

# Reducing Risks in Schools - Covid Update for implementation on 28 February 2022

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## Identify hazards

A. HAZARD	B. RISKS	C. RR	D. WHO MAY BE HARMED?	E. EXISTING CONTROL MEASURES	F. ADD CM?
Hand Cleaning	Infection	8	Pupil Staff	<p>Hand washing facilities are available on all floor levels at Knox Academy for Pupils and staff in individual toilets.</p> <p>Signs in corridors will direct pupils and staff to the nearest toilets via the one-way system on each level.</p> <p>Staff toilets/facilities are also available in the staffroom area and only two members of staff should be in toilet areas at once to ensure 1-2M physical distancing</p> <p>The larger pupils communal toilets in the social area and dining area will be closed during class time but plenty of individual toilets are accessible. The communal toilets in the social area and beside the dining room will be open during breaks and lunchtimes only. These will have adequate supplies of soap, water and paper towels. Cold water is acceptable where the sink is cold water only.</p> <p>If these are empty pupils should let any member of staff know and they will inform FES staff immediately. This also applies to the staff toilets. Hand driers can also be used.</p>	No

				<p>Pupils/Staff should wash hands or sanitise hands regularly throughout the day. in particular on arrival, going out for and coming back in, prior to eating, prior to leaving, and after using the toilet. Pupils and staff should sanitise their hands on arrival and departure from classrooms.</p> <p>Where necessary, pupils should be supervised when hand washing/hand sanitising.</p> <p>Hand sanitiser is available for when it is not possible to wash hands, however this should not be a substitute for hand washing.</p> <p>Correct hand washing techniques will be reinforced through reminders and as appropriate.</p> <p>Current School arrangements for purchase of soap and paper towels remain in place. Hand sanitiser will be purchased centrally and distributed to all classrooms, bases, dining area and entry/exit.</p> <p>Staff should endeavour only to touch surfaces with their</p>	
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				non-dominant hand	
Provision and Use of PPE	Infection	8	Member of the public Pupil Staff	<p>PPE should be used in accordance with the Education Dept PPE Guidance, including staff training.</p> <p>PPE requirements for working with individual pupils e.g. for personal care</p> <p>It must be clearly identified in Risk Assessments where staff MUST wear certain items of PPE (Welfare Auxiliary who may be supporting symptomatic pupils or staff) . All staff and pupils no longer have to wear face coverings in classrooms BUT MUST STILL WEAR FACE COVERINGS in corridors and social areas. These may be removed for eating or drinking.</p> <p>Staff must know how to get PPE and what to do if it is not available - available from FES (janitors and cleaner)</p> <p>Used PPE must be placed in bins which are emptied regularly.</p>	No

				<p>Schools will be provided with a monthly supply of PPE (gloves, masks and aprons), including Hand Sanitiser. The Business Manager will liaise with our FES team to monitor stocks and liaise with Judith Wood if additional stocks are required.</p> <p>Visors are available in the school office. Face coverings are available for pupils and staff if they have forgotten one. If re-useable these should be stored in a plastic bag and washed regularly.</p> <p>Face coverings are available at the front door every day for staff and pupils arriving so they can put these on if they have forgotten one. Face coverings should be worn so they cover the nose and mouth properly. Re-useable face coverings have also been issued to pupils who have forgotten face coverings regularly.</p>	
Supporting Physical Distancing	Infection	8	Member of the public Pupil Staff	Activities and rooms will be arranged to be forward facing for pupils so they sit by side as opposed to face to face. Wherever possible, desks should be moved apart so pupils are not sitting close together.	No

			<p>Staff and pupils are no longer required to wear face coverings in classrooms. <b>All pupils and staff must wear a face-covering</b>, fitting over the nose and mouth, <b>in corridors and communal areas (including assemblies, the library and staff bases) unless eating or drinking (unless exempt)</b>..Staff and pupils who still wish to wear a face covering in classrooms should be fully supported in doing so. The new Distance Aware Scheme, can be used by anyone who wants to show they need a bit more distance around them - by wearing a badge or lanyard. These are available at libraries and community centres. Schools no longer require to have 2M physical distancing in place but we still need to aim to have as much distancing as we can between desks/groups.</p> <p>Teachers have marked out their own 2M area around their desk and presentation area but guidance now is 1M or more so for enhanced safety, we will aim to retain 2M. This gives staff control of their physical distancing from pupils. Teachers and support staff should remain in this area as much as possible. If staff are working with pupils and cannot maintain a 1-2M distance, they should wear their face covering.</p> <p>Teacher/support staff should remain 1-2M apart from pupils and if working closer than this, should wear a face covering. Aim to remain side by side</p>	
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				<p>when working with pupils to avoid face/face contact.</p> <p>Activities should be designed to encourage to retain side by side seating wherever possible; with a focus on learning taking place outdoors where possible as maximum ventilation here.</p> <p>Pupils will be asked to take breaks and lunches outside as much as possible but access to indoor areas is available as we have moved to Winter weather. Pupils can eat their break and lunch in the social area and dining hall and assembly hall (S4-S6) but are still encouraged to get some fresh air where possible at these times so they can remove their face coverings. Wet weather areas are the dining hall, social area and assembly hall (seniors)..</p> <p>At break, lunch and the end of the day, pupils should leave via the nearest exit and sanitise their hands on exit.</p> <p>Pupils will be asked to maintain a 1-2M physical distance from staff all times, and staff will be asked to maintain a 1-2M physical distance from other staff and pupils at all times. Staff bases have been set up accordingly. <b>There will be no physical distancing on school transport in line with the school estate</b></p>	
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			<p><b>approach but pupils over aged 12 yrs must wear a face covering (unless exempt) when travelling on school transport (this aligns with general transport arrangements too).</b></p> <p>Individual Pupils' Risk Assessments should consider their understanding and ability to follow Physical Distance rules. Risk assessments should also be in place for pupils who have previously been shielding and have underlying health conditions.. Staff individual risk assessments have been done for those who were shielding and those with underlying health conditions/clinically vulnerable, and anyone with health conditions should discuss any concerns regarding their risk if they feel that they require more than the current risk assessment offers them.</p> <p>New guidelines have now come in to place for pregnant staff who are vaccinated/boostered and non-vaccinated. School staff who are pregnant at any gestation must have a workplace risk assessment with their school/local authority and occupational health team. Having a COVID-19 vaccine does not remove the requirement for schools and local authorities to carry out a risk assessment for pregnant employees. They should only continue to work if the risk assessment advises it is safe to do so. We advise continuing to use the Scottish Government Covid 19 Guidance on individual</p>	
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				<p>occupational risk assessment and tool.</p> <p>Pupils and staff should be encouraged to engage in the LFD asymptomatic testing programme twice weekly (or when mixing socially outwith school too). New guidance means that all staff and young people no longer require to give written consent and are deemed able to participate in the programme unless they opt out. The school need only log test kit IDs/batches being issued as opposed to pupil/staff names and details of all kits issued on a person by person basis. New kits are nasal only, Staff and pupils should record their results online.</p> <p>If you have Covid symptoms, you should self-isolate immediately( even if you had a negative LFD test) and not come in to school/work. You should <u>book a PCR test</u>. If you test positive, you should self-isolate for 10 days from the date your symptoms started. People living in the same household, for example any siblings, may adopt the appropriate approach to self-isolation and/or daily testing while the person with symptoms is awaiting the outcome of a PCR test result . Eligibility depends on vaccination status or age (see later or refer to NHS inform).</p> <p>If you've had a positive PCR or LFD test result but no symptoms, you should self-isolate for 10 days from the date of your test. You may go on to develop</p>	
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				<p>symptoms over the next few days, but you don't need a confirmatory PCR test, unless advised by a clinician, and you don't need to re-start your isolation period.</p> <p>Ending self-isolation early</p> <p>You may be able to end self-isolation early if you have 2 negative LFD test results in a row from day 6 onwards, taken 24 hours apart. For example, a negative LFD test result on day 6 and 7, day 7 and 8, or day 8 and 9. You should <u>report your LFD test result</u> after taking each test, regardless of the result. To be able to end self-isolation, you should also make sure you:</p> <ul style="list-style-type: none"><li>• do not have a high temperature</li><li>• follow the guidance for staying safe when you've ended self-isolation</li></ul> <p>You should not take an LFD test before day 6 of your self-isolation period.</p> <p>You should only end self-isolation after 2 negative LFD test results in a row. After you have 2 negative test results in a row, you should stop daily testing and restart <u>testing twice a week, and testing before you socialise or travel in Scotland</u>.</p> <p>This guidance applies regardless of age, vaccination status or previous infection.</p> <p>If you continue to test positive on LFD tests, or choose not to take LFD tests to end self-isolation</p>	
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				<p>early, you can return to work and your usual activities on the 11th day after your symptoms started, as long as you feel better and do not have a high temperature.</p> <p>Close contacts who are fully vaccinated</p> <p>If you're a close contact who is fully vaccinated, you can take daily LFD tests instead of self-isolating. Fully vaccinated means you've received 3 doses of an <u>approved vaccine</u> at least 14 days before you last saw the person who tested positive. If you live with the person who tested positive, the 14 days is counted from the day their symptoms started, or 14 days before they tested positive if they don't have symptoms. The daily LFD tests should be taken for 7 days in a row or until the end of your 10 day self-isolation period, whichever is soonest.</p> <p>As a close contact, if you develop the main symptoms of coronavirus you should immediately self-isolate and book a PCR test. If this is negative continue to take daily LFD tests for 7 days or the duration of your self-isolation period which ever is soonest. If this is positive then you need to self-isolate for 10 days from when your symptoms started. You may be able to end self-isolation early.</p> <p>If any of your LFD tests are positive, you should self-isolate for 10 days from the date of your positive test result. You do not need to book a follow-up PCR test to confirm your positive LFD result.</p> <p>Close contacts who are not fully vaccinated</p>	
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				<p>If you're a close contact who is not fully vaccinated, you should self-isolate for 10 days and <u>book a PCR test</u>. Even if your test result is negative, you should complete the 10 day self-isolation.</p> <p>If you've had a positive PCR test result in the last 90 days, you do not need to book another PCR test unless you develop new symptoms.</p> <p>If you cannot be vaccinated for medical reasons, you should follow the rules for close contacts who are fully vaccinated.</p> <p>Close contacts aged under 18 years and 4 months</p> <p>Close contacts aged under 18 years and 4 months can take daily LFD tests instead of self-isolating. The daily LFD tests should be taken for 7 days in a row or until the end of your 10 day self-isolation period, whichever is soonest.</p> <p>As a close contact, if you develop the main symptoms of coronavirus you should immediately self-isolate and book a PCR test. If this is negative continue to take daily LFD tests for 7 days or the duration of your self-isolation period whichever is soonest. If this is positive then you need to self-isolate for 10 days from when your symptoms started. You may be able to end self-isolation early.</p> <p>If any of your LFD tests are positive, you should self-isolate for 10 days from the date of your positive test result. You do not need to book a follow-up PCR test to confirm your positive LFD result.</p>	
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				<p>'Low risk' contacts aged under 18 years and 4 months</p> <p>You may receive a notification to tell you that you or your child is a 'low risk' contact. Notifications are usually sent by schools or nurseries to children who have shared a classroom with someone who has tested positive.</p> <p>Low risk contacts do not need to self-isolate, book a PCR test or take daily LFD tests. They should follow the advice in the notification to take extra precautions, including regular LFD testing.</p> <p>If you're unable to take LFD tests for a medical reason</p> <p>If you or someone you care for is identified as a contact but have been advised by a medical professional that you or they are unable to do take LFD tests for a medical reason, this should be discussed with Test and Protect when they contact you.</p> <p>Staying safe if you've ended self-isolation</p> <p>If you're someone who can end self-isolation, you should:</p> <ul style="list-style-type: none"><li>• limit close contact with other people outside your household, especially in enclosed spaces, until 10 days after your contact with the positive case</li><li>• wear a face covering in enclosed spaces and where you cannot maintain physical distancing</li></ul>	
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				<ul style="list-style-type: none"> <li>• limit contact with anyone who is at <u>highest risk</u> until 10 days after your contact with the positive case</li> <li>• not visit people in care homes, hospitals, prisons or other detention centres until 10 days after your contact with the positive case, unless essential and agreed with staff in advance</li> <li>• continue to take part in <u>twice weekly lateral flow device (LFD) testing</u> after the 10 days</li> </ul> <p><b>More information can be found at NHS Inform.</b></p>	
Working from Home	musculoskeletal	6	Staff	<p>All staff working from home have been sent the Guidance Document on Home Working and asked to check that their home workstation and confirm to their manager that this has been done. New staff and our NQTs will be sent this by Peter Luke. Anyone working from should adhere to guidelines.</p> <p>Separate keyboards and mice should be provided where requested</p> <p>A direct access laptop is available for those working from home.</p>	No

				<p>Pupils to have access to Google Classroom - remotely - and devices have been issued to those who may not have one ( this has been done over the last year and we continue to have more available for new starts/pupils who may still need these). Provision to be made for in-school learning for vulnerable pupils if a lockdown re-occurs (HUB). But the Business Continuity Plan is that for most, remote learning will be the default and if staff absence is really high, certain year groups may be asked to work from home/remote learn. Those in receipt of free school meals will still receive this provision (payment sent from ELC). Pupil Support will continue to support those in their cohort who may require increased support during lockdown.</p> <p>Organisational development have produced guidance on managing remote teams and SLT and CLs are aware of this.</p>	
Pick Up/Drop Off	infection	8	Contractor Member of the public Pupil	<p>School Transport</p> <p>Pupils travelling on school transport must also wear coverings at all times during the journey unless exempt or under the age of 12,</p> <p>Parent/Carer drop off - Tots and Teens staff briefed on parents and tots not gathering at the front</p>	No

				<p>entrance and following the school's one way system and signing in process for track and trace purposes.</p> <p>Arrangements must be in place and clearly communicated to parents/carers to minimise contact - parents/carers must not enter the school unless vital and by prior agreement/arrangement..</p> <p>Where appropriate pupils should walk or cycle to school by themselves.</p> <p>Pupils should report to their register rooms on arrival and if late, sign in at the office. They will be asked to leave the school by the nearest exit at break. lunch and at the end of the day.</p> <p>Bespoke arrangements for particular pupils are in place - including school transport.</p>	
Classrooms/ rooms being used as classrooms	Infection	8	Cleaner Pupils Staff	Furniture has been positioned appropriately with all desks facing forward - although there is no need for 2M between desks they should be spaced out as best as possible to provide as much space between pupils	No

				<p>as possible. Staff have marked out their 2M physical distancing space around their desks and presentation areas - pupils will be asked not to enter this area. Staff should stay in this area as best as possible and if need to go in to the body of the class - make this as quick/brief as possible and try to always maintain 1-2M from pupils when giving advice/feedback or passing out materials (ideally asking pupils to collect their own materials from a central point).</p> <p>Soft furnishings have been removed where possible.</p> <p>Rooms must be well ventilated with windows open where possible and doors open to provide a through draft and increase circulation. If unused - they should be purged for 15 minutes before use. At the end of the day windows and doors should be shut to allow the build up of heat. Temperature of the room should be monitored and the air flow adjusted accordingly if too hot or too cold. As we move to cooler weather term windows should still be kept open at all times throughout the day but not at wide. It is important there is a good air flow through the room. Classroom doors should also remain open to help a through draft. Retainers exist on windows and should this break for any reason please inform a janitor ASAP so this can be sorted. CO2 monitoring has taken place in classrooms in November and December and if required, further support with</p>	
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				<p>ventilation will take place in January/February.</p> <p>Pupils and staff should bring a wear warm fleece or jacket to put on should they feel cold and for going outside for outdoor learning. In the dining hall and social area - air flow should be aided by opening windows and doors. Windows should be on restrictors/retainers only around the school.</p> <p>Seating plans must be used so if Track and Trace does need this information from the school this is to hand. These should be stored in Staff Works - Covid seating plans - January 2022.</p> <p>Cleaning equipment will be readily available in all areas of use and be readily available for pupils and staff to wipe surfaces throughout the day. Wipes/sprays and hand sanitiser will be available in all classrooms/rooms/bases for this purpose. Wipes/cleaning roll should be binned immediately and these should be emptied regularly.</p> <p>As far as is possible resources should be either wipeable after use or washable. Chromebooks should be wiped between uses and pupils should sanitise hands before and after use of these. Textbooks can be used again but with attention to</p>	
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				<p>hand sanitising. Resources should be placed on Google Classroom for pupils' access and for those pupils working from home.</p> <p>Where it is necessary to share resources they should be either wipeable after use or washable.</p> <p>Computers - (very detailed instructions that essentially boil down to if it looks dirty it is so clean it!) keyboards and mice should be cleaned with a soft damp cloth then wiped with alcohol based disinfectant (60% ethanol or 70% IPA) Laptops - be careful cleaning as components are under the keyboard - switch off first.</p> <p>PE -pupils to sanitise hands on arrival can departure from changing rooms and again on arrival and departure from changing rooms after the activity. Changing rooms doors to be wedged open wherever possible to circulate air. The games hall and dance studio can are now back in use as teaching areas and doors can be opened to ensure fresh air circulates.. Indoor and outdoor facilities have been active since August. All shared equipment must be sanitised between uses and pupils should also hand sanitise to reduce transmission too. Contact and non-contact sports have now resumed.</p> <p>Personal stationery should be encouraged as</p>	
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				<p>opposed to sharing this.</p> <p>All rooms should be cleaned at the end of the day. All toilets should be cleaned prior to the start of the day and at the end of the day and checked during the day.</p> <p>Pupils requesting to leave classrooms should be minimised but pupils are allowed to use the toilets during lesson time as this ensures less queuing at breaks and lunches. Fresh water is available at water dispensers for pupils to refill water bottles if required, during break or lunch. They should ensure that they do not touch the nozzle with the mouth piece.</p> <p>Risk assessments with CLs and their teams have been carried out in Art, HE, PE, Drama, Dance, Science, Computing and Technologies - these must remain fluid in terms of updates as they come in from the Scottish Gvt</p> <p>All staff and pupils (S1-S6) will be required to wear face coverings in class and all corridors and communal areas (unless exempt). If outdoors face coverings can be removed but staff must ensure they stay 1-2M from all pupils and from other staff too - at</p>	
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				<p>all times.</p> <p>In terms of 72hrs quarantine for jotters/books - this can be addressed, as per new Scottish Gvt guidance, by the use of hand sanitiser before and after marking jotters/using textbooks and pupils and staff must avoid touching their face (eyes/mouth/nose) to ensure no transmission of Covid-19.</p>	
Toilets	Infection	8	<p>Member of the public</p> <p>Pupils</p> <p>Staff</p>	<p>Designated Staff Toilets and Designated pupils' toilets - individual ones spread throughout the school</p> <p>Pupils use nearest individual toilet to their room - teachers ensure pupils know where this is located</p> <p>Surfaces should be cleaned regularly.</p> <p>Toilet doors must be locked when in use. Toilet seats, if there is one, should be closed before flushing..</p> <p>Communal pupils' toilets will be only be open at break and lunch times and there should be very few gathering at these as pupils are encouraged to access toilets throughout the day instead.</p> <p>Hand dryers in toilets will remain on. Paper towels will also be available for hand drying which should be placed in bins after use.</p> <p>Toilets available for staff in the staffroom also and on</p>	No

				<p>all levels of each corridor.</p> <p>FES staff will monitor these regularly throughout the day</p> <p>Enhanced cleaning of all door handles and light switches throughout the day.</p> <p>Non fire doors also pinned open to prevent pupils/staff having to touch surfaces.</p>	
Offices	Infection	8	Staff	<p>Offices have been arranged to ensure Physical Distancing of 1-2M. These have marked out by the janitors and the staffroom -desks and chairs have been marked as to what can be used and what cannot.</p> <p>Perspex screens erected for office team as requested.</p> <p>Staff should avoid accessing the office as best as possible and communicate with the office team by email or phone or at the front window. If they do need to put something in to the office this should be via reception and the member of staff will put it in the necessary SLT/CL pigeon hole.</p> <p><b>ONLY SLT</b> may access the office if necessary but this should also be kept to a minimum. CLs can request</p>	No

				<p>materials from their pigeon holes via the front office.</p> <p>Staff may access the pigeon holes room but access will be no more than 2 people at a time (and must 1-2M physical distance) - note placed on door reminding staff of this</p> <p>Windows and doors should be opened as much as possible across the school to ensure a high quality of ventilation/air flow. .</p> <p>Desks/Computers/telephones etc should <b>not</b> be shared if possible. If necessary to share, they must be cleaned between user and cleaning equipment should be readily available in the office for this</p> <p>Pupils attending school should enter the school via the front entrance and SLT will meet and greet pupils in the morning, break and lunch to ensure all have face coverings on and are hand sanitising. Staff allowing pupils out of class should issue them with a pass so all staff know pupils have been let out of class with agreement. This ensures that the health and safety is well managed in terms of gathering of any pupils.</p> <p>PPE is also available for the office team and for any</p>	
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				member of staff requiring it from Karen Fraser	
Dining Hall	infection	8	Pupils Staff	<p><b>Bubbles have been removed now so all pupils can eat in the diningroom and mix in social spaces</b></p> <p>The dining room will be cleaned after break and lunch by FES staff.</p> <p>Hand sanitiser stations available for entry and exit from dining room for pupils and staff to hand sanitise.</p> <p>Water dispensers will remain on across the school as per ELC guidelines</p> <p>Staff will supervise the dining room and social areas at break and lunch. Pupils are allowed to eat their break pieces and lunch in school but are encouraged to also get some fresh air outside at these times as this allows them to remove their face coverings. If in the school building, unless exempt, face coverings must be on in the corridors, social areas/dining room unless eating or drinking.</p> <p>Windows in the dining room will be open to provide</p>	No

				<p>effective ventilation</p> <p>Pupils will be encouraged to get some fresh air at break and lunch if finished eating/drinking so they can also remove their face coverings. Transmission is reduced outdoors. Wet weather areas are available for all pupils - dining room, social area and Assembly Hall (seniors). No bubbles exist now so pupils can mix in these areas.</p>	
Playground/Outdoor	Infection	8	Member of the public Pupils Staff	<p>Activities should be planned to minimise sharing of resources</p> <p>Outdoor resources should be easily cleanable and not shared.</p> <p>Any pupils or staff leaving the classroom/building must hand sanitise on exit and re-entry</p> <p>If possible, some lessons should take place outdoor - face coverings may be removed outdoors but staff must ensure they maintain the 1-2M physical distancing from other staff and pupils - ideally space between pupils of 1M i</p>	No



First Aid/Administration of Medication	infection	8	Pupils Staff	<p>Standard first aid/managing healthcare needs infection control procedures should be followed.</p> <p>Self-isolation room has been identified to ensure space to maintain 2M Physical Distancing and with good ventilation.</p> <p>Where possible staff should maintain distance and encourage the pupils/staff to do as much for themselves as possible. A face covering must be worn at all times (both parties - unless exempt) and 2M physical distancing observed.</p> <p><b>Karen Fraser</b> is our designated Welfare Auxiliary. She has a temperature checker to test this should it be required. There are numerous other first aid staff also trained across the school.</p> <p>A Covid-19 symptomatic room is in place and anyone having to wait on being collected will be located in this room. This will be fogged following this.</p>	No

				<p>As part of individual pupil risk assessment Care Plans/Health Care Needs should be considered.</p> <p>First Aiders should be aware of the ELC Guidance on First Aid during COVID-19</p>	
Cleaning	Infection	8	Pupils Staff	<p>Enhanced standard cleaning is in place together with a local response cleaning team. Door handles, light switches and toilets cleaned regularly throughout the day.</p> <p>HT's and Business Managers liaise with their cleaners and report any issues to FMS immediately. Staff should also report any issues to Peter Luke.</p> <p>Cleaning materials will be available for pupils and staff to clean throughout the day (wipes and/or sprays and towels). Pupils should clean their work station and any equipment they will be using on arrival to their class and on departure during the phased return to school for practical subjects and for those attending the in-school provision.</p>	No

				<p>Computers - (very detailed instructions that essential boil down to if it looks dirty it is so clean it!)  keyboards and mice should be cleaned with a soft damp cloth (or wipes) then wiped with alcohol based disinfectant (60% ethanol or 70% IPA) Laptops - be careful cleaning as components are under the keyboard - switch off first</p>	
Fire Evacuation	infection	8	Pupils Staff	<p>Our Fire Evacuation procedures remain in place and should be followed. Pupils/staff leave the classroom, put on their face covering as they do so, and then leave by the nearest exit and line up with their class on the playing field- staff must remain 1-2M from pupils and all other staff. Face coverings may be removed when outside.</p> <p>Janitors follow up any fire alarm with phone call to the fire brigade (agreed by FES)</p> <p>Once the Fire Officers let us know it is safe: Re-entry by the allocated year groups doors and follow the one way system back to your classroom.</p> <p>Fire drill takes place once each term.</p>	No

				All staff and pupils have been briefed on the fire evacuation procedures so know what to do when the alarm sounds.	
Pupils/Staff becoming symptomatic	infection	8	Pupils Staff	<p>A room has been identified where a pupil/member of staff can wait to be collected. This room is semi ventilated. It is big enough for staff to maintain 2M distance or remain outside the room whilst supervising.</p> <p>Staff should wear full PPE if they are in the same room supervising. Parents/carers should be contacted to collect the pupil ASAP and then contact NHS inform to book a PCR test (as they are symptomatic). All staff and pupils have been made aware of this.</p> <p>Education Department Guidance for Symptomatic pupils and staff should be followed. The LFD testing programme has now been made available to all staff and S1-S6 pupils for those without symptoms. Test kits can be collected any time from the school office or picked up at the front door each morning as pupils arrive at school. <b>No written consent is now needed as based on implied agreement as of December</b></p>	No

				<p><b>2021.</b></p> <p>Staff and pupils get three LFD kits and can request more when required</p> <p>Staff and pupils should test twice weekly and if have a positive result follow the new guidelines (as described in a previous section in this risk assessment) and can refer to <b>NHS Inform</b> for these too. These changed on 6 January 2022.</p> <p>Parents/staff asked to report cases to Track and Trace (Covid in schools) and the school so we can maintain accurate absence records. Karen Fraser will continue to log cases and report these to ELC and the SLT.</p>	
Staff Rooms/Kitchens	Infection	8	Staff	<p>Staffroom seats set up for 1-2M physical distancing and staff bases have been set up in accordance with 1-2M physical distancing and these areas should always be well ventilated. Windows should be open and rooms well ventilated. Desks/Computers/telephones etc should not be shared if possible. If necessary, they must be cleaned between users. Staff must wear a face covering (unless eating or drinking) in bases as these are deemed communal areas.</p>	No

				<p>Staff should not share crockery/cutlery or share unwrapped foods. No sharing of such things as milk cartons and fridges should be kept as empty as possible. Staff can eat safely in the dining hall and use the food court crockery and cutlery.</p> <p>FE has carried out a risk assessment of the food court kitchen.</p> <p>A risk assessment has been carried out for HE, DT, ART, PE, DRAMA, MUSIC and Dance and updated in line with new guidelines from Scottish Gvt</p> <p>Cleaning materials should be readily available for wiping down surfaces, buttons, handles etc after use in all these areas.</p> <p>Please note: all kettles and microwaves must be switched off when not in use/end of the day and must not be left on overnight.</p>	
Personal Care	Infection	8	Pupils	Personal care activities to be undertaken using	No

			Staff	<p>gloves/aprons as currently required and in accordance with ELC guidance on Personal Care. Gloves and apron must be worn in all cases. A face covering must be worn and a visor can also be worn. Additional PPE may be identified in an individual's risk assessment.</p> <p>The young person should be encouraged to carry out as much themselves as is possible.</p> <p>Consideration should be given to the room used for personal care to ensure as much space and ventilation as possible - this has been done.</p> <p>Care must be carried out as quickly as possible limiting the time you are in an enclosed space with others.</p>	
Non School Adults	Infection	8	Member of the public Pupils Staff	<p>Limited entry to the school to only designated staff team, pupils and emergency services or healthcare staff. Minimise the risk of infection from the wider community - drivers, taxi escorts, parents/carers. Those agencies who are seen as necessary to support our young people's educational progress are allowed access to the school following our risk assessment processes (supply staff/music</p>	No

			<p>instructors/counsellors) and outside agencies/services. Parent Council meetings/CPMs can be held in school if required but the default is still online/virtual where these have worked well.</p> <p>Those entering the building must hand sanitise on entry and exit and wear a face covering at all times unless eating or drinking (unless exempt). They must follow our risk assessment advice and advice for visitors in CYP.</p> <p>All people entering the building must sign the Covid-19 register as part of track and trace. They must hand sanitise at the entrance and on arrival to the room/s. They must wear a face covering at all times (unless exempt) - school can provide this and these will be left at the school entrance. They must socially distance at all times when in school 1-2M away. They should then hand sanitise on departure from the building and sign out on the track and trace register.</p> <p>Parental Contact should be done remotely via telephone or email and this has been detailed in numerous letters to parents/carers. Only in exceptional cases should parents/carers be invited in to the school.</p>	
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				<p>Parent Council Meetings and Parent Consultations should be done remotely (default) unless for the smooth running of the school there needs to be a face:face meeting in school which can now happen if necessary.</p> <p>Repairs should be carried out outside school hours where possible and area's thoroughly cleaned.</p> <p>It may be necessary for contractors to attend the school during school hours and this will be carried out in conjunction with the HT/BM.</p>	
Movement Around the School	Infection	8	Pupils Staff Visitor	<p>One way system in all corridors and this must be followed during changeovers and arrival/departure. Limited scope to not use this during period times for staff moving short distances in the school and passing minimal people.</p> <p>Exit points nearest a pupils' last classroom should be used at break time, lunchtime and the end of the day and they should follow the one way system to this nearest exit.</p> <p>All non-fire doors throughout the building should be</p>	No

				<p>wedged open.</p> <p>Windows in classrooms, corridors and in the dining area should be open to provide good ventilation.</p> <p>In line with Scottish Gvt advice all S1-S6 pupils and staff must wear face coverings (unless exempt) in corridors and communal areas at all times unless eating or drinking in the dining hall or social area.</p>	
Individual Pupils	Infection	8	Pupils	<p>Individual risk assessments for pupils covering, for example Personal Care, behaviour management,; management of healthcare needs for those who were shielding or with underlying health conditions have been carried out by the Pupil Support Team, along with the ongoing review of Child's Plans. Parents/carers have been asked to get in touch with Mr Illingworth should they wish to discuss any concerns about their young person or in regard to exemption from wearing a face covering (although many pupils are wearing a daisy chain/lanyard). Staff should liaise with Peter Luke re individual risk assessments.</p> <p>Current PSPs are updated regularly.</p>	No
Staff/Pupil attendance in	Infection	8	Pupil	Pupils and staff who have been shielding or have	No

<p>relation to Vulnerable/Shielding people.</p>				<p>underlying health conditions should have been advised by their Clinician about their return to school/work. Some staff have had OH reports.</p> <p>Pregnant staff must have a risk assessment with the school and OH.</p> <p>Where necessary, individual risk assessments have taken place and updated again prior to staff returning to school . Please liaise with Peter Luke in regards to this.</p> <p>Individual pupil RAs have also been reviewed by PSLs/DHT</p> <p>All pupils and staff who were shielding or clinically vulnerable should have returned to school in August (some with RAs in place).</p>	
<p>Practical Subjects</p>	<p>Infection</p>	<p>8</p>	<p>Pupil</p>	<p>Control Measures have been put in place for each practical subject - including for cleaning of tools and to minimise sharing of these. SSERC has produced a guidance document which has assisted with this and this has been shared with the CLs of Technologies and Science to support their RA procedures. Guidance has also been issued from the Scottish Gvt and CLs and their departments have used these to</p>	<p>No</p>

				<p>guide their individual RAs. RAs in PE, HE, Dance, Music, Art and Photography have also been updated.</p> <p>Hand washing - soap and ideally hot water is best but sanitiser if not available.</p> <p>Computers - (very detailed instructions that essential boil down to if it looks dirty it is so clean it!) keyboards and mice should be cleaned with a soft damp cloth then wiped with alcohol based disinfectant (60% ethanol or 70% IPA) Laptops - be careful cleaning as components are under the keyboard - switch off first</p> <p>HE - risk assessments have taken place and updated in Sphera</p> <p>Technologies - following SERC advice</p> <p>Music, Art and Drama and Photography- have all resumed (face coverings still to be worn)</p> <p>CDT - Equipment- hand held equipment e.g power tools in CDT will need wiped down after every use.</p> <p>PE and Dance RAs updated - PE resumed indoors and outdoors w.e.f August and contact sports too - equipment to be cleaned between uses and pupils to hand sanitise before and after using equipment</p>	
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Library	Infection	8	Pupil Pupils Staff	<p><b>As the library is a communal area, face coverings must be worn in it.</b></p> <p>Books can now be borrowed.</p> <p>Desk stations and computers to be cleaned before use in the library</p> <p>Signing in book for senior pupils when accessing library for study periods (for track and trace purposes).</p>	Yes
Self-isolation - revised guidance as of 6 January 2022 (still applicable on 28/2/22)	infection	12		<p>LFD testing kits issued to all staff and pupils who are taking part in the LFD testing programme</p> <p>New approach to self-isolation is as detailed below:</p> <p>Positive Cases (regardless of vaccination status) must isolate for 10 days. However, if the pupil/staff member tests negative on day 6 and day 7 LFD tests (taken at least 24 hours apart, with the first test no earlier than day 6) they may leave isolation if they</p>	No

				<p>have no fever after their day 7 test.</p> <p>Fully Vaccinated Adult Contacts (NB: definition of “fully vaccinated adult” is now 3 doses i.e. 2 doses plus booster) AND all contacts who are aged under 18 years and 4 months - must take 7 daily LFD tests and report results instead of isolating – no requirement for a PCR test to be released from self-isolation.</p> <p>Unvaccinated/Partially Vaccinated Adult Contacts (NB: this includes adults with only 0-2 doses) must take a PCR test and isolate for 10 days.</p> <p>Test and Protect will, through the contact tracing system, identify those contacts where there is a higher risk of transmission and ask them to follow the appropriate steps based on NHS guidance (self-isolation and/or daily LFD testing dependent on age and vaccination status); and other low risk contacts will be identified by schools when they are informed of positive cases, and sent information letters that advise them to take certain mitigating actions. These actions do not require self-isolation, but include important advice on LFD testing and other mitigating actions.</p>	
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				<p><b>Self-isolation for people with symptoms or testing positive</b></p> <p>Any adult or child who develops symptoms of COVID-19 (high temperature, new continuous cough or a loss or change to sense of smell or taste) must self-isolate immediately in line with NHS Guidance and book a PCR test. They must do so even if they have a negative LFD test. However, there is now no requirement to book a PCR test if they already have a positive or negative LFD test. People living in the same household, for example any siblings, may adopt the appropriate approach to self-isolation and/or daily testing while the person with symptoms is awaiting the outcome of a PCR test result. Eligibility depends on vaccination status or age</p> <p>Any asymptomatic adult or child who tests positive using a Lateral Flow Device (LFD) must self-isolate immediately for 10 days, subject to the latest NHS guidance on LFD testing on days 6 and 7. There is no longer a requirement to book a PCR test to confirm the result, unless the individual develops symptoms, or the individual, parent/guardian or carer is planning on applying for the Self-Isolation Support Grant, in which case a confirmatory positive PCR is required. People living in the same household, for</p>	
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				<p>example any siblings, must also follow the latest NHS guidance on self-isolation and/or daily testing as close contacts.</p> <p>Any adult or child who tests positive using PCR tests must isolate for 10 days, subject to the latest NHS guidance on LFD testing on days 6 and 7 (see summary below). People living in the 14 same household, for example any siblings, must also follow the latest NHS guidance on self-isolation and daily testing as close contacts.</p> <p><b>In summary</b>, anyone testing positive on an LFD or PCR test must self-isolate for 10 days regardless of age or vaccination status. However, if the person tests negative on day 6 and day 7 LFD tests (taken at least 24 hours apart, with the first test no earlier than day 6) they may leave isolation if they have no fever after their day 7 test. Further detail on the approach to self-isolation and testing for those with symptoms, or those who test positive, is available at NHS Inform</p>	
Trips and excursions	Infection	12	Pupil Pupils Staff	<p>Face coverings on transport</p> <p>No bubbles now so year groups can mix on trips</p> <p>Transition experiences for P7&gt;S1 pupils can now take</p>	No



				place as long as risk assessed.	
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**Additional control measures**

G. HAZARD	H. ADDITIONAL CONTROL MEASURES	C. RR AFTER CM
Hand Cleaning		6
Provision and Use of PPE		6
Supporting Physical Distancing		6
Working from Home		6
Pick Up/Drop Off		6
Classrooms/ rooms being used as classrooms		8
Toilets		6

Offices		6
Dining Hall		6
Playground/Outdoor		6
First Aid/Administration of Medication		6
Cleaning		6
Fire Evacuation		6
Pupils/Staff becoming symptomatic		6
Staff Rooms/Kitchens		6
Personal Care		6
Non School Adults		6

Movement Around the School		6
Individual Pupils	Certain pupils may require individual risk  (LOCAL ARRANGEMENTS SHOULD BE ADDED)	6
Staff/Pupil attendance in relation to Vulnerable/Shielding people.		6
Practical Subjects		6
Library		6
Self-isolation - revised guidance as of 6 January 2022 (still applicable on 28/2/22)		None
Trips and excursions		None

## **Safe working procedures**

SIGNIFICANT HAZARDS/RISKS

SPECIAL PRECAUTIONS

A range of Guidance is available from Scottish Gov, HPS, ELC and other bodies such as Unions etc. This should be referred to when planning.

SAFE WORKING METHOD

## **Reviews and sign-offs**

Date of review/sign off	User	Type
22 February 2022	Susan Cook	Review
23 February 2022	Susan Cook	Sign off