

# Risk Assessment

Risk Rating: 8 Adequate

Company: LC

Risk area: Athelstaneford Primary School Athelstaneford, EH39 5BE [Asset No 0064] ( HoE Vacant)

Risk Assessment Id: 430292

Date created: 19 February 2021

## What is being assessed?

Please enter the description of the activity being assessed.  
School Re-Opening February 21

## Hazards and Risk Ratings

Hazard(s)	Initial risk rating	Revised risk rating	Further actions
Hand Cleaning	8 - Adequate	6 - Adequate	0
Provision and Use of PPE	8 - Adequate	6 - Adequate	0
Supporting Physical Distancing	8 - Adequate	9 - Adequate	0
Working from Home	6 - Adequate	4 - Acceptable	0
Pick Up/Drop Off	8 - Adequate	6 - Adequate	0
Classrooms	8 - Adequate	6 - Adequate	0
Toilets	8 - Adequate	6 - Adequate	0
Offices	8 - Adequate	6 - Adequate	0
Dining Hall	8 - Adequate	6 - Adequate	0
Playground/Outdoor	8 - Adequate	4 - Acceptable	0
First Aid/Administration of Medication	8 - Adequate	6 - Adequate	0
Cleaning	8 - Adequate	6 - Adequate	0
Fire Evacuation	8 - Adequate	6 - Adequate	0
Pupils/Staff becoming symptomatic	8 - Adequate	6 - Adequate	0
Staff Rooms/Kitchens	8 - Adequate	6 - Adequate	0
Personal Care	8 - Adequate	8 - Adequate	0
Non School Adults	8 - Adequate	6 - Adequate	0
Movement Around the School	8 - Adequate	6 - Adequate	0
Nursery Provision	8 - Adequate	None	0
Individual Pupils	8 - Adequate	None	0
Staff/Pupil attendance in relation to Vulnerable/Shielding people.	8 - Adequate	6 - Adequate	0
Split Placements	6 - Adequate	6 - Adequate	0
Face Coverings	6 - Adequate	6 - Adequate	0
Unnecessary mixing	6 - Adequate	4 - Acceptable	0

## Related documents

None uploaded

## Review and sign off

Current status: Requires a review before: 19 February 2022

Date	User	Type
19 February 2021	Stewart Brown	Review
19 February 2021	Stewart Brown	Sign off

## Safe Working Procedures

8 Adequate

School Re-Opening February 21

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Is a safe system of work required?  
yes

Significant Hazards/Risks

Special Precautions

A range of Guidance is available from Scottish Gov, HPS, ELC and other bodies such as Unions etc. This should be referred to when planning.

Safe Working Method

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## Step 1 – Identify the hazard and risks

Hand Cleaning

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### B: Risks

- Infection
- 

### C: Risk rating

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### D: Who may be harmed?

- Member of the public
  - Pupil
- 

### E : Existing control measures

Hand washing facilities identified for each group and staff. These will have adequate supplies of soap, water and paper towels. Cold water is acceptable where the sink is cold water only. Stocks will be checked weekly by the janitor and cleaning staff and replaced when appropriate. If there are concerns about stocks they should be raised as quickly as possible with HT. Pupils/Staff should wash hands regularly throughout the day. In particular on arrival, going out for and coming back in, prior to eating, after eating, prior to leaving, and after using the toilet. Staff to model this in class for children to see. Pupils should generally be supervised when hand washing. Where necessary advice/encouragement should be used. This will particularly be the case in the nursery and P1/2.

Hand sanitizer to be available for when it is not possible to wash hands, however this should not be a substitute for hand washing.

Correct hand washing techniques will be reinforced through reminders, video's, notices etc as appropriate.

Current School arrangements for purchase of soap and paper towels remain in place. Hand sanitizer will be purchased centrally and distributed.

Hand washing station to be available outside for children to access.

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### I: Revised risk rating (after additional control measure are in place)

6 Adequate

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### J - K: Allocate tasks to responsible persons with target completion dates

None

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## Step 1 – Identify the hazard and risks

Provision and Use of PPE

---

### B: Risks

- Infection
- 

### C: Risk rating

---

### D: Who may be harmed?

- Member of the public
  - Pupil
- 

### E : Existing control measures

PPE should be used in accordance with the Education Dept PPE Guidance, including staff training. PPE requirements for working with individual pupils is identified within their own risk assessments. Staff may choose to wear a mask more than the compulsory if it helps them to feel safe at school. It must be clearly identified in Risk Assessments where staff MUST wear certain items of PPE and where they may choose to do so if they wish.

PPE is stored partially in the quiet room and partially in the office. It should be reported when these are being used to the business support administrator to allow for stock to be monitored. Used PPE must be placed in a bin bag and placed in the outdoor store. It will then be disposed of within 72 hours. Schools will be provided with a monthly supply of PPE (gloves, masks and aprons), including Hand Sanitiser. The Business Support Administrator will monitor stocks and liaise with Judith Wood if additional stocks are required. Requirements for other PPE eg Visors should be identified through Risk Assessments and obtained through liaison with Judith Wood. Initially this will be in the guise of two visors for specific children. If we find that spitting is a continued issue the school will organise more of these.

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### I: Revised risk rating (after additional control measure are in place)

6 Adequate

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### J - K: Allocate tasks to responsible persons with target completion dates

None

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## Step 1 – Identify the hazard and risks

Supporting Physical Distancing

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### B: Risks

- Infection
- 

### C: Risk rating

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### D: Who may be harmed?

- Member of the public
  - Staff
  - Pupil
- 

### E : Existing control measures

Rooms should be arranged to facilitate a distance of 2m whenever possible.

Small spaces are limited to a single user. Staff room is closed for groups.

Children do not need to physically distance from each other however cohort system in place to avoid too many children being identified as close contacts. This means each class will cohort from each other in normal times.

Staff should maintain physical distancing where possible with children. With adults, staff must remain more than 2 metres away.

Activities should be designed to encourage physical distancing. Organisations such as the SFA are starting to produce

guidance on this for specific sports. Outdoor Learning can also provide advice/suggestions

Where 2 metres is not possible, time within this distance should be minimized as far as is possible.

These arrangements should be kept under review and updated as necessary.

Physical markings displayed around the school to help with this.

Individual Pupils Risk Assessments consider their understanding and ability to follow Physical Distance rules.

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### I: Revised risk rating (after additional control measure are in place)

9 Adequate

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### J - K: Allocate tasks to responsible persons with target completion dates

None

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## Step 1 – Identify the hazard and risks

Working from Home

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### B: Risks

- musculoskeletal
- 

### C: Risk rating

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### D: Who may be harmed?

None specified

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### E : Existing control measures

All staff working from home should be directed to the Guidance Document on Home Working and asked to check that their home workstation and confirm to their manager that this has been done.

Separate keyboards and mice should be provided where required

Organisational development have produced guidance on managing remote teams.

The above will come into play for those are isolating due to having covid or having been in contact with someone who has tested positive as having it.

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### I: Revised risk rating (after additional control measure are in place)

4 Acceptable

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### J - K: Allocate tasks to responsible persons with target completion dates

None

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## Step 1 – Identify the hazard and risks

Pick Up/Drop Off

---

### B: Risks

- infection
- 

### C: Risk rating

---

### D: Who may be harmed?

- Member of the public
  - Contractor
  - Pupil
- 

### E : Existing control measures

#### *School Transport*

The bus is seen as an extension of the school estate.

Children should leave and enter the school in a direct manner without visiting other spaces. They will then wash their hands immediately.

Children organised by drop off and sit beside siblings. Consistently sit in the same seats.

#### *Parent/Carer drop off*

*Staggered times for starting and finishing between school and nursery.*

*Parents asked to promptly leave the school area and to avoid grouping where possible.*

Arrangements in place and clearly communicated to parents to minimise contact. Parents/Carers know to make use of either email or telephone calls to communicate with the school. The school would utilize groupcall or online platforms to share information.

Clear entry and exit in place.

Bespoke arrangement for particular pupils may need to be in place- these will be documented in individual risk assessments.

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### I: Revised risk rating (after additional control measure are in place)

6 Adequate

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### J - K: Allocate tasks to responsible persons with target completion dates

None

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## Step 1 – Identify the hazard and risks

Classrooms

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### B: Risks

- Infection
- 

### C: Risk rating

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### D: Who may be harmed?

- Cleaner
  - Pupil
- 

### E : Existing control measures

Furniture has been positioned appropriately to allow for access to sinks for hand washing. All tables face the front to avoid children sitting face on in classes P3-7.  
Soft furnishings removed where possible.  
Rooms to be well ventilated with windows open.  
Cleaning equipment is readily available in each classroom. Stock monitored daily and any needs shared with BSO.  
Routines in place to support the daily cleaning.  
Routines and process routinely reviewed with class.  
Where it is necessary to share resources they should be either wipe-able after use or washable.  
Reduction in amount of items that are transferred between school and home. Particularly toys will be avoided.  
Physical distancing between adults and adults and children is kept where possible.  
No singing to take place in classrooms.  
Books and homework will only be handled by one child. When returning they will be quarantined for 72 hours.  
Daily cleaning in place including use of a fogging machine.

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### I: Revised risk rating (after additional control measure are in place)

6 Adequate

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### J - K: Allocate tasks to responsible persons with target completion dates

None

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**Step 1 – Identify the hazard and risks**

Toilets

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**B: Risks**

None specified

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**C: Risk rating**

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**D: Who may be harmed?**

- Member of the public
  - Pupil
- 

**E : Existing control measures**

Surfaces to be cleaned regularly in the toilet and used paper towel removed regularly.  
Children discouraged to interact with children from other classes or to socialise in these spaces.  
Toilets to be monitored to avoid children socialising in these spaces.

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**I: Revised risk rating (after additional control measure are in place)**

6 Adequate

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**J - K: Allocate tasks to responsible persons with target completion dates**

None

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**Step 1 – Identify the hazard and risks**

Offices

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**B: Risks**

- Infection
- 

**C: Risk rating**

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**D: Who may be harmed?**

None specified

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**E : Existing control measures**

Offices arranged to ensure Physical Distancing is possible.  
Windows should be opened as much as possible. There is a compromise with this when the temperature is below 17 degrees.  
Desks/Computers/telephones etc should not be shared if possible. If necessary they must be cleaned between user.  
Cleaning materials kept beside telephone to help make this possible. Stocks to be monitored.

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**I: Revised risk rating (after additional control measure are in place)**

6 Adequate

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**J - K: Allocate tasks to responsible persons with target completion dates**

None

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**Step 1 – Identify the hazard and risks**

Dining Hall

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**B: Risks**

None specified

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**C: Risk rating**

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**D: Who may be harmed?**

- Pupil
- 

**E : Existing control measures**

Dining hall's lunches only in use for Primary 1/2 with all other children eating outdoors or in classrooms.

Children to sit in groups where possible.

Tables to be wiped after use by either lunches or small groups working.

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**I: Revised risk rating (after additional control measure are in place)**

6 Adequate

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**J - K: Allocate tasks to responsible persons with target completion dates**

None

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## Step 1 – Identify the hazard and risks

Playground/Outdoor

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### B: Risks

- Infection
- 

### C: Risk rating

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### D: Who may be harmed?

- Member of the public
  - Pupil
- 

### E : Existing control measures

Playground split into appropriate zones to help avoid mixing.  
Playground spaces are timetabled.  
Activities will be planned to maximise physical distancing and minimise sharing of resources.  
Outdoor resources to be easily cleanable and not shared.  
When outdoors hand washing stations will be available.

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### I: Revised risk rating (after additional control measure are in place)

4 Acceptable

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### J - K: Allocate tasks to responsible persons with target completion dates

None

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## Step 1 – Identify the hazard and risks

First Aid/Administration of Medication

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### B: Risks

- infection
- 

### C: Risk rating

---

### D: Who may be harmed?

- Pupil
- 

### E : Existing control measures

Standard first aid/managing healthcare needs infection control procedures should be followed. First aid to take place in the front entrance area. This should ensure space to maintain Physical Distancing and with good ventilation.

Where possible staff should maintain distance and encourage the pupils/staff to do as much for themselves as possible. A mask may be worn if it is necessary to spend significant time within 2m of a patient. If there is a chance of sneezing, coughing, spitting etc. then a visor may be used. Gloves should be used if there are bodily fluids involved.

PPE Equipment is stored in the main office, disable toilets, staff room and quiet room.

As part of individual pupil risk assessment Care Plans/Health Care Needs will be considered.

First Aiders should be aware of the ELC Guidance on First Aid during COVID.

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### I: Revised risk rating (after additional control measure are in place)

6 Adequate

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### J - K: Allocate tasks to responsible persons with target completion dates

None

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## Step 1 – Identify the hazard and risks

Cleaning

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### B: Risks

- Infection
- 

### C: Risk rating

---

### D: Who may be harmed?

- Pupil
- 

### E : Existing control measures

Enhanced standard cleaning will be in place together with a local response cleaning team. The time dedicated to cleaning has been increased.

HT will liaise with the identified cleaner and report any issues to FMS immediately.

Cleaning materials will be available for staff and children to clean throughout the day.

Stock levels will be monitored daily.

Any concerns should be raised with HT as soon as possible.

Fogging machine to be regularly used.

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### I: Revised risk rating (after additional control measure are in place)

6 Adequate

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### J - K: Allocate tasks to responsible persons with target completion dates

None

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## Step 1 – Identify the hazard and risks

Fire Evacuation

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### B: Risks

- infection
- 

### C: Risk rating

---

### D: Who may be harmed?

- Pupil
- 

### E : Existing control measures

Current Evacuation Procedures to be amended to meeting outside the village hall.  
2 metre distancing to be encouraged.  
One way system no longer in use in case of fire.  
Drills to take place regularly to help support this.

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### I: Revised risk rating (after additional control measure are in place)

6 Adequate

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### J - K: Allocate tasks to responsible persons with target completion dates

None

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## Step 1 – Identify the hazard and risks

Pupils/Staff becoming symptomatic

---

### B: Risks

- infection
- 

### C: Risk rating

---

### D: Who may be harmed?

- Pupil
- 

### E : Existing control measures

People consider symptomatic if they have:

·continuous cough

fever/hightemperature (37.8C or greater)

loss of, orchange in, sense of smell or taste (anosmia)

Quiet room identified for a pupils who become symptomatic to wait to be collected. Windows/ door to be open. 2 metre distancing to be in place with symptomatic person sitting beside the door. Staff should wear a face mask if they are in the same room supervising. Suitable activity should be provided for the pupil such as a book or some music playing. Other PPE to be used as appropriate. Used PPE should be stored within the outdoor storage until it can be safely disposed of.

If a member of staff becomes symptomatic they should leave the school promptly and travel home. This should be done through private transportation.

The person should then arrange a test to take place. If negative they should return to school. If positive they should self-isolate for 10 days. The tracing element will then be completed to make those who have been in close contact aware. These people should isolate for 10 days.

If there are two confirmed cases the HT will liaise with QIOs and raise the issues to the local health protection team.

Education Department Guidance for Symptomatic Pupil should be followed.

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### I: Revised risk rating (after additional control measure are in place)

6 Adequate

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### J - K: Allocate tasks to responsible persons with target completion dates

None

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## Step 1 – Identify the hazard and risks

Staff Rooms/Kitchens

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### B: Risks

- Infection
- 

### C: Risk rating

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### D: Who may be harmed?

None specified

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### E : Existing control measures

Maximum numbers for use of staff room has been identified as 2. Primarily, this should only be used for "solo lunches" or administrative tasks. Canteen or classroom space to be used as an alternative.

Staff will not share crockery/cutlery or share unwrapped foods.

Cleaning materials should be readily available for wiping down surfaces, buttons, handles etc after use.

Staff asked to bring own bottles or flasks to avoid cross-contamination.

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### I: Revised risk rating (after additional control measure are in place)

6 Adequate

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### J - K: Allocate tasks to responsible persons with target completion dates

None

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## Step 1 – Identify the hazard and risks

Personal Care

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### B: Risks

- Infection
- 

### C: Risk rating

---

### D: Who may be harmed?

- Staff
  - Pupil
- 

### E : Existing control measures

Personal care activities to be undertaken using gloves/aprons as currently required and in accordance with ELC guidance on Personal Care. Gloves and apron must be worn in all cases. Generally a face mask will be worn. Additional PPE may be identified in an individuals risk assessment.

The young person should be encouraged to carry out as much themselves as is possible.

Care must be carried out as quickly as possible limiting the time you are in an enclosed space with others.

Daily routines should be planned and managed to have access to disabled toilet.

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### I: Revised risk rating (after additional control measure are in place)

8 Adequate

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### J - K: Allocate tasks to responsible persons with target completion dates

None

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## Step 1 – Identify the hazard and risks

Non School Adults

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### B: Risks

- Infection
- 

### C: Risk rating

---

### D: Who may be harmed?

- Member of the public
  - Pupil
- 

### E : Existing control measures

Limited entry: only designated team and pupils and emergency services or healthcare staff.

Minimise the risk of infection from the wider community - drivers, taxi escorts, parents etc not to enter building.

If multi agency meetings become necessary these should be conducted remotely

Parental Contact should be done remotely

Repairs will be carried out outside school hours where possible and area's thoroughly cleaned.

It may be necessary for contractors to attend the school during school hours and this will be carried out in conjunction with the HT.

Any adults who need to visit will be asked to complete a track and trace form.

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### I: Revised risk rating (after additional control measure are in place)

6 Adequate

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### J - K: Allocate tasks to responsible persons with target completion dates

None

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**Step 1 – Identify the hazard and risks**

Movement Around the School

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**B: Risks**

- Infection
- 

**C: Risk rating**

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**D: Who may be harmed?**

- Visitor
- 

**E : Existing control measures**

One way system in place.  
Social distance markings clear on the walls.  
Staggered times for breaks and lunches to support this.

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**I: Revised risk rating (after additional control measure are in place)**

6 Adequate

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**J - K: Allocate tasks to responsible persons with target completion dates**

None

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**Step 1 – Identify the hazard and risks**

Nursery Provision

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**B: Risks**

None specified

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**C: Risk rating**

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**D: Who may be harmed?**

- Pupil
- 

**E : Existing control measures**

See separate risk assessment.

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**I: Revised risk rating (after additional control measure are in place)**

None

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**J - K: Allocate tasks to responsible persons with target completion dates**

None

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**Step 1 – Identify the hazard and risks**

Individual Pupils

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**B: Risks**

- Infection
- 

**C: Risk rating**

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**D: Who may be harmed?**

- Pupil
- 

**E : Existing control measures**

Individual risk assessments in place. Other children to be monitored and assessments created if necessary.

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**I: Revised risk rating (after additional control measure are in place)**

None

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**J - K: Allocate tasks to responsible persons with target completion dates**

None

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### Step 1 – Identify the hazard and risks

Staff/Pupil attendance in relation to Vulnerable/Shielding people.

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#### B: Risks

- Infection
- 

#### C: Risk rating

---

#### D: Who may be harmed?

- Pupil
- 

#### E : Existing control measures

The guidance in the Scottish Gov guidance on reopening schools and ELC Guidance should be followed to determine whether pupils who are vulnerable/shielding or living with those who are should attend.

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#### I: Revised risk rating (after additional control measure are in place)

6 Adequate

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#### J - K: Allocate tasks to responsible persons with target completion dates

None

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## Step 1 – Identify the hazard and risks

Split Placements

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### B: Risks

- Infection
- 

### C: Risk rating

---

### D: Who may be harmed?

- Staff
  - Pupil
- 

### E : Existing control measures

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### F - H: Additional control measures

Nursery to have a clear understanding of which children are on split placements. This information to be utilized in case of a positive test for Covid-19.

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### I: Revised risk rating (after additional control measure are in place)

6 Adequate

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### J - K: Allocate tasks to responsible persons with target completion dates

None

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## Step 1 – Identify the hazard and risks

Face Coverings

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### B: Risks

- Infection
  - infection
- 

### C: Risk rating

---

### D: Who may be harmed?

- Staff
  - Pupil
- 

### E : Existing control measures

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### F - H: Additional control measures

Staff are to wear a mask when in a communal space around the school.  
Staff to wear a mask if working between different cohorts.  
Staff to wear a mask if moving within two metres of other staff or children.  
Staff to wear a mask when letting children go at the end of the day.  
Staff to wear a mask if working closely with children.

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### I: Revised risk rating (after additional control measure are in place)

6 Adequate

---

### J - K: Allocate tasks to responsible persons with target completion dates

None

---

## Step 1 – Identify the hazard and risks

Unnecessary mixing

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### B: Risks

- infection
- 

### C: Risk rating

---

### D: Who may be harmed?

- Staff
  - Visitor
  - Pupil
- 

### E : Existing control measures

Children to be grouped into cohorts that allow for physical distancing.

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### F - H: Additional control measures

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### I: Revised risk rating (after additional control measure are in place)

4 Acceptable

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### J - K: Allocate tasks to responsible persons with target completion dates

None

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