



Consolidated COVID Risk Assessment (Update V6.3)

Service	Education & Children's Services Directorate
Task / Process / Activity	Occupation and Operation of Educational Establishments from 9 th August 2021
Location	Queen Anne High School

Risk assessment
Compiled by: **C Meeks / R Thomson** Date: **02.09.21**

Risk assessment
Approved by: Date:

Reviewed date: **tbc** Version No: **6.3**

Hazard: The spread of COVID-19 Infection between building occupants and into the community
Consequence: Contracting COVID-19 and becoming unwell
Persons Affected: All Building Occupants (Pupils, Staff, Visitors, Contractors etc.)
Updates: are highlighted in yellow
<p>Related Procedures / Assessment:</p> <p>SG COVID-19: Test & Protect (26.07.21) SG COVID-19: Advisory Sub-Group on Education and Children's Issues SG COVID-19: Guidance on reducing the risks in schools (09.08.21) SG COVID-19: Returning to offices (15.07.21) HPS COVID-19: Guidance for non-healthcare settings (31.12.20) SG COVID-19: Guidance for school age childcare services (04.08.21) SG COVID-19: Early Learning and Childcare Services (03.08.21) SG COVID-19: Supporting children and young people with complex additional support needs (29.1.21) SG COVID-19: advice for people at highest risk</p> <p>Other Guidance:</p> <p>SG COVID-19: Working from home (14.07.21) Working Safely during the coronavirus outbreak – HSE guide (31.07.21) HPS Infection Prevention and Control in Childcare Settings 2018 DfE: Health and safety responsibilities and duties for schools HSE: Ventilation and air conditioning during COVID-19 COVID-19: guidance for first responders (First Aid)</p>

Control Measures (existing Precautions)

Attendance at Educational Establishments

- No individual (staff member, child, young person, visitor, contractor etc.) should attend the site if they:
 - have any symptoms consistent with COVID-19 (new continuous cough; high temperature; loss of /or change, in sense of smell or taste);
 - have been told by Test and Protect to self-isolate or:
 - live with someone displaying symptoms
 - received a positive result from a lateral flow test

You should isolate immediately and book a PCR test following [Scottish Government and NHS advice](#). The isolation period will depend on certain criteria and the result of the PCR test. Further information for household contacts is available [here](#).
- In the event of a building occupant developing symptoms whilst onsite they must
 - safely inform a member of staff
 - avoid contact with others or touching people, surfaces or objects
 - where possible, go to an area where they can isolate, preferably well ventilated and behind a closed door
 - if well enough, leave directly, (accompanied by a household member if required). If extremely unwell, call 999 and advise the call handler you are concerned about COVID-19.
- If the symptomatic individual requires supervision and physical distance cannot be maintained, PPE outlined in [PPE Requirements - Schools](#) must be worn.
- Following a positive test result, staff and pupils should only return to educational establishments when they are feeling clinically better, symptom free and have completed their self-isolation period, following current [Government guidance](#).

During isolation some individuals can return to school in advance of the self isolation period ending –

Individuals aged between 5 and 18 who receive a negative PCR test can return to school. (Even if someone else in their household has tested positive and is continuing to self-isolate.) If symptoms develop, they must self-isolate immediately, and you should book them another PCR test.

Anyone **over 18** who is fully vaccinated (with at least 2 weeks since the final dose), has no symptoms, and has had a negative PCR test can also return to school or work.

Children aged under 5 who are in contact with a positive case are exempt from self-isolation unless they develop symptoms. Parents are encouraged to arrange a PCR test but this is not mandatory.

<p>Individuals in the highest risk group (previously shielding individuals)</p>
<ul style="list-style-type: none"> • Children and young people previously on the shielding list: can (at level 0 and beyond level 0) now follow the same advice as for the rest of the population in relation to attending education and childcare. • Staff previously on the shielding list can (at level 0 and beyond level 0) now follow the same advice as for the rest of the population in relation to attending educational establishments if they cannot work from home. Any staff member unsure about their medical circumstances should speak with their clinician. • Individual risk assessments should be in place for those in the highest risk group • Pregnant employees who are 28 weeks pregnant and beyond with no underlying health conditions can attend their workplace if all covid secure measures (including stringent physical distancing) are in place and can be adhered to. In this case their pregnancy risk assessment must be updated. An Occupational Health referral must be made for any pregnant employee who has an underlying health condition. Further information regarding pregnant employees is available on the FC Intranet.
<p>Vaccinations</p>
<ul style="list-style-type: none"> • All school staff and pupils (aged 16 and over) who have not received both doses of the vaccine have been encouraged to seek full vaccination as soon as possible, following the recommended gap between doses. • The JCVI (Joint Committee for Vaccination and Immunisation) advice should be followed for some key groups of children and young people.
<p>Testing</p>
<ul style="list-style-type: none"> • Information on the range of testing options and how to book tests are available on the NHS inform website or by calling 119
<p><u>Asymptomatic testing</u></p> <ul style="list-style-type: none"> • Twice weekly lateral flow devices (LFD) testing is available and encouraged for all school staff and secondary pupils. • The programme for all school staff includes, Catering/Cleaning/Janitorial staff, Travel Escorts, Taxi/Minibus Drivers, Active Schools employees etc. • Peripatetic staff, can collect kits from a nominated single establishment. • LFD test kits can be collected at your secondary schools or via Get a test if you do not have symptoms NHS inform

Reporting of Positive Cases and Contact Tracing

- Correct COVID-19 absence/SEEMiS Codes must be used to allow tracing of potential cases
- It is advisable (although no longer a requirement) to maintain seating plans and attendance registers as these will assist contact tracing where positive cases are identified.
- It is advisable (although no longer a requirement) that, where possible, pupils should sit beside the same person over the whole school day.
- Establishments will record details of school-based staff visitors, contractors and other Council staff who come into the building for tracing purposes, using a standard template
- HT should provide central Education Business Support teams with out of hours contact details
- Arrangements in place for a member of SLT to be available to attend NHS PAG (meeting to discuss a positive case) when required
- Warn and inform letters are sent to close contacts as per Public Health or ECS advice.

Physical Distancing

The requirement for physical distancing is **at least 1m**, however as schools and ELC settings already have **2m** physical distancing in place, which does not limit capacity, **it is expected** that most establishments will retain 2m physical distancing arrangements. Any reduction to the 2m distance must be recorded and justified within the further actions section at the end of this assessment.

- **ELC settings:** Physical distancing between adults, but no distancing is required between young children, or between young children and adults. This includes P1 and P2 classes
- **Primary:** Physical distancing between adults, and between adults and children, with the exception of P1 and P2 classes
- **Secondary:** Physical distancing between adults, and between adults and pupils. Physical distancing between pupils is encouraged (particularly indoors), where possible
- **Parents/Carers:** Physical distancing between parents/children on school premises. This may be supported by staggered start/finish times and by marshalling parents at the school gates at the start and end of the school day to reduce contacts.
- **ASN Children:** Staff may not always be able to maintain physical distance, but practices should be continually reviewed

In General:

- Areas have been reconfigured to support physical distancing.
- Occupants in the building are kept to a minimum, e.g. control of visitors and contractors
- Staff meetings should be held virtually rather face to face
- One-way systems are reviewed and refined as required
- Assemblies and other large indoor gatherings are not permitted at this time

Cleaning and Waste Management Arrangements

Cleaning Arrangements

- For setting specific advice, refer to [Cleaning Protocol and Standard \(Schools\)](#) and [Cleaning Protocol and Standard \(ELC\)](#) which describes the tasks being undertaken and by whom
- Particular consideration should be given to the cleaning regime for sensory rooms
- Children should access toys and equipment that are easy to clean. Resources such as playdough, sand and water can be used with regular cleaning and replaced on a daily/sessional basis when groups change.
- Children should be discouraged from bringing toys from home. Some children may require a transitional object or toy as a comforter, and consideration should be given as to how to safely manage this.
- Soft furnishings must be used and laundered in accordance with Table 1 of the [ELC Guidance](#)
- ELC resources (PLJ and story sacks) can be shared between the setting and home in accordance with Table 2 of the [ELC Guidance](#)
- Each setting should be cleaned every night or when children's sessions change
- Surfaces in dining or snack areas should be wiped down and disinfected in between use by each group of children. Disinfectant sprays used in early years, only when no pupils are around.
- All crockery must be cleaned using a dishwasher or with general purpose detergent and allowed to air dry if possible or be dried using single use cloths as detailed in the *Guidance on Food Management and Hygiene in ELC Settings* and *House Rules on Food Management and Hygiene in ELC Settings*.
- Cleaning protocol to be displayed in each area - separate ones for Staff/Pupils (e.g., keyboards, white board pens) and cleaning staff
- Staff should ensure they clean a keyboard, photocopier, shared telephone handset before and after use
- Resources are cleaned using alcohol wipes (for IT equipment only) and disinfectant wipes
- Regular cleaning of toilets – regular cleaning, not after each visit
- Wheelchair handles and trays wiped each time they are used and certainly every time someone else handles wheelchair.
- Regular onsite monitoring of stock and cleaning procedures. Escalate any concerns to school or Facilities Management managers.
- Frequent site inspections by Facilities Management staff to observe practice and discuss the programme with school managers.

Environmental decontamination after suspect COVID-19 case

- Any environmental decontamination should be arranged with your facilities Management team and should focus on the immediate area occupied by the individual e.g. desk space, should be cleaned with detergent and disinfectant. This should include any potentially contaminated high contact areas such as door handles, telephones, grab-rails.
- Once this process has been completed, the area can be put back into use.

Catering and Food Consumption Arrangements

In Dedicated Dining Spaces

- Clear up arrangements are in place, including the disposal of waste
- Large groups are minimised by pupils having lunches in classrooms, where possible
- Servery has Perspex screens in place, where possible
- Handling cash is minimised

Meals and Snacks

- Having set snack times for groups/stagger dining arrangements would be beneficial for children to stay in play spaces to eat
- Maximise the use of the outdoor environment for consuming food
- Practitioners should refer to 'House Rules for Food management and Hygiene' (updated June 2020)
- **Particularly for Secondary Schools:** promote the availability of on-site school lunches and encourage all pupils in attendance to consume those school lunches or come with a packed lunch

Staffroom / Kitchen facilities

- Staff to utilise their own cutlery/crockery etc, not to be stored in a shared cupboard
- Appliances should be cleaned before and after use, including microwave, kettle, fridge handles, etc
- Staff to maintain physical distancing at all times. Staggered breaks and reconfiguring layouts will support this.
- Signage to be displayed advising the maximum number of people permitted in the room
- Face coverings should be worn as a further prevention measure when not consuming food/liquid
- If tables and chairs have been used it is the staff responsibility to ensure they remain physically distanced.

Respiratory and Hand Hygiene

- Handwashing facilities are accessible. Hands are washed with soap and water for 20 seconds frequently. Where possible, disposable paper towels or kitchen roll is used. Where available, existing hand dryers are used.
- Handwashing is encouraged on arrival, when leaving the setting, before and after eating, after toileting, at regular intervals throughout the day and when moving between different areas (e.g. between different rooms or between coming inside and going outside)
- Supervision and assistance (if required) is provided for children washing their hands.
- Water is never shared in a communal water bowl.
- A supply of antiviral hand sanitiser is available to pupils, parents and staff at the entrance to the setting.
- Antiviral hand sanitiser is not recommended for children when soap and water is available.
- Good respiratory hygiene is encouraged ('Catch it, kill it, bin it'), staff and pupils are encouraged to carry tissues.

Management of the use of and storage of hand sanitiser

- Practices to improve school systems are regularly reviewed, e.g. pinch points / bottlenecks are identified and resolved as far as possible
- Cleaning support in place to wipe up any spillages
- Utilise as many exits/entry points as far as possible to distribute pupil groups and avoid queuing
- Regular review of storage arrangements to address risk of quantities of flammable liquid being kept
- Stored outside in secure storage areas as far as possible
- Distributed across the building where appropriate
- Large containers are not decanted into smaller ones
- Open containers are supervised appropriately, taking account of the age of the user, and stored securely when not in use

Ventilation

- Doors, windows and window vents are opened, where it is safe to do so, to increase natural ventilation and to reduce contact with door handles. Fire doors (usually identifiable with 'Fire Door Keep Closed' signage) must not be wedged open to increase ventilation unless they are fitted with a self-closing mechanism which responds to an actuation of the fire alarm system.
- Protocols relating to ventilation are appropriate and agreed by staff. Windows opened 15 mins before and after occupancy.
- All school establishments have access to CO2 monitors to identify poorly ventilated areas. Clear advice has been provided on the appropriate use of CO2 monitors including the procedures to be followed in the event of inappropriate levels being indicated.
- Schools follow [COVID-19 Practical measures for Building Operation](#) guidance regarding local ventilation strategies.
- Mechanical ventilation systems have, wherever possible, been adjusted to full fresh air.
- Requests can be submitted to Property Services to check suitability of ventilation systems.
- Property Services are informed if remedial work (window/door or mechanical ventilation maintenance etc.) is required.

Keeping up to date / Adhering to COVID-19 guidance

- SLT review contents as this is received (normally summarised or links available via the weekly HT briefing)
- Implications considered and advice taken if required
- Specific matters discussed at cluster groups or via strategic HT meetings
- Practical Subjects are conducted in accordance with the guidance [Practical activities guidelines | COVID-19 education recovery | National Improvement Hub](#)

Communication and Information Sharing

- Regular and clear 2-way communication processes are in place with staff, TU representatives, parents and pupils for all aspects of school occupation and operation
- Staff and pupils are actively engaged in agreeing and establishing new practices and routines
- Systems and processes are in place to encourage staff to feel responsible – such as establishing a local team or champion and working collectively to develop local solutions to the behavioural and staff movement problems.
- Key documents are cascaded with staff groups via email and virtual meetings
- Parental/Carer communication is issued to keep them informed and to remind them of their role to keep the school community safe
- Directing staff to the [dedicated Education COVID pages](#) on FISH

Internal signage

- Appropriate signage in areas being used, staff room, classroom, toilets, dining hall etc in relation to physical distancing & hand washing.
- Each staffroom/toilet to have signage advising the total number of people permitted in the room at one time.
- Cleaning protocol and responsibilities are displayed in each area.

Staff Wellbeing (to mitigate against COVID related anxiety)

- Time taken to discuss this regularly, progressing concerns raised about implementing measures
- Use made of the universal staff wellbeing approaches and resources referred to in the HT briefings and weekly updates
- Follow absence management process, referring to occupational health if required

Travel, Transportation & Traffic Management

Staff/School:

- Staff should follow [Transport Scotland](#) advice on how to travel safely to work.
- School Traffic management plans have been updated as required
- School Travel Plans have been reviewed and promoted to encourage active travel routes
- Staggered and allocated drop off/pick up times are in place where practical

School Transport

- Passengers should not board dedicated school transport if they, or a member of their household, have symptoms of COVID-19
- If a passenger develops symptoms whilst at school they will be sent home but must avoid travel on regular home-to-school transport. Parents will be contacted and safe arrangements made to collect the child or young person. The wearing of a face covering is strongly advised in this case.
- All passengers, staff and drivers must sanitise or wash their hands prior to boarding dedicated school transport.

- Whilst physical distancing between passengers traveling on dedicated school transport is not required it remains safer to keep a distance where possible.
- The expectation is that all those aged 12 years old and over will wear a face covering when on school transport, unless exempt.
- Transport operators are asked to keep windows open and ensure that mechanical ventilation uses fresh rather than recirculated air, with air purges between journeys where possible
- Schedules for enhanced cleaning of dedicated school transport have been agreed with all operators

Drop off and pick up

- Parents are encouraged to park further away and walk in to avoid congestion. Parents should drop off and go.
- Car-sharing with children of other households should be discouraged
- Parents/carers should be encouraged to look at alternative ways to get to the setting e.g., walking
- Dedicated pedestrian gates are open to maximise the width of the pupil access
- School staff will use door entry systems where possible to deal with enquiries and avoid visitors entering the school building.
- If queuing parents must exercise physical distancing between families, this will require parents and families to queue outside of the building.
- Parents/carers do not enter the school building unless strictly necessary to support children and young people. Any such visit is agreed in advance and parents/carers must follow all school COVID protocols

Settling in (ELC/ASN)

- Wherever possible and particularly when a child is settling into the service, handover should be undertaken in an outdoor area with the parent and away from other children. If it is not possible to maintain physical distancing between adults, staff and children should wash hands after the child is safely in the setting
- Consider how to support staff, parents and children to familiarise themselves to the revised layouts and movement patterns
- Consider enhanced transitions for children with ASN
- Consideration should be given to the arrangements for parents of children with complex needs or disabilities, who may normally drop their children off within the school grounds.

Movement around and between sites

- One-way systems are in place where practical
- The use of external areas to move between parts of the building is encouraged
- Age appropriate signage and notices are in place at appropriate locations
- The school has a robust approach to minimising movement around the school building and this and is only permitted where essential
- Movement of children, young people and staff between classrooms is minimised wherever possible. Where this cannot be avoided, the provision of appropriate cleaning supplies to enable them to wipe down their own desk/chair/surfaces before leaving and, especially, on entering the room is included as part of overall hygiene strategies for secondary schools.
- Movement of NCCT teachers between classes and across settings, is minimised wherever possible
- Reduced movement between sites applies to (not exhaustive) - student teachers and other professionals (social workers, psychologists, voluntary organisation staff etc) who come in and out of school buildings on an interim basis and move between settings. Every effort is made to secure these wider inputs through lower risk methods such as digital/virtual means or use of outdoor areas.
- Minimising movement includes Headteachers in shared headship schools.
- Visits to ELC settings by specialist staff should be conducted in accordance with Table 6 of the [ELC Guidance](#)
- Movement for peripatetic staff between ELC settings should be conducted in accordance with Table 7 of the [ELC Guidance](#)
- Records are retained for tracing purposes
- In general, there is no increased risk of transmission for children and young people who attend multiple educational settings. However, these arrangements may be temporarily suspended or reduced if linked cases occur (e.g. Household members or close contacts)

Review Emergency Evacuation Procedures –

- COVID control measures do not impinge on or conflict with existing evacuation plan

PPE

- Staff are aware of the specific PPE required for tasks and ensure that it is worn in accordance with [the instructions for schools](#), and [the instructions for ELC](#)
- Staff are trained in the use of and understand the proper disposal procedure for all PPE items
- Staff carrying out aerosol generating procedures require FFP3 mask. These must be face fit tested to each individual
- Type IIR Fluid Resistant Surgical Masks and eye protection are only required for personal care where there is a risk of splashing from body fluids. These requirements should be recorded locally
- PPE worn for personal care is disposed of after use
- The school reorder PPE stock as required to ensure an adequate supply is maintained
- A cluster approach to sharing PPE can be adopted if the need arises
- If any child or young person requires an AGP (Aerosol Generating Procedure) they should be taken from the classroom or shared area to a designated room with doors closed and windows open. If this is not possible as the procedure may be required urgently an individual risk assessment must be carried out to minimise the transmission risk to other building occupants.

Face Coverings

- Face coverings are worn in accordance with national guidance (*see summary at the end of the risk assessment*)
- Reminders are issued to pupils and parents/carers frequently about the expectation to wear one (including on school transport), unless medically exempt, how to wear, store and dispose of them
- Staff monitor and report levels of compliance, applying the school's behaviour management policy where required
- Pupils aged 12 years and over are required to wear face coverings on school transport, unless medically exempt
- The school retains a stock of face coverings to supply individuals who do not have one
- Face coverings are not shared with others
- Face coverings are the right size to cover the nose, mouth and chin
- Children are taught how to wear, store and wash (if reusable) a face covering properly
- Disposable face coverings are disposed of safely and hygienically

Practical curricular activities (including excursions)

- Drama, Music, PE and Dance take place indoor and outdoor in accordance with the relevant Education Scotland guidance [Practical activities guidelines | COVID-19 education recovery | National Improvement Hub](#)
- Other practical activities such as Science, Technologies, Home Economics, Art & Design and Photography take place in accordance with the relevant Education Scotland guidance [Practical activities guidelines | COVID-19 education recovery | National Improvement Hub](#)
- School trips and visits take place in accordance with the [Coronavirus \(COVID-19\): school visits and trips](#) guidance. Local procedures are in place for authorisation of such trips through Evolve.
- Singing in ELC settings should be conducted in accordance with Table 4 of the [ELC Guidance](#)

Caring for Children in Small Groups (Early Years, P1-P2)

- Schools should establish groups of children who will work together consistently throughout sessions.
- For ELC settings, group sizes are detailed in Table 3 of the [ELC Guidance](#).
- Groups can use large spaces at the same time as other groups but children from different groups should not mix freely.
- Membership of the groups should not change.
- Physical distancing must be maintained between adults.
- Sharing of resources between groups should be minimised or cleaned between uses.
- Parent/Carer visits to all ELC establishments are conducted in accordance with Table 5 of the [ELC Guidance](#)

Maximising use of outdoor spaces

- Outdoor areas or nursery gardens should be used as much as possible across the day.
- Equipment used in mud kitchens and sand pits must be cleaned between groups.
- Outdoor clothing can be shared, if required, whilst ensuring good hand hygiene before and after dressing.

Blended placements (where children attend two or more settings)

- Blended placements in an ELC setting should be conducted in accordance with Table 8 of the [ELC Guidance](#).
- Where blended placements occur contact with other groups should be assessed and records kept of other settings to assist with tracing

General Operational Matters

- Intercoms are used to manage visitors coming into the building
- Minimal cash handling takes place, any payments should be online
- In most cases, only one or two people in the main office enforcing physical distancing
- Reception staff complete the sign in sheet on behalf of the visitor, alternatively sign in sheets, pens will need to be wiped between each visitor's use. **The sign in sheet containing personal details (e.g. mobile telephone numbers) must not be left visible for other visitors to view when they sign in.**
- 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.
- Staff should be conscious to minimise clothing accessories and jewellery
- Staff should ensure their work areas are tidy, no personal items to be left in areas, resources are in cupboards or on shelves to allow surfaces to be clear to allow for effective cleaning

Further Action Required / Review Comments	Action by (whom)	Action by (date)
<p>This risk assessment does not supersede any other risk assessments in place that cover work related or learning activities/tasks. Where the COVID-19 guidance produced by the Scottish Government and the NHS, for example regarding physical distancing, may affect how tasks described in these risk assessments are carried out, tasks should be reviewed, and processes updated by staff to reflect the impact of COVID mitigations.</p>		
<p>Where any establishment reduces the physical distancing requirement to below 2m, the justification and any supplementary control measures must be recorded here:</p>		
<p>Trade Union and/or Staff Representative(s), have been involved in agreeing the contents of the risk assessment prior to approval</p>		
<p>All staff have received a copy or will have electronic access to this risk assessment</p>		
<p>All staff know what to do if there is persistent non-compliance with wearing face coverings</p>		
<p>All staff can access a list of names of children/young persons who are exempt from wearing a face covering</p>		

Face Coverings Summary

Face Coverings should be worn in the following circumstances (except where a person is exempt)	Secondary School	Primary School	ELC
To be worn by adults wherever they cannot keep physical distance from other adults and/or children and young people.	Apply	Apply	Apply
At all times when adults in primary schools are moving around the school in corridors, office and admin areas, canteens (except when dining) and other indoor communal areas, (including staff rooms and toilets)	Not applicable	Apply	Not applicable
At all times for all staff and learners in secondary schools (including special schools)	Apply	Not Applicable	Not applicable
In line with the updated arrangements for public transport, where adults and children and young people aged 12 and over are travelling on dedicated school transport.	Apply	Apply	Apply
By parents and other visitors to the school site (whether entering the building or otherwise) including parents at drop-off and pick-up	Apply	Apply	Apply
Pupil and School Support Assistants and those supporting children with Additional Support Needs, who may routinely have to work closely with primary, secondary or special school pupils, should wear face coverings as a general rule. However, the use of opaque face coverings should be balanced with the wellbeing and needs of the child, recognising that face coverings may limit communication and could cause distress to some children – appropriate use of transparent face coverings may help in these circumstances. It is advised that these adults should be very alert to symptoms and follow closely the guidance on responding to COVID-19 symptoms.	Apply	Apply	Apply
Any adult wishing to wear a face covering should be enabled to do so.	Apply	Apply	Apply