-isolate   Facilities informed and deep clean carried out of areas deemed exposed to potential infection following [covid-19-decontamination-in-non-healthcare-settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) guidance.  Business manager to be informed to ensure cover is available when a member of staff presents with COVID symptoms | 2 | 2 | 4 | New guidelines to be followed.  Continue good hand hygiene, surface cleaning and cough hygiene.  Ensure continued ventilation and CO2 monitoring.  Encourage staff who have not been vaccinated to seek vaccination as soon as possible.  Relevant PPE made available (disposable gloves and face masks). | 1 | 2 | 2 |  | Commencing 19/04/22 |
| Classroom Management  Spread of infection. | Staff  Children & young people  Visitors | Cross contamination of infection. | Each teacher plans out their teaching spaces to maximise physical distancing. Existing furniture can be used effectively to support this.  Where there is a sink in the classroom, soap and paper towels should be available. Bin placed near sink.  Box of tissues in each class.  Classrooms to be kept well-ventilated and CO2 monitoring.  Reduce the range of resources to be used in the classroom.  Reduce the sharing of resources as much as possible. Trays of equipment for individual or small groups of children should be created.  Each classroom will be provided with hand sanitiser at the entrance  All shared resources to be cleaned after use (including computers, PE equipment etc). Build into end of lesson activity routines.  Schools to ensure anti-bacterial wipes are available in all IT rooms and teacher to ensure students wipe down after use.  Re-plan lessons / activities to avoid shared resources.  Further consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment.  **For secondary** [**science**](http://science.cleapss.org.uk/Resource-Info/GL343-Guide-to-doing-practical-work-in-a-partially-reopened-school-Science.aspx) **and** [**D&T**](http://dt.cleapss.org.uk/Resource-File/GL344-Guidance-on-practical-work-in-a-partially-reopened-school-in-DT.pdf) **consider national advice**  **for suggested considerations in undertaking practical work in school** | 2 | 2 | 4 | New guidelines to be followed.  Continue good hand hygiene, surface cleaning and cough hygiene.  Ensure continued ventilation and CO2 monitoring.  Encourage staff who have not been vaccinated to seek vaccination as soon as possible.  Relevant PPE made available (disposable gloves and face masks). | 1 | 2 | 2 |  | Commencing 19/04/22 |

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| Staff Areas/Bases may spread of infection.  Infection of staff, children & visitors. | Staff  Visitors | Cross contamination of infection.  Infection of staff, children and visitors | The same social distancing and hand washing hygiene applies to all staff.  All areas and surfaces should be kept as clear and clean; all dishes should be washed, dried and tidied away for good hygiene.  Universal signage should continue into any staff areas/bases and offices.  Where there is a sink in the area, soap and paper towels should be available. Bin placed near sink.  Areas to be kept well-ventilated where possible.  Reduce the range of resources to be used.  Safe, hygienic and labelled food storage is necessary for shared fridges by staff.  Hand sanitiser will be available in each area. | 3 | 2 | 6 | Changes to Scottish Government COVID guidelines - low risk  Children, young people and staff to continue to self-isolate if they:   * have symptoms of COVID, weather they feel unwell or not * have tested positive, even if asymptomatic * required to self-isolate for any other reason in line with requirements set out in NHS information * are identified as a close contact and are over 18 years old and 4 months and not fully vaccinated.   Continue good hand hygiene, surface cleaning and cough hygiene.  Ensure continued ventilation and CO2 monitoring.  Encourage staff who have not been vaccinated to seek vaccination as soon as possible.  Relevant PPE made available (disposable gloves and face masks). | 1 | 2 | 2 |  | Commencing 19/04/22 |
| Spread of infection during canteen use / break and lunchtimes | Staff  Children & young people | Cross contamination of infection.  Infection of staff, children and visitors | Canteen staff should continue to follow Food Standard Agency’s (FSA) [guidance on good hygiene practices](https://www.food.gov.uk/business-hygiene) in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.  Drinking water should be provided from appropriate water fountains as designated in the school building.  All rubbish and waste should be put straight in the bin by pupils/ the user and not left for someone else to clear up.  All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines etc.  Ensuring physical distancing is maintained and the use of face coverings when moving around the site.  Reinforce handwashing prior to eating food.  Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.  Discuss provision and delivery with Catering Manager/staff. Consider change to meal provision, delivery of lunches to groups in classes etc. This could include a change in menu provision, amount of drinks and food in chillers and how to avoid touching neighbouring products. An increase in pre-prepared and wrapped food to reduce use of crockery, utensils etc. | 3 | 2 | 6 | Changes to Scottish Government COVID guidelines - low risk  Children, young people and staff to continue to self-isolate if they:   * have symptoms of COVID, weather they feel unwell or not * have tested positive, even if asymptomatic * required to self-isolate for any other reason in line with requirements set out in NHS information * are identified as a close contact and are over 18 years old and 4 months and not fully vaccinated.   Continue good hand hygiene, surface cleaning and cough hygiene.  Ensure continued ventilation and CO2 monitoring  Encourage staff who have not been vaccinated to seek vaccination as soon as possible.  Relevant PPE made available (disposable gloves and face masks). | 1 | 2 | 2 |  | Commencing 19/04/22 |

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| **Process/Activity: Infection Prevention & Control** | | **Location:** **All ELH Establishments** | **Date: November 2021** |
| **Establishment Author: C.Meakin** | **Date of Review: 29/03/22** | | |

**Workplace Risk Assessment**

Existing Health and Safety legislation makes it mandatory for all organisations to carry out a risk assessment of their work sites, and to keep these assessments constantly updated as circumstances change. There are also duties to consult with the workforce as part of this process, and to share the results of any risk assessment with them. The new risk posed by COVID-19 requires all employers to revisit their current H&S risk assessments, to ensure that new COVID-19 risks are assessed and managed. This means doing everything reasonably practicable to minimise these risks, recognising that we cannot completely eliminate the risk of COVID-19.

You are reminded that when assessing the level of risk a hazard may present, you must consider the likely outcome of the hazard causing harm, **NOT** the worst case scenario. The matrix for assessing risk is:

**Risk Matrix**

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| Likelihood/Severity | Negligible (1) | Minor (2) | Moderate (3) | Major (4) | Extreme (5) |
| Almost Certain (5) | 5 | 10 | 15 | 20 | 25 |
| Likely (4) | 4 | 8 | 12 | 16 | 20 |
| Possible (3) | 3 | 6 | 9 | 12 | 15 |
| Unlikely (2) | 2 | 4 | 6 | 8 | 10 |
| Rare (1) | 1 | 2 | 3 | 4 | 5 |

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| Low = 1 to 2 |  | No action required |
| Low = 3 to 6 |  | Look to improve at next review of if there is a significant change |
| Medium = 8 to 12 |  | Remedial action required as soon as is reasonably practicable. The higher the risk rating, the greater the priority for action |
| High = 15 to 16 |  | Take immediate action and stop activity if necessary, maintain existing controls rigorously. |
| High = 20 to 25 |  | Stop activity and take immediate action. |

The risk rating is then calculated by multiplying the severity and likelihood figures.