



Education

Education, Communities and Organisational Development

Re-opening Moray Schools



COVID-19 Response Planning | Generic Risk Assessments



ID: RA/COVID-19 01/06/20 School reopening for Staff		OPERATING PROCEDURE & RISK ASSESSMENT	
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Service: Education		Section: All	Approved by Document Owner: Education
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Task: Reopening of school and management of infection risk of Covid 19. The suggested control measures in this document are ideal measures but have to be considered and practicable for each site that the risk assessment is conducted on. This generic assessment must be reviewed and adapted by each head of establishment/lead officer/line manager.			Number of people affected: Employees/service users/members of the public
Work Location: Various			
Equipment/Plant: Various			
Training or Competence Requirements: Infection control training where relevant			

Number	Safety Hazard	List of control methods that must be followed to protect your health and safety.	PPE/Training Requirements	Concerns
1.	Covid-19 at risk categories At greater risk of significant health issues if Covid-19 is contracted.	Employee's that are classified as being on the Government shielding list as per https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-shielding should remain isolated at home whilst the current Government advice remains in place. Where employees have household members who are shielding, line managers should assess the work being carried out by the employee. If possible they should work from home, if the employee is required to work through being a key or essential worker strict		

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		social distancing should be in place and front facing work avoided.		
2.	<p>Commuting to and from site</p> <p>Restrictions on maintaining 2 metre recommended social distancing and increased risk of infection as a result</p>	<ul style="list-style-type: none"> • Wherever possible private transport should be used to maintain isolation from the public when commuting to the office. • If public transport cannot be avoided, the employee should be encouraged to follow current government advice in respect of “face coverings”. • On arrival at the site, employees should thoroughly wash their hands for at least for 20 seconds or use hand sanitiser gel immediately on entry to the workplace. <p>Where car sharing is unavoidable</p> <ul style="list-style-type: none"> • If the employee has to travel with people outside their household group, they should try to share the transport with the same people each time and keep to small groups of people at any one time. • They should wear a face covering in an enclosed space where social distancing isn't possible and where they will come into contact with people they do not normally meet. • Employees should be aware of the surfaces they or others touch. If people from different households use a vehicle (for example through a car share scheme), they should clean it between journeys using gloves and standard cleaning products. Make sure to clean door handles, steering wheel and other areas that people may touch. • Where people from different households need to use a vehicle at the same time, good ventilation (keeping the car windows open) and facing away from each other may help to reduce the risk of transmission. Where possible, consider seating arrangements to optimise distance between people in the vehicle. 		

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		<ul style="list-style-type: none"> When finishing the journey, employees should wash their hands for at least 20 seconds or sanitise their hands as soon as possible. 		
3.	<p>Employee returning to work</p> <p>Risk to personal health, reduced social distancing potential risk to pandemic controls</p>	<ul style="list-style-type: none"> Any employees placed in vulnerable category classification to home work if possible, if they require to come into work a vulnerable persons risk assessment should be carried out. Any employee with a vulnerable person within the household should home work if possible, if they require to come into work a vulnerable persons risk assessment should be carried out, to reduce the risk to other household members. Any employee showing symptoms of Covid-19 or sharing a house with someone with Covid-19 should remain at home as per the government's guidance. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection Staff with Covid 19 symptoms should self-refer for testing immediately. https://covid19.nhsgrampian.org/for-nhs-grampian-staff/staff-covid-19-testing/ If staff develop symptoms in the workplace they should immediately inform their line manager, leave the building as soon as possible or remain isolated in their own classroom until arrangements are made to get home Test and protect procedures should then be followed 		

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		<ul style="list-style-type: none"> • Only employees whose job requires to be carried out on-site should travel to the site whilst the governments stay at home advice exists. Home working should be retained in place where possible. • Consideration should be given as to how employees will commute to work, with the preference being focused on employees who don't have to use public transport. • Where appropriate home working should be encouraged, and resources provided to put this in place in the medium term whilst the current government advice exists. 		
4.	General classroom attributes.	<ul style="list-style-type: none"> • Face to face meetings of groups of people should be avoided, employees should make use of conference calls, virtual meetings etc. • Where practicable, minimising the mixing of groups within the school environment. This will assist with test and protect requirements in the event of a case of Covid 19. • Breaks being staggered to reduce contact with others • Regular hand hygiene to be practiced. • Use of floor marking and travel direction markings 		
5.	School access – egress Peak periods, increased risk of social distancing failures, symptomatic employees	<ul style="list-style-type: none"> • To reduce the access – egress volume at lunchtime and the need for staff to go to the shops encourage all to bring in food or sandwiches. • Where feasible one way systems to be introduced in all corridors and office walk ways. In wide corridors >= 1900mm this can be a clearly demarked two way system. In narrow corridors this should be one way only. 		Consideration needs to be given to the use of any lift facilities – to which these facilities are essential to access their classroom

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		<ul style="list-style-type: none"> • Access to schools to be strictly controlled - every person accessing the building to follow entry control screening instructions. If unable to comply, they should be advised to return home and follow NHS guidance. • After accessing the building all employees and visitors to thoroughly wash their hands for 20 seconds or use hand sanitiser. • Hand sanitisers with alcohol content of > 60% to be available in communal areas such as lift, lobbies, building and school entrances and other strategic locations as identified in the building assessment. • Use classroom entrances if available or alternative routes into school. • Look at limiting the amount of sharing of common-use equipment, eg take microwaves, vending machines, etc out of use. • Apply occupancy limits where necessary, eg photocopier rooms • Where visitors may have to line up use 2m markings on the floor. 		
6.	<p>School culture</p> <p>Breakdown in procedures, employee weariness, reduced risk perception leading to shortcuts</p>	<ul style="list-style-type: none"> • Staff should use their own classroom • Staff should operate a clear desk policy ie no clutter at the end of any visit to school buildings • No sharing, personal use equipment, eg phones, staplers, scissors, pens etc • Make house rules to regulated staff behaviours, eg no impromptu meetings in passageways, no unnecessary journeys etc 		

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		<ul style="list-style-type: none"> • Signage throughout the school to re-enforce the need for social and hygienic controls in respect of Covid-19. • Two-metre social distancing markers at key points within the school, for example, reception, tea points main thoroughfare. • Staff to be pro-active in monitoring that all the school controls and social distancing measures are being adhered to by staff. • Reporting of any breaches to management for investigation • No communal food, i.e. sweets, biscuits etc allowed in classrooms and staff bases. • Admittance arranged by agreement with the HT ie no unannounced or unexpected visits • Visits should be as short as possible 		
7.	<p>Desks/tables and work stations</p> <p>Surface contamination transfer of Covid-19 virus</p>	<ul style="list-style-type: none"> • All desk hard surface areas to be cleaned This to include, desk, chair arms, keyboard, mouse and any other items regularly touched or handled. • Telephones and headsets if used to be sanitised at start and end of the day with appropriate sanitiser. Wipes should be used when in use during the day. • Workstations/desks to be clearly marked with 2m distance and staff should not stand and talk within that space. 		
8.	<p>High contact areas</p> <p>Surface transfer throughout the office, door entry and egress, tea & coffee points, rest area, staff rooms</p>	<ul style="list-style-type: none"> • Door entry may be via swipe cards, however where there are push buttons or other manual exit requirements these will be cleaned as for high contact points. • Provide hand sanitisers at all high contact points – areas such as entrances, tea points, rest areas 		

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		<p>and other designated points throughout the building.</p> <ul style="list-style-type: none"> For multiple occupancy rooms, instigate regular cleaning of all high contact points with a suitable disinfectant. For single occupancy areas a reactive cleaning regime should be implemented. 		
9.	<p>Cleaning – infection control</p> <p>Risk of contamination of surfaces in high use areas and across the office</p>	<ul style="list-style-type: none"> Suitable disinfectant cleaner to be used throughout the school and available within each room at high use areas for all staff and pupils to use at their own desks workstations and chairs. Staff to be trained in its use and COSHH assessment to be in place. Where practicable, consideration should be given to having available a day cleaner within each school to ensure all high use areas are thoroughly cleaned on a scheduled basis. An alternative approach is to ensure a cleaning regime carried out by building users can be implemented and managed locally. In PPP buildings agreements to be in place in respect of the cleaning of the communal areas within the building. Staff to wash hands regularly, ideally on entry to any classroom using hand sanitiser or sink if available. Before schools re-open a thorough clean should be conducted. 		<p>High levels of sickness absence may have an impact on the availability of cleaning staff. This will be monitored.</p>
10.	<p>Rest area/staff rooms</p> <p>High use area – higher risk of social distancing breaches and contaminated surfaces</p>	<ul style="list-style-type: none"> Maximum occupancy of the rest area/staff room to be defined by the lead officer/head of establishment based on two-metre social distancing rules. Signage to be put in place identifying maximum numbers allowed in each room. 		

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		<ul style="list-style-type: none"> • Where possible access and egress route into and out of rest area should be defined with two-metre social distancing markers along route. • Suitable disinfectant to be available in the area to wipe down surfaces and equipment that has been used. • If tables and chairs within the area are used these should be wiped down, where appropriate before and after use with the provided disinfectant and paper towels. • Where rest area/staff room is not large enough to allow staff to have lunch in the area whilst maintaining social distancing staff should be allowed to have staggered breaks. 		
11.	<p>Food and beverages hygiene</p> <p>Risk of cross infection from contaminated food items in fridge or store cupboards</p>	<ul style="list-style-type: none"> • Staff where possible should bring their lunch into the school in clean plastic containers that can be removed at the end of the day. • Staff should provide their own crockery/cutlery and remove at the end of the day • All work surfaces in kitchen areas need to be cleared eg mugs stored in cupboards or removed • Only essential items to be stored in any fridge. All items in containers to be wiped down with disinfectant before the item is stored in the fridge or after use and replaced in the fridge. Limit food storage in fridge to lunches brought from home and milk. • Staff should wash hands after replacing items in the fridge; this will ensure they have no contamination from the items if previous controls mechanisms have broken down. 		

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		<ul style="list-style-type: none"> • Fridge to be cleaned daily and unsealed items removed. • Daily stock check of the fridge to be conducted by the site responsible person to ensure only essential items are stored in it • Hygiene notices to be displayed in the rest area and check sheets for cleaning and fridge checking to be on display. • Shared food or communal food is not permitted. 		
12.	Toilets and showers Risk of infection from contaminated surface, reduced social distancing	<ul style="list-style-type: none"> • Instructions for all to wash hands after use of facilities and wipe down surfaces. • Two-metre social distancing markers should be used where applicable • Hygiene signage to be placed within toilet areas. • Where necessary take out of use alternate cubicles to maintain 2m social distancing. • Use cubicles only, remove urinals from use. • Limit the number of persons who can use the facilities at any one time. • Place signage on the door advising of maximum numbers allowed in. • Ensure adequate supplies of soap and paper towels for hand drying. 		
13.	Building and office vestibules and reception areas Risk of symptomatic visitors, cross contamination from hard surfaces	<ul style="list-style-type: none"> • Regular cleaning of areas and hard surfaces with suitable disinfectant to be undertaken. • Hand sanitisers to be available in all communal areas. • Social distancing signage to be in place. • Covid-19 isolation signage to be in place at entrances to building and office areas. 		
14.	First aid Risk of cross infection	<ul style="list-style-type: none"> • First aiders should be provided with the following PPE in case they have to administer first aid, 	Plastic aprons IIR Surgical masks	Over the month of June, unlikely to have first aiders available, 999

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		<p>apron, goggles, fluid resistant surgical face mask, nitrile gloves, the injured person should also be provided with a face mask.</p> <ul style="list-style-type: none"> • If CPR is required, the person's mouth must be covered before CPR, Hands-Only CPR is to be performed whilst waiting on emergency services. CPR can be carried out in conjunction with a defibrillator if available. • First aiders to remove PPE and wash hands as set out in PPE guidance and dispose of in a sealed double bag or as clinical waste if necessary. • Each building to have a room identified which can be used by symptomatic persons if required while waiting on transport home. 	<p>Nitrile disposable gloves Goggles Hand sanitiser Resuscitation face shields</p> <p>Training on donning and doffing PPE</p>	<p>procedures would apply. HTs to advise staff.</p> <p>Training will need to be provided by August</p>
15.	Emergency procedures Social distancing procedures	<ul style="list-style-type: none"> • During the month of June, normal fire drill procedures should be followed 		All fire drills will need to be re-written for August
16.	Deliveries Maintaining social distancing and integrity of access/egress and escape routes	<ul style="list-style-type: none"> • Establish an area within the building or office area for deliveries that avoids them being taken through the work areas. • Where possible agree delivery times to avoid access and egress peak periods. 		
17.	Disabled users Maintaining social distancing during an evacuation	<ul style="list-style-type: none"> • Due to the close proximity that may be required during a disabled evacuation, PEEPs need to be reviewed. 		
18.	Stress and wellbeing Mental health wellbeing, feelings of isolation, concerns over pandemic	<ul style="list-style-type: none"> • Wellbeing checks to be incorporated at regular meetings.. 		Consider wellbeing champions for August
19.	Occupational hazards Skin exposure, dermatitis additional use of hand sanitisers	<ul style="list-style-type: none"> • Single-use nitrile gloves to be used for infrequent cleaning. • Low-risk detergents to be used. 		

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		<ul style="list-style-type: none"> • COSHH risk assessment to be available to all staff. • Managers to identify staff who require skin surveillance though frequent use of cleaning agents. 		
20.	Air con use of fans Lack of natural ventilation in confined spaces increase risk of spread of Covid-19 via air con or use of fans.	<ul style="list-style-type: none"> • Aircon and fans should be prohibited in multi-occupied office spaces when occupied as there is evidence that these can spread the virus significant distances, further than the two-metre social distance. • For office cooling, aircon can be used at night and blinds during the day to reduce solar gain or reflective film. • Wherever possible natural ventilation should be used within the offices. • Meetings should be restricted to well-ventilated rooms only • Reduced capacity to assist in keeping heat gain down 		
21.	Contractors – only essential repairs and maintenance should be getting carried out at the current time	<ul style="list-style-type: none"> • Admittance should be arranged by agreement with the HT ie no unannounced or unexpected visits • Maintenance should be out-of-hours where possible • Triage health check should be carried out beforehand, eg by phone just prior to the visit or physical distancing, hygiene, etc • Make contractors aware of expected behaviours on arrival (ie induction on house rules, traffic system, no entry areas, etc) • Use hand washing facilities as necessary, eg in toilets, hand sanitiser • Provide hand sanitiser stations at strategic points of the building 		

Additional Documentation	