



Consolidated COVID Risk Assessment (Update v8.1)

Service	Education & Children’s Services Directorate
Task / Process / Activity	Occupation and Operation of Educational Establishments from 3 May 2022
Location	Queen Anne High School

Risk assessment Compiled by: **C Meeks / R Thomson** Date: **03/05/22**

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

Reviewed date: **tbc** Version No: **8.1**

<p>Hazard: The spread of COVID-19 Infection between building occupants and to or from the community</p>
<p>Consequence: Contracting COVID-19 and becoming unwell, requiring to self-isolate (including household contacts)</p>
<p>Persons Affected: All Building Occupants (Pupils, Staff, Visitors, Contractors etc.), and community</p>
<p>Updates: are highlighted in yellow</p> <p>The updated Scottish Government guidance Coronavirus (COVID-19): guidance on reducing the risks in schools - gov.scot (www.gov.scot) is not a recommendation for schools to return to previous practice that pre-dates the pandemic. Instead, it enables the removal of majority of the measures that have been recommended for schools up until this point, which is intended to support outcomes for children and young people, in a proportionate and responsible manner.</p> <p>If a particular activity is not explicitly precluded through the guidance – i.e. if it is not listed as a routine measure – then schools should treat it as permissible provided they take account of relevant risks. Similarly, while the guidance reduces the mitigations that schools are required to have in place, local authorities and schools are not Routine Protective Measures in Schools - Guidance recommended to return to pre-pandemic practices and are encouraged to retain good practice developed during the pandemic where appropriate.</p>

Related Procedures / Assessment:

[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: [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

Other Guidance:

SG COVID-19: Safer Workplaces

[HSE: Using CO2 Monitors](#)

[Distance Aware Scheme](#)

Field Code Changed

**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 symptoms of a respiratory infection such as coronavirus **and** have a high temperature **or** do not feel well enough to go to work or carry out normal activities. Symptoms of coronavirus, flu and common respiratory infections include:
 - continuous cough
 - high temperature, fever or chills
 - loss of, or change in, your normal sense of taste or smell
 - shortness of breath
 - unexplained tiredness, lack of energy
 - muscle aches or pains that are not due to exercise
 - not wanting to eat or not feeling hungry
 - headache that's unusual or longer lasting than usual
 - sore throat, stuffy or runny nose
 - diarrhoea
 - feeling sick or being sick

- No individual (staff member, child, young person visitor, contractor etc.) should attend the site if they
 - are required any other reason described by NHS Inform to self-isolate
 - have tested positive, even if asymptomatic (symptom free)

<ul style="list-style-type: none"> • Public Health advice on testing, self-isolation and managing confirmed cases must be followed. • In the event of a building occupant developing symptoms whilst onsite they must; <ul style="list-style-type: none"> ○ 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.
<p>Individuals in the highest risk group (previously shielding individuals)</p> <ul style="list-style-type: none"> • Adults, 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. Anyone unsure about their medical circumstances should speak with their clinician. • Individual risk assessments are advised 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 COVID 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 • The Scottish Government will end the Highest Risk List in Scotland on 31 May 2022. Coronavirus (COVID-19): advice for people on the Highest Risk List - gov.scot (www.gov.scot)
<p>Vaccinations</p> <ul style="list-style-type: none"> • All school staff and pupils have been encouraged to seek full vaccination (including boosters where applicable) as soon as possible, following the recommended gap between doses • The JCVI (Joint Committee for Vaccination and Immunisation) advice should be followed at all times
<p>Covid 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 • Local Health Protection Teams may deploy testing where they view it as necessary

Physical Distancing

The general guidance for physical distancing should be followed. Where possible, it is safer to keep a distance from others

- Visitors are now allowed
- Staff meetings may be held virtually or face to face
- One-way systems are no longer mandatory
- Assemblies, and other gatherings may now be held, but ventilation standards must be maintained

Cleaning and Waste Management Arrangements

Cleaning Arrangements

- Good hygiene and cleaning standards will be maintained as part of the general procedures

Environmental decontamination after suspect COVID-19 case

- Any environmental decontamination should be arranged with your Facilities Management team, focusing 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 is complete, the area can be put back into use
- If soft furnishings (such as throws and bedding) have been used by a child who shows symptoms of COVID, they should be removed and laundered as quickly as possible

Catering and Food Consumption Arrangements

In Dedicated Dining Spaces

- Clear up arrangements are in place, including the disposal of waste
- Handling cash is minimised

Respiratory and Hand Hygiene

- Handwashing facilities are accessible and use encouraged. Where possible, disposable paper towels or kitchen roll is used. Where available, existing hand dryers are used
- 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

- Cleaning support in place to wipe up any spillages
- 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
- All school establishments have access to CO₂ monitors to identify poorly ventilated areas.
- Additional CO₂ monitors will be provided, the intention being that all Learning, Teaching and Play spaces be monitored for at least one full day per week
- 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.
- 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
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• 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• 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 however, there is no longer a requirement for schools to issue individual information (“warn and inform”) letters to low risk contacts when positive cases are identified• Directing staff to the Schools and Education Compliance & Covid page
Staff Wellbeing (to mitigate against COVID related anxiety)
<ul style="list-style-type: none">• 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
- Car sharing - if required, try to maximise separation distance in the vehicle, open windows to improve ventilation, and we strongly recommend the occupants wear face coverings
- 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 no longer required

Pupil 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
- Whilst physical distancing between passengers traveling on school transport is not required it is safer to keep a distance where possible
- It is strongly recommended that all those aged 12 years old and over will continue to 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 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

Movement around and between sites

- No restrictions

Review Emergency Evacuation Procedures –

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

<p>PPE</p>
<ul style="list-style-type: none"> • 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 • 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
<p>Face Coverings</p>
<ul style="list-style-type: none"> • Wearing of face coverings continues to be encouraged and supported in communal areas • Pupils aged 12 years and over are strongly encouraged to wear face coverings on school transport, unless medically exempt • Disposable face coverings are disposed of safely and hygienically
<p>Practical curricular activities (including excursions)</p>
<ul style="list-style-type: none"> • 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 can take place: Local procedures are in place for authorisation of such trips through Evolve
<p>General Operational Matters to mitigate spread</p>
<ul style="list-style-type: none"> • Intercoms are used to manage visitors coming into the building • Minimal cash handling takes place, any payments should be online • 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

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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>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>		