

Dingwall Academy Term 1 Rev: August 2021

Service: CAL	DESCRIPTION OF WORK ACTIVITY OR AREA OF THE WORKPLACE ASSESSED: Dingwall Academy April 2021 – Term 1	Name of Assessor: <u>K Cormack</u>
Area: Mid		
Location: Dingwall Academy	Click here for Highland Council’s guidance notes re risk assessments.	Date of next review: September 2021

Staff will return on Monday 16th August and all pupils on Tuesday 17th August.

The full Government statement [Scottish Government August 2021](#)

The full Highland Council policy statement [Highland Position Statement August 2021](#) here.

Covid-19 self- testing kits are now available to all pupils and staff. Kits are issued via the school office following the return of a completed consent form. Further information on self-testing can be read here:

<https://www.gov.uk/guidance/covid-19-self-test-help>

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
List potential Hazards here:	List groups of people at risk	List existing control measures or note where information may be found:	Calculate residual	List further risk reduction

	from hazards. Including those most vulnerable:		risk how effective are existing controls Severity x Likelihood = Risk Rating (1 TO 3) (1 TO 3)	control measures (include implementation date if known)			
Pupil arrival at school	Pupils and staff	<p>Senior staff to control pupil entry to school. Pupils do not enter school until directed to by a member of SMT.</p> <p>Pupils and staff (apart from those exempt) are required to wear face coverings in the school building. This includes communal areas, corridors and classrooms.</p> <p>Pupils will be directed straight to period 1 classes on arrival to school. Buses to be co-ordinated to limit the time pupils are at school before first period. No pupil access to building until 8.40. Pupils should be in class by, or close to 8.50 for the start of period 1.</p> <p>Prior to 8.30 staff can access using any door. After 8.30 staff should avoid using the main front entrance, the canteen doors and the door at the end of the CDT corridor. Pupils will be gathering there.</p> <p>Hand sanitiser available at all entrances.</p> <p>S1 – S2 Main entrance S3 – S4 Canteen entrance S5 – S6 HE/CDT doors</p>	<table border="1"> <tr> <td data-bbox="1684 612 1727 651">3</td> <td data-bbox="1727 612 1769 651">1</td> <td data-bbox="1769 612 1816 651">3</td> </tr> </table>	3	1	3	
3	1	3					

		<p>Pupils directed to use hand sanitiser and/or wash hands. Pupils in Art/Science and HE to wash hands in class.</p> <p>Hand sanitiser to be available in every classroom without sinks.</p> <p>Parents/carers asked to avoid front of school and drop pupils off in Tesco or Leisure Centre car park.</p>				
Movement in corridors	Pupils and staff	<p>One-way system in place throughout school including the use of outdoor routes to minimise numbers in the corridors.</p> <p>Before period 1 – all stairwells are up. At the end of the day – all stairwells are down. The corridor one-way system is always in place (with the exception of a fire alarm).</p> <p>No-bells between periods allowing for more staggered movement.</p> <p>Signage in place to promote one-way system.</p> <p>Pupils and staff required to wear face coverings in corridors.</p>	3	1	3	
Emphasising social distancing in staff areas.	Staff	<p>Staff to utilise their own cutlery/crockery etc. not to be stored in a shared cupboard. Any staff using the appliances should clean them before and after use, including microwave, kettle, fridge handles, etc.</p> <p>Staff room open – but staff must adhere to 1m social distancing.</p> <p>Staff to maintain at least 1m distancing.</p>	3	1	3	

		<p>Signage to be displayed advising the maximum number of people permitted in staff bases and offices. (This will need to be revised)</p> <p>Large gatherings to be avoided. Any necessary staff meetings should be conducted with appropriate social distancing, if this is not possible through video/digital communications tools.</p>				
Staff and pupil toilets	Staff and pupils	<p>All disabled toilets to be unlocked to allow access for all. This will also increase the handwashing facilities available in teaching corridors.</p> <p>At least one disabled toilet identified on each floor for staff use only. These designated staff toilets should be kept locked.</p> <p>Signage in pupil toilets reminding of 20 second hand wash rule.</p> <p>Soap and hand sanitiser available in toilets.</p> <p>Pupils' access to toilets will require to be carefully managed. Pupils needing to visit the toilet during class time should be directed to the closest disabled toilet. 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>	3	1	3	
Emphasising social distancing for visitors to the school	Pupils, staff and visitors	<p>Visiting partners (e.g. Counsellors, CSWs) Any meeting rooms used to have access to ventilation. Spaces to be booked through main school office.</p> <p>HC position statement details who can visit schools and circumstances where staff can visit more than one establishment in a day.</p> <p>Mears have separate risk assessment for their staff and contractors</p>	3	1	3	

		<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 physical distancing.</p> <p>Perspex panel at front receptions.</p> <p>Minimal cash handling, online payments to be encouraged wherever possible.</p> <p>In most cases, four people in the main office and one at reception.</p> <p>Sign on front doors stating that, with the exception of staff or pupils, no one else should be entering the building without appointment.</p>				
Drinking fountains	Pupils and staff	No direct drinking from fountains – can only be used for filling water bottles. Clear signage provided on this.	3	1	3	
Classrooms	Pupils and staff	<p>Windows to be opened at start of each day to increase ventilation.</p> <p>In line with Government guidance, Co2 monitors to be placed throughout school to monitor air- flow and ventilation. (Mears responsibility)</p> <p>Desks set up to ensure 2m space between teacher’s desk and pupils in each classroom.</p> <p>At least 1m distancing between staff and pupils should be maintained wherever possible.</p> <p>An accurate seating plan should be available for every class, ideally on SEEMIS, but if this is not possible, in paper form.</p>	3	1	3	

Social distancing in canteen/eating areas	Pupils and staff	<p>Food should not be shared; food should be portioned and there should not be any buffet arrangements. Pupils to be given the opportunity to pre order.</p> <p>With the exception of S1, pupils will be allowed off site during lunchtime. This will be reviewed in line with advice to retailers and also reviewed in line with our lunch arrangements.</p> <p>Limited seating space in the canteen. Pupils to be encouraged to take food outside.</p> <p>Pupils to be outside wherever possible at intervals and lunchtimes. (This includes S6, however this will be reviewed early in the term)</p> <p>During inclement weather it may be necessary to bring large pupil groups inside. Groups will be spread out throughout designated areas.</p>	3	1	3	
Pupil distancing during intervals	Pupils	<p>Interval for all pupils will be 11.20 – 11.35.</p> <p>All pupils will be asked to be outside wherever possible. During inclement weather it may be necessary to bring large pupil groups inside.</p>	3	1	3	
Safe delivery of the curriculum given pedagogical challenges	Pupils and staff	<p><u>Process for arriving at and leaving class.</u></p> <p>When pupils enter a classroom they need to wipe down their desk and chair. The wipe should then be put in the bin. Hand sanitiser will also be available in each classroom.</p> <p>Where required, departments to devise subject specific risk assessment. These will consider the different equipment and materials used. National guidance to be provided for Science, Art and Music, HE and PE. This guidance will vary depending on what Level Highland Council area is operating in.</p>	3	1	3	

		Staff are able to work outside with classes if and when appropriate.				
Behaviour management issues pertaining to social distancing	Pupils and staff	<p>Pupil assemblies delivered via Google Meet to all year groups.</p> <p>Where a pupil is unable to adhere to mitigations measures in place, this will be discussed in partnership with the pupil, parents, carers as a matter of urgency.</p> <p>Some pupils will require individual risk assessments to be completed. This will be discussed and shared with parents/carers.</p>	3	1	3	
Support for pupils with ASN	Pupils and staff	<p>At times it may be difficult to provide support and maintain social distancing. In these situations, it may be appropriate for support to be provided outside the classroom.</p> <p>If a member of staff cannot adhere to social distancing a face covering must be worn and time spent beside the pupil limited.</p> <p>Signage on support to be provided for classrooms.</p> <p>Perspex screens to be provided in smaller tutorial rooms.</p>	3	1	3	
Transport	Pupils	<p>Risk assessments are co-ordinated with transport providers.</p> <p>Where possible, pupils are encouraged to walk or cycle to school. Parents will also be encouraged to bring pupils where possible. Drop off points should be the leisure centre car park or Tesco Car park.</p> <p>Pupils required to wear a face covering on school transport.</p>	2	1	2	

		<p>Seating plans for all buses to be finalised early in term. Copy of plans available in school folder and on buses. Senior bus monitors appointed.</p> <p>Hand sanitiser available on D&E Coaches. D & E buses also sanitised between each school run.</p> <p>Hand sanitiser to be provided for pupils travelling on stagecoach buses.</p> <p>Limit journeys/non-essential travel. Staff should use private vehicles, bikes or walking where possible.</p>				
Minibus use	Pupils and staff	<p>Minibus bookings can only be made by Dingwall Academy, no external bookings allowed.</p> <p>Seats and driving area to be wiped down before and after use.</p> <p>Pupils must have designated seats. Face coverings to be worn by staff and pupils.</p>	2	1	2	
Enhanced cleaning regime	Pupils and staff	<p>Highland Council are to provide enhanced cleaning programmes in school.</p> <p>Further details of this will be provided by Mears.</p>	3	1	3	
Classroom cleaning materials	Pupils and staff	<p>Materials for cleaning down desks stored in meeting room.</p> <p>Staff to return empty spray bottles and collect refill. Bottles will be marked with expiry date.</p> <p>Mears staff to be responsible for refilling cleaning sprays.</p> <p>School responsible for ordering and replenishing stock.</p>	3	1	3	
Provision of assistance to person	Employees Service users (children)	<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 –</p>	3	1	3	

<p>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>Remove from setting to an appropriate area identified to ensure child can be isolated but appropriately supervised until arrival of emergency contact.</p> <p>Protocol set up for pupils and staff displaying symptoms – shared with staff and parents.</p>				
<p>Information if test and protect required</p>	<p>Pupils and staff</p>	<p>All staff to have accurate seating plans and registers.</p> <p>All pupil contact details, staff contact details, seating plans stored in central folder in KCs office.</p>	<p>3</p>	<p>1</p>	<p>3</p>	
<p>Waste</p>	<p>Employees Service Users (Children)</p>	<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.</p> <p>Double bag placed in a secure location and marked for storage until the test result is available.</p>	<p>3</p>	<p>1</p>	<p>3</p>	

Fire	Staff, children, visitors, contractors	<p>Emergency evacuation procedures up to date.</p> <p>Fire drill has been carried out with all year groups.</p> <p>Fire drill procedure amended to consider staggered lunchtime and social distancing of staff. If fire alarm sounds during a lunchtime, pupils and staff in the building gather at muster points. Registration carried out for those year groups not at lunch – should a full registration be required this will take place at the end of lunchtime.</p> <p>To avoid staff contact with pupils – pupils should line up in alphabetical order. Teacher registers pupil at front, pupil at front then moves to the back of the line i.e. the pupils move, not the teacher.</p> <p>Where possible – staff and pupils should wear face coverings during an evacuation. Priority remains to get out of the building asap.</p>	3	1	3
First Aid In the event of an accident	First Aiders (FAs)/ Emergency FAs, staff, children, visitors, contractors	<p>First Aiders all familiar with procedure.</p> <p>Box of PPE equipment prepared should intimate care be required.</p>	3	1	3

Assessor Signature	Karen Cormack	Grade / Location	Head Teacher	Date: August 2021
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