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| Service: CAL | DESCRIPTION OF WORK ACTIVITY OR AREA OF THE WORKPLACE ASSESSED: Gairloch High School: August re-opening risk assessment | | | Name of Assessor: <u>Wim Chalmet</u> | |
| Area: West | | | | Date completed: 25/06/2020 | |
| Location: Gairloch High School | Click here for Highland Council's guidance notes re risk assessments. | | | Date of Review: 11/08/2020 (v2) ongoing | |
| STEP 1 | | STEP 2 | STEP 3 | STEP 4 | |
| 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) | |
| Covid-19 (Coronavirus) Frontline staff having contact with service users (no signs of symptoms) | | Frontline staff Service Users (children, parents and partner agencies) | In line with procedures and guidance, only allow staff and children in good health. - 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 home. - Follow infection control guidelines | 3 | 1 |
| | | | | 3 | SMT available to brief staff at INSET 11 th August Returning pupils will have inductions by year group |

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| <p>Service Users having contact with staff (no signs of symptoms)</p> | | <p>DHT to ensure effective staffing ratio & cover at short notice.</p> <p>Shielding - Any employee/child considered to be at extremely high risk of severe illness with COVID-19 instructed to follow shielding measures and remain at home.</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: https://www.hps.scot.nhs.uk/a-to-z-of-topics/covid-19/ (hpt.highland@nhs.net) and https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf which includes guidance on Educational settings (section 2.3).</p> <p><u><i>Basic Hygiene Measures</i></u> All children, staff and any visitors must sanitise hands entering school, clean their hands either before or on entering the classroom, toilets and canteen. They must also wash/sanitise hands on leaving the classroom and toilets. This must be done every time the school, classroom/toilet is entered or left. If pupils are using dedicated transport hands need to be clean before entering bus.</p> | | | <p>on their first day of return.</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>Only one entry/exit point to school at leisure centre entrance. Regular handwashing and use of disinfectants can cause dermatitis. Staff to self-check. Pupils and parents made aware in briefing.</p> |
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| | | <p>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>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. 60% alcohol hand sanitisers. <p>Wash hands for at least 20 seconds when:</p> <ul style="list-style-type: none"> • Before leaving home • 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 <p>Avoid touching eyes, nose and mouth with unwashed hands.</p> <p>Children should be supported to follow guidance. It will be the responsibility of every individual in the school to observe good hygiene practice to minimise the risk of infection.</p> | | | | <p>Enhanced cleaning protocols in place by FM/Cleaning staff (door handles, light switches, toilets, desks, chairs)</p> <p>Each classroom/toilet/canteen:</p> <ul style="list-style-type: none"> • Blue paper roll • Disinfectant • Hand sanitiser • Disinfectant wipes (practical subjects) |
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| | | <p>Handwashing posters displayed in classrooms.</p> <p><u>Social distancing measures</u></p> <p>Minimise physical contact between pupils – 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 kneeling/bending down near the child's face, if possible.</p> <p>Good use should be made of the outdoor areas to support social distancing where possible and weather permitting</p> <p>Pupils should encourage distancing where possible between young people particularly in the senior phase.</p> <p>Junior and Senior pupils will be two groupings within school</p> <p>Adults should maintain 2 min social distancing between other adults and pupils</p> | | | | Pupils informed at briefing |
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| | | <p><u>Avoid 'bridges' for virus</u></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 including tissues, soap and hand sanitizer.</p> <p>Do not share items that come into contact with your mouth such as cups & bottles</p> <p>Do not share items such as bedding, dishes, pencils & towels</p> <p>Staff should bring their own food items and bottled water.</p> <p>Staff should take care when teaching that they have minimal movement around building. When moving they wash hands when moving from one area to another and social distancing at all times.</p> <p>At the start of the day, pupils will access the building using the one way system and go immediately to their period 1 class.</p> | | | | |
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| Child Protection issues; Non-Covid related health issues | Service Users (children) | <p>Pupils will also be asked to wipe down chairs and desks on entry to a classroom in addition to the aforementioned hand sanitiser protocol.</p> <p><u>Complaints about hygiene</u> 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 & FM Service, and if not resolved satisfactorily escalated to the Area Care and Learning Manager.</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>At pick up time parents are asked to socially distance when parking. No visitors, parents, carers beyond front door.</p> | | | | |
| Pupil and staff dress code | | <p>School uniforms/clothing and staff clothing should be washed/cleaned as normal (29). Pupils will be offered support with this if needed and individual consideration and sensitivity needed</p> | | | | |

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| | | <p>around this. Pupils who have PE can arrive or leave school in PE kit.</p> <p>Jackets to be held in Games Hall (entry and exit point) throughout the day</p> <p>Parents and pupils will be instructed that pupils can only handle their own bags and must keep them with them at all times. Staff and pupils are requested not to put bags on tables.</p> <p>When bags are taken home, only pupils themselves should handle bags – even at home.</p> | | | | <p>Parents/pupils will be asked to encourage pupils to wipe down bags at home every day – as well as chromebooks.</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>Note: individual risk assessments will need to be developed for those with Intimate Care needs</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.</p> <p>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.</p> | 3 | 1 | 3 | <p>First Aid room will be used as isolation hub.</p> <p>Link provided for First Aid staff and PSA on first day.</p> |

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| | | <p>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 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>Household isolation (Stay at home) instruction to all staff and pupils to stay at home if symptomatic or any household member is symptomatic.</p> | | | | |
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| Reducing movement of pupils and avoiding large gatherings | Staff and pupils | <p>One-way system in place throughout school</p> <p>No-bell approach to reduce pressure points in corridors considered</p> <p>Transition managed by phonecalls to teachers by office staff</p> <p>Clear signage in school and clear communication about the system on first day</p> <p>Directional arrows walls/signage to promote any one-way system being applied.</p> <p>Staggered break and lunchtimes.</p> <p>Weather permitting pupils should be outdoor at break and lunchtimes.</p> | 3 | 1 | 3 | Office staff to control managed access toilets |
| Staff room, office and parking | Staff | <p>Appropriate signage in every area being used, classroom, toilets, dining hall etc in relation to Social Distancing & Hand Washing</p> <p>Access to staffroom should be for use of the kettle/boiler only, and not for sitting/socializing. Mugs should be kept in own rooms, not left to drain by sink. No shared use of tea, coffee. No shared use of Milk or fridge.</p> <p>Staff to utilise their own cutlery/crockery etc, and ensure these are cleaned with warm general purpose detergent and dried thoroughly before</p> | 3 | 1 | 3 | <p>Teachers should ensure before they begin and at the end of an activity that equipment is disinfected.</p> <p>Soft furnishings to be removed from staff room</p> <p>It would be helpful if staff take flasks.</p> <p>Electrical machinery can not be sanitized with non-compatible sprays</p> |

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| | | <p>being stored for re-use (not to be stored in a shared cupboard)</p> <p>Any staff using the appliances should clean them before and after use.</p> <p>Use of photocopier except for printing staff room, art room and base only allowed by request through the office or use remote print command</p> <p>Staff may continue to use their own office chairs, even if covered in soft materials but these may not be shared between staff.</p> <p>Movement into and out of the office to be avoided. Only one member of staff in addition to the office staff is permitted</p> <p>Community Hall car park to be used by staff (not school car park)</p> | | | | |
| Staff and pupil toilets | Staff and pupils | <p>Staff toilets - 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.</p> <p>Pupil toilets – every second cubicle to be taped off. Max 2 or 3 pupils at a time.</p> | 3 | 1 | 3 | |

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| | | <p>Pupils' access to toilets will be carefully managed to maintain physical distancing within the toilet areas. No access at change of lesson (transition periods).</p> <p>Maximum 2 pupils accessing a toilet at any one time, depending on the size of the toilet area.</p> <p>There should be a strong emphasis on hand washing after visiting the toilet.</p> <p>Cleaning of toilets – regular cleaning, not after each visit</p> <p>Toilet lid, where provided should be closed before flushing. After washing hands, avoid direct contact with taps when turning off e.g. use paper towel.</p> <p>Girls toilets will have menstrual supplies in unopened packs for collection</p> <p>Legionella testing completed in all areas of school.</p> | | | | |
| Classroom and curricular delivery procedures | | <p>Rooms have been prepared by the removal of touchable surfaces that are more easily contaminated e.g. soft furnishings and all items that can be have been put away or covered and surfaces cleared, etc.</p> <p>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 must stay. Teachers cannot move around the room.</p> | | | | |

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| | | <p>Classrooms should be kept well ventilated whenever possible by opening windows. Internal and external fire exit door should be closed at all times.</p> <p>Entrance and exit of classes to be managed by teacher at all times.</p> <p>On entering a classroom all pupils and staff must use hand sanitiser provided at the door.</p> <p>Before leaving, desks (including the teacher's desk) and other surfaces used should be sprayed by the teacher and wiped down by pupils using blue roll issued by teacher (having just hand sanitised) and the blue roll placed in the bin as the pupil exits.</p> <p>Pupils and staff must use hand sanitiser as they exit the room.</p> <p>There should be no sharing of resources (particularly stationery, books or small objects that are difficult to clean between uses). All textbooks or paper resources to be transferred to electronic copies or textbooks provided to individual pupils.</p> <p>Staff should not share items such as laptop, Chromebook, board markers, wipers, sharpeners, pens, rulers, etc. These should be carried by staff if they have to move to a different room. Teacher desks should be clear of all items apart from</p> | | | | |
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| | | <p>monitor and docking station and phone which should be wiped with an antibacterial wipe as a teacher leaves.</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> <p>Adjust class space if required, and where possible, to maintain spacing between desks or between individual young people. Seat young people side by side and facing forwards, rather than face to face. Avoid situations that require young people to sit or stand in direct physical contact with others.</p> | | | | |
| Enforcement of social distancing for visitors to the school | Staff, pupils, visitors | <p>Visiting partners (eg. Counsellors, CSWs) Any meeting rooms used to have access to ventilation. Spaces to be booked through main school office. Where possible, meetings should be held remotely.</p> <p>Visual and clear lining up arrangements to be in place to space out visitors/parents waiting to enter the school building to the appropriate 2m physical distancing.</p> <p>School staff to use door entry systems where appropriate to deal with enquiries to avoid visitors into the school.</p> <p>Glazed panels in place where possible, if not, barrier/tape to clearly mark 2m distancing</p> | 3 | 1 | 3 | |

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| | | <p>Minimal cash handling, any payments should be online</p> <p>In most cases, only one or two people in the main office and one at reception enforcing 2m distancing</p> <p>Sign in sheets, pens will be required to be wiped between each visitor (can the reception staff fill in the sign in sheet on behalf of the visitor)</p> <p>Ensure 2m distancing areas don't encroach on any other doors, walkways, etc.</p> <p>Community library not open during school times</p> | | | | |
| Enforcement of social distancing at start and end of day | Staff, pupils, parents, visitors | <p>Entry and Exit point from the building at leisure centre will be managed to support social distancing.</p> <p>Pupils to be 'handed in' to the school via identified entry points. Leave jackets on chairs in Games Hall</p> <p>Pupils go straight to their to their first teaching block classes.</p> <p>Two metre physical distancing between adults, and between adults and children and young people who are not from the same household should be maintained. This includes non-staff adult visitors to the school eg contractors, deliveries etc. Adult visitors to schools should be strictly limited only to those that are necessary to support children and young people or the running of the school and</p> | | | | |

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| | | <p>arrangements should be communicated clearly to staff and the wider school community.</p> <p>Where adults cannot keep 2m distance and are interacting face-to-face for a sustained period (about 15 minutes or more), face coverings should be worn</p> | | | | |
| Classroom | Staff and pupils | <p>Discourage sharing of resources (particularly stationery, books or small objects that are difficult to clean between uses)</p> <p>Remove touchable surfaces that are more easily contaminated e.g. soft furnishings</p> <p>Remove shared fabric resources such as lab coats or organise washing regimes that meet national guidance after each use</p> <p>Educational resources to be cleaned using antibacterial wipes by learning space occupants</p> | 3 | 1 | 3 | |
| Social distancing in canteen/eating areas | Staff and pupils | <p>Junior pupils and Senior pupils will have staggered break and lunch times with specified seating area. Food should not be shared, food should be portioned and there should not be any buffet arrangements.</p> <p>S5 and S6 pupils can go offsite for lunch, they should follow the rules in place for wider society, for example wearing a face covering when entering a shop.</p> | 3 | 1 | 3 | |

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| Safe delivery of the curriculum given pedagogical challenges | Staff and pupils | <p><u>Process for arriving at and leaving class.</u></p> <p>When pupils enter a class-room they need to take a wipe and wipe down their desk under supervision of the teacher. The wipe should then be put in the bin. When they are leaving a room they should wash their hands or use hand sanitiser gel as per availability of sinks.</p> <p>Beyond this, SMT have identified aspects of teaching and learning for specific departments which will need to be changed or stopped in light of social distancing. Lead SMT will work with departments to risk assess and amend these approaches to align with national advice. Protocols for revised approaches to learning and teaching will be agreed with each department.</p> | 3 | 1 | 3 | |
| Behaviour management issues pertaining to social distancing | Staff and pupils | <p>A pupil protocol will be issued to all learners with clear expectations and consequences. SMT will be called to any in class incidents rather than class transfers.</p> <p>The school will look to roll out the <i>Promoting Positive Behaviour</i> programme developed this session but will need to ensure that all stages remain possible under the current restrictions.</p> <p>Pupils who do not comply with social distancing will be supported in the first instance. If non-compliance continues, parents will be contacted and asked to collect their child/children from school.</p> | | | | |

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| Support for pupils with ASN | Staff, pupils and parents | <p>A review of individual support and approaches to in-class support will be conducted prior to pupil return. Digital/telephone meetings thereafter with parents</p> <p>Individual risk assessments in place for pupil requiring Intimate Care. PPE training provided to PSA's</p> | 3 | 1 | 3 | |
| Transport | Pupils, drivers, staff. | <p>Limit journeys/non-essential travel. Staff should use private vehicles, bikes or walking where possible and not car share unless it is with members of your own household or if the 2m rule can be observed.</p> <p>Avoid unnecessary travel on public transport School transport 2m rule should be implemented where possible (by restricting passengers or using larger vehicles).</p> <p>Staff to consider social distancing when they park their cars and not exit their vehicle if others are close by or park allowing space in-between vehicles.</p> <p>Staff to use Community car park</p> | 3 | 1 | 3 | |
| Availability of resources PPE | All stakeholders | <p>HC have committed to supply the materials needed to support handwashing and other aspects of staying safe.</p> <p>Sufficient PPE equipment in place to meet the requirements set out in the national NHS guidance - for unavoidable close contact with a person who is symptomatic and awaiting collection and in</p> | | | | |

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| | | <p>addition to what would normally be used for personal care, (subject to risk assessment). For COVID-19 related PPE, items should be double bagged, placed in a part of the building not used and disposed of in landfill waste after 72 hours</p> | | | | |
| 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. Double bag placed in a secure location 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. If the child tests positive, contact NHS 24 (phone 111) or your GP for advice.</p> | 2 | 1 | 2 | |
| 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). Bag should be set aside in a secure location pending assessment of the possible case by a healthcare professional. If the test result of the person is negative, the laundry can be managed as per normal service policy/practice. If the result is positive, follow the advice of the local Health Protection Team for NHS Highland: telephone 01463 704886</p> | 2 | 1 | 2 | |

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| Fire | Staff, children, visitors, contractors | <p>Emergency evacuation procedures up to date.</p> <p>Ensure all are familiar with the sound of the fire alarm, procedures and evacuation routes.</p> <p>Register for staff and children.</p> <p>Sign in for visitors and contractors.</p> <p>Fire drills held.</p> <p>Weekly alarm testing, ensuring fire doors/exits are operating correctly.</p> <p>Keep corridors and fire exits clear.</p> <p>Staff familiar with telephony.</p> <p>Amend how pupils and staff line up/congregate to maintain 2m physical distancing- mark out distances on tennis court area</p> <p>Review staff member roles, increased staff may be absent, shielding</p> <p>Review existing PEEP or requirements for pupils or staff with additional requirements/disabilities to ensure a safe plan is in place</p> <p>Timing of fire drills to be considered to capture most/all pupils, if pupils attend on a rota the fire drill will need scheduled for different days.</p> <p>If the layout of facilities is changed, and/or circulation routes or entry/exit points are altered, consideration should be given to evacuation procedures (e.g. in the event of a fire or other incident).</p> | 3 | 1 | 3 | <p>Emergency evacuation procedures should be updated to reflect the current situation e.g. new fire controller, restricted parts of building?</p> <p>Occupiers not familiar with the premises, etc.</p> |
| First Aid In the event of an accident | First Aiders (FAs)/ Emergency FAs, staff, children, | <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> <p>Staff familiar with telephony.</p> | 3 | 1 | 3 | |

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| | visitors, contractors | Note following links to guidance for first aiders: https://www.greencrosstraining.com/blog1/COVID-19-First-Aider-Advice and HSE guidance https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm | | | | |
| 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 | |
| Working at height | Staff | Council/NHS staff should avoid working at height | 3 | 1 | 3 | |
| Dangerous machinery (e.g. in technology workshops) | 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 (e.g. kiln room, pugmills), Home economics. Keep all such classrooms locked. Restrict access to the kitchen. Specific Risk Assessments in place for infection control for practical subjects in appendix section below. | 3 | 1 | 3 | As the schools being used are secondary ones, it must be ensured that access to potentially dangerous areas is prevented e.g. science, technology |
| Contact with chemicals | 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. | 3 | 1 | 3 | As the schools being used are secondary ones, it must be ensured that access to potentially |

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| | | <p>Restrict access to all technology workshops, science classrooms and stores, art departments (e.g. kiln room, pugmills), Home Economics.</p> <p>Keep all such classrooms locked.</p> <p>Keep cleaning cupboards locked.</p> <p>Restrict access to kitchen.</p> <p>Specific Risk Assessments in place for infection control for practical subjects in appendix section below.</p> | | | | dangerous areas is prevented e.g. science, technology |
| Violence and aggression towards staff | Staff | Pupil protocols, child plans | 2 | 1 | 2 | |
| Security (possible violence and aggression towards staff and children) | Staff and children | <p>Security system to school.</p> <p>School lockdown procedures.</p> <p>Hand-over of children when being dropped off and picked up</p> <p>i.e. sign in and out system.</p> <p>Parents must hand over children and pick them up from the school doors and not wait in the car park for them.</p> | 2 | 1 | 2 | |
| Traffic management (being struck by a moving vehicle) | Everybody | <p>Parents encouraged to park further away from the school and then walk with their children to avoid congestion</p> <p>Parents/guardians to not drop children in car park and preferably leave to make own way to school.</p> <p>Parents/guardians to collect children and not wait in the car park.</p> | 3 | 1 | 3 | |

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| Assessor Signature | Wim Chalmet | Grade / Location | Head Teacher | Date | 13/08/2020 |
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Guidance for school Science & Technology coming out of lockdown (revised 4 August 2020)

This part of the risk assessment process focuses on Science and Technology. The Scottish Schools Education Research Centre (SSERC) has produced guidance on carrying out practical work in Sciences and Technologies for early, primary and secondary levels, including links to helpful resources for the return of pupils on 11th August at <https://www.sserc.org.uk/health-safety/covid-19-back-to-school/>. This guidance should be read in conjunction with the risk assessments below.

The reopening of schools will require many changes that need to be made as well as preparations, particularly for practical subjects such as science and technology. The current guidance is that schools can return without physical distancing of pupils. Within the context of a full return to school, and to provide additional reassurance to young people, staff and parents/carers, where there are opportunities to further minimise risk from Covid-19 these should be encouraged. As a precautionary approach therefore, secondary schools should encourage distancing where possible between young people particularly in the senior phase. Distancing should be implemented in a proportionate way. Importantly, schools should ensure that the specific approaches adopted do not introduce capacity constraints and/or prevent a return to full-time learning in school.

As previously stated, this guidance focuses specifically on Science and Technology in schools but obviously any changes in these areas can only be made as part of a whole school approach and Heads of Department should make sure they liaise with other parts of the school when considering these issues. It is important to emphasise that the whole procedure for re-opening schools to students should be led by risk assessment, particularly in relation to coronavirus. It is hoped that the following will help address risks associated with coronavirus so that sensible measures can be put in place to minimise those risks for students and staff.

Please note, the following risk assessments for science and technology are necessarily generic in nature and are based on the guidance provided by SSERC. These risk assessments below are in addition to the ones that will already be in place for managing health and safety in Science and Technology departments (e.g. for experiments or operating machinery/equipment). Circumstances will vary significantly across Highland schools: student rolls, numbers and location of teaching rooms, their dimensions and arrangements will all differ from school to school. This means that the following generic risk assessments will require tailoring to the individual requirements of each school. Further, it is likely there will be other issues specific to individual schools which will have to be risk assessed and added to the ones below. To that end, some blank boxes have been left to accommodate this.

Further advice can be obtained from the Council's Occupational Health, Safety and Wellbeing Team (OHSWT) or from SSERC. Future additions to the SSERC guidance will be in the form of FAQs added at the end of their document, at least until further notice, so it will be useful for teaching staff to check back regularly on the SSERC website to see if any updates have been made.

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| Service: Education and Learning | DESCRIPTION OF WORK ACTIVITY OR AREA OF THE WORKPLACE ASSESSED: Science and technology - preparing for school Science & Technology coming out of lockdown (revised 4 August 2020). | | | | | Name of Assessor: | |
| Area: | | | | | | Date completed: | |
| Location: | | | | | | 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 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 <i>and</i> date of their proposed introduction: | |
| Legionella – risk of infection | Staff and pupils | Property are organising disinfection of water systems. Confirm water supply has been checked before use. If all appropriate measures have been taken then run the water for 5 to 10 minutes through the system to ensure it is working. This will refill any drain traps which have evaporated. | 2 | 1 | 2 | | |

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| Chemical stores/ cupboards – contact with hazardous chemicals | Science and technology teachers and technicians | <p>Check store is secure and has not been tampered with in any way.</p> <p>Check chemicals on the latest stocklist are all present and accounted for.</p> <p>There may be specific chemicals that required attention due to shelf life, such as potassium.</p> <p>Look for any distortions in bottles that may indicate pressure build up. If there are any signs of leakage, or any unusual smells, seek guidance immediately.</p> <p>Only one person in the chemical store at any one time.</p> | 2 | 1 | 2 | |
| Radioactive Store - hazards from radioactive substances | Science teachers and technicians | <p>Check that the store is secure, and all radioactive sources are present and accounted for. Check that the sources are still within their leak test period. If there are any overdue tests or checks, these should be carried out before practical work resumes with sources.</p> | 3 | 1 | 3 | |
| Electrical Safety -risk of electric shock | Science and technology teachers and technicians | <p>Check latest PAT testing on electrical equipment before use and label and remove any items that require to be tested.</p> <p>Arrange PAT testing where required.</p> <p>If testing cannot be done in time, make sure teachers know so they can plan their lessons accordingly.</p> | 3 | 1 | 3 | |

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| Equipment annual checks e.g. fume cupboards, autoclaves, extraction systems, steam engines and other bits of equipment | Science and technology teachers and technicians and pupils | Check that statutory inspections and testing have been carried out. Arrange testing to comply with all relevant regulations before being used. As with PAT testing, if there is a delay, let teachers know to inform their planning. | 3 | 1 | 3 | |
| Gas supplies – risk of explosion or fire | Everyone | Check all rooms with a gas supply for full functionality. It may have been switched off at the building's main gas valve. Immediately report any gas smells as this may indicate a leak. Ensure all gas equipment e.g. forges, bunsen burners, gas taps, etc. are all switched off before opening valves and restoring supplies. If in doubt, do not use. | 3 | 1 | 3 | |
| Electrical systems – risk of electric shock | Staff and pupils | If any of the rooms have emergency shut down systems, check that they are still fully operational and all buttons (e.g. emergency machine stops, isolating switches, etc.) function correctly. Report any faults immediately and do not use until repaired | 3 | 1 | 3 | |

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| Microbiology work – Risk of infection | Staff and pupils | <p>Check fridges and freezers have not been tampered with or switched off. If they have, they will need to be emptied and cleared out. This should be done carefully particularly if there was organic material inside that might have rotted.</p> <p>Dispose of all sub-cultures and plates. Check the master culture are still in date. Disinfect “Clean Room” surfaces and all storage fridges. While Virkon is a common ‘go to’ disinfectant, any surfactant disinfectant, including a dilute solution of bleach, is suitable. If microbiology work is being undertaken, new cultures might need to be obtained.</p> | 2 | 1 | 2 | |
| Eyewash stations/bottles Risk of infection | Staff and pupils | <p>If you have eyewash bottles in labs/workshops, check they are not out of date. If, as is better, you have an eyewash station, ensure the tubing is sterilised and replaced above the tap. A plumbed in station will only need to be cleaned and run for a while – once Legionella tests have been carried out.</p> | 2 | 1 | 2 | |

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| <p>Covid-19 – risk of infection – science and technology classrooms, labs and workshops. Also, science and CDT technicians’ preparation room and base</p> | <p>Staff and pupils</p> | <p>Pupils will be seated as far apart as possible, using all the space in the labs. Four desks in the central area and one outside the technician room can be used when necessary.</p> <p>Pupils sit in the same place each lesson and stay in their seats unless doing practical work.</p> <p>Pupils maintain their distance from other pupils as much as possible, and maintain a distance of 2m from teachers at all times.</p> <p>Only the technician should access the Science store. Teachers should request all equipment well in advance as indicated below.</p> <p>Ensure good access around rooms and to doors and emergency exits. Emergency equipment (e.g. eyewash stations/bottles) is easily accessible, and emergency stops and isolation points (e.g. gas/electricity) are in each lab.</p> <p>Teachers should be present in their classroom promptly so that pupils can move straight from the corridor to the teaching areas at the start of a lesson.</p> | <p>3</p> | <p>1</p> | <p>3</p> | |
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| | | <p>Pupils should enter and leave classrooms in order under the direction of a teacher, maintaining physical distancing.</p> <p>Benches will be cleaned as per the guidelines for all classrooms in the rest of the school. Door handles, switches, and frequently touched equipment should be cleaned down on a regular basis. The fire doors at the entrance of the department will be opened during class changeover times, and the door handles cleaned regularly.</p> <p>There will be no access to the SYS room for pupils at any time – this will be used as a storage area for equipment and chemicals.</p> <p>Science staff will use the technician room for refreshments, cleaning surfaces and maintaining distance as usual. All food/drink will be brought from home.</p> <p>Staff will provide cover for comfort breaks for colleagues where possible to reduce pressure on the facilities at interval.</p> | | | | |
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| | | <p>Students should be reminded to regularly wash their hands.</p> <p>Any equipment/machinery that is hand-held or hand-operated in nature, should be wiped down after use. Wherever possible, limit the amount of shared equipment used. This may include but is not limited to Power Supplies/Signal Generators etc.</p> <p>Where wiping down and disinfecting equipment is likely to be too time-consuming, SSERC suggest a few options:</p> <ul style="list-style-type: none"> ▪ If possible, timetable for staggered usage of equipment so that the equipment can be left for 72 hours between uses. ▪ Perhaps better but maybe harder for schools to resource, a set of, say, crocodile clips could be issued for the use of an individual student for the duration of that unit and then left for 72h or more before being used by another student. ▪ Alter the experiment or the way it is carried out to reduce or ideally eliminate the use of equipment that is difficult to clean rapidly – if | | | | |
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| | | <p>it isn't possible then perhaps these activities may need to become teacher demonstrations.</p> <p>Eye protection - teachers should not attempt practicals where appropriate eye protection is required but is not available in school. This may initially limit the practical work that schools can do.</p> <p>Spectacles or goggles must be sanitised between each use. When leaving the lab, learners should place their used PPE in a washing up bowl (or two) of sterilising solution (have enough solution to cover all PPE). This then starts the sanitising process.</p> <p>Follow SSERC guidelines for sterilising goggles/safety specs: Immerse fully in a sterilising solution for at least 15 minutes. The eye protection should then be rinsed off with water and allowed to air dry. (This can be speeded up if needed using fans). Do not wipe dry so as to avoid the possibility of contamination. Once dry check for any damage and then return to use. Avoid drying with towels as this can lead to scratching. If time really is of</p> | | | | |
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| | | <p>the essence, suitable wipes can be used to disinfect goggles (or other equipment).</p> <p>Suitable sterilising solutions are: Milton's solution (follow Milton instructions for how to make this up, tablets or fluid is fine), dilute bleach (100:1) or Virkon (solutions prepared according to manufacturer's instructions). Learners should be reminded to wash their hands before putting on eye protection.</p> <p>The best option for sterilising goggles/safety specs is to do this at the end of each day and leave to dry overnight. If they are needed earlier, fans can be used to speed up the drying.</p> <p>If gloves are required, then the correct type should be worn.</p> <p>When planning experiments, teachers will consider how they could be changed to reduce the number of pieces of equipment needed, eg reducing concentrations to mean that eye protection is no longer needed. Some experiments may need to be</p> | | | | |
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| | | <p>done differently or to become teacher demonstrations.</p> <p>Any shared or department-based lab coats have been removed from use. Each member of staff has their own PPE which should not be shared with anyone else.</p> <p>Staff should have personal eye protection and should be provided with suitable disinfectant wipes for cleaning through the day. At the end of the day they should be sanitised in the same fashion as that for students.</p> <p>Ensure regular handwashing (both pupils and staff) with soap and water. Where there are issues with access to sinks for a class of students, SSERC suggest other possibilities for DIY handwash stations. These can be found at https://www.sserc.org.uk/wp-content/uploads/2020/06/Science-Tech-Return-to-School.pdf</p> <p>If the equipment is cleaned before students use it and their hands are washed before using it, this should greatly reduce possible infection. If soap and water is not available, a suitable hand-sanitiser is the next best option. Ideally, each student should be</p> | | | | |
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| | | <p>provided with a personal bottle of hand sanitiser by the school, which they can use to clean their hands before and after practical work. If this is not possible, hand sanitiser should be provided in each practical working station.</p> <p>Note that hand sanitisers are less effective than soap and water but better than nothing. Also, they do tend to be less effective where hands are dirty or greasy.</p> <p>Aim for sanitisers containing at least 60% alcohol. NB If alcohol-based hand sanitisers are used, the bottles should be kept well away from any sources of ignition and no naked flames should be used for several minutes to avoid possible ignition and burns.</p> | | | | |
| Practical activities - science | Staff and pupils | <p>Pupils should wash their hands before starting any practical work.</p> <p>Practical work must be planned in advance and coordinated to ensure that resources (including PPE) will be available and that there will be sufficient time to prepare these for pupils.</p> <p>A tray of equipment and materials will be prepared for each individual pupil,</p> | 2 | 1 | 2 | |

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| | | <p>and pupils can collect these (in turn) from the trolley at the start of the experiment. Paper towels and eye protection will be provided for each pupil where these could be needed.</p> <p>Trays will be prepared by teacher and/or technician, and will be stored securely on trolleys in the SYS room until needed.</p> <p>Pupils will return their trays to the trolley (in turn) after the experiment and the trolley will be returned to the SYS room by teacher and/or technician. Each set of trays should be labelled with the date of use and when (if) the equipment will be needed again.</p> <p>All equipment used will either be wiped down and disinfected or left for 72 hours between uses.</p> <p>Extra time will be allowed for preparation and cleaning of equipment for experiments.</p> <p>Long and complex multi-step practicals are best avoided meantime. Some experiment would be better done as teacher demonstrations.</p> | | | | |
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| | | <p>Teachers will consider how to get pupils to conduct step by step experiments, possibly using PowerPoint slides or involving other pupils reading the instructions aloud (this allows pupils to work together without sharing equipment). Students work individually.</p> <p>For some experiments, different individuals can investigate different factors and then share their results electronically.</p> <p>Students can familiarise themselves with experiments before coming into class to carry them out.</p> <p>Practical equipment could be set up at each student workstation or in trays before lesson to speed up experiments.</p> <p>If possible, microscope eyepieces and focusing controls should be disinfected after each use – unless they are going to be left for longer than 72h between uses or reused by the same student.</p> <p>Provide a waste container (or containers) where any chemical waste</p> | | | | |
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| | | <p>that cannot be disposed of down the sink can be placed for later collection.</p> <p>Paper towel or similar are provided for mopping up small spills.</p> <p>Once the practical has finished, students should tidy up their equipment, return their tray to the trolley and wash their hands.</p> <p>Once the students have left, then the teachers/technicians can clear away the trolley with the equipment used along with the waste bottles.</p> <p>Demonstrations should avoid students crowding around a bench. Use should be made of data projectors and digital cameras / visualisers to project what is being demonstrated.</p> <p>Teachers should maintain physical distancing when observing students undertaking practical activities but not hesitate to step in to help in dangerous situations.</p> <p>The competency of students to carry out a task without the intervention of the teacher needs to be risk assessed prior to classes.</p> | | | | |
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| | | <p>If maintaining physical distancing proves too difficult and students are not following guidance on social distancing from staff, the teacher should consider stopping practical work, and having learners work on activities such as theory work that can be carried out without compromising physical distancing.</p> <p>Where possible, it might be feasible to have students carry out some practical work at home. They will not be allowed to take equipment or chemicals from school in order to do this.</p> | | | | |
| Practical activities - technology | Staff and pupils | <ul style="list-style-type: none"> ▪ Establish maximum numbers that can be accommodated in each workshop. ▪ Consider teacher demonstrations but still ensuring physical distancing. ▪ Consider use of PowerPoint slides for demonstration purposes or to familiarise students with equipment/machinery before coming into workshops. ▪ Use will be made of desks in the craft room as well as workstations to ensure physical distancing. ▪ Ensure controlled access (one at a time) to tools, equipment and | | | | |

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| | | <p>materials or set up at each student workstation before lessons.</p> <ul style="list-style-type: none"> ▪ Pupils will wipe down their workstation and tools prior to commencing an activity. ▪ All electronic equipment used will either be wiped down prior to use or, preferably, left for 72 hours between uses. ▪ Provide paper towel or similar for mopping up small spills. ▪ Provide suitable washing/ sanitising equipment. ▪ Once the practical has finished, students should tidy up their equipment, wash their hands and, if appropriate, place their safety goggles in the cleaning solution then leave the room in an orderly fashion similar to their entry. ▪ If students are tidying up and putting away tools, scrap materials and equipment, ensure this is done in an orderly fashion to ensure physical distancing. Alternatively, teachers or technicians can clear away once students have left. ▪ Teacher will ensure all goggles are removed from solution at end of the day and left to dry for next day's use | | | | |
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| | | <ul style="list-style-type: none"> ▪ Demonstrations should avoid students crowding around a bench. Use should be made of data projectors and digital cameras / visualisers to project what is being demonstrated. ▪ Teachers should maintain physical distancing when observing students undertaking practical activities (e.g. operating workshop machinery, using hand tools, etc.) but not hesitate to step in to help in dangerous situations. ▪ The competency of students to carry out a task or operate machinery without teacher intervention, needs to be risk assessed prior to classes. ▪ If maintaining physical distancing proves too difficult and students are not following guidance on physical distancing from staff, the teacher should consider stopping practical work, and having learners work on activities that can be carried out without breaking physical distancing rules, such as theory work. ▪ Where possible, it might be feasible to have students carry out some practical work at home. | | | | |
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| Assessor Signature | Liz Macrae/Lynne Whall | Grade / Location | Faculty Leaders | Date | 12/08/20 |
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| Service: Education and Learning | DESCRIPTION OF WORK ACTIVITY OR AREA OF THE WORKPLACE ASSESSED: <u>Coronavirus(COVID-19) – PE Dept</u> | | | | | Name of Assessor: Donna Hildrey |
| Area: Wester Ross | | | | | | Date completed: 11/08/2020 |
| Location: Gairloch High School | | | | | | Date of Review: 02/09/2020 |
| 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 the residual risk - taking account of existing control measures Severity x Likelihood = Risk Rating (1 TO 3) (1 TO 3) | | | List further risk reduction control measures (include implementation date if known) |
| 1. Coronavirus(COVID-19) PE dept risk of infection | Staff, Pupils | Physical distancing will be applied where possible in the PE dept - on entry, pupils should avoid congregating in corridors e.g. pupils will be instructed to go into games hall and stand at cones or desks waiting for rest of the class to arrive, or go to designated changing area and follow instructions. | 3 | 1 | 3 | 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 |

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| | | <p>Staff should control movements in and out of the dept. If pupils are in games hall and going outside, use could be made of external fire and emergency exits.</p> <p>If hold open devices are available, use these to avoid the need to touch doors when passing through. Note: internal fire doors must not be wedged or propped open.</p> <p>Use could be made of external fire and emergency exits for additional ventilation when using the Gym or games hall (only fire or emergency exits; not internal doors or corridor doors – avoid windy weather- risk of slamming).</p> | | | | |
| 2. Virus transfer through the handling of shared equipment. | Pupils and staff | <p>The sharing of resources will be eliminated by ensuring pupils have access to resources they can keep and use in classes. Chromebooks.</p> <p>Any equipment used will be sanitized before touched.</p> | 3 | 1 | 3 | |
| 3. The use of text books/shared resources | Pupils | <p>The sharing of resources will be eliminated.</p> <p>Text book use will not be permitted unless all pupils can receive a personal copy.</p> | 3 | 1 | 3 | |

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| | | The use of ICT will be conducted in line with the schools' RA – chrome books will be used in the PE dept. | | | | |
| 4. The use of equipment to completing practical work for coursework | Pupils | <p>Practical activities will be OUTSIDE and limited to individual activities which do not require any equipment or it will be set up prior to entry with a set of equip (NPA skipping ropes e.g.) for each individual. Equipment will only be used if there are sets for each pupil and if equipment can be wiped down:</p> <ul style="list-style-type: none"> ● Athletics – track ● Cross Country ● Fitness type activities <p>Any equipment/benches to be cleaned after use by pupil-teacher allowing time to do that.</p> <p>This will be reviewed in a few weeks to progressively implement some activities which require equipment according to Scottish government guidelines.</p> <p>Pupils will be encouraged to follow the cleaning advice produced by the local authority, on all equipment used as well as encouraged to follow hand sanitizing procedures prior to and after using equipment.</p> <p>N5/HG will focus on the Physical and Mental factors, initially working on physical fitness for 1 lesson and theory for 1 lesson, reducing the time on practical coursework. NPA will also have 1 lesson on theory based</p> | 3 | 1 | 3 | |

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| | | <p>aspects of the course with 1 practical session on circuits outside.</p> <p>An individual risk assessment will be completed for all activities.</p> <p>Where an accident does occur or first aid is required, staff will follow the school's policy on the administration of first aid as set out in the whole school RA.</p> | | | | |
| 5. Entry, Exit and movement around the PE dept. | Staff, Pupils | <p>On entry to the PE dept. pupils will be instructed to go straight into games hall and stand at cones waiting for rest of the class to arrive.</p> <p>The class will then be instructed to move to the outside area or changing area. Doors can be held open by teacher from behind the door (meaning no-one has to touch the doors.)</p> <p>At the end of the lesson the class will be assembled in the games hall waiting to move onto next class after having cleaned benches and equipment if appropriate.</p> <p>H/N5/NPA theory class - move to designated desks in games hall not touching anything until instructed to clean</p> | 3 | 1 | 3 | |

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| | | down by teacher. At the end of the lesson can wait at desks until instructed to leave the PE dept. | | | | |
| 6. Use of astro turf at breaks | Pupils | Pupils will be allowed access to the astro turf as another outside area for walking during break times but no footballs or other equipment will be allowed. | 2 | 1 | 2 | |
| 7. Changing areas | Pupils | <p>Toilets will not be used in the changing rooms.</p> <p>S1, 2, N5, H & NPA will be using the changing rooms, as social distancing can be maintained by using all 4 areas for these classes.</p> <p>Teacher will spray the changing benches and pegs and pupils will wipe down on entry, dispose of blue towels in bin and sanitize hands.</p> <p>This will be reviewed at the end of each lesson.</p> | 3 | 1 | 3 | |
| 8. First Aid | Staff, pupils | <p>Risk to injury will be limited due to the nature of activities on offer.</p> <p>The potential injuries would be of the slip trip fall nature. As per individual activity risk assessments pupils will be warmed up appropriately and dynamic risk managed throughout lessons.</p> | 3 | 1 | 3 | |

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| Assessor Signature | Donna Hildrey | Grade / Location | PT of PE | Date | 11/09/2020 |
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Art Departments coming out of lockdown (rev 4 August 2020)

This part of the risk assessment process focuses on Art Departments.

The reopening of schools will require many changes that need to be made as well as preparations, particularly for practical subjects such as Art. The current guidance is that schools can return without physical distancing of pupils. Within the context of a full return to school, and to provide additional reassurance to young people, staff and parents/carers, where there are opportunities to further minimise risk from Covid-19 these should be encouraged. As a precautionary approach therefore, secondary schools should encourage distancing where possible between young people particularly in the senior phase. Distancing should be implemented in a proportionate way. Importantly, schools should ensure that the specific approaches adopted do not introduce capacity constraints and/or prevent a return to full-time learning in school.

As previously stated, this guidance focuses specifically on Art in schools but obviously any changes in these areas can only be made as part of a whole school approach and Heads of Department should make sure they liaise with other parts of the school when considering these issues. It is important to emphasise that the whole procedure for re-opening schools to pupils should be led by risk assessment, particularly in relation to coronavirus. It is hoped that the following will help address risks associated with coronavirus so that sensible measures can be put in place to minimise those risks for pupils and staff.

Please note, the following risk assessments for Art are necessarily generic in nature. These risk assessments below are in addition to the ones that will already be in place for managing health and safety in Art departments (e.g. for operating machinery/equipment, use of artists materials, etc.). Circumstances will vary significantly across Highland schools: pupil rolls, numbers and location of teaching rooms, their dimensions and arrangements will all differ from school to school. This means that the following generic risk assessments will require tailoring to the individual requirements of each school. Further, it is likely there will be other issues specific to individual schools which will have to be risk assessed and added to the ones below. To that end, some blank boxes have been left to accommodate this.

Further advice can be obtained from the Council's Occupational Health, Safety and Wellbeing Team (OHSWT).

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| Service: Care and Learning | DESCRIPTION OF WORK ACTIVITY OR AREA OF THE WORKPLACE ASSESSED: Art Risk Assessment Covid-19 | | | Name of Assessor: Mr Chalmet/Mrs McKenna |
| Area: West | | | | Date completed: 11/08/20 |
| Location: Gairloch High School | | | | 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 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 <i>and</i> date of their proposed introduction: |

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| Covid -19 infection risk | Staff and pupils | <p>Hands washed/sanitized on entering classroom and again when leaving.</p> <p>Paper towels/tissues any other disposable items binned immediately. Bin is lined with plastic bag. Secured and disposed of as per HC policy.</p> <p>Physical distancing for pupils if required.</p> <p>Physical distancing for staff (min 2m).</p> | 3 | 1 | 3 | |
| Cross contamination through shared workspace | Staff and pupils | <p>Staff workstation – clean desk policy in shared rooms.</p> <p>Pupil workstations located at least 2m away from teachers desk.</p> <p>Controlled movement within classroom to ensure 2m physical distancing from staff.</p> <p>Windows open wherever possible</p> | 3 | 1 | 3 | |

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| | | <p>Outdoor learning undertaken where appropriate.</p> | | | | |
| Cross contamination – through resources | Staff and pupils | <p>All pupils will have a tray, named, with their own equipment and resources for each lesson.</p> <p>Shared materials e.g. paint. Prepared by the teacher prior to pupils entering classroom. Teacher will wear appropriate PPE whilst carry out this activity.</p> <p>Limit activities for the foreseeable future to those which can be managed under the current conditions.</p> <p>Specialist equipment - senior certificated students – can be brought in from home for personal use only.</p> <p>Shared books/research materials to be avoided. Use digital resources as alternative.</p> | 3 | 1 | 3 | |

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| Cross contamination - Visual resources and/or other dept owned objects e.g. for still life | Staff and pupils | <p>All objects removed from common use.</p> <p>Teacher will facilitate visual resources for individual pupils by taking photographs of objects/set ups. Sent to digital devices.</p> | 3 | 1 | 3 | |
| Breaks and snacks – potential for compromised physical distancing (if required by pupils)/cross contamination | Staff and pupils | <p>These will be taken at individual workstations or facilitated in outdoor areas, where possible.</p> <p>Individuals to provide their own refreshments – NO SHARING. All packaging disposed of in lined bin.</p> <p>Staff supervising breaks will have to maintain physical distancing (at least 2m) from each other as well as from pupils.</p> | 3 | 1 | 3 | |
| Entry/exit and classroom movement. potential for cross contamination. | Staff and pupils | <p>Movement controlled entry and exit to ensure safe distancing from staff. Pupils will move individually to assigned workstations.</p> <p>Permission sought prior to movement around the room – only for exceptional</p> | 3 | 1 | 3 | |

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| | | circumstances – e.g. toilet access | | | | |
| First Aid – cross contamination | Staff | Where an accident does occur or first aid is required, staff will follow the school's policy on the administration of first aid as set out in the whole school RA and the HSE Guidance on administering first aid during the Covid-19 pandemic. https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm | 3 | 1 | 3 | |
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| Assessor Signature | Wim Chalmet Gemma McKenna | Grade / Location | Head Teacher Art Teacher | Date | 11/08/2020 |
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Music Departments coming out of lockdown (rev 4 August 2020)

This part of the risk assessment process focuses on Music Departments.

The reopening of schools will require many changes that need to be made as well as preparations, particularly for practical subjects such as Music. The current guidance is that schools can return without physical distancing of pupils. Within the context of a full return to school, and to provide additional reassurance to young people, staff and parents/carers, where there are opportunities to further minimise risk from Covid-19 these should be encouraged. As a precautionary approach therefore, secondary schools should encourage distancing where possible between young people particularly in the senior phase. Distancing should be implemented in a proportionate way. Importantly, schools should ensure that the specific approaches adopted do not introduce capacity constraints and/or prevent a return to full-time learning in school.

As previously stated, this guidance focuses specifically on Music in schools but obviously any changes in these areas can only be made as part of a whole school approach and Heads of Department should make sure they liaise with other parts of the school when considering these issues. It is important to emphasise that the whole procedure for re-opening schools to pupils should be led by risk assessment, particularly in relation to coronavirus. It is hoped that the following will help address risks associated with coronavirus so that sensible measures can be put in place to minimise those risks for pupils and staff.

Please note, the following risk assessments for music are necessarily generic in nature. These risk assessments below are in addition to the ones that will already be in place for managing health and safety in Music departments (e.g. for operating equipment, use of instruments, noise issues, etc.). Circumstances will vary significantly across Highland schools: pupil rolls, numbers and location of teaching rooms, their dimensions and arrangements will all differ from school to school. This means that the following generic risk assessments will require tailoring to the individual requirements of each school. Further, it is likely there will be other issues specific to individual schools which will have to be risk assessed and added to the ones below. To that end, some blank boxes have been left to accommodate this.

Further advice can be obtained from the Highland Health Protection Team and the Council's Occupational Health, Safety and Wellbeing Team (OHSWT).

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| Service: Care and Learning | DESCRIPTION OF WORK ACTIVITY OR AREA OF THE WORKPLACE ASSESSED: Music Risk Assessment Covid-19 | | | Name of Assessor: Trish MacDonald |
| Area: West | | | | Date completed: 13/08/20 |
| Location: Gairloch High School | | | | Date of Review: ongoing |
| STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 |
| List potential Hazards here: | List groups of people at risk from hazards including 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: |

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| <p>Coronavirus (COVID-19)</p> <p>Music dept risk of infection</p> | <p>Staff and pupils</p> | <p>As per school RA, staff and pupils must wash/sanitise their hands before or on entering the Music department and again when leaving.</p> <p>Where soap and water are not readily accessible hand sanitiser should be made available, as required.</p> <p>Where tissues are used, bin immediately, then wash hands. Staff and pupils should cough into the crook of the elbow or tissue. Avoid touching eyes, nose and mouth with unwashed hands. Bin(s) available lined with plastic bag. Bags secured and disposed of as per HC policy.</p> <p>Paper towels/tissues any other disposable items binned immediately.</p> <p>Any concerns with standards of cleanliness should be first reported to the head teacher as per school RA.</p> <p>Physical distancing for pupils, where possible.</p> | <p>3</p> | <p>1</p> | <p>3</p> | |
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| | | Physical distancing for staff (min 2m). | | | | |
| Access/egress and circulation of pupils around the Music department | Staff pupils | <p>To avoid mixing of different groups, on entry to dept pupils should avoid congregating in corridors e.g. pupils to go straight into classroom If possible, classroom doors opened prior to pupils' arrival to avoid the need to touch door handles.</p> <p>Staff should control movements in and out of classrooms and in corridors or through doors. If classrooms have external fire exits, use could be made of these to reduce congestion outside classrooms.</p> <p>Permission sought prior to movement around the room – only for exceptional circumstances – e.g. toilet access</p> <p>If hold open devices are available, use these to avoid the need to touch corridor doors when passing through. Note: internal</p> | 3 | 1 | 3 | |

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| | | <p>corridor and other fire doors must not be wedged or propped open.</p> <p>Use could be made of classroom external fire and emergency exits for additional ventilation (only fire or emergency exits; not internal doors or corridor doors – avoid windy weather- risk of slamming).</p> | | | | |
| Risk of Covid-19 infection from the use of equipment/ instruments for practical coursework | Staff and pupils | <p>Scientific and medical advice around how activities such as singing, talking at volume e.g. in theatre performance, or playing wind/brass musical instruments can be managed safely is still being developed. These activities should be avoided during the initial return to schools.</p> <p>Consider practical activities outside if possible.</p> <p>Can activities be limited initially to individual activities which do not require any equipment/instruments e.g. theory work.</p> | | | | |

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| | | <p>Alternatively, set up equipment for each individual pupil prior to entry (e.g. musical instruments) where pupils can get their own instrument issue.</p> <p>Avoid sharing instruments wherever possible, particularly those that are not easily cleaned.</p> <p>Pupils will be encouraged to follow good hand hygiene practice prior to using equipment and after. Follow sanitising procedures advice as per school RA on all equipment used.</p> <p>Set up in advance of pupils coming in or entering a classroom</p> <p>An individual risk assessment may be required for some activities.</p> | | | | |
| Risk of Covid-19 Cross contamination through shared workspaces | Staff and pupils | 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 | 3 | 1 | 3 | |

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| | | <p>by FM/Cleaning as required. Desks to be sanitised after use allowing time to do that.</p> <p>Physical distancing for staff will be required (min 2m) e.g. staff bases. Open windows. Staff avoid shared workstations where possible – clean desk after use where shared.</p> <p>Pupil desks in classrooms located at least 2m away from teacher's desk. Desks to be sanitised between use.</p> <p>Control movement within classroom to ensure physical distancing from staff (e.g. going to the toilet, etc.)</p> <p>Windows open wherever possible</p> <p>Can use be made of outdoor spaces?</p> <p>Avoid eating snacks in music classrooms e.g. take whole groups outside to eat snacks.</p> | | | | |
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| Cross contamination – through equipment/ resources (e.g. textbooks, instruments, etc.) | Staff and pupils | <p>The sharing of instruments to be avoided until guidance issued from Health Protection Scotland and the Scottish Government</p> <p>Assess what equipment and instruments can be shared equipment e.g. those that can be easily disinfected.</p> <p>Workbooks/textbooks will be handed out on the first day and will be kept with the pupil at all times.</p> <p>Photographs of work completed will be handed in to mark. Pupils need to be reminded to start to take their own pencil, sharpener, rubber etc .</p> <p>Chromebooks need to be charged to stop them borrowing chargers.</p> <p>Teacher sets up prior to pupils entering classroom. Teacher will wear suitable PPE if required whilst carrying out this activity.</p> | 3 | 1 | 3 | |

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| | | <p>Limit activities for the foreseeable future to those which can be managed under the current conditions.</p> <p>Do pupils have their own instruments that can be brought in from home for personal use only?</p> <p>Shared books/music sheets/research materials, etc. to be avoided. Use digital resources as alternative.</p> <p>Use digital media for instruction/ teaching purposes wherever practical.</p> <p>The use of ICT will be conducted in line with the schools RA.</p> | | | | |
| Breaks and snacks – potential for compromised physical distancing/cross contamination | Staff and pupils | These will be taken at individual workstations or facilitated in outdoor areas, where possible. | 3 | 1 | 3 | |

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| | | <p>Individuals to provide their own refreshments – NO SHARING. All packaging disposed of in lined bin.</p> <p>Staff supervising breaks will have to maintain physical distancing (2m minimum) from each other as well as from pupils.</p> | | | | |
| First Aid – cross contamination | Staff | <p>Where an accident does occur or first aid is required, staff will follow the school's policy on the administration of first aid as set out in the whole school RA and the HSE Guidance on administering first aid during the Covid-19 pandemic.</p> <p>https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</p> | 3 | 1 | 3 | |

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| Assessor Signature | Trish MacDonald | Grade / Location | Teacher | Date | 13/08/20 |
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Home Economics Departments coming out of lockdown (rev 4 August 2020)

This part of the risk assessment process focuses on Home Economics (HE) Departments.

The reopening of schools will require many changes that need to be made as well as preparations, particularly for practical subjects such as Home Economics. The current guidance is that schools can return without physical distancing of pupils. Within the context of a full return to school, and to provide additional reassurance to young people, staff and parents/carers, where there are opportunities to further minimise risk from Covid-19 these should be encouraged. As a precautionary approach therefore, secondary schools should encourage distancing where possible between young people particularly in the senior phase. Distancing should be implemented in a proportionate way. Importantly, schools should ensure that the specific approaches adopted do not introduce capacity constraints and/or prevent a return to full-time learning in school.

As previously stated, this guidance focuses specifically on Home Economics in schools but obviously any changes in these areas can only be made as part of a whole school approach and Heads of Department should make sure they liaise with other parts of the school when considering these issues. It is important to emphasise that the whole procedure for re-opening schools to pupils should be led by risk assessment, particularly in relation to coronavirus. It is hoped that the following will help address risks associated with coronavirus so that sensible measures can be put in place to minimise those risks for pupils and staff.

Please note, the following risk assessments for HE are necessarily generic in nature. These risk assessments below are in addition to the ones that will already be in place for managing health and safety in HE departments (e.g. for operating cookers, portable equipment, infection control, etc.). Circumstances will vary significantly across Highland schools: pupil rolls, numbers and location of teaching rooms, their dimensions and arrangements will all differ from school to school. This means that the following generic risk assessments will require tailoring to the individual requirements of each school. Further, it is likely there will be other issues specific to individual schools which will have to be risk assessed and added to the ones below. To that end, some blank boxes have been left to accommodate this.

Further advice can be obtained from the Highland Health protection Team and the Council's Occupational Health, Safety and Wellbeing Team.

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| Service: Care and Learning | DESCRIPTION OF WORK ACTIVITY OR AREA OF THE WORKPLACE ASSESSED: Home Economics Risk Assessment Covid-19 | | | Name of Assessor: |
| Area: West | | | | Date completed: 14/08/20 |
| Location: Gairloch High School | | | | Date of Review: ongoing |
| 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 the residual risk taking the presence and effectiveness of existing measures into account: | List further control measures necessary to reduce risk to an acceptable level and date of their |

| | | | Severity x Likelihood = Risk Rating (1 TO 3) (1 TO 3) | | | proposed introduction: |
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| Covid -19 infection risk | Staff and pupils | <p>As per school RA, staff and pupils must wash/sanitise their hands before or on entering HE classrooms and again when leaving.</p> <p>Where soap and water are not readily accessible hand sanitiser should be made available, as required.</p> <p>Where tissues are used, bin immediately, then wash hands. Staff and pupils should cough into the crook of the elbow or tissue. Avoid touching eyes, nose and mouth with unwashed hands. Bin(s) available lined with plastic bag. Bags secured and disposed of as per HC policy.</p> <p>Paper towels/tissues any other disposable items binned immediately.</p> | 3 | 1 | 3 | |

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| | | <p>Any concerns with standards of cleanliness should be first reported to the head teacher as per school RA.</p> <p>Physical distancing for pupils, where possible.</p> <p>Physical distancing for staff (minimum 2m).</p> | | | | |
| Cross contamination through shared workspace | Staff and pupils | <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. Worktops/desks to be sanitised after use allowing time to do that.</p> <p>Physical distancing for staff will be required (minimum 2m) e.g. in staff bases. Open windows.</p> <p>Where possible, staff avoid shared workstations (e.g. in staff bases) – clean desk after use where shared.</p> | 3 | 1 | 3 | |

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| | | <p>Pupil desks in classrooms located at least 2m away from teacher's desk. Teacher's desk at least 2m away from worktops/islands.</p> <p>Worktops/desks to be sanitised between use.</p> <p>Control movement within classroom to ensure physical distancing from staff (e.g. going to the toilet, etc.)</p> <p>Windows open wherever possible</p> <p>Can use be made of outdoor spaces?</p> | | | | |
| Cross contamination – through resources e.g. food packaging, foodstuffs, books | Staff and pupils | <p>Set out a tray, named, with their own food, equipment and resources for each lesson in advance.</p> <p>Shared food items (e.g. sugar, flour butter) prepared by the teacher prior to pupils entering classroom. Teacher will wear appropriate PPE whilst carry out this activity.</p> | 3 | 1 | 3 | |

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| | | Shared books/materials to be avoided. Individual issue where possible. | | | | |
| Cross contamination - dept owned equipment e.g. fridges, freezers, food mixers, utensils | Staff and pupils | <p>If possible, personal issue for individual pupil during lesson.</p> <p>Ensure equipment is disinfected between uses e.g. fridge/freezer handles, food mixers.</p> <p>Ensure utensils are properly cleaned after use.</p> <p>Use visual resources/digital devices for lessons where appropriate.</p> | 3 | 1 | 3 | |
| Breaks and snacks – potential for compromised physical distancing/cross contamination between year groups/cohorts | Staff and pupils | <p>These could be taken at individual work counters or facilitated in outdoor areas, where possible.</p> <p>Individuals to provide their own refreshments – NO SHARING. All packaging disposed of in lined bin.</p> | 3 | 1 | 3 | |

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| | | Staff supervising breaks will have to maintain physical distancing (at least 2m) from each other as well as from pupils. | | | | |
| Access/egress and circulation of pupils around the Home Economics department and classrooms | Staff and pupils | <p>To avoid mixing of different groups/cohorts, on entry to dept, pupils should avoid congregating in corridors e.g. pupils to go straight into classroom. If possible, classroom doors opened prior to pupils' arrival to avoid the need to touch door handles.</p> <p>Staff should control movements in and out of classrooms and in corridors or through doors. If classrooms have external fire exits, use could be made of these to reduce congestion outside classrooms.</p> <p>Permission sought prior to movement around the room – only for exceptional circumstances – e.g. toilet access</p> <p>If hold open devices are available, use these to avoid the need to touch corridor doors when passing through. Note: internal corridor and other fire doors must not be wedged or propped open.</p> | 3 | 1 | 3 | |

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| First Aid – cross contamination | Staff | <p>Where an accident does occur or first aid is required, staff will follow the school's policy on the administration of first aid as set out in the whole school RA and the HSE Guidance on administering first aid during the Covid-19 pandemic.</p> <p>https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</p> | 3 | 1 | 3 | |

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| Assessor Signature | Wim Chalmet/Julie Brady | Grade / Location | Head Teacher/ WHCollege lecturer | Date | 14/08/2020 |
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| Service: Education and Learning | Description of Work Activity or Area of the Workplace Assessed: <u>Coronavirus(COVID-19) – Drama Dept</u> | | | Name of Assessor: Helen Leonard (Murton) |
| Area: Wester Ross | | | | Date completed: 22/06/2020 |
| Location: Gairloch High School | | | | Date of Review: 12/08/2020 |
| 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 the residual risk - taking account of existing control measures Severity x Likelihood = Risk Rating (1 to 3) (1 to 3) | List further risk reduction control measures (include implementation date if known) |

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| 1. Coronavirus(COVID-19) Drama dept risk of infection | Staff, Pupils. | <p>As per school RA Staff and pupils must clean their hands either before or on entering the dept. They must also wash hands on leaving the dept. Where tissues are used, bin immediately, then wash hands. Staff should cough into the crook of the elbow or tissue. Avoid touching eyes, nose and mouth with unwashed hands.</p> <p>A sink is available to wash hands when required in the Drama Room.</p> <p>If having snack in the drama room - they must not share.</p> <p>Social distancing to be adhered to.</p> | 3 | 1 | 3 | If allergies to hand gel consider the provision of bottles of (tap) water, soap and paper towels to remove the need for hand gels |
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| | | <p>No physical drama or voice workshops to take place. Theory will be the focus of all drama work during this period of time.</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>Windows will be open in the drama classroom.</p> <p>Any concerns with standards of cleanliness should be first reported to the head teacher as per school RA.</p> | | | | |
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| 2. Virus transfer through the handling of shared equipment. | Pupils, staff. | <p>The sharing of resources will be eliminated by ensuring pupils have access to resources they can keep and use in classes.</p> <p>Sheets/play scripts etc will be used by only one pupil and stored in their personal tray.</p> | 3 | 1 | 3 | |
| 3. The use of textbooks/shared resources | Pupils | <p>The sharing of resources will be eliminated.</p> <p>Textbook use will not be permitted unless all pupils can receive a personal copy.</p> <p>The use of ICT will be conducted in line with the schools RA.</p> | 3 | 1 | 3 | |

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| <p>4. The use of equipment to completing practical work for coursework</p> | | <p>During the initial phase all resources will be placed in the Drama Storeroom to eliminate any risk.</p> <p>This will be reviewed in the next phase of return to progressively implement some individual activities which require equipment but can still be implemented according to social distancing rules e.g set and prop design activities, script reading etc. When this occurs items will only be used by 1 pupil who will be responsible for cleaning resources as set out in the school RA.</p> <p>Pupils will be encouraged to follow the cleaning advice outlined in the school RA.</p> | 3 | 0 | 3 | |
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| 5. First Aid | Pupils, Staff. | <p>Risk to injury will be limited due to the nature of activities on offer.</p> <p>Where an accident does occur or first aid is required, staff will follow the school's policy on the administration of first aid as set out in the whole school RA.</p> | 3 | 1 | 1 | |
| 6. Entrance, exit and movement around the drama classroom. | Pupils, Staff. | <p>HL to open, and hold open, door so that pupils do not have to touch it. On entry to the drama room pupils will move to their allocated desk. They will be asked to clean their desk/chair at the beginning of each lesson. At the end of the lesson pupils will wait at their desks until transition to their next classroom occurs. HL to hold open the door as pupils exit the drama room.</p> | 3 | 1 | 3 | |

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| Assessor Signature | Helen Leanard | Grade / Location | Drama teacher | Date | 14/08/2020 |
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