COVID19 CAMPUS WIDE RISK ASSESSMENT

APRIL 2022

If you need any advice regarding risk assessments, please contact the Health and Safety Manager on extension 3240.

Introduction

As part of managing health and safety we must control the risks in our school and from our activities. To do this we need to think about what might cause harm to people and ensure reasonable steps are taken to prevent the harm. This is known as a risk assessment. It is a legal requirement to record the significant findings of the risk assessment.

A risk assessment is not about creating huge amounts of paperwork but rather about identifying sensible measures to control the risks. Risk assessments must be completed for all school trips, all events and any high-risk activities in school such as the sciences, technology, art, drama, sports and health & food technology. This list is not exhaustive and any high-risk activity must be risk assessed.

Terms

A hazard is anything that may cause harm, such as chemicals, electricity, working from a ladder etc. The risk is the chance, high or low, that somebody could be harmed by the hazard, together with an indication of how serious the harm could be.

5 Steps to Risk Assessment

The process for carrying out a risk assessment is in 5 steps:

Step 1   Identify the hazards
Step 2   Decide who might be harmed
Step 3   Evaluate the risks and decide on the precautions
Step 4   Record your findings and implement them
Step 5   Review your assessment and update if necessary

The school risk assessment template should be used to record the findings of the risk assessments. Similar templates can also be used. The 5 steps approach is supported by the Health and Safety Executive, Scottish Schools Education Research Centre and Going Out There. Further guidance is available from:

❏   The Health and Safety Executive www.hse.gov.uk
❏   Scottish Schools Education Research Centre www.sserc.org.uk
❏   Going Out There www.goingoutthere.co.uk

	What are the hazards?	Who might be harmed? And how?	What are you already doing, i.e. what Control Measures are already in place?	Do you need to do anything else to manage this risk?	Action by whom?
DESCRIPTION	Campus Wide COVID19 Risk Assessment				
LOCATION	George Watson's College, Colinton Road, Edinburgh.				
1	Preventing the spread of COVID within the school	Staff Pupils Visitors Contractors	❏ Wash hands with soap and water at every opportunity. Especially, upon arrival at school, when moving from building to building, before and after eating, and after sporting or play activities and after using the toilet ❏ Where soap and water aren't available, make use of one of the many hand sanitisers around campus ❏ Hand sanitisers are available for use at all building entrances ❏ Avoid touching your eyes, nose, mouth and face with your hands ❏ Gloves are not a substitute for good hand hygiene. If you are using gloves for a short duration task they must be removed and disposed of correctly and must immediately wash your hands ❏ Signage has been put up reminding people to wash/sanitise hands ❏ Assist and supervise young pupils with good hand hygiene ❏ Internal door release mechanisms have been replaced with non-touch sensors to minimise points of contact ❏ Minimise the use of shared items such as microwaves and kettles. Develop local protocols involving pre-use cleaning of frequently touched surfaces such as switches and handles using the cleaning materials provided. ❏ Where the use of shared workstations is unavoidable, the user will wipe down the workstation (mouse, keyboard, phone, etc.) prior to and after use ❏ Cough and sneeze into the inside of your elbow ❏ Cough and sneeze into a tissue and then bin it	Risks should be assessed in line with guidance our school is giving about use of sanitiser. N.B. Hand sanitiser (COSHH Assessment - Sodexo)	All

			❏ Follow up with washing your hands with soap and water or use a sanitiser ❏ All Senior School pupils will be encouraged to wear face coverings in communal areas of the School buildings and extensions of it. Additional guidance on face coverings is available. This recommendation extends to School Transport. ❏ All staff are encouraged to wear a face covering when moving around communal parts of the School (corridors, office and admin areas, canteens (except when dining) and other confined communal areas, (including staff rooms and toilets). ❏ Enhanced cleaning has been implemented across campus with a focus on frequently touched surfaces ❏ Cleaning materials have been provided in all areas for staff to use to wipe desks and workstation equipment in offices and classrooms frequently throughout the day ❏ Where roles involve high risk, close contact, e.g. School Nurses, separate guidance exists for the wearing of PPE	PPE Guidance and Use of PPE Guidance	
2	Exposure to fire	Staff Pupils Visitors Contractors	❏ Fire evacuation procedures remain the same as they were prior to the COVID19 pandemic ❏ Evacuate via the quickest and safest route possible following the directional fire safety signage. ❏ We have reviewed and revised our current emergency plan and fire marshal provision. Whilst social distancing may be impacted during evacuation, this can be managed and by following guidelines on maintaining hygiene at the assembly point. ❏ Designated fire doors (these are internal doors designed and/or located to act as a barrier to restrict the passage of smoke and fire) **must remain closed**. All other internal doors can be kept open to promote ventilation and reduce touch points.		All
3	Feeling unwell Symptoms of COVID19 Confirmed case of COVID19	Staff Pupils Visitors Contractors	❏ The COVID19 Guidance has been issued to staff and parents and describes the latest advice and guidance should anyone feel unwell, have symptoms of COVID19, are identified as a close contact to a positive case, or is confirmed as having COVID19, ❏ Anyone who has been told by the NHS to self isolate has been told they must follow those instructions and inform the school.	COVID19 Guidance NHS link	All

| 4 | Social Distancing | Staff
Pupils
Visitors
Contractors | ❏ School staff and other adults in school should continue to apply physical distancing where possible, with other adults and with pupils
❏ Senior School pupils – physical distancing will be encouraged where possible
❏ Campus vehicles. Where vehicles are shared, windows should be open, distances short and face coverings are recommended
❏ Where possible staff can continue to work from home and an Agile Working Policy has been developed to support this
❏ Make use of other spaces around campus
❏ Hold meetings outdoors when possible and online in a virtual environment
❏ Markers have been laid around teacher's desk and other communal areas to assist with physical distancing
❏ Office alterations have been made to enable physical distancing to be achieved
❏ Shared space alterations have been made to enable physical distancing to be achieved.
❏ Signage displayed to remind people to wash and sanitise hands frequently and to encourage wearing of face coverings in communal areas
❏ For large gatherings of pupils during the school day, e.g. assemblies, COVID mitigations should be considered and applied if possible, e.g. limit numbers, physical distancing, face coverings worn etc. | | All
Transport
Operators |
| 5 | Poor ventilation | Staff
Pupils
Visitors
Contractors | ❏ Ensure windows are kept open as much as possible
❏ Keep doors open to promote air flow (unless they are designated fire doors)
❏ Purge areas in breaks and lunch periods to flush space with fresh air
❏ Installed air purifiers in high risk areas
❏ CO2 readings taken daily in classrooms (readings between 800 and 1500 are investigated) and remedial actions taken, e.g. purging between lessons, windows/doors opened, movement of high activity tasks to larger spaces | | All |

6	Mental/Physical health and wellbeing affected through exposure to isolation or anxiety relating to COVID19	Staff Pupils	❏ Confidential staff counselling service available ❏ Pupil Support and Guidance Team available in School		Line Managers Pupil Support and Guidance HR Health and Safety
7	Musculoskeletal disorders as a result of working from home for a long period of time	Staff	❏ Guidance is available for staff who will be working from: [Working from Home Health and Safety Guidance](#) and Agile Working Policy implemented with further guidance.		All (staff working from home)
8	Spread of COVID from non-school community Visitors and Parents		❏ Visitors must wear face coverings in communal areas and to wash and sanitise hands regularly ❏ Out of school hours, persons hiring the facilities operate under their own event guidance and are expected to comply with the relevant Government guidance		
Prepared by: **Dominic Sugrue, Health and Safety Manager**				Date: **20/04/2022** Date of review: 01/05/2022 **Subject to ongoing review in line with changes made by the Scottish Government and other National Authorities producing COVID19 guidance.**	