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| **ID: RA/COVID-19 School Risk Assessment 11/08/2021** |  **OPERATING PROCEDURE & RISK ASSESSMENT** |
| **Document created: 15/05/2020** | **Version Number: 5** | **Version Date: 11/08/2021** | **Next Scheduled Review Date: 27/09/2021** |
| **Service: Education Services** | **Section: All** | **Approved by Document Owner: Education Services** |
| **Assessed by: Pauline Ramsay Health and Safety Team Leader/Alister MacIintosh H&S Advisor**  |
| **Task:** Management of infection risk of Covid 19 in an Education setting. The suggested control measures in this document are ideal measures but have to be considered and practicable for each site that the risk assessment is conducted on. This generic assessment must be reviewed and adapted by each head of establishment/lead officer/line manager. Changes may be required dependant of the Covid level for the area as set by the Scottish government.Where this risk assessment states that schools:* “should” do something, there is a clear expectation, agreed through Scottish Government guidance or health and safety legislation, that it should be done.
* “may” or “may wish” to do something, the relevant sections have been included as examples of relevant practice that can be considered if appropriate. Local variations between schools are likely.

This risk assessment is based around precaution required for levels 0 to 2. Precautions required for level 3 and above have been highlighted in yellow.Reference should be made to the guidance in this latest Scottish government guidance <https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reducing-the-risks-in-schools/>  | **Number of people affected: Employees/service users/members of the public** |
| **Work Location: Various** |
| **Equipment/Plant: Various** |
| **Personal Protective Equipment****Simple face coverings are not classified as PPE**The types of PPE required in specific circumstances are set out below:  1. Routine activities: No PPE is required when undertaking routine educational activities in classroom or school settings.
2. Suspected COVID-19: A fluid-resistant surgical mask should be worn by staff if they are looking after a child or young person who has become unwell with symptoms of COVID19 and 1m distancing cannot be maintained while doing so.
	1. If the child or young person who has become unwell with symptoms of COVID-19 needs direct personal care, gloves, aprons and a fluid-resistant surgical mask should be worn by staff.
	2. Eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.
	3. Gloves and aprons should be used when cleaning the areas where a person suspected of having COVID-19 has been.
3. Intimate care: Gloves and aprons should continue to be used when providing intimate care to a child or young person. This can include personal, hands-on care such as washing, toileting, or first aid and certain clinical procedures such as assisted feeding.
4. Fluid-resistant surgical masks should be used. Eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.
5. Gloves and aprons should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions.
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| **Training or Competence Requirements: Infection control training where relevant** **Training on donning and doffing PPE if required.** |

| **No.** | **Safety Hazard** | **List of control methods that should be followed to protect your health and safety.** | **PPE/Training Requirements** | **Identify any actions required to implement the control** | **Assigned to** | **RAG Status** |
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| 1. | Covid-19 at risk categoriesEmployees and pupils who are at greater risk of significant health issues if Covid-19 is contracted. | All Staff and Pupils within the highest risk group (previously known as shielding) will have received a letter from the Chief Medical Officer advising them whether or not they are required to shield.The chief medical officer has stated anyone on the list can return to work/school at level 0 or beyond level 0 if they cannot work from home.All staff and pupils within this category are to be encouraged to follow the strict mitigations in place for Covid-19 including;* Physical distancing
* Hand and respiratory hygiene
* Workstation cleaning
* Use well ventilated areas

Those with household members within the Highest risk can also return to school or work Staff with underlying health conditions or over 50 should identify their Covid age where this is moderate or above discussions should take place with line management and, in conjunction with the risk assessment for their work, controls be put in place in line with the guidance. Use vulnerable person risk assessment form latest version available on [Icon](http://icon/health-and-safety/health-and-safety-policy-and-guidance/chemical-safety/covid19-coronavirus/).Where a referral is made to Occupational Health it is important that all sections of the form are completed including post information and the management plan. Follow local guidance in relation to potential outbreaks and maintain plans for educating remotely where necessary. | Face coverings are mandatory in communal areas, corridors and staff rooms unless there is an underlying medical condition which prevents this.Where a staff member has an underlying health condition and may be required to work at less than 1m distance a fluid resistant IIR face mask should be worn. |  |  |  |
| 2. | Commuting to and from site (staff)Restrictions on maintaining recommended social distancing and increased risk of infection as a result | * Wherever possible private transport should be used to maintain isolation from the public when commuting to the workplace.
* If public transport cannot be avoided, the employee should be encouraged to follow current government advice in respect of “face coverings”.
* On arrival at the site, employees should thoroughly wash their hands for at least for 20 seconds or use hand sanitiser gel immediately on entry to the workplace.
* When using council onsite parking, where available, staff should be reminded of social distancing requirements through use of onsite notices or posters.
* Staff should avoid car sharing unless absolutely necessary. Where this is unavoidable staff are recommended to wear face coverings, keep the car well ventilated and travel with someone from their work bubble.
 | Face coverings required if car sharing. |  |  |  |
| 3. | Pupil transport to and from school | * Wherever possible parents should be encouraged to use private transport to maintain isolation from other pupils.
* Encourage pupils to walk through use of walking trains suitably socially distancing young persons from adults.
* Ensure buses/companies used have an appropriate cleaning regime in place for their buses.
* Bus companies should have a system in place to allow pupils to sanitise hands on entering the bus.
* Bus drivers and bus escorts should wear face coverings on the bus and where possible be physically distant from pupils as far as possible.
* Transport families together where possible.
* Unless by prior arrangement for pupils with mobility requirements parents may not use onsite car parking facilities at schools. (Local arrangements may be required if traffic congestion is a problem)
* Follow guidance in the school transport section of Coronavirus (COVID-19): Guidance on Reducing risks from Covid-19 in schools
* Pupils with additional support needs may not be able to wear a face covering. PPE for escorts in the form of face mask and face shield (if required) should be worn.
 | Face coverings required for drivers, pupils and bus escorts. Escorts and drivers should wear Fluid resistant IIR face masks. Where transporting pupils with additional support needs who cannot wear face covering consider the use of a face shield if required. |  |  |  |
| 4. | Covid 19 infectionExposure to someone with Covid 19 | * All staff should be encouraged to take part in the LFT program of twice weekly self-testing, any positive results will require a confirmation PCR test, this will reduce possible exposure from those who are asymptomatic
* Regular reminders to staff and parents of requirement not to attend school with Covid 19 symptoms
* Any employee showing symptoms of Covid-19 or sharing a household with someone with Covid-19 should remain at home as per the government’s guidance. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
* Staff or their household contacts with Covid 19 symptoms should arrange for PCR testing immediately. Test and Protect may contact schools for information on possible contacts. Test and protect will now take the lead on determining close contacts.
* Until a result is received or communication from T&P if possible try to maintain the work/social bubbles of those who may have been in contact with a possible Covid 19 case to minimise risk of an outbreak spreading.
* Schools will follow the guidance of test and protect in relation to self-isolating, and those who will require to self-isolate for 10 days or who can return before that with a negative PCR test for example those double vaccinated.
* Have in place a procedure for dealing with a suspected Covid case on the premises. Follow Guidance in IS 89 <http://icon/news/2020/jul/guidance-someone-takes-ill-covid-19-symptoms-workplace/>
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| 5. | General classroom attributes.Physical distancing between adults. High density room occupation increased risk of contraction of Covid-19 | * Classrooms should operate at full capacity however each classroom should be assessed to ensure pupils are not sitting facing one another but side by side and facing to the front.
* Face coverings are to be worn by staff/adults at all time except in the following circumstances;
	+ Staff/adults are medically excempt from wearing one,
	+ While at their workstation taking a lesson, this would include their desk, white board, any instruction screen (as long as 1m distance is in place between staff and others), this does not include teaching in a one to one or group setting where the teacher will be more than 15 min over a 48hr period
	+ For taking food, drink or medicine
	+ They need to communicate with someone who relies on lip reading
* Pupils should be spread out so far as is possible to maximise any physical distancing.
* Classroom layout to ensure 1m physical distancing between teacher/support staff
* Where practicable, minimising the mixing of groups within the school environment. This will assist with track and trace requirements in the event of a case of Covid 19.
* Increased use of outdoor spaces.
* Regular hand hygiene to be practiced.
* Use of floor marking and travel direction markings where necessary to reinforce rules.
* Use all the available space in classrooms, halls, libraries or social spaces to promote distancing where possible
* Seat young persons facing forward and side by side.
* Ensure seating plans are recorded and maintained.
 | Face coverings to be worn as per Scottish government guidelines. |   |  |  |
| 6. | School access – egressPeak periods, increased risk of social distancing failures, symptomatic employees or pupils | * To reduce the risk of congestion at historically peak times of access and egress consider use of staggered arrival and departure times to minimise pupils and parents arriving at one time.
* To reduce the access – egress volume at lunchtime and the need for pupils and staff to go to the shops encourage all to bring in food or sandwiches.
* Where feasible one way systems could be considered in corridors and office walk ways. In wide corridors >= 1900mm this can be a clearly demarked two way system. In narrow corridors you may wish to consider if a one way system is feasible or external circulation routes used.
* Adults should avoid unnecessary movement through the corridors at peak pupil movement times.
* Consider management of please takes to minimise staff movement at peak traffic flow times.
* Access to schools to be strictly controlled - every person accessing the building to follow entry control screening instructions. If unable to comply, they should be advised to return home and follow NHS guidance.
* On accessing the building all employees and visitors to thoroughly wash their hands for 20 seconds or use hand sanitiser.
* Hand sanitisers with alcohol content of > 60% to be available in communal areas such as lift, lobbies, building and school entrances and other strategic locations as identified in the building assessment.
* Consider how pupils get into the school to avoid bottlenecks and areas of congestion.
* Use classroom entrances if available or alternative routes into school.
* Where adult visitors may have to line up use distance markings on the floor.
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| 7. | General school movement and meetings.Risk of spread of Covid 19 through contact with others. | * Face to face meetings of large groups of adults should be avoided, employees should make use of conference calls, virtual meetings etc.
* Parents are not permitted to access school grounds or the school building unless by appointment where there is a need for the pupils welfare. Where possible all meetings should be carried out virtually.
* Parents/carers may accompany P1 children transitioning from ELC if this has been pre-arranged with School SLT, if there is a concern of the child’s welfare, anxiety/ability to transition successfully
* Where parent are required to access school grounds to pick up pupils this should only be from a designated area and parents required to maintain social distancing and wear face coverings.
* Breaks being staggered by class, to avoid pupils from different classes coming into contact where possible (particularly when indoors and some more enclosed outdoor spaces)
* Offices to be assessed to ensure minimum 1m physical distancing can be maintained between desks.
* Perspex barriers in place at public facing counters.
* Hot desking or sharing of equipment to be avoided. Where sharing occurs equipment to be cleaned after use.
* All pupils to have their own equipment, i.e. tray, pens/pencils/paints colouring pens, books etc.
* Meeting rooms to be assessed, and two-metre social distancing points to be defined with appropriate signage, excess chairs to be removed.
* Rest area/staff rooms to be assessed, and minimum 1-metre social distancing points defined with appropriate signage, excess chairs to be removed.
* Visitor waiting area to be assessed, and minimum 1-metre social distancing points defined with appropriate signage, excess chairs to be removed. Strict scheduling of appointments to restrict the potential of overcrowding, face masks to be available to visitors in waiting areas and meeting rooms.
* In areas where social distancing is not possible such as storerooms/photocopy rooms these should be restricted to single-use.
 | Face coverings to be worn as per Scottish government guidelines. |  |  |  |
| 8a | Exposure to fomites (objects or materials which may carry infection – including text books and jotters etc) | * Follow guidelines on good hand hygiene (washing with soap and water or using hand sanitiser) before and after handling jotters, text books or other pieces of equipment)
* Maintain good respiratory hygiene (catch it bin it kill it)
* Staff/pupils reminded about the guidelines on avoiding touching mouth nose or eyes.
* If concerned quarantine any items for 72 hours.
* Toys and equipment should be easy to clean.
* Resouces such as sand, play dough and water are used only by consistant groupings
* Pupils and staff can take resources and books home however unnecessary sharing of text books to be avoided,
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| 8b | School cultureBreakdown in procedures, employee/pupil weariness,reduced risk perception leading to shortcuts | * Signage throughout the school to re-enforce the need for social and hygienic controls in respect of Covid-19.
* 1-metre social distancing markers at key points within the school, for example, reception, tea points main thoroughfare.
* Regular checkpoint meetings to discuss what is going well, concerns, suggestions, risk assessment, Health and Safety rep, if available, to be present and meetings minuted.
* Pro-active monitoring that all the school controls and social distancing measures are being adhered to by staff and pupils.
* Reporting of any breaches to management for investigation
* Appointment of “safety marshal” roles on site to monitor and enforce compliance on a day to day basis.
* No communal food, i.e. sweets, biscuits etc allowed in classrooms and staff bases.
* Staff/pupils instructed not to stop on stairwells and corridors to talk to others.
* Encourage children and young people to maintain distance where possible, particularly indoors – this does not have to be strict distancing of 1m if this is unachievable, but encouraging children and young people not to crowd together or touch their peers is recommended.
* Discourage social physical contact (hand to hand greeting/hugs)
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| 9. | Desks/tables and work stationsSurface contamination transfer of Covid-19 virus | * To reduce the risk of contamination in the classroom at the start and end of each period and working day the workstation is to be wiped down with disinfectant and paper towels, the towels to be disposed of in the bin.
* All desk hard surface areas to be cleaned by the employee or the pupil using it. This to include, desk, chair arms, keyboard, mouse and any other items regularly touched or handled.
* Telephones and headsets if used to be sanitised at start and end of the day with appropriate sanitiser
* Teacher workstations/desks to be clearly marked with minimum 1m distance and staff/pupils should not stand and talk within that space.
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| 10 | High contact areasSurface transfer throughout the office, door entry and egress, tea & coffee points, rest area, staff rooms | * Doors entry is mainly via swipe cards, where there are push buttons or other manual exit requirements these will be cleaned as for high contact points.
* Do not use drinking fountains where pupils drink directly from the tap. Bottles can be filled but this should be supervised and nozzles cleaned when necessary where there may have been cross contamination. Drip trays should be emptied after each use.
* Provide hand sanitisers at all high contact points – areas such as entrances, tea points, rest areas and other designated points throughout the building.
* For multiple occupancy rooms, instigate regular cleaning of all high contact points with a suitable detergent effective against viruses and bacteria.. For single occupancy areas a reactive cleaning regime should be implemented. Clearly identify where cleaning responsibilities lie.
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| 11 | Cleaning – infection controlRisk of contamination of surfaces in high use areas and across the workplace | * To reduce the risk of infection, an enhanced cleaning schedule of contact points, rest areas, and toilets needs to be implemented, a minimum of twice per day.
* Suitable detergent cleaner (active against bacteria and viruses) to be used throughout the school and available within each room at high use areas for all staff and pupils to use at their own desks workstations and chairs. Staff to be trained in its use and COSHH assessment to be in place.
* Cleaning sheets to be available at specific high contact points/areas to show compliance with cleaning scheduling in an area or section of the building and to be checked by site responsible person or deputy.
* Where practicable, consideration should be given to having available a day cleaner within each school to ensure all high use areas are thoroughly cleaned on a scheduled basis. An alternative approach is to ensure a cleaning regime carried out by building users can be implemented and managed locally.
* In PPP buildings agreements to be in place in respect of the cleaning of the communal areas within the building.
* Staff/pupils to wash hands regularly, ideally on entry to any classroom with a sink or use hand sanitiser.
* Reception areas and interview room surfaces including chair arms to be cleaned between appointments.
* Doors can be wedged open **(provided they are not fire doors)** to reduce touchpoints
 |  | High levels of sickness absence may have an impact on the availability of cleaning staff. This will be monitored. |  |  |
| 12 | Rest area/staff roomsHigh use area – higher risk of social distancing breaches and contaminated surfaces | * Maximum occupancy of the rest area/staff room to be defined by the lead officer/head of establishment based on 1-metre physical distancing rules.
* Signage to be put in place identifying maximum numbers allowed in each room.
* Where appropriate access and egress route into and out of rest area should be defined with 1-metre social distancing markers along route.
* Suitable disinfectant/cleaning materials to be available in the area to wipe down surfaces and equipment that has been used in-between users.
* If tables and chairs within the area are used these should be wiped down before and after use with the provided disinfectant and paper towels.
* Where rest area/staff room is not large enough to allow staff to have lunch in the area whilst maintaining social distancing staff should be allowed to have staggered breaks.
* All cutlery, plates etc to be washed and put away in cupboards immediately.
* Face covering to be worn when moving around these areas. These can be removed when eating or sitting stationary at 1M distance.
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| 13 | Food and beverages hygieneRisk of cross infection from contaminated food items in fridge or store cupboards | * Staff where possible should bring their lunch into the school in clean plastic containers that can be removed at the end of the day.
* Only essential items to be stored in any fridge. All items in containers to be wiped down with disinfectant before the item is stored in the fridge or after use and replaced in the fridge. Limit food storage in fridge to lunches brought from home and milk.
* Staff should wash hands after replacing items in the fridge; this will ensure they have no contamination from the items if previous controls mechanisms have broken down.
* Fridge to be cleaned daily and unsealed items removed.
* Daily stock check of the fridge to be conducted by the site responsible person to ensure only essential items are stored in it
* Hygiene notices to be displayed in the rest area and check sheets for cleaning and fridge checking to be on display.
* Shared food or communal food is not permitted.
* Staff can eat in dining halls.
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| 14 | Dining areas | * In primary Consideration has been given to maximise space using staggered timings and additional areas (this may include classrooms)
* Groupings are no longer required, however where possible the school will still use class bubbles to reduce spread of possible Covid-19 contacts
* A cleaning regime is in place between sittings.
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| 15 | Toilets and showersRisk of infection from contaminated surface, reduced social distancing | * Instructions for all to wash hands after use of facilities and wipe down surfaces.
* Hygiene signage to be placed within toilet areas.
* For staff facilities where necessary take out of use alternate cubicles to maintain 1m social distancing.
* Use cubicles only remove urinals from use.
* For staff facilities limit the number of persons who can use the facilities at any one time.
* Staff toilets place signage on the door advising of maximum numbers allowed in.
* Ensure adequate supplies of soap and paper towels for hand drying.
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| 16 | Building and office vestibules and reception areasRisk of symptomatic visitors, cross contamination from hard surfaces | * Regular cleaning of areas and hard surfaces with suitable disinfectant to be undertaken.
* Hand sanitisers to be available in all communal areas.
* Social distancing signage to be in place.
* Covid-19 isolation signage to be in place at entrances to building and office areas.
* Barriers in place at reception desks
 | Face coverings to be worn as per Scottish Government Guidance |  |  |  |
| 17 | First aidRisk of cross infection | * First aiders should be provided with the following PPE in case they have to administer first aid, apron, goggles, fluid resistant surgical face mask, nitrile gloves, the injured person should also be provided with a face mask.
* If CPR is required, the person’s mouth must be covered before CPR, Hands-Only CPR is to be performed whilst waiting on emergency services. CPR can be carried out in conjunction with a defibrillator if available.
* First aiders to remove PPE and wash hands as set out in PPE guidance and dispose of in a sealed double bag or as clinical waste if necessary.
* Each building to have a room identified which can be used by symptomatic persons if required while waiting on transport home.
* All first aiders to be issued with the first aider Information sheet.

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 | Plastic apronsIIR Surgical masksNitrile disposable glovesGoggles/Face visorsHand sanitiserResuscitation face shieldsTraining on donning and doffing PPE |  |  |  |
| 18 | Emergency procedures Social distancing procedures | * Whilst physical distancing rules apply, it would assist in keeping the planned statutory fire drills to the minimum. No less than 2 per year.
* During a planned drill, social distancing wherever possible should be maintained once the building has been evacuated.**on**
* Ensure individual muster points are distanced at least 1m apart.**a**
* Fire doors must not be wedged open.
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| 19 | DeliveriesMaintaining social distancing and integrity of access/egress and escape routes | * Establish an area within the building or office area for deliveries that avoids them being taken through the work areas.
* Where possible agree delivery times to avoid access and egress peak periods.
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| 20 | Disabled usersMaintaining social distancing during an evacuation | * Due to the close proximity that may be required during a disabled evacuation, PEEPs need to be reviewed.
* If a disabled evacuation is required, face coverings should be provided for the employees and pupils involved.
 | IIR Fluid resistant surgical masks and face visors if required. |  |  |  |
| 21 | Stress and wellbeingMental health wellbeing, feelings of isolation, concerns over pandemic | * Wellbeing champions within the school and information available for coping techniques.
* Guidance and information available through OD, Policy and Comms.
* Wellbeing checks to be incorporated at regular meetings..
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| 22 | Occupational hazardsSkin exposure, dermatitis additional use of hand sanitisers, washing | * Low-risk detergents to be used.
* COSHH risk assessments for cleaning materials provided to be available to all staff.
* Managers to identify staff who require skin surveillance though frequent use of cleaning agents.
* Moisturising cream to be provided.
* All staff and pupils have been instructed to ensure hand gel is rubbed into the hands and leave excess liquid on hands
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| 23 | Storage of personal belongings/changing facilitiesMaintaining 1 metre social distancing where required | * Lockers and coat stands to be provided for employees in designated areas away from workstations.
* Social distancing marking’s in employee locker area where appropriate.
* Staggered start and leaving times to reduce numbers at entry and exit points at any given period.
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| 24 | Ventilation and HeatingLack of natural ventilation in confined spaces increase risk of spread of Covid-19.Rooms too cold through opening of windows during inclement weather and as temperatures drop.Mechanical ventilation and fans (HT’s should refer this part of the risk assessment to Property Maintenance for advice)Use of adhoc unregulated heaters and fan units to supplement heating in a classroom. (Fire, trip hazard, electrocution risk) | * Natural ventilation should be maximised where possible. Good ventilation is a key feature of Covid prevention.
* If you use a centralised ventilation system that removes and circulates air to different rooms, it is recommended that you turn off recirculation and use a fresh air supply.
* Wherever practical safe and secure to do so and appropriate internal temperatures can be maintained natural ventilation should be used within offices and classrooms by opening of external doors, vents and windows.
* Meetings should be restricted to well-ventilated rooms only
* Identify rooms where there is inadequate ventilation and restrict use where possible. If not possible to take the room out of use ensure physical distancing, wearing of face coverings and maximaise time between use. Worksurfaces, desks to be cleaned.
* Doors which are not internal fire doors can be opened to increase ventilation. The fire safety risk assessment should be reviewed and procedures put in place to close doors when the room is unoccupied.

Maintaining temperatures (utilise the following to maintain temperatures while maximising ventilation)* partially opening doors and windows to provide ventilation while reducing draughts
* opening high level windows in preference to low level to reduce draughts
* purging spaces by opening windows, vents and external doors (e.g. between classes, during break and lunch, when a room is unused, or at other suitable intervals if a space is occupied for long periods at a time)
* Allow flexibility in permissible clothing
* Consider staff pupil preferences in designing seating plans
* Increase heating to compensate for cold airflow from outside
* Refer to property services for guidance on the type of heating system in place
* Of possible system should be adjusted for full fresh air.
* Where ventilation units have filters present enhanced precautions should be taken when changing filters. Additional advice on filters can be located in the REHVA Covid guidance.
* Ventilation systems should be checked or adjusted to ensure they do not automatically adjust ventilation levels due to differing occupancy levels.
* Consider starting mechanical ventilation ahead of school day and allow it to continue after classes have finished.
* These should not be permited if they have not had suitable electrical testing carried out.
* Use must only be permitted where a balance of adequate ventilation and appropriate temperature cannot be achieved otherwise.
* Use must be supervised at all times and not left on if the room is empty
* Cables must not present a trip hazard
* Heaters must be placed where there is adequate airflow and away from any flammable materials.
* Schools who are concerned by lack of ventillation will be able to use a CO2 mobile monitor to assess for ventillation
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| 25 | ASN and personal care | * See separate generic ASN assessment
* Individual care plans and assessments are required for each pupil to be proportionate to their needs.
* Follow Scottish Government guidance is required to carry out aerosol generating procedures.
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| 26 | Practical Subjects | * Follow national guidance where available i.e. SSERC for science and technology and Education Scotland for practical activites such as PE, HE, Music, Art, Drama, Dance etc.
* All activities being instructed will consider the following mitigations and implement where possible;
	+ A suitable cleaning regime is in place for the cleaning of workstations between users
	+ All staff and pupils will wash hands or sanitise hands on entering and leaving the class/area
	+ Equipment where possible is not to be shared, if shared it is to be cleaned with appropiate cleaning products supplied
	+ Outdoor areas where possible are to be used (weather dependant to avoid addational risk)
	+ Indoor lessons are to take place in well vetilated classrooms/areas
	+ Use of hand gel is to be monitored to ensure no excess liquid is on hands if dealing with heat i.e. cooking, science experiments, machinary
	+ Pupils will have indiviudaul material issued such as textbooks, tools, speciffic items for activity
	+ Any cleaning of PPE is to follow the guidnace set out by SSERC
	+ Staff will avoid where possible close contact while demonstrating and will use AV means if available or a demonstartaion area with appropriate physical distancing in place
	+ School trips/visits must comply with the guidnace set out by the scottish government and hve its own Risk assessmnet with Covid-19 mitigations
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| 27 | Physical education | * Generic PE assessment has been developed by PT’s and should be referred to, in conjuntion with PE practical guidance on Covid-19 and the mitigations above.
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| 28 | Libraries | * Books no longer need to be quarantined for 72 hours after return.
* A good hand hygiene is in place for staff and children
* Where possible visits to the library should be within classes to avoid overcrowding
* If staff feel unsure they can quaratine books for 72hrs
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| Additional Documentation |  |
| Substantial guidance has been developed by the scottish government and is available on their website. This should also be referred to when personalising this risk assessment for each establishment. | https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reducing-the-risks-in-schools/<https://education.gov.scot/improvement/covid-19-education-recovery/covid-19-return-to-educational-establishments/>https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-individual-risk-assessment-for-the-workplace/This guidance is subject to regular updates. |
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**Management Action Plan**

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| **Name:** | **Service:** | **Date:** |
| **Issue Identified** | **Control Measure Agreed** | **Action/Review Date** | **By Who** |
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| **Signed by Manager Responsible** |  | **Date:** |
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