

The Moray Council, Risk Assessment

Job / Area Assessed: Covid-19 -

Date:

Ref: 1.0

Reviewed:

TASK	HAZARD PRESENT PERSONS AT RISK	DETAILS OF HAZARD.	EXISTING CONTROL MEASURES	ADDITIONAL MEASURES REQUIRED TO MINIMISE RISK	ACTION TAKEN (Initial/Date)
1	INFE Staff Pupils	Increased risk of serious harm to persons in the vulnerable categories from being in school, eg, persons with underlying health conditions and pregnant workers in the very high and high categories.	<ul style="list-style-type: none"> Shielding – pupils in the very high-risk category have been instructed to stay at home. 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. Information on Covid-19 has been given to staff, eg, re shielding, etc Available on the interchange, eg, Q&As, links to HPS guidance, etc 	<ul style="list-style-type: none"> Persons in the high-risk category returning to work will be subject to a person-specific risk assessment. High-risk persons must stringently comply with any physical distancing and hand and respiratory hygiene measures detailed in this risk assessment. Pregnant staff (28 weeks +) to work from home <p>See further advice here (link to checklist)</p> <p>Checklist Government Guidance on Underlying Health Conditions</p>	
2	INFE Staff Pupils	Infection risk in the school if : a) a person showing symptoms is present, or, b) anyone with a household member that is a confirmed case of Covid-19 is present	<ul style="list-style-type: none"> All staff/pupils must self isolate if they, or a household member, come down with suspected or confirmed Covid-19 symptoms. Information on Covid-19 has been given to staff/pupils, eg, re symptoms, self-isolation requirements, etc Available on the interchange, eg, Q&As, links to HPS guidance, etc. Note: A risk remains from asymptomatic and pre-symptomatic staff/pupils and the following section are designed to minimise this 	<ul style="list-style-type: none"> Reminder to staff and pupils on return to school, ie, on symptoms and self isolation requirements Isolation procedures – send persons with symptoms home immediately if they are in school Ensure there is a remote location a symptomatic person can go to if they have to wait to go home Test and protect – get symptomatic persons to be tested for Covid-19 as soon as possible Enhanced clean of areas a symptomatic person has been in contact with (see Team Brief 196) 	

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3	INFE Staff Pupils Others	Infection risk will increase if control is lost. Special measures for the duration of the pandemic need to be introduced to manage the situation and avoid breakdown.	<ul style="list-style-type: none"> Outline the School's approach to managing the issue, eg, strategy, physical arrangements, procedures, house rules, etc Communicate these procedures to staff and pupils as appropriate, eg, briefings, notices, communications to parents, etc Monitor compliance, eg, spot checks on staff and pupil observance of the measures, get views from staff (teaching and non-teaching, union reps, etc. Take measures to rectify non-compliance as appropriate Monitor Education Dept, corporate and government guidance on Covid-19 and update this assessment, procedures, house rules, etc accordingly. Consult with staff and their representatives 		
4	INFE Staff Pupils Other	Operational strategy to manage the risk of infection is based on: a) Physical distancing, ie, ensuring people are kept apart to make the transmission of respiratory droplets less likely (currently 2m)	<ul style="list-style-type: none"> Rota system of pupils to reduce numbers, plus online provision Reduce room occupancy – set room limits in accordance with 5 square metres per person, eg, teaching areas, offices, dining halls, meeting rooms, photocopier rooms, common rooms, staff rooms, toilets, etc (see sections below) 	<ul style="list-style-type: none"> Communicate the interim arrangements to staff before returning (letter, e-mail, v/c, etc) Communicate the interim arrangements to pupils before returning (letter, e-mail, other types of messaging, etc) 	

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		a) cont	<ul style="list-style-type: none"> • Where practicable, minimising the mixing of groups within the school environment. This will assist with track and trace requirements in the event of a case of Covid 19. • Restrict activities, eg, certain aspects of physical/practical subjects (see the sections below) • Move teachers rather than pupils where possible • Operate bubble arrangements (Primary only) • Regulate corridor and stairwell traffic – see section 11 below • Staff and pupils have own equipment (where possible) 		
		b) Stringent hand and respiratory hygiene to minimise indirect infection of persons in contact with contaminated surfaces and then touching their mouth, nose, eyes, etc.	<ul style="list-style-type: none"> • Hand washing facilities (mainly in toilets) • No shared use of equipment and resources where possible. • Information to staff and pupils on good hand and respiratory hygiene, eg, provide posters, notices. • Hand sanitiser – provide it at strategic points in the school to supplement hand washing facilities. Ensure all are aware of any H&S issues involved with its use. • “Clean as you go” policy, ie, for work areas, equipment, facilities, etc used by staff and pupils • Cleaning materials, eg, provide cleaning agent, wipes, paper towels, pedal bins, etc. where required for pupils and staff to use. • Additional building cleaning – ensure more frequent cleaning of work areas and high contact points. 		

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5	INFE Staff Pupils	Infection risk from the use of certain building services during the pandemic, eg: a) Certain air conditioning systems (?) b) Certain heating systems, eg, blower type (?) c) Shower facilities (?) d) LEV systems (?) e) Water fountains	•	• Contact Property Maintenance to get an assessment on what services need to be restricted before the school term resumes.	
6	INFE Staff Pupils Others	Increased risk of infection getting to and from school through: a) Use of crowded public transport b) Bus queuing areas c) Car sharing d) Lack of alternatives to the above e) Walking to school in groups f) Pinch points, eg, school gates g) Groups congregating at parking and drop off areas	<ul style="list-style-type: none"> • Wherever possible private transport should be used to maintain isolation from the public when commuting to the office. • On arrival at the site, staff/pupils should thoroughly wash their hands for at least for 20 seconds or use hand sanitiser gel immediately on entry to the workplace. • When using council onsite parking, where available, staff should be reminded of social distancing requirements through use of onsite notices or posters. • Social distancing guidance to be followed on school transport 	• Information to be shared with staff/parents and pupils	
7	INFE Pupils	Infection risk at external doorways, eg: <ul style="list-style-type: none"> • Class groups queuing to get in, eg, start of the day, after breaks, etc • Touching door handles, etc 	<ul style="list-style-type: none"> • Access to school buildings to be strictly controlled – everyone entering must follow entry control screening instructions Stagger in/out times • Supervise doorway areas • Stagger start/finish/break times • Avoid queue/lines to get in • Provide ground markings to maintain distancing if lines are necessary • Prop open doors at in/out times to avoid touching • Building cleaning – regular cleaning of any high contact points 		

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8	INFE Staff Pupils	Infection risk on internal traffic routes from: a) Lack of physical distancing while getting around the school, eg, due to numbers, building features, etc b) Touching common contact points, eg, door handles, hand rails, etc.	<ul style="list-style-type: none"> • Automatic Hold Open Devices (AHOD) on many internal school corridor doors (see school risk assessments) • Hold open corridor doors – but dependent on building specific fire assessment⁶ • 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. • Separate in/out doors where possible • One way system in corridors • Keep to the left policy if corridors are wider than 2m and one-way is not feasible • Re-arrange layout to provide more space, eg, get rid of excess furniture • Designated up and down stairwells • Signage and markings on traffic routes, eg, arrows, dividing lines, info signs, etc • Avoid classes queuing in corridors – allow pupils to just enter rooms • Additional building cleaning, eg, of door handles, etc • Move teachers rather than pupils, ie, to minimise traffic between periods 	<ul style="list-style-type: none"> • Produce a traffic floor plan and work out a suitable approach 	

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9	INFE Staff Pupils	Infection risk in toilets from: a) Lack of distancing, eg, over crowded b) Indirect infection, eg, touching common contact points, eg, door handles, taps, toilet seats, etc	<ul style="list-style-type: none"> • Occupancy limits where possible. • Take facilities out of use, eg, tape over every second sink, urinal, etc • Take automatic hand dryers out of use – use paper towels for hand drying • Proper hand washing technique posters – ensure these are in all toilets • Existing toilet facilities have hand washing stations with supplies of soap and running warm water. • Stagger break times to reduce numbers going at key times • Additional building cleaning, eg, of door handles, etc • Supervise hand washing where necessary (early years Primary only) 	<ul style="list-style-type: none"> • Ensure occupancy limits are adhered to 	
10	INFE Staff Pupils	a) Infection risk in playgrounds/ school grounds b) Pupils congregating in groups, ie, not social distancing, mixing outside of their bubbles, etc. c) Indirect infection from sharing playground equipment	<ul style="list-style-type: none"> • Staggered breaks and lunchtimes • Designated areas for groups of pupils • Snacks/drinks brought to the classroom • Pupils provide own snacks/drinks where possible 	<ul style="list-style-type: none"> • Guidance to be issued to staff/parents/pupils • Consider making playground equipment “out of bounds” 	

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11	INFE Staff Pupils	Infection risk in teaching areas from: a) Lack of distancing, eg, crowded enclosed spaces, pinch points at doors, etc. b) Indirect infection, eg, shared materials, equipment, etc, frequently touched contact points and work surfaces	<ul style="list-style-type: none"> • Draw up classroom floor plans with layout to ensure 5 square metre personal space is assured, ie, 2m apart • Layout classroom to ensure 5 square metre personal space ie 2m apart • Remove excess furniture to make more space • Supervise entry at the start of the teaching session and at the end, ie, allow free but distanced entry (no queuing or class lines) and regulate leaving • Manage class movements during teaching time, ie, has to be with teacher permission • No sharing of equipment in class • Mark homework online (Pupils may need to be supplied with IT if they do not have their own) • Use the large monitor to display instructions – avoid the use of books, handouts, etc • Teacher clean workstation area at start and end of the lesson (materials provided) • Pupils to clean their desk and chair at the start and end of the session (materials provided) • Pedal bins to be provided for safe disposal of cleaning wipes/tissues • Keep classroom door and windows open where feasible 	<ul style="list-style-type: none"> • 	
12	INFE Staff Pupils	Food and Beverage Hygiene Risk of cross infection from contaminated food items	<ul style="list-style-type: none"> • Shared food or beverages is not permitted for staff or pupils • Canteen facilities must adhere to the 2m distancing • Rota for pupils use of canteen if food is being provided • Use of outside space for eating 	<ul style="list-style-type: none"> • Consideration given to food transported to pupils rather than pupils moving to dining areas (packed lunches) 	

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13	INFE Staff Pupils	First Aid Risk of infection	•	<ul style="list-style-type: none"> First aiders should be provided with the following PPE in case they have to administer first aid, apron, goggles, fluid resistant surgical face mask, nitrile gloves, the injured person should also be provided with a face mask. 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. 	
14	INFE Staff Pupils	Emergency Procedures Social Distancing Procedures	<ul style="list-style-type: none"> Whilst physical distancing rules apply, it would assist in keeping the planned statutory fire drills to the minimum. No less than 2 per year. During a planned drill, social distancing wherever possible should be maintained once the building has been evacuated. 	<ul style="list-style-type: none"> Evacuation procedures to be updated if necessary and shared with staff and pupils 	
		Emergency Procedures Social Distancing Procedures Pupils/staff requiring assistance	<ul style="list-style-type: none"> Due to the close proximity that may be required during a disabled evacuation, PEEPs need to be reviewed. If a disabled evacuation is required, face masks should be provided for the employees and pupils involved. 		

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			•	•	
			•	•	

GENERIC ASSESSMENTS: When all of the above controls are in place the activity is considered **LOW** or **MEDIUM RISK**. If some controls are not in place a suitable and sufficient specific risk assessment must be carried out, to determine the level of risk, before the task commences.

Assessor:

.(PRINT NAME); Signature:.....; Date:

General Hazard Listing.

TSFH--Falls from a height.(No safe access.)

TSFS--Falls from Stairs or Ladders. (Too steep or slippery , no handrails.)

TSFL--Falls on the level.(Housekeeping, floor conditions, running.)

SBMO--Struck by a moving , flying or falling object. (Ejection from machines, stacking, overhead work, suspended loads.)

SASF--Striking against something fixed. (Limited access, Protrusions into passageways.)

MACH--Machinery.(Trapping, cutting, friction, crushing, impact, piercing, entanglement.)

TRAN--Transport.(Cars , fork lifts, excavators, dumpers, lorries etc)

CHEM--Substances Hazardous to Health (Contact with hazardous substances by inhalation , ingestion , absorption or injection.)

INFE--Infection or infestation. (Aids , Hepatitis , Weils (rats) , Legionellosis , Fleas , Scabies etc)

HARA--Harassment of any kind. (physical , verbal or psychological) .

ANIM--Dangers from animal .(Wild or domestic .)

HAND--Manual Handling of loads(Lifting , carrying , pushing , pulling or putting down an object)

ELEC--Electricity.(Condition of system, environmental conditions, isolation of live parts.)

CRAN--Cranes / Lifting Equipment.

PRESS--Pressure Systems.(Hydraulics, pneumatics, steam.)

TOOL--Hand or Power Tools

TEMP--Temperature.(Hot or cold)

FIRE-- Fire / Explosion.

DROW--Drowning.

RADN--Ionising or Non-ionising Radiation.

NOISE--High noise levels in the area.

VIBRA--Sources of hand , arm or whole body vibration.

SHARP--Contact with sharp objects.

LIGHT--Poor lighting in area.

LONE--Lone Working.

CONF--Confined Spaces

WRUL--Work related upper limb disorders. Awkward, repetitive or strenuous movements.

STRE--Stress . Job related . (Unreasonable levels.)

ANOT--Any other hazards not already mentioned.

Assessment Ref:

ACTION PLAN

Item	Action	By Whom	Priority	Completion Date

ASSESSOR

Name:

Signature:

Date:

REVIEW

Date Due	Date C/out	Name	Signature