

Highland Council Risk Assessment for Milton Primary School

Service: CAL	DESCRIPTION OF WORK ACTIVITY OR AREA OF THE WORKPLACE ASSESSED: Coronavirus/COVID-19 in Milton P.S. <i>All additional risk factors from Wednesday 6th January, 2021 is in bold and italics for easy identification.</i>		Name of Assessor: G. Dunnett			
Area: Mid			Date completed: 26/06/30			
Location: Milton P.S.	Click here for Highland Council's guidance notes re risk assessments.		Date of Review: Reviewed and updated 6 th January 2021 and 23 rd Feb 2021			
1	2 s	STEP 3	STEP 4			STEP 5
List potential Hazards here:	List groups of people at risk from hazards. Including those most vulnerable:	List existing control measures or note where information may be found:	Calculate the residual risk taking the presence and effectiveness of existing measures into account: Severity x Likelihood = Risk Rating (1 TO 3) (1 TO 3)			List further control measures necessary to reduce risk to an acceptable level and date of their proposed introduction:
<p>Covid-19 (Coronavirus)</p> <p>Staff having contact with service users (no signs of symptoms)</p> <p>Children having contact with staff (no signs of symptoms)</p>	<p>Staff</p> <p>Children</p>	<p><u>General</u></p> <p>In line with procedures and guidance, only allow staff and children in good health to be in school. - Where children/staff have a high temperature, new continuous cough or loss or change to their sense of smell or taste, they should remain at</p>	3	1	3	<p>11/8/20</p> <p>If allergies to hand gel consider the provision of bottles of (tap) water, soap and paper towels with them to remove the need for hand gels.</p>

		<p>home. - Follow infection and control guidelines.</p> <p>The response to the coronavirus COVID-19 outbreak is complex and fast moving. Relevant websites will be checked daily and advice will be adapted accordingly.</p> <p>All children, staff and any visitors must clean their hands either before or on entering the classroom. They must also wash hands on leaving the classroom. This must be done every time the classroom is entered or left. Build handwashing into daily routine. Where tissues are used, bin immediately, then wash hands. Children to be encouraged to cough into the crook of the elbow. Practice good hygiene practices regular hand washing by all staff and children.</p> <p><i>As of Wednesday 6th January – all individual risk assessments for shielding staff will be reviewed. The Chief Medical Officer has issued a fit note to applicable staff. Staff were advised by letter to seek advice but any who have been unable to do so should work from home in the meantime. When in receipt of guidance from the clinician/GP the individual risk assessments will be reviewed.</i></p> <p>Children who are displaying other symptoms such as a sore head, vomiting or diarrhoea are to be sent to Mrs Dunnett or Miss Nimmons for an electronic temperature check.</p>				<p>Regular handwashing and use of disinfectants can cause dermatitis/eczema.</p> <p>Staff to self-check.</p> <p>Parents to be advised to let school know of issues.</p> <p>Parents to be advised of procedures in place by 11th August.</p> <p>Staff discussion linked to Risk Assessment on 11th August.</p> <p>Handwashing stations in each classroom and at the front door 11/8/2020</p> <p>Time of day for vulnerable children now 9am-1pm. Children are accessing learning online in school and receiving a lunch therefore to limit time in school the school day has been reduced. PSAs then go home if not required for Keyworker children.</p>
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		<p>As from 6th January 2021, 3 bubbles have been created in the Primary school with a separate bubble for the Nursery to accommodate children of key workers and our identified vulnerable group. These bubbles will be staffed with a skeleton (necessary) staff adhering to the correct ratios of adult to children which also takes into account ASN levels. The staff will be providing childcare only from Wednesday 6th January to Friday 8th January and then switch to supporting the children in their online learning from Monday 11th January. There will be no face to face teaching during this period. From Monday 22nd February all Nursery, p1-3 will return and P4-7 arrangements as above.</p> <p>If a child is showing unsafe behaviour towards adults/ children in the setting, e.g. spitting, going too close (coughing in face) and they do not respond, staff will phone the parents to come and collect them as they cannot be at risk.</p>				
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		<p>Preferred options for cleaning hands from HSE guidance on this:</p> <ol style="list-style-type: none"> 1. soap and hot water 2. soap and cold water 3. 70% alcohol hand sanitisers. Wash hands for at least 20 seconds: <p>Before leaving home Entering and leaving playground gates for pupils On arriving at work or other premises After using the toilet After breaks After sporting activities Before food preparation Before eating any food, including snacks Before leaving work On arrival at home Avoid touching eyes, nose and mouth with unwashed hands. Children should be supervised and supported to follow guidance. Or ensure have washed hands once returned from toilet.</p> <p>Minimise physical contact with the person – e.g. no hand shaking. Social distancing to be adhered to as far as is possible. In cases where it is not possible to maintain social distancing, avoid kneeling/bending down near the child's face, if possible.</p> <p>Visitors to the building will be limited to essential visits only. Visitors will follow hygiene protocols.</p> <p>Staff open mail at own risk – can leave for</p>				
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		<p>72 hours and when it comes in mark it for quarantine or it can be opened with gloves or hands washed before and after then gloves and outer packaging will be discarded.</p> <p>Face coverings must be worn as soon as the school site has been entered and when walking through the building. Face coverings also to be worn in communal areas with the mask being removed when seated.</p> <p>For ELC: Face coverings should now be worn by all adults when physical distancing is not possible, but not when interacting with children; Face coverings are not required when working directly with children, including on the floor or supporting children to move around the building or with toileting, or as a result of being less than 2 m distant from children. To support this, adults must maintain a 2m distance from other adults when working together with groups of children. Face coverings should be worn by adults wherever they cannot maintain a 2 m distance from other adults (e.g. in corridor and communal areas). Coverings should also be worn by staff and visitors when not working directly with children, for example when in office and admin areas, canteens (except when dining), staff rooms and other confined communal areas, (including staff toilets) when 2 metre distancing cannot be maintained, except where a person is exempt from wearing a covering. Face coverings should be strongly encouraged for parents and other visitors to the setting (whether entering the building or otherwise), including parents at drop-off and pick-up.</p>					HT contacted parents individually to ask for mask wearing at drop offs and pick ups unless medically exempt.
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						Reminders also sent out to parents who took multiple people to drop off/pick-ups.
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		<p><u>Equipment</u></p> <p>Minimise contact with surfaces if possible, e.g. tables, furniture.</p> <p>Spray bottles containing disinfectant or cleaner/sanitiser will be provided for each room along with disposable blue roll and will be replenished by FM/Cleaning as required.</p> <p>Provide additional supplies of resources including tissues, soap and hand sanitizer.</p> <p>Staff to use own cup.</p> <p>Do not share items such as, dishes, stationary. Where this has been shared, hands have to be washed after use.</p> <p>Kettle/hot tap – hands washed before and after use. This will be cleaned regularly as it's a 'hot spot.'</p> <p>Staff to wash own dishes. Wipe down any area you have touched in the staffroom. Microwave etc.</p> <p>Handwashing posters displayed in the classroom.</p> <p>Numbers of children playing/learning limited in each area.</p> <p>3 classes in the school; P123, P345 & P567 – Each have their own classroom, entry doors, area in the playground for break and lunch and toilet facilities.</p>				<p>Bottle spray and blue roll will be available beside shared resources such as the photocopier</p> <p>Water bottles to be clearly labelled for each child and kept the child</p> <p>Staffroom to no longer to be used. Staff to eat lunch in the middle area to allow for physical distancing.</p>
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		<p>Lunches are served in the canteen for P123 and P345, P567 have in middle area. Children are sat in their class bubble There is no movement of the children whilst in the canteen. Their lunches are brought to them by an adult and are then cleared away.</p> <p>.</p> <p>Good use should be made of the outdoor areas to support social distancing. <i>There should be limited movement around the classroom with children staying seated as much as possible.</i></p> <p>Door between the classroom and entrance, the entrance and toilet and the entrance to each block will be kept open to minimise shared contact.</p> <p>Classroom equipment to be minimised to reduce cleaning needed. School will provide a pack of resources that should not be shared for each pupil. Children can bring own pencil case but this then has to stay in school and not go between home and school.</p> <p>If equipment is shared during the school day, like toys then it has to be cleaned after use</p> <p>Any concerns with standards of cleanliness should be first reported to the Head Teacher of who will direct their concerns to the main contact for the Cleaning & FM Service, and if not resolved</p>				<p>Clear signage to be in toilet area.</p> <p>Letters and homework will be provided electronically.</p>
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		<p>satisfactorily escalated to the Area Care and Learning Manager.</p> <p><u>Transitions</u></p> <p>Parents should be instructed to bring children to the gate each morning and not to allow children to run around outside prior to opening hours. At pick up time each class will use a separate gate, P123 top gate, P345 side gate and P567 front door. They are all escorted and taken together by a member of staff to reduce risk of infection. No visitors, parents, carers beyond gate. Parents are to be wearing masks at all times when picking up and dropping off.</p> <p><i>As of Wednesday 6th January there are strict limitations on staff movement between schools- staff working in only one school</i></p> <p><u>Toilets</u></p> <p>The toilets will be allocated to classes as they normally would be. Children will be encouraged to use the toilet in their block, and not use the toilet in any other block. Children will be encouraged to wait until the person in the toilet has finished before going in. All children will be asked to wash their hands in the toilet. Children will also sanitise hands before entering the classroom after visiting the toilet.</p> <p>P123 – disabled toilet P345 – Hall toilets</p>				<p>HT to address any non-mask wearers discreetly via Seesaw message to ask for mask wearing unless medically exempt.</p>
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		<p>P567 cloakroom</p> <p><u>School Bags</u> Children will be allowed to bring a school bag but will be encouraged to minimise what they bring to school. No soft toys/show and tell items will be permitted, unless the toy is a specific comfort to minimise their distress in school. Nothing from school will be sent home.</p> <p>School cleaned from 11-1230 for all hot spot areas.</p> <p><u>Lunch</u> Canteen used for P123 and P345, to be seated and lunch brought to them. Staff will have sanitised/washed hands. Where staff have to help a child open packaging hands to be washed before and after. Once children finished and classroom and table empty, Mairi will wipe down tables.</p> <p><i>One child will go to the toilet at a time and adults will ensure that hand washing has taken place.</i></p> <p><i>From 6th January, back playground will be used and separated into 3 separate areas, one for each class. In the mornings, children to stay in own bubble too in the playground until they enter the building.</i></p>				<p>HT changed timings so classrooms could be included in order to accommodate children's break times.</p>
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<p>Provision of assistance to person with symptoms Covid-19 (Coronavirus)</p> <p>Toileting/changing Spillages – bodily fluids, blood, vomit, etc</p>	<p>Staff Children</p>	<p>Following procedures to remove from setting where someone becomes unwell - NHS guidance followed at all times - Emergency contact list accessible and up to date – Remove from setting to the medical room to ensure child can be isolated but appropriately supervised until arrival of emergency contact. Emergency contacts informed immediately and person to Self-isolate. Person to be advised to have a test for Covid-19. Parents of children in the bubble will be informed if someone was sent home with symptoms. If the test returns as positive, all children/adults in the bubble will be asked to self-isolate for 14 days. Facilities informed and deep clean carried out.</p> <p><i>As from Wednesday 6th January we request that parents and carers of children on the shielding list gain clinical advice on the suitability of in school attendance for children-otherwise they should not attend school at this time.</i></p> <p>As from Monday 22nd February – all staff will have access to the asymptomatic Lateral Flow Testing for those returning to school. The goal of the programme is to minimise the risks of COVID-19 in the school environment. If those undertaking the tests regularly test positive, this means someone potentially infected with Covid-19 is not coming into school and spreading the virus, thus reducing potential spread, not just in school, but also in the wider community</p> <p>Lateral Flow Tests undertaken twice weekly for those attending school (staff who have consented to take part).</p>	<p>3</p>	<p>1</p>	<p>3</p>	<p>11/08/2020</p> <p>PPE and supplies to be available in medical room.</p>
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		<p>When carrying out duties relating to children with intimate care needs (i.e. diabetes, changing, injuries etc) Personal Protective Equipment (PPE) - Disposable gloves (nitrile) and disposable plastic apron recommended. Fluid Resistant Surgical Mask (Type IIR) where social distancing cannot be maintained. Eye protection (such as face visor or goggles) should be worn if risk of splashing into the eyes.</p> <p>Wash hands thoroughly with soap and water before putting on and after taking off PPE. PPE guidance displayed in medical room.</p> <p>Specified bags should be identified for double bagged disposal of any items including disposable PPE.</p> <p>After contact with the person – thoroughly wash hands with soap and water at the earliest opportunity. 70% Alcohol hand gel recommended if soap and water not available. Soap and water is preferable. Avoid touching your mouth, eyes or nose, unless you have recently cleaned your hands. Keep people away from the area. Use spill – kit if available, and the PPE provided with the spill kit. If spill kit not available place paper towels / roll onto spill. Seek further advice from NHS Inform 111 and/or the emergency services as required.</p>				
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Waste	Staff Children	<p>Consumable waste items that have been in contact with a service user with symptoms, including used tissues, should be put in a plastic rubbish bag, double bagged and tied.</p> <p>Double bag placed in a secure location (stage) and marked for storage until the test result is available. If the child with symptoms tests negative, double bag can be put in the normal waste.</p> <p>If the child tests positive, contact your GP or 111 for advice.</p>	2	1	2	11/8/20
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Laundry	Staff Children	<p>Any clothing, towels or other laundry used by the child should be bagged in accordance with service policy or into disposable plastic bags (double bagged and tied).</p> <p>Bag should be set aside in a secure location (stage) pending assessment of the possible case by a healthcare professional.</p> <p>If the test result of the person is negative, the laundry can be managed as per normal service policy/practice.</p> <p>If the result is positive, follow the advice of the local Health Protection Team for NHS Highland: telephone 01463 704886</p>				11/8/20
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Fire	Staff, children, visitors, contractors	Emergency evacuation procedures up to date. Ensure all are familiar with the sound of the fire alarm, procedures and evacuation routes. Register for staff and children who are present on any given day Sign in for visitors and contractors. Visitors to use own pens Fire drills held. Weekly alarm testing, ensuring fire doors/exits are operating correctly. Keep corridors and fire exits clear. Staff familiar with telephony.	3	1	3	11/08/2020 Emergency evacuation procedures should be updated to reflect the current situation e.g. new fire controller, restricted parts of building? Occupiers not familiar with the premises, etc.
First Aid In the event of an accident	Staff, children, visitors, contractors	All staff familiar with First Aid box locations First Aid boxes kept up to date. Provide contact numbers for first aiders. All staff familiar with First Aid box locations and first aider contact numbers. First Aid boxes kept up to date. Staff familiar with telephony PSAs all have basic First Aid training	2	1	2	11/08/2020 Small First Aid boxes to be available in each block Children's personal medicine to be kept in classroom in a safe space.
Slips/trips at the same level	Staff, children, visitors, contractors	Spillages should be mopped up immediately. Floor and stair areas should be kept clear of obstructions.	2	1	2	11/08/2020
Working at height	Staff	Council/NHS staff should avoid working at height	3	1	3	11/08/2020

Violence and aggression towards staff	Staff	<p>Pupil protocols, child plans, risk assessments (where appropriate) in place.</p> <p>All should be issued to the relevant members of staff working with individual children. Ensure that any behaviour support plans and individual risk assessments are reviewed and updated in accordance with new situations in August. AS, will issue a specific RA in August which should be shared with all staff and reflected upon.</p>	2	1	2	11/08/2020
Security (possible violence and aggression towards staff and children)	Staff and children	<p>Security system to school. School lockdown procedures. Handover of children when being dropped off and picked up i.e. sign in and out system. Parents must handover children and pick them up from the school gate and not wait in the car park for them.</p>	2	1	2	11/08/2020
Traffic management (being struck by a moving vehicle)	Everybody	<p>Traffic management in place.</p> <p>Parents/guardians to bring children to school gate and hand over not drop in car park.</p> <p>Parents/guardians to collect children and not wait in the carpark.</p>	3	1	3	11/08/2020

Assessor Signature	Suzanne Callander	Grade / Location	Head Teacher Date	25/06/2020
	Gemma Dunnett			16.08.20
				07.01.21