

## Charleston Academy Risk Assessment for February 2021

Service: CAL	DESCRIPTION OF WORK ACTIVITY OR AREA OF THE WORKPLACE ASSESSED:			Name of Assessor: Gordon Stewart		
Area: South	Coronavirus/COVID-19 Charleston Academy			Date completed: 17 2 21		
Location: Kinmylies, Inverness.	Click <a href="#">here</a> for Highland Council's guidance notes re risk assessments. Updated in line with new Scottish Government guidance.			Date of Review: n/a		
STEP 1	STEP 2	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 residual risk hoe effective are existing controls Severity x Likelihood = Risk Rating (1 TO 3) (1 TO 3)		List further risk reduction control measures (include implementation date if known)	
Covid-19 (Coronavirus)  Frontline staff having contact with service users (no signs of symptoms)  Service Users having contact with staff (no signs of symptoms)	Frontline staff  Service Users (children)	In line with procedures and guidance, only allow staff and children in good health to be in school provision. - Where children/staff have a high temperature, new continuous cough or loss or change to their sense of smell or taste or <b>any other Covid related symptom in line with NHS guidance</b> they should remain at home. - Follow infection control guidelines	<b>3</b>	<b>1</b>	<b>3</b>	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>Assign coordinator to ensure effective staffing ratio &amp; cover at short notice.</p> <p>Wherever possible, the same staff should work with the same groups of children.</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. Note the following links: <a href="https://www.hps.scot.nhs.uk/a-to-z-of-topics/covid-19/">https://www.hps.scot.nhs.uk/a-to-z-of-topics/covid-19/</a> (<a href="mailto:hpt.highland@nhs.net">hpt.highland@nhs.net</a>) and <a href="https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf">https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf</a> which includes guidance on Educational settings (section 2.3).</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.</p> <p>All staff and pupils must sign in. No visitors. Build handwashing into daily routine.</p> <p>Where tissues are used, bin immediately, then wash hands. Children to be encouraged to cough into the crook of the elbow.</p> <p>Practice good hygiene practices regular hand washing by all staff and children.</p>				<p>Regular handwashing and use of disinfectants can cause dermatitis. Staff to self-check.</p>
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		<p>Preferred options for cleaning hands from HSE guidance on this:</p> <ol style="list-style-type: none"><li>1. soap and hot water</li><li>2. soap and cold water</li><li>3. 60% alcohol hand sanitisers.</li></ol> <p>Wash hands for at least 20 seconds when:</p> <p>Before leaving home</p> <p>On arriving at work or other premises</p> <p>After using the toilet</p> <p>After breaks</p> <p>After sporting activities</p> <p>Before food preparation</p> <p>Before eating any food, including snacks</p> <p>Before leaving work</p> <p>On arrival at home</p> <p>Avoid touching eyes, nose and mouth with unwashed hands.</p> <p>Children should be supervised and supported to follow guidance.</p> <p>Minimise physical contact with the person – e.g. no hand shaking. Social distancing to be adhered to as far as is possible.</p> <p>Minimise contact with surfaces if possible, e.g. tables, furniture. 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>				
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		<p>Provide additional supplies of resources including tissues, soap and hand sanitizer.</p> <p>Do not share items that come into contact with your mouth such as cups &amp; bottles Do not share items such as bedding, dishes, pencils &amp; towels Staff hair tied back where appropriate and clothes changed daily. Handwashing posters displayed in classrooms. Numbers of children playing/learning limited in each area. Good use should be made of the outdoor areas to support social distancing.</p> <p>Any concerns with standards of cleanliness should be first reported to the appropriate member of management on duty who will direct their concerns to the main contact for the Cleaning &amp; FM Service, and if not resolved satisfactorily escalated to the Area Care and Learning Manager.</p>				
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		<p>The canteen has agreed to remain open to allow smaller numbers to be spread through the day. A one-way system will be operable throughout the school for staff and pupils. Staff and pupils will be asked to wash their hands with on arrival. Hand sanitizer will be available in every class and will be used on entrance and exit. Buses arrive staggered anyway – pupils will sign in and go to the outside stilts area to await instructions.</p> <p>All pupils and staff will maintain the 2 metre rule and adapt their methodologies to maintain that and also to ensure that equipment is not shared prior to cleaning.</p> <p>A summary of the changes that are relevant for 22 2 21:</p> <ul style="list-style-type: none"><li>• Pupils and staff must now all wear masks in the building and on school transport and maintain 2 metre social distancing.</li><li>• If a pupil does not have a mask they must not enter the building. They must wait outside at the main entrance at 8 50 am.</li><li>• If young people are unwell they must not attend school.</li></ul>				
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<p>Child Protection issues; Non-Covid related health issues</p>	<p>Service Users (children)</p>	<p>Pupils and staff in the building will have access to testing. Letter will be issued to be signed to allow self-testing kits to be issued in line with NHS guidance and protocols. 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. Testing is voluntary and nobody should be required to undergo testing without consent, or excluded from school or work if they do not wish to test.</p> <ul style="list-style-type: none"> <li>• S4-6 pupils arriving to undertake practical work will remain in one area all day. This also allows additional time at the start and end of the day to sanitize all equipment by pupils.</li> <li>• Shielding pupils should not be in school at this stage.</li> </ul> <p>All staff to be employees with PVGs and references obtained at time of recruitment. Clear information about individual circumstances and meeting needs from current records on SEEMIS - Emergency contacts double checked - Staff with relevant training in place: first aid, epi-</p>				
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		<p>pen etc - Meetings with individual parents at initial registration to ensure relevant, timely, accurate information is shared - Named child protection officer in place for each setting - First aiders on site at all times.</p> <p>The Art Department and Arches toilets will be alcohol free. Hand washing only and a non-alcohol based cleaner.</p>				
<p>Provision of assistance to person developing symptoms Covid-19 (Coronavirus) and/or when doing personal care or cleaning up body fluids e.g. toileting/changing or when dealing with spillages – bodily fluids, blood, vomit, etc</p> <p><b>Note: individual risk assessments will need to be developed for those with Intimate Care needs</b></p> <p><b>Specific risk assessments may be required for individual staff relating to a medical issue.</b></p>	<p>Employees Service users (children)</p>	<p>Follow 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 an appropriate area in hub identified to ensure child can be isolated but appropriately supervised until arrival of emergency contact. Emergency contacts informed immediately - Emergency contact for child - Self-isolate - Facilities informed and deep clean carried out.</p> <p>Personal Protective Equipment (PPE) - Disposable gloves (nitrile) and disposable plastic apron recommended. Fluid Resistant Surgical Mask (Type IIR) where social distancing cannot be maintained. Disposable eye protection (such as</p>	<b>3</b>	<b>1</b>	<b>3</b>	

		<p>face visor or goggles) should be worn if there is a risk of splashing into the eyes.</p> <p>Wash hands thoroughly with soap and water before putting on and after taking off PPE.</p> <p>Specified bags should be identified for double bagged disposal of any items including disposable PPE should be used and that can be sealed.</p> <p>After contact with the person – thoroughly wash hands with soap and water at the earliest opportunity.</p> <p>60% Alcohol hand gel recommended if soap and water not available. Soap and water is preferable.</p> <p>Alcohol sanitiser that contains 60% provided if water and soap not available.</p> <p>Avoid touching your mouth, eyes or nose, unless you have recently cleaned your hands.</p> <p>Keep people away from the area.</p> <p>Use spill – kit if available, and the PPE provided with the spill kit.</p> <p>If spill kit not available place paper towels / roll onto spill.</p> <p>Seek further advice from NHS 24 (phone 111). and/or the emergency services as required.</p> <p>Masks must be worn by all by staff and pupils in all areas.</p> <p>Social distancing rules apply to staff and pupils at all times.</p>				
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		<p><b><u>Updates to the Risk Assessment to Reflect Current Controls</u></b></p> <ul style="list-style-type: none"><li>• a skeleton staff working within the school, with the other staff working from home.</li><li>• staff and 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.</li><li>• a review of individual risk assessments for shielding staff (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 Line manager should review the individual risk assessments with HR support when required).</li><li>• Shielding staff must work from home at present.</li><li>• strict limitations on staff movement between schools- staff working in</li></ul>				
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		<p>only one school (see further detail in the visiting staff section).</p> <ul style="list-style-type: none"> <li>• a need to ensure that all Physical Education takes place outside.</li> <li>• a need to ensure that face coverings are worn.</li> <li>• a temporary suspension of young people attending college settings or other schools (see further detail in the split placements section).</li> <li>• Pupils and staff signing in must sanitize their hands post that.</li> <li>• a suspension of activities or clubs outside the usual school timetable</li> </ul> <p>a suspension of the use of third party providers within schools and grounds</p> <p>Staff can access the building but must minimise movement and use their existing working area only. Staff must exit the building sharply (30 minutes after the end of the day) to allow cleaning staff to work safely.</p> <p>Staff will be <b>strongly encouraged</b> to work from home unless there is an essential need to access the building.</p> <p>First Aid at the <b>Hub / practical classes</b> – if a minor issue the parent will be called. Anything more serious NHS 24 for advice. Emergency 999.</p>				
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Waste	Employees Service Users (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 and marked for storage until the test result is available</p> <p>If the child with symptoms tests negative, double bag can be put in the normal waste.</p> <p>If the child tests positive, contact NHS 24 (phone 111) or your GP for advice.</p>				
Laundry	Employees Service Users	<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 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>				

		<ul style="list-style-type: none"> <li>• If at work, employee must report by telephone to Line Manager, return home and self-isolate immediately and arrange a test in accordance with government guidance.</li> <li>• If a member of staff or visitor who has been in the workplace and subsequently identified as a positive Covid-19 case, please inform your line manager and RPO</li> <li>• Line manager should consider workplace/vehicle and follow HPS Guidance on non-healthcare settings on arrangements for the workplace following report of suspected Covid 19. Ensure appropriate cleaning materials available.</li> </ul>				
Fire	Staff, children, visitors, contractors	<p>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.          Sign in for visitors and contractors.          Fire drills held.          Weekly alarm testing, ensuring fire doors/exits are operating correctly.          Keep corridors and fire exits clear.          Staff familiar with telephony.</p>	<b>3</b>	<b>1</b>	<b>3</b>	<p>Emergency evacuation procedures should be updated to reflect the current situation e.g. new fire controller, restricted parts of building?          Occupiers not</p>

						familiar with the premises, etc.
First Aid In the event of an accident	First Aiders (FAs)/ Emergency FAs, staff, children, visitors, contractors	First aid area remains as is. The medical room will be used to isolate anyone with symptoms that match covid. All staff familiar with First Aid box locations and f/aider contact numbers. First Aid boxes kept up to date. Staff familiar with telephony.	<b>3</b>	<b>1</b>	<b>3</b>	
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.	<b>2</b>	<b>1</b>	<b>2</b>	
Working at height	Staff	Council staff should avoid working at height	<b>3</b>	<b>1</b>	<b>3</b>	
Dangerous machinery (e.g. in technology workshops)	Unauthorised persons.	<b>No unauthorised access to any of the practical subject classrooms and stores – unless subject specific staff.</b> No access to technician's base except by the Technician.	<b>3</b>	<b>1</b>	<b>3</b>	
Contact with chemicals	Unauthorised persons. Children.	No unauthorised access to any of the practical stores. No access to science technician's preparation area and chemical store except by the Technician.	<b>3</b>	<b>1</b>	<b>3</b>	As the schools being used are secondary ones, it must be ensured that access to potentially dangerous areas is

						prevented e.g. science, technology
Violence and aggression towards staff	Staff	Pupil protocols, child plans	<b>2</b>	<b>1</b>	<b>2</b>	Pupils that intentionally break protocols and put others at risk will have their parents called for pick up.
Security (possible violence and aggression towards staff and children)	Staff and children	Security system to school. School lockdown procedures. Handover of children when being dropped off and picked up i.e. sign in and out system.	<b>2</b>	<b>1</b>	<b>2</b>	
Traffic management (being struck by a moving vehicle)	Everybody	Traffic management in place. One-way systems with pedestrian crossing points.	<b>3</b>	<b>1</b>	<b>3</b>	

Assessor Signature	Gordon Stewart	Grade / Location	HT	Date	17 2 21
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