



Consolidated COVID Risk Assessment (Update v7.5)

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: **22/02/22**

Risk assessment Approved by: **R McFarlane** Date: 19.04.2022

Reviewed date: **tbc** Version No: **7.5**

Hazard: The spread of COVID-19 Infection between building occupants and to or from the community
Consequence: Contracting COVID-19 and becoming unwell, requiring to self-isolate (including household contacts)
Persons Affected: All Building Occupants (Pupils, Staff, Visitors, Contractors etc.), and community
Updates: are highlighted in yellow
<p>Related Procedures / Assessment:</p> <p>Schools and Education Compliance & Covid (COVID-19): Guidance for individuals with possible coronavirus infection SG COVID-19: Test & Protect SG COVID-19: Guidance on reducing the risks in schools SG COVID-19: Guidance for school age childcare services SG COVID-19: Early Learning and Childcare Services SG COVID-19: Supporting children and young people with complex additional support needs SG COVID-19: advice for people at highest risk</p> <p>Other Guidance:</p> <p>SG COVID-19: Safer Workplaces HSE: Ventilation and air conditioning during COVID-19 Distance Aware Scheme</p> <p>Working Safely during the coronavirus outbreak – HSE guide COVID-19: guidance for first responders (First Aid)</p>

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**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), unless they have received a negative PCR result
 - have been told by Test and Protect to self-isolate
 - have tested positive on a lateral flow device
 - are a close contact of someone who has tested positive, unless fully vaccinated (2 plus booster) and able to return a daily negative lateral flow result as advised by Test & Protect

- Any isolation period will depend on certain criteria and staff **must** follow the self-isolation instructions from [Test and Protect](#)
- Guidance on when and how long to self-isolate can be found by following the interactive guide at [NHS Inform](#)
- Following a positive test result, staff and pupils should only return to educational establishments when they have completed their self-isolation period, following current [Government guidance](#).
- 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 & ELC must be worn.
- Parents/carers may attend school premises where this is agreed with the school and is considered necessary to support children and young people. Where it is considered beneficial, parents/carers may also attend school premises for individual parental visits related to the wellbeing, progress and behaviour of children. All such visits should be risk assessed and agreed in advance by schools as being a necessary and proportionate measure
- Parents/carers may attend school premises to spectate at outdoor school sports events, providing all activity is consistent with relevant Scottish Government guidance on health, physical distancing, and hygiene

Individuals in the highest risk group (previously shielding individuals)

- **Children and young people** previously on the shielding list: can 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 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** - All pregnant employees are encouraged to get fully vaccinated
- (Regardless of gestation the stage of pregnancy) A [New and Expectant Mother \(NAEM\) risk assessment](#) must be in place **and reviewed/updated regularly**
- Pregnant employees with underlying health conditions must complete the [COVD Age Tool](#) , a [NAEM risk assessment](#) and have an Occupational Health referral made for them by their manager
- Further information regarding pregnant employees and Covid-19 is available on the [FC Intranet](#)

Vaccinations

- All school staff and pupils (aged 12 and over) have been encouraged to seek full vaccination (including boosters where applicable) as soon as possible, following the recommended gap between doses
- **Children aged 5-11 are now being offered vaccination. See [NHS Inform](#)**
- The JCVI (Joint Committee for Vaccination and Immunisation) [advice](#) should be followed at all times

Covid Testing

- Information on the range of testing options and how to book tests are available on the [NHS inform](#) website or by calling 119

Asymptomatic testing

- The advice for school staff and secondary pupils in mainstream and special schools to undertake twice-weekly asymptomatic LFD testing no longer applies from 18 April 2022.

Reporting of Positive Cases and Contact Tracing

- COVID-19 absence / SEEMiS Codes are used to allow tracing of potential cases

Physical Distancing

The general requirement for physical distancing remains at least 2m, wherever possible

- **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 children, young people and staff should follow the wider societal guidance on physical distancing in schools or on dedicated school transport.
- **Visitors:** All school visitors are expected to follow guidance and maintain physical distance between adults and children
- **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 held virtually rather face to face
- One-way systems are reviewed and refined as required
- **Assemblies may be held, but mitigations regarding ventilation, distancing, face coverings (adults and secondary pupils) must be in place**
- **Wherever larger groups gather (for example, in the dining hall at lunch times), alternative mitigating actions are put in place where possible, such as physical distancing, ventilation, face coverings, meeting outside and/or limiting the time spent together**
- Exams are permitted, provided they are held in accordance with the above guidance

Cleaning and Waste Management Arrangements

Cleaning Arrangements

- For setting specific advice, refer to [Cleaning Protocol and Standard \(Schools\)](#) and [Cleaning Protocol and Standard \(EY\)](#) 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 the [ELC Guidance](#)
- ELC resources (PLJ and story sacks) can be shared between the setting and home. No sharing of resources if there is a positive case in the household or there is an outbreak (two or more confirmed cases of COVID-19 within 14 days) in the ELC
- 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

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 outside, where possible
- Served food has Perspex screens in place, where possible
- Handling cash is minimised

Meals and Snacks

- 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 should follow the wider societal guidance on physical distancing in school. As in wider society it will remain important to be cautious and exercise personal responsibility, recognising that, where possible, it is safer to keep a distance from other people.
- 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 and cleaning wipes

- 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 unlabelled or unmarked containers
- Products 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
- In order to support the goal of all school buildings, including all learning and teaching spaces, being assessed regularly for ventilation issues, with a view to remedial action being taken where required, CO2 monitors are being installed on a hard-wired basis. This work is continuing. Until this is complete, all areas have mobile CO2 monitors in place to ensure ventilation continues to be monitored.
- 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 [Schools and Education Compliance & Covid](#) page

Internal signage

- Appropriate signage in areas being used, staff room, classroom, toilets, dining hall etc in relation to physical distancing & hand washing.
- 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

Pupil Transport

- Groupings are not required on school transport
- Passengers should not travel on school transport if they 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
- While face coverings will not be required on school buses, pupils should continue to be supported to wear them if they choose to do so.
- 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
- Parents/carers 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.
- Parents and families to queue outside of the building to comply with distancing

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 no longer required
- 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 is only permitted where essential
- Movement of children, young people and staff between classrooms and groups 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
- 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 the [ELC Guidance](#)
- Movement for peripatetic staff between ELC settings should be conducted in accordance with the [ELC Guidance](#)
- Records are retained for tracing purposes

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 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 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 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 the [ELC Guidance](#)
- Where blended placements occur, contact with other groups should be assessed and records kept of other settings to assist with tracing

Transition visits (learners entering P1, S1 or other settings)

- These may occur, but risks must be assessed
- In particular, the requirements for wearing of face coverings in secondary settings, must be followed

General Operational Matters to mitigate spread

- 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
- 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

Consolidated Risk Assessment v7.4 – 08.02.22

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>Please Note 2m distancing is expected wherever possible between adults and children</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>No Longer Applicable</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) 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)	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 or pupil wishing to wear a face covering should be enabled to do so.	Apply	Apply	Apply

Overview of school contact tracing and self-isolation arrangements (effective from 6 Jan 2022)

