

Firth Primary School



LEARNING TO BE OUR BEST TOGETHER

COVID RISK ASSESSMENT

2021/2022

Department: Education Leisure and Housing		RISK ASSESSMENT	
Process/Activity: Infection Prevention & Control		Location: All ELH Establishments	Date: 12/08/21
Describe activity: Location of staff at ELH establishments once establishments are open to staff and pupils returning from summer holidays 2021.			
Establishment Name and Location: Firth Primary School		Isolation Room Location in Establishment: Porch at entrance of school	

[New Procedures Introduced from 16th of August 2021 in line with updated Scottish Government guidelines to reduce risks in schools.](#)

Updated [Reducing risks in schools guidance](#) (version 6.0) has been developed in consultation with the COVID-19 Education Recovery Group (CERG) and with the advice of the Advisory Sub-Group on Education and Children's Issues. This guidance takes effect from 9th August 2021.

The document considers the impact of the updated Reducing risks in schools guidance on the following groups:

Children and young people;
 Parents and carers; and
 School staff, both teaching and wider workforce.

The document collates the considerations of groups with protected characteristics in line with:

An Equalities Impact Assessment (EQIA)
 A Fairer Scotland Duty Assessment (FSDA)
 An Island Communities Impact Assessment (ICIA)
 A Children's Rights and Wellbeing Impact Assessment (CRWIA) has been developed separately, and can be accessed online.

The Scottish Government's overarching strategic intent is 'to suppress the virus to a level consistent with alleviating its harms while we recover and rebuild for a better future'.

At Firth Primary School it is believed that the measures we are taking increases our efficiency to reduce the potential spread of infection whilst ensuring the safety of all.

School based staff were consulted and agreed to the following measures in light of the developing national and local picture.

Itinerant and visiting staff will be informed on their first visit back to the school of the new risk assessment and mitigations in place.

The impact of the vaccination programme is expected to have a positive impact on staff wellbeing, by increasing their resistance to any infection, but also by providing some reassurance on their return to school.

We will retain mitigating measures with the exception of some modifications as set out in the Scottish guidance, until advice is issued that it is safe to remove the baseline measures on a permanent or temporary basis.

Groupings (sometimes referred to as "bubbles") are no longer required to be maintained in schools or should be removed as soon as possible within 4 weeks of the start of term. Firth Primary School will resume without bubbles, however, continue to avoid assemblies and other types of large group gatherings, in keeping with the retention of existing mitigations.

Mitigating measures are not intended to be in place for any longer than is necessary to ensure safety, and therefore this approach to retaining mitigations is expected to remain in place for a period of up to 6 weeks (until the end of September), following which further advice will be provided.

- all staff should be encouraged to undertake an at-home LFD test before they return to school in August, being strongly encouraged to restart twice-weekly at-home LFD testing in the week prior to return. Ideally, taking the second weekly test either in the morning before the first day of school or the evening before.
- we should be aiming to maintain higher standards of hygiene than were present pre-COVID.
- appropriate arrangements for remote learning are in place to support pupils who cannot attend school.
- face coverings continue to be used in communal areas by staff.

- greater emphasis should be placed on ventilation, by keeping windows open as much as possible, and doors open when feasible and safe to do so. In line with this scientific advice, local authorities are requested to support schools to identify and implement local approaches to balance the need for fresh air with the maintenance of adequate temperatures.
- staff continue to be encouraged to take lateral flow tests on a routine basis, but particularly if symptoms develop, or in the event of a localised outbreak.
- all schools are asked to encourage any staff who have not received both doses of the vaccine to seek a vaccination as a priority.
- pregnant members of the workforce should continue to follow the latest guidance from the [Royal College of Obstetricians and Gynaecologists](#), and employers should conduct risk assessments specific to pregnancy or the return from maternity leave.

The following baseline measures remain in place until it is safe to reduce or remove them. These will support the health and safety of the school community whilst the vaccination programme continues to be rolled out.

- Designated place for isolation - porch at front entrance
- All staff to wear a face covering where 2 meter distance from other adults in a communal place
- All primary staff to wear a face covering where 2 meter distance from pupils cannot be maintained for more than 15 minutes * with the exception of nursery
- Handwashing and sanitising procedures remain in place as indicated in previous risk assessments
- Midday clean of frequently touched surfaces remains

Hazard	Person/s Affected	Risk	Risk level before covid controls are in place (delete as appropriate)			Control Measures	Risk level after controls are in place (delete as appropriate)		
<p>Spread of infection.</p> <p>Infection of staff, young people & visitors.</p>	<p>Staff, young people & visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, young people and visitors</p>	LOW	MED	HIGH	<p>Staff Self-Testing</p> <p>All staff use allocated self-test kits and recommended to test twice weekly on a Monday morning and a Thursday morning at home before going to work.</p> <p>Staff shown procedures and give information to carry out tests.</p> <p>Staff record result</p> <p>www.gov.uk/report/covid19/result</p> <p>If the test is positive, staff should stay at home and inform the HT of their absence.</p> <p>Staff should then self-isolate and order a PCR test, following the guidelines in the test kit.</p>	LOW	MED	HIGH
<p>Spread of infection.</p> <p>Infection of staff, young people & visitors.</p>	<p>Staff, young people & Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, young people and visitors</p>	LOW	MED	HIGH	<p>General control measures</p> <p>Advice from Government sources will be shared with staff on the OIC website: https://www.orkney.gov.uk/Council/C/coronavirus.htm</p> <p>Staff should follow good infection control guidance and put in place the guidance from Health Protection Scotland.</p> <p>https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-shielding</p> <p>https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-physical-distancing</p> <p>Cleaning materials to be made available throughout the day for staff</p>	LOW	MED	HIGH

						<p>Children/staff who are unwell should not attend, in line with usual procedures. Information from Health Protection Scotland states that the virus presents as a fever, and cough. Where children/staff have these symptoms, the advice should be to stay at home. In line with procedures and guidance, only allow staff and children in good health to be in school provision.</p> <ul style="list-style-type: none"> - Where children/ staff have a fever and cough, they should remain at home or where they have lost their sense of taste/smell - Follow infection and control guidelines - Head Teacher will ensure effective staffing ratio & cover at short notice - First aid trained staff on site. 			
People with symptoms attending ELH sites	Staff, young people & Visitors	Infection of staff, children and visitors	LOW	MED	HIGH	<p>People symptomatic attending ELH establishments</p> <p>Remind staff, pupils and parents that they should not come to school if they or someone in their household has developed symptoms.</p> <p>The main symptoms of coronavirus are:</p> <ul style="list-style-type: none"> • high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal <p>https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/</p> <p>Remind all staff and pupils regularly of good hygiene measures. Remind all pupils of the most up to date procedures and school based policies. Remind staff of location of COVID area and the procedures regularly referring to procedural guidance</p>	LOW	MED	HIGH

Spread of infection. Infection of staff, young people & visitors.	Staff, young people & Visitors	Cross contamination of infection. Infection of staff, young people and visitors	LOW	MED	HIGH	<p><u>Protection when dropping off and picking up at the establishment</u></p> <p>Encourage parents and carers to socially distance – introduce a safe zone in the car park for pupils to be collected.</p> <p>Parents not to enter the building other than P1 parents to support transition where necessary.</p> <p>Social distancing should be adhered to. Staff/ volunteer / visitor distance of 2m where possible.</p> <p>Good hygiene to be followed and promoted by all: All staff, parent/carers, children and visitors to sanitise their hands on entering setting.</p> <p>On entering the building, hand sanitiser should be made available and everyone should use this before moving to wash their hands thoroughly at the nearest available handwashing area. Where tissues are used, bin immediately, then wash hands. Cough directed to crook in elbow.</p>	LOW	MED	HIGH
Spread of infection. Infection of staff, young people and visitors.	Staff, young people & Visitors	Cross contamination of infection. Infection of staff, young people and visitors	LOW	MED	HIGH	<p><u>When contractors come onto site</u></p> <p>Any essential visitors must follow school procedures and should visit in quiet times e.g. after school for maintenance</p> <p>Canteen deliveries to use <u>separate entrance</u>. To follow same hand sanitising and washing rules as per other visitors and staff.</p> <p>Social distancing should be adhered to. Staff/ volunteer / visitor distance of 2m where possible.</p>	LOW	MED	HIGH
Spread of infection. Infection of staff, young people and visitors	Staff, young people & Visitors	Cross contamination of infection. Infection of staff, young people and visitors	LOW	MED	HIGH	<p><u>Protection when moving around the designated school areas</u></p> <p>Staff and pupils reminded at each session of social distances rules.</p> <p>Clear signs displayed as reminders to staff and children regarding social distancing and handwashing.</p> <p>Provide supplies of resources including tissues, soap and hand sanitiser.</p>	LOW	MED	HIGH

						<p>Reinforce messaging regarding handwashing if sneezing or coughing. Bin nose blowing tissues separately.</p> <p>Social distancing should be adhered to. Staff/ staff distance of 2m where possible.</p> <p>Young people should be supervised and supported to follow guidance.</p> <p>Increased ventilation throughout e.g. safe doors, windows etc.</p> <p>Equipment should be kept to a minimum and cleaned after use. Increase cleaning frequency of frequently touched surfaces and before and after meals and snacks. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Guidelines for food hygiene followed at meal and snack times:</p> <ul style="list-style-type: none"> - Increased awareness of infection control procedures - Information to meet the needs of young people gathered in advance and shared with catering staff - Menus shared with parents in advance to enable double checking <p>No visitors, parents, carers beyond front door where possible. All participants to remain within restricted designated areas.</p> <p>Staff to adhere to health and safety guidelines</p> <ul style="list-style-type: none"> - Clear information about individual circumstances and meeting needs from current records on SEEMIS - Emergency contacts double checked - Staff with relevant training in place: first aid, epi-pen etc - Named Child Protection Officer in place for each setting - First aiders on site at all times 			
Care of vulnerable children	Children & young people	Risk of not following existing procedures for pupils if	LOW	MED	HIGH	All staged intervention and child protection concerns are managed as part of our new operational guidance under the direction of the HT	LOW	MED	HIGH

		attending a setting different to registered school/nursery							
Infected person attending the site	Staff, young people & Visitors	Risk of infection to other people	LOW	MED	HIGH	<p><u>Illnesses and accidents during attendance at establishments</u></p> <p>Follow the operational guidance for children displaying COVID symptoms. Copies found in the staffroom, office and medical room. All staff have a copy.</p> <p>Isolation area within the building identified in case of any individuals who present as unwell during the session.</p> <p>Request for immediate collection by parents/carers. Area identified which can be supervised to avoid unnecessary distress to a child/ young person.</p> <p>Appropriate care taken when treating individuals presenting with illness, PPE equipment used as required – bodily spills kits (each kit contains mask, apron and gloves).</p> <p>Follow procedures to remove from setting where someone becomes unwell</p> <ul style="list-style-type: none"> - NHS guidance followed at all times - Emergency contact list accessible and up to date - Appropriate area/s in schools or establishments identified to ensure child can be isolated but appropriately supervised until arrival of emergency contact - Emergency contacts informed immediately - Self-isolate with family until negative result <p>Facilities informed and deep clean carried out of areas deemed exposed to potential infection following covid-19-decontamination-in-non-healthcare-settings guidance.</p>		MED	HIGH