



THE HIGH SCHOOL
of Glasgow

RISK ASSESSMENT

ASSESSMENT NO: Covid 002

ASSESSMENT DATE: 5 August 2020
Updated: 19 November 2020

ACTIVITY/TASK: School operation during Covid-19 pandemic.
We display this Risk Assessment document on our website.
Due to the fluid nature of this pandemic this document is considered 'Live' although it should not be considered as a daily 'live' document.
This document shall be updated weekly as a minimum. (Review Meeting 0930 every Thursday) and the website version updated on a Friday

Risk Rating:
MEDIUM

HAZARD	Who might be harmed	CONTROL MEASURES	FURTHER ACTION	TO BE ACTIONED BY / DATE DUE
Travelling to School	<ul style="list-style-type: none"> Staff Pupils 	<ul style="list-style-type: none"> If possible, avoid using public transport. A transport survey will be carried out to determine numbers of pupils using public transport. Employees/pupils are encouraged to travel in their vehicle or walk or cycle to work where possible. Senior School – there will be no parking for parents dropping pupils at Senior School (exception for blue badge holders), a one way drop-off system will be in operation with a left turn only onto Anniesland Road when exiting the School to ease traffic flow. Junior School – there will be no parking within the School car park for staff, parents or pupils. Blue badge holders should park on Ledcameroch Road near to the Secret Garden/Service entrance. 	Monitoring and Supervision to ensure controls are adequate and followed.	SLT/ADB

		Parents have been requested to use a set route to minimise congestion, with no parking beyond Ledcameroch Crescent.		
Arrival at School/ Entering School	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors • Others 	<ul style="list-style-type: none"> • Physical Distancing Information Banners will be visible at access points. • Distancing markers have been set out at entrances and in common areas. • Sneeze guards have been installed at reception and general office windows. • Start times will be staggered at Senior School to reduce numbers of pupils arriving at the same time. • Junior School pupils will arrive from 8am following the physically distanced entrance zone for their year group. • Junior School - Use of cloakrooms is permitted for hanging of coats, bags, etc. Pegs will be allocated and spread apart as much as the space allows. Pupils will only be permitted to enter 2-3 at a time and under teacher direction. • Pupil arrivals will be monitored by SLT/member of staff. • Hand sanitising stations will be sited at main entrances. • Hand washing facilities will be available within the building for all persons. • Pupils will be discouraged from gathering at entrances or greeting by handshakes or hugs. • Contact details will be held for all visitors to the Schools, visiting will be by appointment only. 	<p>Monitoring and Supervision to ensure controls are adequate and followed.</p> <p>Janitors to replenish sanitising stations as required and at the end of each day.</p>	<p>SLT/ADB</p> <p>MH/GN - daily</p>
Movement through School	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors • Others 	<ul style="list-style-type: none"> • A One-Way system is in operation with clear signage. • Distance markers are in place throughout common areas. • Face coverings must be worn when moving through corridors and in communal areas but not in classrooms. 	Monitoring and Supervision to ensure controls are adequate and followed	SLT/ADB

		<ul style="list-style-type: none"> • Where possible teachers will move rather than pupils. • Where a teacher needs to move between classes, they will take their keyboard and mouse with them. On arrival at their next teaching space, they will clean the desk / chair /other equipment to be used with the wipes provided. • For senior classes with smaller sets pupils will be distanced as much as is possible. • Only essential contractors / visitors will be permitted access to the School during pupil contact days. 		
Classrooms / Teaching Areas	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors • Others 	<ul style="list-style-type: none"> • Kindergarten and Junior 1 will follow Early Learning Centre guidelines. • J2-J6 can sit and work in groups within the classroom setting. Once a group has been formed it must be maintained for a full term with no moving between groups permitted. • Transitus - S6, classrooms have been set out with all pupils facing forwards. Where identified and essential group work is required, face coverings must be worn and the time in groups limited. • A 2m distance zone has been marked around teachers' desks where possible. • J1/2 teachers should wear a face covering when leaving their 2m zone. • J3 – S3 teachers must wear a face covering when leaving their 2m zone. • Teachers of S4-S6 pupils must wear a face covering in the classroom while teaching these groups. • S4 – S6 pupils must wear a face covering in classrooms, as well as when they are moving around the school and in communal areas. • Heating may be turned on as required providing doors are open and windows are opened at the intervals detailed below. This excludes portable fan heaters. 	<p>Monitoring and Supervision to ensure controls are adequate and followed</p> <p>Janitorial Team to remove door closures on all doors except fire doors</p>	MH/GN/ADB 11 August 2020

		<ul style="list-style-type: none"> • Windows should be opened (when weather permits) to allow air movement. • When weather conditions prohibit the ability to keep windows open all day the following mitigations must be followed: <ul style="list-style-type: none"> ○ Open windows at start of School day for at least 10 minutes. ○ Open windows at break time. ○ Open windows at lunch-time ○ Senior School only, open windows for 10 minutes at the start of period 7. • Doors, other than fire doors, must remain open, to reduce the need to touch door handles and to aid ventilation. • Pupils to use hand sanitiser provided on entering class. • Staff bags / school bags should not be placed on top of desks at any time. • Tissues for pupil use should be sited outside of the teachers 2m zone and disposed of immediately. • Sharing of resources will only be considered where there is no alternative. • Junior School – individual stationery packs for each pupil will be provided and should not be shared. • Where marking requires staff to touch paper/workbooks, these should be left for 24 hours before handling, alternatively gloves should be worn. 		
Staff Bases	<ul style="list-style-type: none"> • Staff 	<ul style="list-style-type: none"> • The number of adults permitted in staff bases has been limited to allow for physical distancing. • Where more than one member of staff is present in an unventilated staff base, face coverings must be worn. • Each base / staffroom will have a note of the permitted number of adults on the door. 	Monitoring and Supervision to ensure controls are adequate and followed	

		<ul style="list-style-type: none"> • Staff using the staffroom should sanitise the chair/seat used with a sanitising wipe/spray before leaving the staffroom. • All crockery / cutlery has been removed from staff bases/staffrooms to reduce the risk of transmission. • Tea / coffee / milk will not be provided at this time and all staff should bring sufficient refreshments/food for their needs. • Staff Meetings will be mainly managed virtually although small group staff meetings will be arranged in an area where all staff attending can adhere to 2m physical distancing. The option to attend 'virtually' will be provided. 		
Use of kettles/coffee machines/fridges and other kitchen appliances	<ul style="list-style-type: none"> • Staff • Others 	<ul style="list-style-type: none"> • Appliance must be sanitised before and after use, using wipes provided and paying particular attention to handles, switches and surfaces. • Sanitise taps before and after filling kettle. • Staff must remain physically distanced while waiting to use appliances. • Staff must not share crockery, cutlery, tea, coffee, milk etc. 	Monitoring and Supervision to ensure controls are adequate and followed.	
Telephones in communal areas	<ul style="list-style-type: none"> • Staff • Others 	<ul style="list-style-type: none"> • When answering a call, use the hands free function if available. If this function is not available, hold the handset as far away from your mouth as possible and wipe the phone and handset after use with the sanitising wipes provided. • When making a call, sanitise the phone and handset prior to use, then use the hands free function if possible. Sanitise the phone and handset after use. 	Monitoring and Supervision to ensure controls are adequate and followed.	
Additional Hygiene Measures	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<ul style="list-style-type: none"> • Hand sanitising stations have been located at Entrances, outside toilets and accessing pitches and artificial pitches. 	Monitoring and Supervision to ensure controls are adequate and followed.	

	<ul style="list-style-type: none"> • Others 	<ul style="list-style-type: none"> • Each room has been provided with alcohol hand gel, sanitising wipes, waste basket and tissues. • Pupils will be encouraged to wash hands with soap and water regularly. Teaching staff to remind pupils regularly to wash hands with hot water and hand soap for at least 20 seconds. 		
Additional Cleaning Measures	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors • Others 	<ul style="list-style-type: none"> • Janitors will provide additional cleaning of door handles, handrails, lift panels and access keypads throughout the school day, after school starts, after break time, after lunchtime and after school finishes daily as a minimum. • Toilet facilities will be cleaned a minimum of four times each day, after school starts, after break time, after lunchtime and after school finishes. • Teaching staff will wipe down all desks etc. at each class change with the sanitising wipes provided. • Teachers changing class should wipe down, desk, chair, and any other equipment on entering and leaving the room using the sanitising wipes provided or twice daily if staying in one room. • Each room has been provided with sanitising wipes for use by staff occupying room. 	<p>Monitoring and Supervision to ensure controls are adequate and followed.</p> <p>Sign off /task completion Sheet for Janitors / Cleaners</p>	
Break Time – Junior School	<ul style="list-style-type: none"> • Staff • Pupils • Others 	<ul style="list-style-type: none"> • There is no internal catering provision at break time and staff / pupils should bring a snack if required. • The School will endeavour to stagger break times, with break-out areas identified for each year group. • Pupils are to be reminded to wash hands at break time. 	<p>Monitoring and Supervision to ensure controls are adequate and followed.</p>	
Break Time – Senior School	<ul style="list-style-type: none"> • Staff • Pupils • Others 	<ul style="list-style-type: none"> • Break times will be staggered. • A limited menu will be available. • Food will be pre-ordered, prepaid and labelled with names for collection. 	<p>Monitoring and Supervision to ensure controls are adequate and followed.</p>	

		<ul style="list-style-type: none"> • Collection will be on a 'grab and go' basis, with collection points for each year group. • There will be break-out areas identified for each year group. • 6th Form break-out/social areas will be regulated and use of these areas will be recorded on a pupil by pupil basis. • Use of the 6th form common room will be on a rotational basis by house. • Pupils are to be reminded to wash hands at break time. 		
Lunch Time - Junior School	<ul style="list-style-type: none"> • Staff • Pupils • Others 	<ul style="list-style-type: none"> • Cold Food - packed lunches will be pre-ordered, pre-paid and bagged for collection. • Break-out areas identified for each year group. • Junior School – children will eat packed lunch in their Classroom. Teachers and Classroom Assistants will wipe the tables with the provided wipes prior to children eating. • All waste should be taken home or disposed of in the bins provided. • Hot Food - Lunch times will be staggered • One way systems will be in place within the lunch hall. • Hands will be sanitised before going to the lunch hall. • A limited hot food menu will be provided, this will be pre-ordered and pre-paid. • Cutlery will be pre-wrapped for collection. • Staff will ensure that children are well spaced within the servery area when collecting food. • Staff serving will wear appropriate PPE. • The lunch hall will be divided into sections for each year group. • Children will only sit on one side of the lunch tables so all facing same way. • Pupils will be allowed a maximum of 30 minutes to eat food. 	Monitoring and Supervision to ensure controls are adequate and followed.	

		<ul style="list-style-type: none"> • There will be separate clearing stations for each year group. • Tables and chairs will be sanitised after each use. • Pupils will be supervised at all times Staff will adhere to maximum numbers permitted in bases/staffrooms. • Pupils are to be reminded to wash hands at lunchtime. 		
Lunch Time - Senior School	<ul style="list-style-type: none"> • Staff • Pupils • Others 	<ul style="list-style-type: none"> • Lunch times will be staggered for different year groups. • Anyone using the catering service will be required to wear a face covering when moving around the Jimmie Ireland Stand, face coverings can be removed only when seated to eat hot food. • One way systems will be in place within the Jimmie Ireland Stand with separate areas for hot food and for the collection of cold food. • Hands will be sanitised when entering and leaving the stand. Sanitising stations will be situated at key locations. • A limited hot food menu will be provided, this will be pre-ordered and pre-paid. • Cutlery will be pre-wrapped for collection. • A section of the refectory will be set out in the same format as classrooms for pupils to eat hot lunch. • A separate area with 2m physical distancing will be set out for staff on the second floor of the Jimmie Ireland Stand. • There will be clearing stations at key locations in the refectory. • Pupils will be allowed 15 minutes to sit and eat hot food. • Tables and chairs will be sanitised after each use. • Pupils will be supervised at all times. • Packed lunches will be pre-ordered, pre-paid and bagged for collection. 		

		<ul style="list-style-type: none"> • Break-out areas identified for each year group. • 6th Form break-out/social areas will be regulated and use of these areas will be recorded on a pupil by pupil basis. • Use of the 6th form common room will be on a rotational basis by house. • Staff will adhere to maximum numbers permitted in bases/staffrooms. • All waste should be taken home or disposed of in the bins provided. • Pupils are to be reminded to wash hands at lunchtime. 		
Leaving School	<ul style="list-style-type: none"> • Staff • Pupils • Others 	<ul style="list-style-type: none"> • Leaving times will be staggered to minimise crowding and aid physical distancing while awaiting pick-up/leaving School grounds. • Parents/carers collecting Junior School pupils should wait in the allotted area and maintain a physical distance from other parents / carers. 	Monitoring and Supervision to ensure controls are adequate and followed.	
Toilets	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors • Others 	<ul style="list-style-type: none"> • Hand sanitising stations have been placed at entrance to toilets. • In adult toilets some hand wash basins have been taken out of use to ensure physical distancing. • In adult toilets some urinals have been taken out of use to ensure physical distancing. • Due to the limited space in staff toilet facilities, face coverings will be provided for use when visiting these facilities. • Additional signage has been put in place to encourage handwashing before leaving toilets. • Showering facilities for staff will be reinstated from Monday 7th September 2020. Staff using this facility should sanitise the facility before and after use. Cleaning materials will be provided for this purpose. • Where possible, shower curtains will be replaced with shower screens for ease of cleaning. 	Monitoring and Supervision to ensure controls are adequate and followed. Face coverings to be issued to staff when they arrive.	

Lifts	<ul style="list-style-type: none"> • Staff • Pupils • Others 	<ul style="list-style-type: none"> • Lifts will only be used if no other options are possible. E.g. Janitors moving furniture or accessibility for disabled/injured person. • A face covering should be worn when using the lift. 	Monitoring and Supervision to ensure controls are adequate and followed.	
Daily cleaning	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors • Others 	<ul style="list-style-type: none"> • Daily cleaning will continue with particular attention being paid to hard surfaces such as desks, chairs, window sills, glass panels and doors (especially handles). • Additional PPE has been supplied to cleaning staff e.g. face coverings, disposable aprons and disposable gloves. • Keyboards, mice and telephones should be cleaned using sanitising wipes. • Toilets will be deep cleaned daily using appropriate cleaning products. 	<p>Monitoring and Supervision to ensure controls are adequate and followed.</p> <p>Additional Cleaning procedures to be confirmed</p>	ADB 11 August 2020
Premises Staff (Janitors/Cleaners)	<ul style="list-style-type: none"> • Staff 	<ul style="list-style-type: none"> • Additional PPE has been supplied to premises staff e.g. face coverings, disposable aprons, disposable gloves. • Staff should ensure that physical distancing is maintained where possible. 	Monitoring and Supervision to ensure controls are adequate and followed.	
Staffrooms	<ul style="list-style-type: none"> • Staff 	<ul style="list-style-type: none"> • The Senior School staffroom will seat 14 staff, physically distanced, at any one time. • The Junior School staffroom will seat 6 staff, physically distanced, at any one time. • Staff will bring their own crockery/cutlery/tea/coffee etc. • Crockery/cutlery should be taken with staff when leaving staffroom. Crockery/cutlery left unattended will be disposed of. • All staff bases have a notice on the door giving the maximum number of persons who may use the 	Monitoring and Supervision to ensure controls are adequate and followed.	

		<p>base at any one time. Staff should remain physically distanced from each other while in the base.</p> <ul style="list-style-type: none"> • Staff using the staffroom should sanitise the chair/seat used with a sanitising wipe/spray before leaving the staffroom. 		
Library	<ul style="list-style-type: none"> • Staff • Pupils 	<ul style="list-style-type: none"> • Books which have been borrowed from the library will be returned to the box marked 'returned books' and stored for a minimum of 72 hours before being handled by anyone else. 	Monitoring and Supervision to ensure controls are adequate and followed.	
Water Coolers	<ul style="list-style-type: none"> • Staff • Pupils • Others 	<ul style="list-style-type: none"> • Sanitising wipes have been provided at each water dispenser for use before filling water bottles/cups etc. 	Monitoring and Supervision to ensure controls are adequate and followed.	
Photocopiers	<ul style="list-style-type: none"> • Staff • Others 	<ul style="list-style-type: none"> • Sanitising wipes have been provided at each photocopier, for use before operating the copy machines. 	Monitoring and Supervision to ensure controls are adequate and followed.	
Deliveries	<ul style="list-style-type: none"> • Staff 	<ul style="list-style-type: none"> • Physical distancing measures will be applied when accepting deliveries. • Staff should wash/sanitise hands after touching any deliveries. • Personal goods should not be delivered to School. Any such deliveries will not be accepted. 	Monitoring and Supervision to ensure controls are adequate and followed.	
Prospective Pupil/Parent Tours	<ul style="list-style-type: none"> • Staff • Visitors • Others 	<ul style="list-style-type: none"> • A Covid-19 symptom questionnaire will be carried out immediately prior to visit. • Visitors will be met on arrival and will follow protocols already in place regarding sanitising, wearing a face covering and contact tracing. 		

		<ul style="list-style-type: none"> • Visitors will have their temperatures checked prior to commencing the tour. • The tour will be carried out in a physically distanced manner. • There will be no engagement with pupils during the tour. • The tour will cover only communal areas, teaching areas will not be entered. 		
Person Displaying Symptoms	<ul style="list-style-type: none"> • Staff • Pupils • Others 	<ul style="list-style-type: none"> • Anyone displaying symptoms will be directed to the School Medical Room where they will be assessed and if necessary isolated. • They will remain in isolation until collected by a member of their household / ambulance if required. • They will be advised to follow current government guidelines for testing. (Test & Protect) • Only one member of staff will be in attendance and will wear appropriate personal protective equipment i.e. Visor, face covering and gloves. • The member of staff will then wash/change clothes, putting clothes that have been worn in a double layered plastic bag which will be taken home for laundering. • Once the person displaying symptoms has been collected the area will be disinfected using antiviral disinfectant and a fogging machine. Staff using the machine will wear appropriate personal protective equipment, i.e. disposable coverall, shoe covers, visor, face covering and gloves. • If suspected Covid-19, the School Nurse (JSMS) will contact the local Health Protection Team, Greater Glasgow & Clyde (0141 201 4917, out of hours - 0141 211 3600), providing details as required and following their direction. • School will also record Staff and Pupil attendance daily to support and participate in the Test and Protect System. 	Monitoring and Supervision to ensure controls are adequate and followed	

Failure to adhere to additional control measures to reduce risk of COVID-19 due to lack of knowledge / communication failure	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors • Others 	<ul style="list-style-type: none"> • All staff and pupils to be briefed on these measures prior to pupils returning. • Further reminders and updates will be given on a regular basis. • Individual interview with staff / pupils who fail to comply. 	Monitoring and Supervision to ensure controls are adequate and followed	SLT / ADB 11 August 2020
Mental health / wellbeing affected by isolation or anxiety about COVID-19	<ul style="list-style-type: none"> • Staff • Pupils 	<ul style="list-style-type: none"> • Anyone experiencing mental health / wellbeing / anxiety should initially contact Jane Sim (School Nurse), or Aileen Sweeney (HR Manager). • External Counselling Scheme/ Occupational Health available to Staff. • Internal counselling available to pupils. • Advice on Scot.Gov. website 	Monitoring and Supervision to ensure controls are adequate and followed	
Vulnerable / high risk groups	<ul style="list-style-type: none"> • Staff • Pupils 	<ul style="list-style-type: none"> • Staff members who have previously been shielding or fall into a higher risk category and have concerns about returning to work should speak to Aileen Sweeney (HR Manager) about their personal circumstances. • The School will make contact with the parents of pupils who fall into higher risk categories and create individual RA as required, including children who require 1-1 adult support for medical/disability reasons. 	Monitoring and Supervision to ensure controls are adequate and followed	

Further Action Required		Responsible Person and Date	Date Completed	To be signed off by Manager or Head of Department	
				Name/Signature	Designation
a.	One Way System to be agreed and signs fitted.	KJAR/HLF/ADB 7 August 2020	6 th August 2020	<i>Anne Bell</i>	Assistant Bursar & Premises Manager
b.	Distancing tape and signs fitted.	ADB 7 August 2020	5 th August 2020	<i>Anne Bell</i>	Assistant Bursar & Premises Manager
c.	Sanitising stations installed.	ADB 7 August 2020	3 rd August 2020	<i>Anne Bell</i>	Assistant Bursar & Premises Manager

d.	Do not use vinyl signs fitted.	ADB 7 August 2020	5 th August 2020	<i>Anne Bell</i>	Assistant Bursar & Premises Manager
e.	Classrooms set out applying Physical distancing measures.	ADB 7 August 2020	5 th August 2020	<i>Anne Bell</i>	Assistant Bursar & Premises Manager
f.	Details of lunch arrangements to be determined and hygiene measures put in place.	KJAR/HLF/ADB 10 August 2020	10 August 2020	<i>Kenneth Robertson</i> <i>Heather Fuller</i> <i>Anne Bell</i>	Senior Deputy Rector Head Teacher Assistant Bursar & Premises Manager
g.	Risk assessment communicated to all staff	By variety of methods before 12 August 2020.	11 August 2020	<i>John O'Neill</i> <i>Heather Fuller</i> <i>Anne Bell</i>	Rector Head Teacher Assistant Bursar & Premises Manager

RISK ASSESSOR/S

Name:	Anne Bell
Designation:	Assistant Bursar & Premises Manager
Signature:	<i>Anne Bell</i>
Date:	Initial Assessment completed 10 August 2020

Review Number	Date	Comments	Name	Designation	Signature
001	19 Aug 2020	Updated to reflect issues identified relating to physical distancing of certain groups of staff.	John O'Neill	Rector	<i>John O'Neill</i>
002	27 August 2020	Update to reflect changes to use of kettles/appliances and use of telephones in communal areas such as staff bases.	John O'Neill	Rector	<i>John O'Neill</i>
003	3 September 2020	Updated to reflect changes to use of showering facilities, break-out/social areas for 6 th form and classroom layouts for J1-3.	John O'Neill	Rector	<i>John O'Neill</i>
004	10 September 2020	Updated to reflect additional control measure for staff use of showering facilities.	John O'Neill	Rector	<i>John O'Neill</i>
005	17 September 2020	Update to reflect the need to sanitise soft seating in the staffroom after use. Also to give guidance on time covid lives on paper.	John O'Neill	Rector	<i>John O'Neill</i>

006	23 September 2020	Updated to reflect control measures surrounding the provision of hot food at Junior School.	John O'Neill	Rector	<i>John O'Neill</i>
007	01 October 2020	Update to reflect reintroduction of break-time catering provision at Senior School.	John O'Neill	Rector	<i>John O'Neill</i>
008	08 October 2020	Risk Assessment reviewed, no changes required.	John O'Neill	Rector	<i>John O'Neill</i>
009	29 October 2020	Risk Assessment reviewed, no changes required. Unannounced Safety Tours are planned to review compliance with the control measures set out in the Risk Assessment.	John O'Neill	Rector	<i>John O'Neill</i>
010	5 November 2020	Updated to reflect the following: Teachers must wear a face covering when they leave their 2m 'safe zone' (up to S3). S4-S6 pupils and their teachers must wear a face covering for the duration of time in classrooms. Staff bags / school bags should not be placed on desks or chairs at any time. Wearing of face coverings in staff bases.	John O'Neill	Rector	<i>John O'Neill</i>
011	12 November 2020	Updated to reflect the following: Amendment to advice on opening windows during inclement weather conditions. Change from 'should' to 'must' on keeping classroom doors open. Amendment to rules on staff wearing face coverings within classrooms. Reintroduction of group working at Junior School. Reintroduction of tours for prospective pupils/parents.	John O'Neill	Rector	<i>John O'Neill</i>
012	19 November 2020	Updated to reflect permission for heating to be turned on with additional mitigations in place i.e. opening windows and doors.	John O'Neill	Rector	<i>John O'Neill</i>