

ID: RA/COVID-19 PROPERTY		OPERATING PROCEDURE & RISK ASSESSMENT	
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Department of BRP: Education		Approved by Document Owner: Nicola MacGlashan	
Assessed by: Education H&S Team			
<p>Task: Management of COVID 19 situation with the return of high schools to full operation. This assessment is aimed at supporting HTs to put in place control to deal with the risk of COVID-19. The coronavirus outbreak is still a rapidly evolving situation. This risk assessment must be kept under review and adapted as required. Up to date guidance is available on the council intranet. The government websites must be consulted for the latest guidance.</p> <p>Face coverings being worn by adults wherever they cannot maintain a physical distance from other adults and within corridors and social areas, practice of good hand hygiene, ventilating of each room and socially physically distancing from other adults including parents. Face coverings to also be worn by pupils in all corridors and social areas.</p> <p>All relevant changes should be in place from 18 April 2022.</p> <p>Schools are not recommended to return to pre-pandemic practices and are encouraged to retain good practice developed during the pandemic where appropriate. Schools should retain a number of routine protective measures to ensure that risks arising from coronavirus can be appropriately mitigated</p> <p>This risk assessment should be read in conjunction with all other current risk assessments in place within your school, made specific to your school and your school H&S representative should be consulted on the contents.</p>		<p>Number of people affected: Staff (incl Teachers, Pupil Support Assistants and Office staff)– Approx 200 Pupils – approx no.1680 Support staff including Facilities Management/ Catering– approx no 25</p>	
Property Name: Williamwood High School			

Equipment/Plant: Statutory compliance and maintenance records sheet available from PATS

PPE – Use of PPE is further discussed below.

Number	Location	List of control methods that must be followed to protect your health and safety.	Concerns/comments
1.	Whole Building	<ul style="list-style-type: none"> Staff from Property and Technical Services, Facilities Management and external contractors have continued to carry out routine weekly or monthly checks on buildings including fire, water playground equipment and machinery checks where required to have been completed. It is ensured that staff support the distance aware scheme. There is no restrictions on the use of peripatetic or agency staff, however peripatetic staff, are advised to be cautious and not to work across two premises if there is an outbreak in one. All persons within High schools including pupils within all year groups should maintain physically distanced at all times whilst moving around the school estate. 	Encourage staff and parents to follow physical distancing when travelling to and from school, as advised in the latest guidance on how to remain safe when walking, cycling and travelling in vehicles or on public transport during the coronavirus outbreak
2.	Entrance/exits – traffic routes	<ul style="list-style-type: none"> Refer to controls detailed within Building Assessment carried out by CHSU Signs discouraging congregation of groups of pupils. Where possible main entrance doors continues to remain open to prevent the need for handling during arrival and departure. The use of more of the main final exit doors is encouraged –Prop open other doors to encourage better flow of people through the other doors and prevent bottle necks. Close these doors during the day and man them when open for the short period at arrival and departure of pupils and prevent mixing of large numbers of pupils on arrival. Schools have in place routines to meet and greet learners and how pupils will exit the building safely. Minimise wherever possible the general flow of learners in and out of school through the day. 	Congestion of pupils at front of school

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3.	Pick up and drop off of pupils	<ul style="list-style-type: none"> Schools encouraging daily exercise be walking / cycling to school and back Encourage parents to reinforce the need for their children to socially distance whilst approaching school especially for those in the senior years. Where staff and pupils are travelling on dedicated school transport a face covering should also be worn Previous school transport mitigations no longer apply (except the wearing of face coverings for pupils while that remains a legal requirement on public transport). 	<p>Update school travel plan</p> <p>It remains important for those providing and arranging dedicated school transport services to follow general guidance in relation to the use of face coverings, cleaning, hygiene and ventilation.</p>
4.	Entrance/exits - signage	<ul style="list-style-type: none"> Refer to controls detailed within Building Assessment carried out by CHSU 	
5.	Entrance/exits-entry procedures	<ul style="list-style-type: none"> Refer to controls detailed within Building Assessment carried out by CHSU/ 	<p>Comment – advise staff that sanitiser should be used only on coming into the building or where they are unable to access hand washing facilities. Encourage pupils to wash hands rather than frequent use of sanitiser</p>
6.	General Hygiene and Infection Control	<ul style="list-style-type: none"> Good hygiene to be promoted by use of appropriate posters located in all key areas such as toilets and areas of personal care. Suitable and sufficient soap to be provided and hot water for washing where possible and hand sanitiser to be used in other areas where this is not available for example outdoor play Suitable stock of disposable tissues provided and bins in key locations for tissue disposal. Promotion of 'Catch it, Bin it, Bag it' information. Appropriate Personal Protective Equipment (PPE) to be worn when necessary for example when providing personal care and cleaning up of bodily fluids. Staff are aware of safe means of cleaning areas and suitable cleaning products to be used. Constant reminder to staff and pupils verbally and on posters to ensure hands are washed regularly in particular, when entering school, before eating, after coughing or sneezing, after using the toilet, after touching equipment shared by others or moving from one part of the school to 	<p>Clear communication required to be provided to pupils about the importance of wider compliance with restrictions (including around and beyond the school estate) and to staff and pupils on being alert to symptoms and being tested and isolating per guidance.</p> <p>General purpose detergent is sufficient for general areas and staff undertaking cleaning should wear an apron and gloves.</p> <p>Disinfectants should be used to clean food preparation areas.</p>

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		<p>another and before leaving school – soap and hot water to be used for minimum 20 secs</p> <ul style="list-style-type: none"> • Where closed lid bins are present they should be used across schools to allow persons to put used tissues into for disposal, where they are not then bins liners should be changed regularly and disposed of. • Where soap and water is not available hand sanitiser should be used; this to be used when pupil and staff are completing outdoor learning. • Where possible to do so sleeves/ tissues are used when opening doors and closing them. • Display equipment, including monitors, mouse's, keyboards and ipads etc to be wiped clean after use of each person. • Door handles, light switches and door/ key pads, telephones to be regularly cleaned to prevent spread of virus. • Continue to remind to all staff and parents where any person feels unwell and believes they have symptoms of Coronavirus they should not attend school • Face coverings are worn by staff where they cannot physically distance and are interacting face-to-face with other staff and/or pupils. • Face coverings are worn in the following circumstances (except where a staff member or pupil is exempt from wearing a covering) where adults and pupils are moving about the school in corridors and confined communal areas (including toilets), when staff are not working directly with young people, for example when in communal areas such as the dining hall, staff rooms and when working in administrative areas and when pupils are working in communal areas in close contact with other pupils. • A full routine clean takes place at least daily, which includes touch surfaces such as door handles, telephones and keyboards. This should then be followed by a second clean later in the day of touch surfaces only. 	Enhanced cleaning should be carried out in the event of an outbreak
7.	Access to toilet facilities	<ul style="list-style-type: none"> • Refer to controls detailed within Building Assessment carried out by CHSU 	
8.	Access to dining hall during break/lunch times	<ul style="list-style-type: none"> • Breaks and lunch times by their nature involve large groups of pupils congregating in one place, consider continuing to allocate specific zones for particular year groups. 	Where pupils leave the school grounds, good hand hygiene procedures should follow when they return to school building

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		<ul style="list-style-type: none"> Remind and re-enforce pupils and staff of need to physical distance Identify tables and chairs which can be used to maintain physical distancing Tables arranged a minimum of 1m apart, and pupils spread across seating at 1m distance is encouraged where possible especially for the senior phase Use other areas within the school such as gym halls and classrooms to allow adequate social distancing. Non-contact time monitored by staff to ensure physical distancing is maintained between pupils especially for the senior phase 	and they should follow rules for wider society whilst out in the community.
9.	Access to staff rooms/kitchen facilities	<ul style="list-style-type: none"> Refer to controls detailed within Building Assessment carried out by CHSU Where space in the staff room is limited staff use other areas for breaks such as their classroom or other available rooms provided numbers are restricted and physical distancing is maintained. Appropriate arrangements and places are available to enable all school staff to take their breaks safely. Schools plan how shared staff spaces, including kitchens, are set up and used to help staff to distance from each other. The number of people in staff rooms at any one time should be limited to ensure 1m distancing can be maintained wherever possible and face coverings are also worn. This includes at kettle stations and other gathering points. 	
10.	Pedestrian traffic routes in corridors	<ul style="list-style-type: none"> Refer to controls detailed within Building Assessment carried out by CHSU Ensure face coverings worn in corridors by staff. 	
11.	Reception area	<ul style="list-style-type: none"> In the main school reception areas already have glass screens. These should be kept closed at all times and only opened when necessary Deliveries are rarely taken by staff but rather they are left in the reception area/(or alternative location) if safe to do so. When handling deliveries staff should wear disposable gloves. Staff wash their hands as soon as packaging has been removed. 	

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12.	Deliveries	<ul style="list-style-type: none"> Refer to controls detailed within Building Assessment carried out by CHSU Deliveries scheduled for out with start and end of the school day 	
13.	Main office and other office area	<ul style="list-style-type: none"> Refer to controls detailed within the Covid Building Assessment Digital screens within foyer area show clear message if ill do not attend work/ school and good hygiene message also posted on this forum Staff use their own items such as phones, calls should be transferred or call picked up from own phone – to avoid using others phone handsets Office desks arranged 1 metre apart – side to side and face to face. Where 2m is possible then distancing should remain at this. Offices with large staff numbers – certain staff may be required to work elsewhere in another appropriate part of the school to allow distancing to happen and to adhere to room occupancy levels. Regular sanitising of desks, computers and phones takes place Clear desk policy in place to allow Facilities Management to undertake cleaning Advise staff to use same desk on each visit Suitable cleaning products available for cleaning desks and desk equipment Consider the use of other spaces/rooms to allow for staff to work whilst maintaining social distance to prevent multiple users. Teaching staff will be called or emailed with messages to avoid visiting school main office 	
14.	Meeting room use	<ul style="list-style-type: none"> Refer to controls detailed within Building Assessment carried out by CHSU 	
15.	Building ventilation	<ul style="list-style-type: none"> Refer to controls detailed within Building Assessment carried out by CHSU Building Ventilation - Where there is a need pupils and staff to wear additional warmer clothing where it is required and where there are concerns about the temperature 	ERC is continuing to work to ensure that appropriate strategies for continuing effective CO2 monitoring are in place, with a particular focus on supporting schools to achieve good ventilation balanced with the requirement for user comfort and warmth.

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		<ul style="list-style-type: none"> Greater emphasis is being placed on ventilation, by keeping windows open as much as possible, and doors open when feasible and safe to do so, continue to follow previously issued guidance on ensuring good ventilation. 	
16.	Parental access	<ul style="list-style-type: none"> Refer to controls detailed within Building Assessment carried out by CHSU Continue to use social media Twitter school website etc to distribute key messages to parents and carers. Where virtual arrangements for parental engagement are already in place and working well, then they may continue to be used. Decision to be made by Head Teacher in consultation with parents. Where parents visit take place indoors meeting space is well ventilated, face coverings are worn by adults and young persons and there is a supply of hand sanitiser available to visitors at the entrance to the setting. Visitors maintain physical distancing from other adults who are not part of their household and should aim to keep a physical distance from young persons who are not part of their household as far as is feasible. Visits are only with the permission of head teacher. Visits by parents must not take place if symptomatic or an outbreak in the school. Visits are only with the permission of head teacher. Parents are encouraged to take part in the universal testing offer prior to entering to visit. The number of staff meeting with parents/carers in each visit is kept to a minimum. 	<p>It should be noted that some school hall settings are small, and it may therefore be difficult for those settings to accommodate large groups of parents and carers at one time.</p> <p>There are no restrictions on parents, carers or wider family members entering school buildings, although they will be expected to comply with the school's routine measures.</p> <p>There are therefore no restrictions on "in person" parent/carers evenings, parent/carers related events and meetings in school buildings, e.g. subject choice events, career events, fundraising events, family learning activities, volunteering in school, Parent Council, meetings and other similar events or meetings. Parents, carers and family members are able to attend indoor and outdoor sporting and cultural events.</p>
17.	Contractor access	<ul style="list-style-type: none"> Refer to controls detailed within Building Assessment carried out by CHSU Physical distancing between adults remains a fundamental protective measure that applies at all times. Individual physical distancing applies to 	

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		staff, parents and carers (and any other adults who may attend the setting), older siblings and any external contractors or delivery people.	
18.	Fire safety and evacuation	<ul style="list-style-type: none"> Refer to controls detailed within Building Assessment carried out by CHSU/HT to ensure sufficient fire wardens are available in the event of an evacuation Staff advised of any changes to fire evacuation process in place All staff requiring any refresher training (within 2 years) complete the online Health & Safety course "Fire Module" which is available to all staff on the online learning platform HT ensures sufficient staff have fire safety training – refer to online fire safety training. Escape routes kept clear at all times Fire drill undertaken at start of term to allow staff and pupils to familiarise themselves with escape routes as well as any modifications to assembly points as some staff and pupils will be using rooms they may not be familiar with. Emphasis should be on social distancing but not at the expense of a swift and effective evacuation. 	
19.	First Aid	<ul style="list-style-type: none"> First Aid poster(s) to be displayed at key points noting the location of the first aid box(es) and designated First Aider(s). Check eye wash stations too if appropriate. First aid provision arranged for school is adequate and regularly reviewed Establishments review their first aid needs assessment to ensure that they have sufficient appropriately qualified staff on site. Medical information should be available for any specific medical conditions for any pupils and recorded procedures in place for storing and dispensing of medication as per existing policy at the setting. When treating a pupil or staff member physical distancing should be maintained where possible – where first aiders are required to touch / see wound etc, gloves and apron should be worn and hands washed immediately before and after treatment 	<p>The approach of requiring whole classes or groupings of pupils to self-isolate as close contacts will no longer be followed in normal circumstances.</p> <p>From 18th April 2022, there is no longer a requirement for settings 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 setting provided they remain without symptoms.</p>

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		<ul style="list-style-type: none"> • Where a risk assessment determines there is a risk of splashing from coughing, spitting or vomit, a fluid resistant surgical mask and eye protection can be worn by staff when administering first aid • Head of Establishment to ensure they are aware of current NHS advice regarding COVID symptoms and isolation requirements as these may be subject to change or review. • Signage posted of what to do if a member of staff becomes symptomatic while at work • Full guidance given to staff if they feel unwell with COVID symptoms to follow the current NHS guidelines. • Any pupils or staff developing COVID symptoms whilst present at the setting should be isolated as per NHS guidelines in a designated area. • The parent/carer should be contacted to collect the pupil as soon as possible. • The designated area should be a room where they can be isolated behind a closed door, with appropriate adult supervision. Ideally a window should be opened for ventilation. If it is not possible to isolate them, they should be moved to an area which is at least 2m away from other people. If they require to use the bathroom whilst waiting to be collected they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • Where a pupils shows symptoms the staff member will escort the pupil to the isolation room and inform the Head Teacher of this, the Head Teacher or Deputy will note rooms the pupils has been in that day and similarly if a staff member shows symptoms the Head Teacher or Deputy will note areas/ rooms they have been in to pass the information to Janitorial staff to allow them to complete an enhanced clean of these areas/ rooms safely and effectively. • If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves 	<p>Public health advice on testing, self-isolation and managing confirmed cases of COVID-19 should be followed as per the relevant Scottish Government guidance and Test and Protect NHS inform.</p>

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		<ul style="list-style-type: none"> If a pupil becomes unwell with symptoms of COVID while in their setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask can be worn by the supervising adult 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 and staff are within the isolation room with suspected pupil with Covid. 	
	School Specific		
	Pupils	<ul style="list-style-type: none"> Need to encourage the need for physical distancing at all times especially for the senior phase Reminders at the start of every class about hand washing, social distancing in corridors, during breaks/lunch etc. Include 'Catch it, Bag it, Bin it' message too. Encourage use of sleeves, elbows etc to open doors to minimise touching of doors and handles. 	
	Mental health and wellbeing	<ul style="list-style-type: none"> With the return of schools the mental health and wellbeing of all pupils and staff must be a priority. Provision of newsletters, communication with parents and stakeholders providing clear information on what school life will look like on return will help reduce anxiety. Share information with the school community on the measures in place to protect children. Employee counselling service available for staff to talk – "PAM Assist" Support provided by ERC where staff are worried about their own health or of family members – see ERC Corporate Policies. CPD courses available for staff re stress Staff encouraged to take up offer of vaccinations 	In line with the Testing Transition Plan, the advice for school staff to undertake twice-weekly asymptomatic LFD testing will no longer apply from 18 April 2022.
	Classrooms	<ul style="list-style-type: none"> Rooms cleared of all unnecessary items to allow for cleaning needs Ensure classroom is set up to maximise social distancing including that of the teacher. 	Use all the available space in classrooms, halls, libraries or social spaces to promote distancing where possible.

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		<ul style="list-style-type: none"> • Side by side and facing forward set up is in place for pupils where at all possible. Where pupils are sitting face to face, ensure at least 1m distance between them. • When pupils move between classes ensure wipes and hand sanitiser is available for desks. • In the instance a teachers may move between classes ensure each member of staff has access to hand sanitiser and wipes. They are to clean down desk and equipment before and after use. • Teachers sharing classroom space clean down surfaces on the desk, PC etc. before and after each use. • Sanitiser and wipes provided in each classroom/facility being shared by staff. • Activities involving group work should adhere to social distancing where possible • Careful hand washing with soap and warm water/use of alcohol-based hand sanitiser before and after handling shared resources. • Encourage pupils to maintain physical distance from one another where possible to do so. This includes when in quieter classrooms and any other spaces where there is the ability to maintain social distance. • Use of alternative larger spaces within schools continue to be utilised • Staff where already not done so, should mark out minimum distance of 1m around their desk/ board to allow distancing whilst teaching to class. • It is likely that both internal and external lets are permitted from 18th April to take place with lets expected to clean touch points. Until then and until confirmed, internal lets are child only and parents will have no access to school buildings during these lets. Updates to this will be provided as guidance changes and lets will be informed of changes by ERCL. • Where a school is considering resuming school delivered clubs consideration to cleaning regimes is given. Facilities management "covid cleaning" only takes place during the school day. Areas of school where staff and pupils use after the school day is minimised. • 	

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	Day visits/ trips, UK based trip and foreign travel	<ul style="list-style-type: none"> All school day visits and residential have recommenced subject to: appropriate risk assessments being carried out; any travel arrangements follow latest guidance as set out in the Scottish Government's Coronavirus (COVID-19): guidance on reducing the risks in schools; and adherence to Covid protocols at the destination. Previous school transport mitigations no longer apply (except the wearing of face coverings for staff while that remains a legal requirement on public transport). Foreign excursions can resume from January 2023. 	Those organising school trips should ensure that adequate insurance is in place, including financial protection for possible cancellation.
	Library	<ul style="list-style-type: none"> Library is opened with mitigations in place for safe use. 	
	Gym/PE lessons	<p>General</p> <ul style="list-style-type: none"> Guidance on Safe Practice in Physical Education to be followed. Signage posted in toilets advising of hand washing methodology. Lost property – risk of infection from textiles such as clothing is low however care must be taken when handling. Ensure good hand washing or use of hand sanitiser. <p>Activity</p> <ul style="list-style-type: none"> Activities involving significant contact should be minimised where possible. Activities are designed to minimise the use of shared sports equipment where possible. Sanitiser and wipes available in each area .Pupils are advised at the start of each session to wipe down any sports equipment used. Indoors - Young people can participate in contact and non-contact activities, subject to risk assessment and mitigations. Outdoors - Young people can participate in contact and non-contact physical activities 	

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	Practical activities <ul style="list-style-type: none"> Science Home economics Music 	<ul style="list-style-type: none"> Cognisance should be taken of the most up-to-date guidance provided via CERG/Scotgov and East Renfrewshire Council. See also Classroom section for additional control measures to be deployed. Follow guidance for Science and Technical issued by SSERC and for Home Economics follow guidance issued Autumn 2020 Classes involving practical work must adhere strictly to hygiene practices. Principal Teachers are required to update department and activity specific risk assessments to reflect most up to date guidance. Activities should minimise contact between pupils where possible, and pairs or groups of pupils who work together should remain the same (where possible). 1m social distancing should still be adhered to wherever possible. Where labs are being used similar measures must be used as those in a classroom including cleaning regimes. Use of technology such as digital cameras or visualisers where possible. Any equipment used must be cleaned between each class. Staff putting out/tidying up equipment, glassware or solutions must wear disposable gloves. 	
	Workshops – use of hand tools and use of machinery	<ul style="list-style-type: none"> Staff must ensure all maintenance schedules for work equipment are up to date All equipment should be checked prior to use to ensure it is still in working order. Sanitiser and wipes available in each area .Pupils are instructed at the start of each session to wipe down any equipment used. The same principles of hygiene must be applied as those already detailed in this risk assessment. 1m social distancing should be adhered to where possible. 	

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		<ul style="list-style-type: none"> Technology could be used to provide a more interactive experience for pupils. Any equipment used must be cleaned between each class. Staff putting out/tidying up equipment, glassware or solutions must wear disposable gloves. <p>Use of hand tools</p> <ul style="list-style-type: none"> Each hand tool will be sanitised before use. 	
	Home Economics	<ul style="list-style-type: none"> The same principles of physical distancing and hygiene must be applied as those already detailed in this risk assessment. Where the activity cannot be undertaken without ensuring good hygiene measures it must not be carried out. Activities can be adapted to minimise group work, sharing/use of equipment and maximise physical distancing. Technology can be used to provide a more interactive experience for pupils. Where practical work for pupils is to be carried out a specific RA will be required to ensure all control measures to minimise exposure to COVID-19 are identified and implemented. Any equipment used must be cleaned between each class. The practicalities of this must be assessed beforehand. Significantly more time might be needed for set up etc. Staff putting out/tidying up equipment, glassware or solutions must wear disposable gloves. 	
	Computer labs	<ul style="list-style-type: none"> The same principles of social distancing and hygiene must be applied as those already detailed in this risk assessment All display equipment, including monitors, mouse's, keyboards and ipads etc to be wiped clean after use of each person. 	