

# Invergordon Academy COVID-19 Risk Assessment

Service: CAL	<b>Invergordon Academy COVID-19 (v1)</b>			Name of Assessor: M Aitchison		
Area: Mid				Date completed: 08/01/21		
Location: Invergordon Academy	Click <a href="#">here</a> for Highland Council's guidance notes re risk assessments.			Date of Review:		
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 how 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)
<b>Covid-19 (Coronavirus) Level 4 Controls</b>	Pupils, staff & visitors/external partners	<p style="color: red;">From Wednesday 6<sup>th</sup> January only a skeleton staff working within the school to provide necessary childcare and welfare support for vulnerable and key worker children All the other staff will be working from home.</p> <p style="color: red;">From Monday 11<sup>th</sup> January all children will access digital learning online. Children and young people in attendance in school buildings will be supported to access their curriculum remotely from the school building, whilst all other children and young people will access learning from home.</p>	<b>3</b>	<b>1</b>	<b>3</b>	

		<p>The role of the 'in school' team changes at this point from that of childcare provider to one of support and supervision for children and young people to access their digital learning.</p> <p>From 11th January, all children and young people require to be provided with an appropriate timetable on remote learning and a means of accessing their curriculum.</p> <p>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.</p> <p>Individual risk assessments for shielding staff to 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 Line manager should review the individual risk assessments with HR support when required).</p> <p>Strict limitations on staff movement between schools- staff working in only one school.</p> <p>Face coverings are worn at all times in corridors, classrooms, offices and social areas.</p> <p>2m distancing maintained between all persons in the school building.</p>				
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		<p>Temporary suspension of young people attending college settings or other schools.</p> <p>Suspension of activities or clubs outside the usual school timetable</p> <p>Suspension of the use of third party providers within schools and grounds</p>				
<p><b>Covid-19 (Coronavirus)</b></p> <p>Pupils, staff, external partners &amp; visitors (no signs of symptoms)</p>	<p>Pupils, staff &amp; visitors/external partners</p>	<p>In line with procedures and guidance, only allow staff, external partners and children in good health to be school. Where children/staff/external partners have a high temperature, new continuous cough (<b>for over an hour or 3 bouts of coughing within the hour</b>) or loss or change to their sense of smell or taste, they should remain at home. Follow infection control guidelines.</p> <p>Systems in place for monitoring and responding to staff absence. K Coulshed/ L Robson to ensure effective staffing ratio &amp; cover at short notice.</p> <p>Support staff, SMT and a small number of additional staff will be available in school to cover classes in the event of unexpected teacher absence.</p> <p>Shielding - Any employee/child considered to be at extremely clinically vulnerable at therefore at high risk of severe illness with COVID-19 instructed to follow shielding measures and remain at home.</p>	<p><b>3</b></p>	<p><b>1</b></p>	<p><b>3</b></p>	<p>Regular reminders to pupils, parents /carers, staff and visitors/external partners – clear signage</p> <p>If allergies to hand gel, water and soap to be available at known locations</p> <p>Regular handwashing and use of disinfectants can cause dermatitis. Staff to self-check.</p> <p>Pupils and staff/external partners requested to wear masks if there is a</p>

		<p>As of Wednesday 6<sup>th</sup> 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.</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 pupils, staff/external partners and visitors must clean their hands on entering and leaving the building. Hand sanitiser must be used if hand washing facilities are not available. Hand sanitising station at all entrances.</p> <p>All staff, external partners and pupils must use hand sanitiser on entering and on leaving any classroom. Hand sanitiser will be available outside each classroom or just inside each classroom as appropriate.</p>				<p>vulnerable person in the room or instructed by SMT.</p> <p>Pupils and staff, external partners to provide their own face mask – school will hold emergency supply.</p> <p>Screens for teachers’ desks can be provided.</p>
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		<p>Tissues will be available in all classrooms and where used, bin immediately, then sanitise hands. Some classrooms have sinks. Pupils to be encouraged to cough into the crook of the elbow. Practice good hygiene and regular hand washing by all staff, external partners and pupils.</p> <p>Preferred options for cleaning hands from HSE guidance on this:</p> <ol style="list-style-type: none"><li>1. soap and hot running water</li><li>2. soap and cold running water</li><li>3. 60% alcohol hand sanitisers.</li></ol> <p>Availability of sinks is limited and compounded by the emergency accommodation of Park Primary School. Bottles of (tap) water, soap and paper towels will be available to supplement handwashing provision.</p> <p>Wash hands for at least 20 seconds:</p> <ul style="list-style-type: none"><li>• Before leaving home;</li><li>• On arriving at work or other premises;</li><li>• After using the toilet; after breaks;</li><li>• After sporting activities;</li><li>• Before food preparation;</li><li>• Before eating any food, including snacks;</li><li>• Before leaving work;</li><li>• On arrival at home.</li></ul> <p>Avoid touching eyes, nose and mouth with unwashed hands.</p>				
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		<p>Face coverings to be worn at all times in corridors, social spaces and where 2m distancing cannot be maintained.</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>In cases where it is not possible to maintain social distancing, avoid bending down near the pupil's face, if 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> <p>Provide additional supplies of resources for each room including tissues, soap and hand sanitiser.</p> <p>Do not share items that come into contact with your mouth such as cups and bottles. Do not share items such as paper, books, stationery, eating utensils, towels, board markers, mugs, etc.</p> <p>Staff/external partners and pupil hair tied back where appropriate and clothes changed daily. Handwashing posters displayed in classrooms, entrance/exits and corridors.</p>				
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		<p>Good use should be made of outdoor areas weather permitting to support social distancing.</p> <p>Senior pupils should stand/sit 2m* apart at all times whenever possible.</p> <p>*Change if Social Distancing guidance changes</p> <p>Any concerns with standards of cleanliness should be first reported to the janitors who will direct their concerns to the main contact for the Cleaning and FM Service, and if not resolved satisfactorily escalated to the Area Care and Learning Manager.</p> <p>As of Wednesday 6<sup>th</sup> January only a skeleton staff will be working within the school, with the other staff working from home delivering online learning from Monday 11<sup>th</sup> January. There will be no face to face teaching until tier level reduces.</p>				
<p>Child Protection issues; Non-Covid related health issues</p>	<p>Service Users (children)</p>	<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-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><b>3</b></p>	<p><b>1</b></p>	<p><b>3</b></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>Employees, Service users (children) /external partners</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 identified area to ensure child can be isolated but appropriately supervised until arrival of emergency contact. Emergency contacts informed immediately. Pupil to self-isolate. FM 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 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 running water at the earliest opportunity. Soap and running water is preferable. 60% alcohol hand sanitiser recommended if soap and water not available.</p>	<p><b>3</b></p>	<p><b>1</b></p>	<p><b>3</b></p>	
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		<p>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 24 (phone 111). and/or the emergency services as required.</p> <p>Household isolation (stay at home) instruction to all staff/external partners and pupils to stay at home if symptomatic or any household member is symptomatic.</p>				
<b>Transport and bus travel</b>	Staff/external partners	<p>Staff, external partners should use private vehicles, bikes or walking where possible. Car sharing only permissible within the 2m distancing requirement unless family members.</p> <p>Staff and visitors/external partners to consider social distancing when they park their cars and not exit their vehicle if others are close by.</p> <p>Avoid unnecessary travel on public transport. Parents to be asked where possible to transport their own child(ren) to school.  S6 pupils to park in designated area.</p> <p>Bus companies will have ascertained maximum number of pupils that they can transport on each vehicle and this will have been communicated with the school.</p>	<b>3</b>	<b>1</b>	<b>3</b>	

		<p>Clear signage on the buses as to where pupils sit should be in place.</p> <p>Pupils to board bus in order of walk to their seat without touching other passengers or seats.</p> <p>Guidelines for safe travel on buses to be issued in advance to pupils and parents.</p> <p>Face coverings to be worn at all times while in transport.</p>				
<b>Pupil arrival and departure/Traffic Management</b>	Staff, pupils, parents/external partners	<p>No capacity for change to current arrangements to buses arrival or leaving. Bus stance to be supervised. Appropriate signage to indicate 2m distancing required.</p> <p>Pupils arriving before 8:45am should wait seated in holding area* where they will be supervised. *TBC</p> <p>Access points will be supervised. Visual and clear lining up arrangements to be in place to space out pupils waiting to enter the school to the appropriate 2m physical distancing.</p> <p>Pupils will be instructed to go directly to their first class where staff will be in place to receive them.</p> <p>Processes for pupils arriving late will be in place. Camera system on external doors will be used to monitor late arrivals.</p>	<b>3</b>	<b>1</b>	<b>3</b>	

		<p>Parents/carers to avoid coming into the school grounds unless by prior arrangement.</p> <p>At 3.30pm pupil groups should be escorted to the planned exit by staff and the bus stance will be supervised.</p>				
<b>Enter/Exit school buildings</b>	<b>All/external partners</b>	<p>Separate entry points are in place for access to different parts of the building.</p> <p>Social distancing markers and posters present around the school/grounds.</p> <p>Staggered drop off and pick up times can be implemented if congestion becomes an issue.</p>	<b>3</b>	<b>1</b>	<b>3</b>	Regular reminders to pupils, parents /carers, staff and visitors/external partners – clear signage
<p><b>Enforcement of social distancing in corridors</b></p> <p>Opening and shutting doors, etc. Hygiene in corridors, including handrails, door handles, etc.</p>	All staff, pupils, visitors, contractors/ <b>external partners</b>	<p>Classroom entry and exit routes have been determined and appropriate signage in place.</p> <p>Some teaching spaces have more than one entry/exit point.</p> <p>One-way system in place where possible* including the use of outdoor routes to minimise numbers in the corridors. Directional arrows on floor or walls to promote any one-way system being applied.</p> <p>*Layout of school and accommodating Park Primary School places restrictions – movement times can be staggered to mitigate this.</p> <p>Corridor supervision by staff during any movement/changeover.</p>	<b>3</b>	<b>1</b>	<b>3</b>	<p>Regular reminders to pupils and staff/external partners – clear signage</p> <p>Additional sanitised wipe downs after changeovers/ movement</p> <p>If social distancing increased: BGE groups remain in one teaching space per day; longer teaching</p>

		<p>Clear and appropriate signage in place in school.</p> <p>Map at Reception for essential visitors. Maps on display around school.</p> <p>Clear communication about the system with map and explanation of routes shared to pupils in advance via Year Group Google Classrooms and to staff in advance of return to school.</p> <p>Corporate signage outside school.</p>				<p>sessions for seniors to reduce movement around schools while under 2m social distancing rules.</p>
<b>Enforcement of social distancing outwith lesson times</b>	Staff, pupils	<p>No pupils will be in school over lunch.</p> <p>Grab'n'Go collection location planned for FSM pupils. Pre-order only via app added to Chromebooks.</p> <p>Pupils will remain in their outdoor social area during breaks. Separate indoor areas in place in case of bad weather.</p>	<b>3</b>	<b>1</b>	<b>3</b>	<p>If social distancing increased: School attendance planned as one morning or one afternoon block while under 2m social distancing restrictions.</p>
<b>Staff and pupil toilets</b>	Staff, external partners and pupils	<p>Toilets will be managed through good hygiene practice and enhanced cleaning.</p> <p><u>Staff Toilets (including external partners)</u>  If a single toilet, the normal engaged/vacant sign is sufficient. If the toilet is larger and has multiple cubicles, then every second cubicle/urinal is to be taped off.  Sanitiser and blue roll available to wipe seat/handles.</p>	<b>3</b>	<b>1</b>	<b>3</b>	

		<p><u>Pupil Toilets</u> Designated toilets for different areas of school to avoid crossovers.</p> <p>Pupils' access to toilets will require to be carefully managed to maintain physical distancing within the toilet areas.</p> <p>Pupils/external partners should re-sanitise hands on re-entry to classroom.</p> <p>Limits will be placed on the number of pupils accessing a toilet at any one time, depending on the size of the toilet area and clearly displayed outside the toilet.</p> <p>Signage required outside toilets to indicate arrangements.</p> <p>Everyone must wash their hands after visiting the toilet.</p> <p><u>Cleaning of toilets</u> This will be enhanced regular cleaning, not after each visit. Toilets must be checked regularly for blue roll and soap.</p>				
<b>Classroom and Resources</b>	<b>Staff/External partners</b>	<p>All rooms measured and maximum capacity calculated.</p> <p>Teaching spaces allocated by capacity not by subject/owner.</p> <p>Any soft furnishings or resources that cannot be wiped clean to Coronavirus safe standards have been removed or locked away.</p>	<b>3</b>	<b>1</b>	<b>3</b>	

		<p>All surfaces cleared. Posters to be in place regarding procedures and safety measures. Each room should have a 2m area at the front of the room within which the teacher/external partner must stay. Teachers/external partner cannot move around the room. Classrooms should be kept well ventilated whenever possible. Entrance and exit of classes to be managed by teacher, external partner at all times.</p> <p>On entering a classroom all pupils and staff/external partner must use hand sanitiser provided at the door. Before leaving, desks (including the teacher's desk) and other surfaces used should be sprayed by the teacher/ external partner / and wiped down by pupils using blue roll issued by teacher and placed in the lidded bin as the pupil exits. Pupils and staff/external partner must use hand sanitiser as they exit the room.</p> <p>All textbooks or paper resources to be transferred to electronic copies.</p> <p>There should be no sharing of resources (particularly stationary, books or small objects) that are difficult to clean between uses. The only equipment that could be used is equipment that can be wiped or cleaned immediately to Coronavirus safe standards.</p>				
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		<p>Technical workshops will only be used by one senior class each (Practical Woodwork and Practical Metalwork) in two halves respectively. No tools will be shared. As above, the only equipment that could be used is equipment that can be wiped or cleaned immediately to Coronavirus safe standards.</p> <p>The workshops will only be accessed by the second group after a period of 72 hours has passed.</p> <p>Staff/external partner should not share items such as board markers, wipers, sharpeners, pens, rulers, etc.</p> <p>These should be carried by staff/external partners if they have to move to a different room.</p> <p>Teacher/external partner desks should be clear of all items apart from monitor and docking station. These should be wiped with an antibacterial wipe as a teacher/ external partner leaves, as well as the phone if this has been used.</p> <p>Any educational resources that it is unavoidable to use to be cleaned using antibacterial wipes.</p> <p>‘Stationery packs’ to be available in all classes for pupils with no equipment. These should be given out at the start of the day and kept by the pupil from there on.</p>				
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		<p>HC have committed to supply the materials needed to support handwashing and other aspects of staying safe.</p> <p>Each classroom, office, larger space will require:</p> <ul style="list-style-type: none"> <li>• Hand sanitiser;</li> <li>• Antibacterial spray;</li> <li>• Blue roll;</li> <li>• Tissues;</li> <li>• Lidded bin.</li> </ul>				
<b>Staff meetings and staff rooms</b>	Staff/External Partners	<p>Large gatherings of staff are to be avoided. Any necessary staff meetings should be conducted with appropriate social distancing, if this is not possible through video/digital communications tools. The same considerations should be given to meetings with external partners and other agencies.</p> <p>We have no spare rooms to act as a staffroom due to social distancing measures and the accommodation of Park Primary School.</p> <p>Staff accommodation TBC</p>	<b>3</b>	<b>1</b>	<b>3</b>	
<b>School Office</b>	Staff, pupils, visitors//External Partners	<p>Access to school office is by prior arrangement only (phone/email) and restricted to staff unless unavoidable.</p> <p>Maximum of three office staff and one additional person at any one time.</p> <p>Visitors/External Partners to the school should be essential only. Where possible all meetings</p>	<b>3</b>	<b>1</b>	<b>3</b>	



		<p>with parents and other partners to take place by phone or video link. Parents can contact the school by phone or email. Process already well understood due to lockdown.</p> <p>Where essential, visitors/External Partners will be by appointment only and should wait at reception and only one person to be allowed in at any time. Sign outside front door to indicate this.</p> <p>Protocols and expectations shared with any visitors/External Partners.</p> <p>Receptionist to sign in any visitors/External Partners – no general access to sign in book.</p> <p>Maintain attendance and visitor records to facilitate identification of dates/times for all individuals who have been in school. Ensure appropriate signing in to ensure contact tracing protocols are in place.</p> <p>Communicate school processes to each visitor/External Partners; maps for movement around school on display.</p> <p>Visual and clear lining up arrangements to be in place to space out visitors/parents/External Partners waiting to enter the school building to the appropriate 2m physical distancing.</p>				
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		<p>No cash handling unless unavoidable, any payments should be online.</p> <p>Arrangements in place for any deliveries to school, including quarantine area.</p> <p>Arrangements in place for any contractors/External Partners on site.</p>				
<b>Support for pupils with ASN</b>	<b>Staff, pupils and parents</b>	<p>A review of individual support and approaches to in-class support will be conducted prior to pupil return, including individual risk assessments as appropriate.</p> <p>Digital/telephone meetings thereafter with parents.</p>	<b>3</b>	<b>1</b>	<b>3</b>	
<b>Behaviour management</b>	<b>Staff, pupils and parents</b>	<p>Existing system will remain in place with exception of referring pupils out of the classroom – SMT will be called to any in class incidents rather than class transfers.</p> <p>A protocol for dealing with pupils who do not comply with social distancing will be written involving support in the first instance. If non-compliance continues, a final sanction may be that parents will be contacted and asked to collect their child from school, although each pupil will be dealt with on an individual basis.</p>	<b>3</b>	<b>1</b>	<b>3</b>	
<b>First Aid</b> In the event of an accident	First Aiders (FAs)/ Emergency FAs, staff, children, visitors,	<p>Provide contact numbers for first aiders.</p> <p>All staff familiar with First Aid box locations and f/aider contact numbers.</p> <p>First Aid boxes kept up to date.</p>	<b>3</b>	<b>1</b>	<b>3</b>	

	contractors/ <b>External Partners</b>	Designated area for First Aid to be provided if appropriate with access to PPE. PPE available at Reception for emergency use. Medical room available for isolation.				
<b>Slips/trips at the same level</b>	Staff, children, visitors, contractors/ <b>External Partners</b>	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>	
<b>Working at height</b>	Staff	School staff should avoid working at height	<b>3</b>	<b>1</b>	<b>3</b>	
<b>Dangerous machinery (e.g. in technology workshops)</b>	Unauthorised persons. Children.	No unauthorised access to any of the practical subject classrooms and stores. No access to technician's base. Restrict access to all technology workshops, science classrooms and stores, art departments, Home economics. Keep all such classrooms locked. Restrict access to the kitchen.	<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
<b>Contact with chemicals</b>	Unauthorised persons. Children.	No unauthorised access to any of the practical subject classrooms and stores. No access to science technician's preparation area and chemical store. Restrict access to all technology workshops, science classrooms and stores, Home Economics. Keep all such classrooms locked. Keep cleaning cupboards locked. Restrict access to kitchen.	<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

<b>Violence and aggression towards staff</b>	Staff	Pupil protocols, child plans	<b>2</b>	<b>1</b>	<b>2</b>	
<b>Security (possible violence and aggression towards staff and children)</b>	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. Parents must handover children and pick them up from the school doors and not wait in the car park for them.	<b>2</b>	<b>1</b>	<b>2</b>	
<b>Traffic management (being struck by a moving vehicle)</b>	Everybody	Traffic management in place.	<b>3</b>	<b>1</b>	<b>3</b>	

Assessor Signature	Michael Aitchison	Grade / Location	Head Teacher, Invergordon Academy	Date	17/09/20
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