Covid In School - Update Risk Assessment - 25 April 2022

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	We will continue to support staff and pupils to follow advice on good hand hygiene, and ensure regular surface cleaning in the school and this will also take place on school transport. We will also encourage effective respiratory and cough hygiene to minimise the risk of the transmission of COVID-19. Hand washing facilities are available on all floor levels at Knox Academy for Pupils and staff in individual toilets. Hand sanitiser will continue to be available at entry/exit points across the school and in classrooms. Sprays/wipes will also be available to clean work stations and desks. 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 but there are plenty of individual	No

				toilets/two cubicle toilets accessible during period times should pupils need to access these.. These will have adequate supplies of soap, water and paper towels. Cold water is acceptable where the sink is cold water only. If these are empty pupils should inform FES staff immediately (notices on the toilet doors stating this). This also applies to the staff toilets. Hand driers can also be used.	
Provision and Use of PPE	Infection	8	Member of the public Pupil Staff	All staff and pupils no longer have to wear face coverings in classrooms are expected to in communal areas and when moving through the school building/corridors. In the dining room these may be removed for eating or drinking. Anyone who still wishes to wear a face covering in classrooms should be allowed to do so. 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. 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	No

				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.	
Supporting Physical Distancing	Infection	8	Member of the public Pupil Staff	**Physical distancing:** Pupils and staff should follow the wider societal guidance on physical distancing will not be required in schools or on dedicated school transport, **but is encouraged**. 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. **Face coverings**: face coverings will not be required in classrooms, including for learners in the senior phase sitting exams. Learners and staff should continue to be supported to wear them if they choose to do so. The wearing of face coverings, by staff and pupils, in communal areas and when moving around the building will still be expected.	No
Working from Home	musculoskeletal	6	Staff	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	No

				working from should adhere to guidelines. Separate keyboards and mice should be provided where requested A direct access laptop is available for those working from home. 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). A Business Continuity Plan has been devised should there be a lockdown again and that for most young people, remote learning will be the default (HUB operational again in this case too). If staff absence is really high dur to Covid, 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 when remote working. Organisational development have produced	

				guidance on managing remote teams and SLT and CLs are aware of this.	
Classrooms/ rooms being used as classrooms	Infection	8	Cleaner Pupils Staff	Furniture may be moved now to accommodate groupings etc. and no longer needs to all face forward. There is no need for distancing between desks but it is recommended that we be cautious so ideally they should be spaced out as best as possible to provide as much space between pupils as possible. There is no requirement for physical distancing now but 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. 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 their is a good air flow through the room. Classroom doors should also remain open to	No

				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 monitors have been placed in all classrooms so levels of CO2 can be monitored and action taken if red or amber readings (increasing ventilation). 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. There is no longer a requirement for seating plans and/or bubbles. 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. Good hand hygiene should be observed at all times and staff should encourage pupils to adopt this at all	

				times too. 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 There is no need for staff and pupils (S1-S6) to wear face coverings in class but they should be supported to do so if they so wish to. The wearing of face coverings in corridors and communal areas (unless exempt) is still expected. if outdoors, face coverings can be removed.	
Toilets	Infection	8	Member of the public Pupils Staff	During class time: Pupils use nearest individual toilet/pupils' toilets (smaller communal ones now open during class time too) to their room if accessing toilets during period time (expectation is that most pupils access toilets at break and lunchtime to minimise interruption to learning and teaching)	No

				Surfaces should be cleaned regularly. Large communal pupils' toilets in the social area will be only be open at break and lunch times FES staff will monitor these regularly throughout the day to ensure a good level of cleanliness and pupils will be asked to keep them clean too in terms of use (covered in a recent assembly). Notices on the doors asking pupils to alert the janitors of any toilets requiring cleaning or product updates if they notice this between cleaning times. Enhanced cleaning will remain in place during the summer term.	
Offices	Infection	8	Staff	The Admin office has been set out with distancing and perspex screens. These screens may come down and this will be personal choice by each team member as to whether they remove it or not. Physical distancing is no longer required but 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.	No

				Staff can now access the office and the pigeon hole room with no limit on numbers in these areas - but again, being cautious about keeping a distance from people is safer rather than areas becoming crowded. Windows and doors should be opened as much as possible across the school to ensure a high quality of ventilation/air flow. . If items are shared, good hygiene practices should prevail. PPE is also available for the office team and for any member of staff who wishes it (from Karen Fraser)	
Dining Hall	infection	8	Pupils Staff	The dining room will be cleaned after break and lunch by FES staff. Hand sanitiser stations available for good hygiene and should be used on entry to the dining hall Water dispensers available as normal	No

				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. If in the school building, unless exempt, face coverings must be on in the corridors, social areas/dining room unless eating or drinking. Windows in the dining room will be open to provide effective ventilation 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.	
Playground/Outdoor	Infection	8	Member of the public Pupils Staff	If possible, some lessons should take place outdoors No physical distancing required	No

First Aid/Administration of Medication	infection	8	Pupils Staff	Standard first aid/managing healthcare needs infection control procedures should be followed **Karen Fraser** is our designated Welfare Auxiliary. There is no longer an isolation room at school - any pupil or member if staff with symptoms should not come to school. If they develop symptoms in school they should be sent home. As part of individual pupil risk assessment Care Plans/Health Care Needs should be considered. First Aiders should be aware of the ELC Guidance on First Aid during COVID-19	No
Cleaning	Infection	8	Pupils Staff	Enhanced standard cleaning is in place together with a local response cleaning team. Door handles, light switches and toilets cleaned regularly throughout the day. HT's and Business Managers liaise with their cleaners	No

				and report any issues to FMS immediately. Staff should also report any issues to Peter Luke. Cleaning materials will be still be available for pupils and staff to clean throughout the day (wipes and/or sprays and towels).	
Fire Evacuation	infection	8	Pupils Staff	Our Fire Evacuation procedures remain in place and should be followed. Pupils/staff leave the classroom, put on their face covering (unless exempt) as they do so, and then leave by the nearest exit and line up with their class on the playing field- face coverings may be removed outside. Janitors follow up any fire alarm with phone call to the fire brigade (agreed by FES) Once the Fire Officers let us know it is safe: Re-entry by the allocated year group doors (face coverings back on as a communal area) and follow the one way system back to your classroom. Fire drill takes place once each term.	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	Parents/carers should be contacted to collect the pupil ASAP and pupils wait in a well ventilated room/area for collection Pupils and staff must still stay at home and self-isolate if they have symptoms of COVID-19, whether they feel unwell or not; if they have tested positive, even if asymptomatic. From 18th April 2022, 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, or for them to test prior to returning to the school environment provided they remain without symptoms. In East Lothian we will continue to issue the warn and inform letters until the end of April when asymptomatic testing ceased.	No
Staff Rooms/Kitchens	Infection	8	Staff	Staffrooms do not have to have physical distancing measures in place but as in wider society it will remain important to be cautious and exercise	No

				personal responsibility, recognising that, where possible, it is safer to keep a distance from other people. Good hygiene in staff basis will be important to prevent spread and as a communal area, unless eating or drinking, face coverings will be expected to be worn.	
Personal Care	Infection	8	Pupils Staff	The young person should be encouraged to carry out as much themselves as is possible. Our welfare assistant will continue to wear PPE when attending to young people. Consideration should be given to the room used for personal care to ensure as much space and ventilation as possible - this has been done. Care must be carried out as quickly as possible limiting the time you are in an enclosed space with others.	No
Non School Adults	Infection	8	Member of the public	There will be no restrictions on parents, carers or	No

			Pupils Staff	wider family members entering school buildings, although they will be expected to comply with the school's routine measures. There are therefore no restrictions on in-person parent / carer evenings, parent / carer related events and meetings in school buildings e.g. subject choice events, careers events, fundraising events, family learning activities, volunteering in school, Parent Council and other similar events or meetings. Parents, carers and family members will be able to attend indoor and outdoor sporting and cultural events. Risk assessments will be put in place for events and communicated to parents/carers/those attending and they are asked to weigh up the risk as to whether to attend or not. When visiting the school all visitors must follow the school's protocols in terms of face coverings in communal areas and general hygiene procedures.	
Movement Around the School	Infection	8	Pupils Staff Visitor	Parts of our one way system will be retained as the flow through corridors was safer than the two way system in narrow corridors. Pupils should leave by the nearest exit at break and the end of the day to minimise congestion in corridors. All non-fire doors throughout the building will continue to be wedged open. Windows in classrooms, corridors and in the dining	No

				area will remain open to provide good ventilation. 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 and wear them in the library.	
Individual Pupils	Infection	8	Pupils	The Chief Medical Officer's advice is that children and young people on the highest risk list can follow the same advice as for the rest of the population. This includes attending education settings, unless their clinician has advised them otherwise individually.. If a risk assessment is deemed necessary, Mr Illingworth will liaise with the parents/carers of individuals or a parent/carer may contact him should they wish to discuss one being put in place..	No
Staff/Pupil attendance in relation to Vulnerable/Shielding people.	Infection	8	Pupil	Pupils and staff who have been shielding or have underlying health conditions should have been advised by their Clinician about their return to school/work. Some staff have had OH reports. Pregnant staff must have a risk assessment with the school and OH.	No

				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. Individual pupil RAs have also been reviewed by PSLs/DHT All pupils and staff who were shielding or clinically vulnerable should have returned to school in August (some with RAs in place).	
Practical Subjects	Infection	8	Pupil	Risk assessment have been carried out for the following subjects: HE - risk assessments have taken place and updated in Sphera Technologies - following SERC advice Music, Art and Drama and Photography- have all resumed CDT - Equipment- hand held equipment e.g power tools in CDT - hygiene will still be observed PE and Dance RAs updated -Equipment to be cleaned regularly and between uses and pupils to observe	No

				good hand hygiene	
Library	Infection	8	Pupil Pupils Staff	**As the library is a communal area, face coverings must be worn in it (unless exempt)** Books can be borrowed as normal Signing in book for senior pupils when accessing library for study periods	Yes
Self-isolation - revised guidance as 17 March 2022 (active from 18 April 2022)	infection	12	Staff	Pupils and staff must stay at home and self-isolate if they have symptoms of COVID-19, whether they feel unwell or not; if they have tested positive, even if asymptomatic. From 18th April 2022, 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, or for them to test prior to returning to the school environment provided they remain without symptoms. Pregnant staff should discuss a risk assessment with the Business Manager from the start of their pregnancy.	No

Trips and excursions	Infection	12	Pupil Pupils Staff	Face coverings are still recommended on transport No bubbles now so year groups can mix on trips Transition experiences for P7>S1 pupils can now take place Residential trips can now take place if agreed by ELC and terms and conditions meet with their scrutiny - Evolve Training required and enhanced procedures in place	No

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

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 17 March 2022 (active from 18 April 2022)		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
21 March 2022	Susan Cook	Review
07 April 2022	Susan Cook	Sign off
07 April 2022	Susan Cook	Review
07 April 2022	Susan Cook	Sign off