

Activity Risk Assessment Landscape Report



Reference	3143	Activity Description	Re-opening and operation of schools following relaxation of coronavirus restrictions. The COVID-19 Advisory Sub-Group on Education and Children's Issues has published scientific advice on physical distancing in schools. The advice states: "Subject to continued suppression of the virus, and to surveillance and mitigations being in place, the balance of the evidence suggests that no distancing should be required between children in primary schools. The evidence is less clear for older pupils but at present we support the same approach being taken in secondary schools on the basis of the balance of known risks, the effectiveness of mitigations and the benefits to young people of being able to attend school."
Assessment Date		Publish To Portal	No
Assessor Name	Jill Lothain	Assessment Title	Covid-19 Schools Return Building Risk Assessment
Assessment Team Members	J Lothian F James (SSTA Rep) R Robertson (Head Janitor) C Degnan	Review Date	04/09/2021
Project Risk Assessment Reference		Current Risk Level	15
Org Unit	Scottish Borders -> Scottish Borders Council -> Young People, Engagement and Inclusion -> Education Services -> Schools -> Secondary Schools -> Kelso High School	Overall Residual Risk Level	5
Location	Kelso High School AngraFlat Road Kelso	Number Of People Exposed	700
Risk Assessment Category	General	People Exposed	Employee Pupil Member of Public Contractors
Date Record Created	03/08/2020		

Activity Risk Assessment Landscape Report



Hazard Category & Hazard Description	Persons At Risk & How Is Person At Risk	Control Measures Currently In Place	L	S	R	Additional Control Measures	L	S	R
Biological Spread of corona Virus Covid-19 from infected persons.	Staff, Pupils, Visitors, Contractors Infected person in the school spreading the virus.	Procedures for effective application of Test and Protect in the school environment. Self-isolation and rapid testing of all symptomatic children, young people and staff as per SG guidance.	2 - Occasional	5 - Extreme	10 - High	Designated area with and procedures in case of suspected Covid-19. Separate room with toilet facilities, separate bin-emptying procedures. Following Test and Protect advice from local Health Protection Team if necessary. Keeping effective records to identify those who might have come into contact with a symptomatic individual. Accurate recording of attendance using SEEMIS and paper registration when required. Recording when young people staff leave and enter a classroom during lessons.	1 - Rare	5 - Extreme	5 - Medium
Biological Spread of Corona Virus Covid-19 from crockery and cutlery etc.	Staff, pupils Contracting the virus from contaminated surfaces.	Staff should only use their own crockery and cutlery and should clean it using warm soapy water and store it themselves. Staff should be encouraged to bring cold drinks/flasks, cold food to minimise use of equipment in staff rooms and staff bases. Canteen/pupil controls	2 - Occasional	5 - Extreme	10 - High	Pupils will preorder grab and go bags, which will be collected in a safe manner by young people.. Staggered lunches will ensure distancing in the canteen. Queues supervised to ease crowding	1 - Rare	5 - Extreme	5 - Medium
Biological Spread of Corona Virus Covid-19 at Drop off/pick up	Staff, pupils, parents, carers The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. Adults not adhering to social distancing measures, pupils not social distancing from adults increasing the potential for contracting the virus leading to serious illness or death.	staggered drop off/pick up times or locations, so that not all children and young people arrive onsite at one time as long as this does not reduce the overall amount of learning time in school for children and young people; <input type="checkbox"/> if the school has additional access points, consideration may be given to whether it would be beneficial to open these to reduce congestion; consideration may be given to where children and young people go as they arrive at the facility. This could include heading straight to their group's designated learning	2 - Occasional	5 - Extreme	10 - High	Main entrance to school will used and staffed to ensure smooth transition in the building. Other designated entry/exit points identified for different groups. All young people, staff and visitors will wear a face covering when entering the building, moving around corridors and in communal areas of the school. Hand sanitising and washing available at all entry and exit points.. Young people should will be directed to go directly to their registration class when they enter the building	1 - Rare	5 - Extreme	5 - Medium

Activity Risk Assessment Landscape Report



space/classroom, which could be indoors or outdoors; if parents/carers are dropping off younger children, they should be discouraged from gathering outside the school and should maintain distancing of 2m, as far as practicable, when dropping off their children.

Appropriate markings may be introduced at the school gates; for those arriving by car, parents/carers may be encouraged to park further away from the school and then walk with their children to avoid congestion, or alternatively use active travel routes where feasible.

Car-sharing with children and young people of other households should be discouraged;

where learning spaces can be accessed directly from outside, this may be encouraged to decrease interactions between individuals in circulation spaces;

particular consideration should be given to the arrangements for parents/carers of children and young people with additional support needs or disabilities, who may normally drop their children off within the school building, and those who arrive at school using school transport, including taxis.

Clear communication by SBC around dropping students off further from the school, and to discourage car-sharing.

Activity Risk Assessment Landscape Report



<p>Biological Spread of Corona Virus Covid-19 in busy corridors</p>	<p>Staff, pupils The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p> <p>Adults not adhering to social distancing measures, pupils not social distancing from adults increasing the potential for contracting the virus leading to serious illness or death.</p>	<p>Passing briefly in the corridor or playground is considered low risk. One way and/or external circulation routes? Staggered break and lunch times?</p>	<p>1 - Rare</p>	<p>5 - Extreme</p>	<p>5 - Medium</p>	<p>Timetable adjustments made to minimise the need for moving, All young people, staff and visitors will wear a face covering when entering the building, moving around corridors and in communal areas of the school. A one-way system will continue to be used as a means to minimised. Identified staircase for up and down. Decision made to have no bells throughout the day to ease crowding. Staggered lunches with clearly identified spaced areas in the canteen and outside Key messages around distancing to be around school and regularly reinforced We will adjust space allocation if required, and where possible, to maintain spacing between desks or between individual young people We will seat young people side by side and facing forwards, rather than face to face Where young people need to move about within the classroom to perform activities (for example to access a shared resource) this will be organised to minimise congregation around the point of access to the shared resource. When undertaking fire test drills or procedures where the whole school is evacuated, schools will consider muster points to ensure a greater degree of separation. Regular drills will take place with each year group in rotation</p>	<p>1 - Rare</p>	<p>5 - Extreme</p>	<p>5 - Medium</p>
---	---	---	-----------------	--------------------	-------------------	---	-----------------	--------------------	-------------------

Activity Risk Assessment Landscape Report



<p>Biological Spread of Corona Virus Covid-19 at Muster Points</p>	<p>Staff, pupils The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p> <p>Adults not adhering to social distancing measures, pupils not social distancing from adults increasing the potential for contracting the virus leading to serious illness or death.</p>		3 - Possible	5 - Extreme	15 - High	<p>Adults will have access to PPE and protective equipment, if they desire or need them.</p> <p>Face masks will also be provided to those who do not bring one to school.</p> <p>There will be key messages will be reinforced for staff and students around the need to keep distance from each other.</p>	1 - Rare	5 - Extreme	5 - Medium
<p>Biological Spread of Corona Virus Covid-19 from use of textbooks and other resources.</p>	<p>Staff, pupils The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p> <p>Spread of the virus from contact with contaminated surfaces of text books and other resources increasing the potential for serious illness or death.</p>	<p>Children, young people and staff can take books and other resources home, although unnecessary resource sharing including textbooks is avoided.</p> <p>Library books will be quarantined for 72 hours upon return to the library.</p>	2 - Occasional	5 - Extreme	10 - High	<p>We can utilise the iPads to reduce the need for paper resources to a minimum. Staff and students will follow hand hygiene procedures if required to use textbooks and paper resources.</p> <p>Where possible we will provide individual copies or electronic copies of textbooks.</p> <p>Library books will be quarantined for 72 hours.</p> <p>Specialist equipment in practical subjects will be covered in separate risk assessments, for example, utilising guidelines from SSERC.</p>	1 - Rare	5 - Extreme	5 - Medium
<p>Biological Spread of Corona Virus Covid-19 in early years and younger children settings.</p>	<p>Staff, pupils The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p> <p>Spread of the virus from contact with contaminated surfaces of toys and learning equipment increasing the potential for serious illness or death.</p>	<p>Only toys and equipment that are easy to clean to be used.</p> <p>Resources such as sand, water and playdough should be used only by consistent groupings of children.</p> <p>Children and young people should wherever possible be encouraged not to bring toys from home to the setting or to share their personal belongings.</p> <p>Children, young people and staff should be instructed to keep bags on the floor and not on their desks or worktops.</p>	2 - Occasional	5 - Extreme	10 - High	<p>Students will be reminded to keep school bags on the floor and how to use equipment safely.</p>	1 - Rare	5 - Extreme	5 - Medium

Activity Risk Assessment Landscape Report



Biological Spread of Corona Virus Covid-19 in dining halls and assembly halls.	Staff, pupils The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. Spread of the virus from contact with contaminated surfaces increasing the potential for serious illness or death.	The school will avoid assemblies and other types of large group gatherings.	3 - Possible	5 - Extreme	15 - High	There will be no assemblies. Combination of digital solutions and use of open areas will be used to engage larger groups. We will be using the assembly hall for any larger classes eg senior study When in communal areas all young people and staff are required to wear a face covering	1 - Rare	5 - Extreme	5 - Medium
Biological Spread of Corona Virus Covid-19 in practical subjects, use of specialist equipment etc.	Staff, pupils Contact with contaminated surfaces of specialist equipment increasing the potential for serious illness or death.		3 - Possible	5 - Extreme	15 - High	Specialist risk assessments for these areas are prepared and will be adhered to. Safety goggles are being provided for every young person within CDT and Science. For all practical activities, young people will be asked to wear a face covering.	1 - Rare	5 - Extreme	5 - Medium
Biological Corona Virus Covid-19 - Spread of virus in the school	Pupils The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.	The advice from the COVID-19 Advisory Sub Group on Education and Children's Issues is that, subject to other risk mitigations being in place, there is no requirement for physical distancing between children and young people of any age in schools. Distancing is encouraged where possible between young people, in the senior phase. All children, young people and adults encouraged to avoid touching their faces including mouth, eyes and nose; and <input type="checkbox"/> using a tissue or elbow to cough or sneeze, and use bins to dispose of tissues. Bins emptied regularly for tissue waste. Bins will be open topped or foot pedal to avoid creating touch points. Encourage young people to	1 - Rare	5 - Extreme	5 - Medium	All young people, staff and visitors will wear a face covering when entering the building, moving around corridors and in communal areas of the school.	1 - Rare	5 - Extreme	5 - Medium

Activity Risk Assessment Landscape Report



maintain distance where possible, particularly indoors – this does not have to be strict distancing of 2m if this is unachievable, but encouraging young people not to crowd together or touch their peers is recommended. Discourage social physical contact (hand to hand greeting/hugs)

Use all the available space in classrooms, halls, libraries or social spaces to promote distancing where possible. □ 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.

Where young people need to move about within the classroom to perform activities (for example to access a shared resource) this should be organised to minimise congregation around the point of access to the shared resource.

Where staffing within the school allows it, consider altering class sizes and composition to intensify support for young people and create more space.

In line with the scientific advice, wherever possible, children and young people are kept within the same groups for the duration of the school day.

In open plan settings with large numbers of children or young people (for example multiple

Activity Risk Assessment Landscape Report



		<p>classes in one open plan space) consideration should be given to ensuring clear demarcation and separation between the areas in which different groups learn.</p> <p>Pupils should wear face coverings where clinically advised to.</p> <p>Reduced movement of groups across different parts of the school estate where possible.</p> <p>All adults, children, young people briefed regularly regarding these measures.</p>							
<p>Biological Corona Virus Covid-19 - Spread of virus in the school</p>	<p>Staff The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p> <p>Adults in the building not adhering to social distancing measures, pupils not social distancing from adults increasing the potential for contracting the virus leading to serious illness or death.</p>	<p>Default for meetings of adults remains via Microsoft Teams etc;</p> <p>Office spaces should have limited occupancy. Minimum of 2 metres between occupied desks.</p> <p>2metres physical distancing should be maintained between adults and adults, and adults and children/young people who are not from the same household, wherever possible.</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> <p>Anyone wishing to wear a face covering in school will be allowed to do so.</p> <p>Windows should be kept open to increase natural ventilation.</p> <p>Where provided with an appropriate hold open device linked to the fire alarm system, classroom, office, cross corridor doors etc. may be held open to increase natural</p>	2 - Occasional	5 - Extreme	10 - High	<p>All young people, staff and visitors will wear a face covering when entering the building, moving around corridors and in communal areas of the school.</p> <p>Staff encouraged to not use staff bases with a maximum number with each space identified.</p> <p>All meetings, including DMs will be held via Teams</p> <p>Staff will be asked to record movement with the school building every day to assist track and trace</p> <p>Combination of digital solutions and use of open areas will be used to engage larger groups.</p>	1 - Rare	5 - Extreme	5 - Medium

Activity Risk Assessment Landscape Report



		<p>ventilation. Under NO circumstances should any door be held open or wedged with any other object.</p> <p>Movement between schools (e.g. of temporary/supply/peripatetic staff etc) kept to a minimum, until further notice, service delivered digitally where possible.</p> <p>The number of people in the staff room and staff bases at any one time is limited to ensure distancing can be maintained.</p> <p>All adults, children, young people briefed regularly regarding these measures.</p>							
<p>Biological Corona Virus Covid-19 - Spread of virus in operational workplaces</p>	<p>Staff, Pupils, Public, Contractors Not taking adequate precautions personally and picking up the virus from surfaces etc that have become contaminated; increasing the potential for serious illness or death</p>	<p>All persons required to clean their hands with soap and warm, running water or sanitiser, when they arrive at the school, return from breaks, change rooms and before and after eating</p> <p>Handwashing facilities available in most classrooms. Where unavailable hand sanitiser is provided.</p> <p>Hand sanitisers installed at entrances and exits (NB: do not install near electrical items);</p> <p>Signage and posters provided as regular reminders to all to maintain hygiene standards;</p> <p>Washing your hands often and thoroughly;</p> <p>Avoiding touching your face: particularly your eyes, nose and mouth;</p> <p>Coughing or sneezing into a tissue and binning it safely and immediately, or into the crook of your elbow if a tissue is not available;</p> <p>Do not share stationery and equipment.</p> <p>Regular detergent cleaning schedules and procedures are</p>	2 - Occasional	5 - Extreme	10 - High	<p>Use daily registration to remind staff and students of these measures.</p> <p>Use of our parent weekly update to ensure clear communication.</p> <p>Timetable adjustments to minimise movement of students throughout the school day.</p> <p>Additional signage continually reviewed and updated.</p> <p>Regular staff updates will be provided to ensure clear communication.</p> <p>All young people, staff and visitors will wear a face covering when entering the building, moving around corridors and in communal areas of the school.</p>	1 - Rare	5 - Extreme	5 - Medium

Activity Risk Assessment Landscape Report



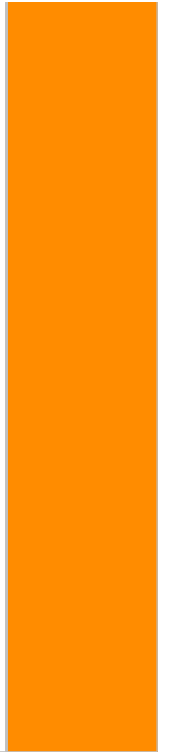
in place using a product which is active against bacteria and viruses.

Regular (at least twice daily) cleaning of commonly touched objects and surfaces (e.g. desks, handles, dining tables, shared technology surfaces etc.) in place.

Each Adult, Child and Young Person has their own allocated work station/ desk. Where workspaces are shared there is adequate cleaning between use.

Movement of children, young people and adults between rooms is minimised wherever possible. Where this cannot be avoided, there is provision of appropriate and adequate cleaning supplies to enable them to wipe down their own desk/chair/surfaces before leaving and, especially, on entering the room.

All adults, children, young people briefed regularly regarding these measures.



Activity Risk Assessment Landscape Report



<p>Biological Corona Virus Covid-19 - Spread of virus in operational workplaces</p>	<p>Staff Staff that are not able to maintain social distancing when physical meetings are absolutely necessary, increase the potential of contracting the virus which, in turn, increases the potential for serious illness or death.</p>	<p>Use of Microsoft teams for meetings remains the default.</p> <p>Only essential participants should attend the meeting;</p> <p>Meetings should be kept as short as possible;</p> <p>Social distancing should be maintained throughout;</p> <p>Objects such as stationery should not be shared;</p> <p>Meetings should be held in a well-ventilated room whenever possible;</p> <p>Hand sanitisers are provided in meeting rooms and areas where meetings frequently take place (NB: store away from sources of ignition - electrical items);</p> <p>Surface cleaner (spray or wipes) and towels will be provided so that surfaces like meeting tables and chairs can be cleaned by meeting attendees before and after meetings;</p> <p>Floor markings are also provided to help staff to maintain social distancing.</p>	<p>2 - Occasional</p>	<p>5 - Extreme</p>	<p>10 - High</p>	<p>All meetings will take place via TEAMS Staff will be discouraged not to use staff bases and a maximum number within each has been identified. Use of wider open areas to hold essential meetings</p>	<p>1 - Rare</p>	<p>5 - Extreme</p>	<p>5 - Medium</p>
---	---	--	-----------------------	--------------------	------------------	---	-----------------	--------------------	-------------------

Activity Risk Assessment Landscape Report



<p>Biological Corona Virus Covid-19 - Spread of virus in operational workplaces</p>	<p>Staff Not being able to maintain social distancing in communal areas of the building increases the potential of staff contracting the virus leading to serious illness or death</p>	<p>Workstations will be spaced out; Working back to back or side to side (rather than face to face) where possible; One-way systems to reduce instances of staff having to pass each other in close proximity; Encourage personnel to bring cold drinks/ flasks and cold food items to limit time and use of equipment in the staff room/ staff bases.</p>	<p>2 - Occasional</p>	<p>5 - Extreme</p>	<p>10 - High</p>	<p>Access to the school office will be limited to 5 people with clear guidance for contractors. We have glass panel which will provide protection when speaking to members of the public between to two front doors. Staff will follow the school one-way system and limit the numbers using the staff bases at one time Signage in place to ensure social distancing at reception All young people, staff and visitors will wear a face covering when entering the building, moving around corridors and in communal areas of the school.</p>	<p>1 - Rare</p>	<p>5 - Extreme</p>	<p>5 - Medium</p>
<p>Biological Corona Virus Covid-19 - Spread of virus in operational workplaces</p>	<p>Staff Members of public Contracting virus from face to face interactions between staff and public/ visitors. Virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p>	<p>Glass window in place at reception where staff would have face to face contact with the public to interrupt the flow of air from one person to another and therefore provide protection.</p>	<p>2 - Occasional</p>	<p>5 - Extreme</p>	<p>10 - High</p>	<p>All arrivals at school will be spoken to via the glass panel between the two sets of front doors.</p>	<p>1 - Rare</p>	<p>5 - Extreme</p>	<p>5 - Medium</p>

Activity Risk Assessment Landscape Report



<p>Biological Corona Virus Covid-19 - Spread of virus in operational workplaces</p>	<p>Staff Not taking adequate precautions themselves and picking up virus from surfaces etc that have become contaminated.</p>	<p>Wash hands frequently with soap and water for 20 seconds;</p> <p>Use alcohol based hand rub where available if no access to soap and water;</p> <p>Avoid touching eyes, nose and mouth with unwashed hands;</p> <p>Not come to work if they or a household member has symptoms of COVID-19 (follow the stay at home guidance);</p> <p>Follow the social distancing advice;</p> <p>Wherever possible, avoid direct contact with people that have a respiratory illness and avoid using their personal items such as their mobile phone;</p> <p>Cover the nose and mouth with a disposable tissue when sneezing, coughing, wiping and blowing the nose. Dispose of all used tissues promptly into a waste bin. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow.</p>	<p>2 - Occasional</p>	<p>5 - Extreme</p>	<p>10 - High</p>	<p>All staff required to familiarise themselves with National Guidelines and site COVID-19 risk</p> <p>Where staff have been shielding, their line manager will complete a bespoke risk assessment.</p> <p>Wellbeing RA will be completed with staff who continue to have concerns and impacting on mental H & WB</p> <p>Any Health and Safety matters should be shared with union reps and a meeting between HT and Union Reps will take place every two weeks. will established and meet regularly.</p>	<p>1 - Rare</p>	<p>5 - Extreme</p>	<p>5 - Medium</p>
<p>Assessment Conclusion</p>	<p>At this time the controls are acceptable. As appropriate further controls will be put in place as advice changes.</p> <p>*Add specific school comments here, this assessment should not be approved without this sentence being changed.*</p>								
<p>Signatures</p>									