

## COVID 19 Risk Assessment

Hazard	People at Risk	Control Measures
Virus transmission	Pupils	<ul style="list-style-type: none"> <li>• Separate entrances/exits for each year groups</li> <li>• Classrooms set up with all pupils facing front (exemption of HE – perspex to be installed between cooking stations prior to practical classes taking place)</li> <li>• Staff to maintain 2m distancing from pupils</li> <li>• Pupils to use hand gel when entering the building and prior to leaving (gel stations at entrances/exits)</li> <li>• Pupils to wash hands or use hand gel after (hand gel in all rooms without sinks) entering and prior to leaving classrooms</li> <li>• Rooms with sinks have notices to identify which sinks are to be used for handwashing</li> <li>• Pupils to wipe desks/equipment before and after use (wipes provided in all rooms)</li> <li>• Computing/Business studies suites – computers have been taken out of action to avoid pupils facing each other</li> <li>• Some booths in canteen and on second floor are taped up and out of use so pupils cannot face each other</li> <li>• Some benches in canteen have been removed so that pupils are all facing one direction (stickers on tables to face towards the main servery)</li> <li>• Breaks to be staggered to avoid areas becoming over crowded</li> <li>• S1 pupils to use assembly hall for breaks to reduce crowding</li> <li>• Pupils to go outside once they have eaten their snack/lunch</li> <li>• Any equipment that is shared must be wiped down before and after use</li> <li>• Where possible, windows and doors to be kept open for ventilation</li> <li>• Disposable facemasks to be issued and worn by pupils during practical sessions in HE and Design &amp; Technology</li> <li>• Facemasks not required in other areas of school however pupils may wear them if they wish to</li> <li>• Disposable aprons to be worn during practical sessions in HE</li> </ul>
Virus transmission	Staff	<ul style="list-style-type: none"> <li>• Individual risk assessments for staff at risk</li> <li>• Staff advised they must maintain 2m distance from each other and pupils</li> </ul>

		<ul style="list-style-type: none"> <li>• Teachers desks have been set up 2m away from pupils desks (exemption of HE – staff consulted)</li> <li>• Staffroom restricted with chairs identified as not in use</li> <li>• Staff do not need to use facemasks however they will be supported if they wish to wear one</li> <li>• Staff face to face contact to be limited to 15 minutes (must wear face masks)</li> <li>• Staff to bring own food and drink</li> <li>• Staff bases/tutorial rooms – desks identified as not to be used so that social distancing is maintained</li> <li>• Notice on the doors of rooms used by staff advising of maximum, number of people to be in a room at any one time</li> <li>• Wipes provided in rooms so staff can wipe down equipment between use by different individuals</li> <li>• Hand washing facilities or hand sanitiser in all rooms</li> <li>• PPE to be worn by staff who come within 2m of a pupil</li> <li>• First Aiders trained in the wearing of PPE</li> <li>• Shared equipment has been removed or to be wiped down between use by different individuals</li> <li>• Restricted use of reprographics machines and wiped down after use</li> <li>• Car sharing to be avoided</li> <li>• Social distancing to be maintained when using car park</li> <li>• Staff provided with information on supportive mechanisms for the psychological well being of staff during in-service day and link provided to information on the Zone. Staff to speak to line manager re any concerns.</li> </ul>
Virus Transmission	Staff and pupils	<ul style="list-style-type: none"> <li>• One-way system in place with markings on floor and walls. Keep left signs in place where areas are two way. Stairs identified as either for going up or coming down (exception of stairway to 3<sup>rd</sup> floor). Feature staircase not in use.</li> <li>• Increased level of cleaning</li> <li>• Staff advised on quarantine of jotters etc when passed between staff and pupils</li> <li>• Staff/pupils advised to avoid public transport where possible – if using public transport, social distancing must be maintained and facemasks worn</li> <li>• Car sharing to be avoided</li> <li>• Deliveries to be left at reception – janitors to bring deliveries into the school</li> <li>• Water fountains have been switched off and covered with notices to advise not in use</li> </ul>

		<ul style="list-style-type: none"> <li>• Lifts restricted to one person unless a person requires assistance</li> <li>• Staff and pupils not to come to school if they have COVID19 symptoms but to self-isolate as per government instructions and arrange a test</li> <li>• Any pupils feeling unwell during the school day to be held in the identified isolation room until collected. Exit will be through the external door in the isolation room. Deep clean of isolation room to take place after use</li> <li>• Any staff with symptoms during the school day to leave immediately wearing a face mask and avoid public transport. Staff advised on Aberdeen City Council's procedures for arranging a test and reporting outcome of test.</li> <li>• Staff to maintain social distancing during an emergency evacuation</li> <li>• Staff/pupils to leave by nearest exit, ignoring one way system, in the event of an emergency evacuation</li> <li>• Hygiene guidance posters displayed throughout the school</li> <li>• Signage on effective hand washing and advisory hand washing signage displayed throughout the school</li> <li>• Staff and pupils reminded on when to wash hands/ use sanitiser during induction days and signage throughout school.</li> <li>• Confirmation has been received that the building maintenance is up to date</li> <li>• Staff to monitor practice and alert Senior Leadership Team of any potential risks. Any risks highlighted will trigger a review of this risk assessment</li> <li>• Any pupils/staff refusing to comply with this risk assessment will be asked to work from home</li> </ul>
Virus Transmission	Parents, outside Agencies, visitors	<ul style="list-style-type: none"> <li>• No access to car park or building</li> <li>• Access to the car park is managed</li> <li>• Only pupils who have been issued a car pass will have access to the disabled parking bays</li> <li>• Meetings to be held virtually</li> <li>• Any visitors to provided contact details for test and protect</li> </ul>