



## Renfrewshire Council Schools and ELCCs Risk Assessment Guidance and Action Plan Template

Renfrewshire Council's risk assessment is informed by, and aligns with, Coronavirus (COVID-19): guidance on reducing the risks in schools Published 30 Oct 2020 and last updated 19 April 2021 (Annex A of the updated guidance has been included within this document as Appendix 2)

This guidance was developed to support a safe return to school for all children, young people, and staff in August 2020. It was regularly updated during the 2020 autumn term to support the continuing safe implementation of a full-time return to school.

~~In planning for the anticipated full-time return to school for all children and young people from 12 April 2021, it has been decided to bring all the schools guidance back into the revised and updated reducing risks guidance to give schools and local authorities a single point of reference, and most recently to reflect the levels approach within 'Coronavirus (COVID-19): Scotland's Strategic Framework'.~~ The assessment also takes into account the [HSE COVID Risk Assessment Guidance](#)

It takes full account of the evolving COVID-19 situation in Scotland, the experience of reopening schools to date and the advice received from scientific and public health experts. When guidance is provided to establishments it should be adopted to reflect local level settings and shared with other key stakeholders including trade unions, staff and children and young people.

### Risk assessment

Renfrewshire Council acknowledges that it must protect people from harm. This includes taking reasonable steps to protect children, young people, staff and others from COVID-19 within the education setting.

It is a legal requirement that local authorities and headteachers ensure that risk assessments are conducted and regularly reviewed and updated. Implementation of the mitigations set out in this section will also help manage risks effectively for children, young people and staff in school.

It is imperative therefore that schools and local authorities continue to take a precautionary approach. Every step should be taken to ensure the safety and wellbeing of children, young people, and staffing schools. The mitigations set out in this guidance should be strictly adhered to.

All school staff and secondary aged learners are encouraged to participate in the asymptomatic testing programme. Quick and decisive action should be taken when positive cases are identified among children, young people, and staff.

Where this guidance states that schools:

“should” do something, there is a clear expectation, agreed by all key partners, 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.

All aspects of school life should be considered, including transport to and from school and for young people attending college and work placement activities. Specific risk assessments should be completed regarding school cleaning and the use of school kitchens, including those used for home economics. This does not replace the need for other risk assessments required by law, such as under fire safety legislation. All risk assessments should be proportionate to the relevant protection level of the local area and reviewed and updated as appropriate as circumstances change.

Schools and ELCCs should ensure that they implement pragmatic and proportionate control measures which reduce risk to the lowest reasonably practical level. They should have active arrangements in place to monitor that the controls are:

- effective;
- working as planned;
- aligned with the appropriate mitigations for their protection level; and
- updated appropriately as per the above, including considering any issues identified or changes in public health advice.
- Should be read in conjunction with Renfrewshire Council's most recent HAZID for the establishment.

In accordance with relevant legislation and guidance, all local trade unions should be consulted with and involved in the development and updating of risk assessments.

School and ELCC risk assessments should be shared with staff and trade unions, including catering and facilities management teams and contractors where appropriate.

Schools and ELCCs should communicate with all staff, children, young people and parents/carers regarding health and safety. It is imperative that all members of the school community understand what measures are being put in place and why and can cooperate to make them work. Schools and ELCCs may wish to consult children, young people and parents/carers on these arrangements to help ensure that they feel safe and comfortable in school.

### **Using this risk assessment**

The areas covered within this risk assessment relate to essential public health measures contained in **"Coronavirus (COVID-19): Guidance on reducing the risks from COVID- 19 in schools 03 Aug 2021"**.

These include:

- key public health measures
- risk assessment
- public health measures to prevent and respond to infections
- enhanced hygiene and environmental cleaning
- ventilation and heating
- implementation
- physical distancing between children in primary schools
- minimising contact between individuals and groups
- physical distancing and minimising contact for adults
- PPE and other protective barrier measures
- testing (asymptomatic, symptomatic, and close contact testing)
- staying vigilant and responding to COVID-19 symptoms
- enhanced surveillance, testing and outbreak management
- special considerations for certain groups

For ease of use, the risk assessment action plan has been reorganised to reference the relevant national guidance related to the areas of potential risks:

- infection control, environmental hygiene;
- physical distancing, minimising contact with others;
- face coverings and PPE, minimising transmission;
- response to potential or confirmed infection
- extra curricular activity and international travel

**Sections which are not relevant to the establishment should be removed (not just scored through).**

Users should open the guidance document using this link: [Coronavirus: reducing risks in schools guidance updated 19 April 2021](#) and select the area of guidance to be reviewed using the contents information links on page 3.

Further information for ELCs is contained within this link: [Coronavirus \(COVID-19\): Guidance on reducing the risks from COVID-19 in Early Learning and Childcare Settings](#)

## Risk Assessment Action Plan – Version 4

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	Responsible Person(s)	Completion Date (dd/mm/YY)
Lack of compliance with measures implemented to suppress the COVID-19 virus	Enhanced hygiene and environmental cleaning <ul style="list-style-type: none"><li>• <b>Personal hygiene</b></li><li>• <b>Enhanced environmental cleaning</b></li><li>• <b>Fomites</b> (objects or materials which may carry infection – including textbooks and jotters, etc.)</li><li>• <b>Face Coverings</b></li><li>• <b>PPE</b></li></ul>	<b>Personal Hygiene</b> <ul style="list-style-type: none"><li>• Staff will encourage all children and young people to wash their hands when they arrive.</li><li>• Safe handwashing procedure in the attached link &gt;&gt; <a href="#">website</a></li><li>• Hand sanitiser is primarily for the use of staff / visitors. Below is a link to the COSHH Risk Assessment for hand sanitiser: <a href="http://intranet.renfrewshire.gov.uk/article/10267/COSHH-Assessments">http://intranet.renfrewshire.gov.uk/article/10267/COSHH-Assessments</a></li></ul>	All school staff	Ongoing
	Prevention and mitigation of COVID-19 through Infection control measures, environmental hygiene and compliance by all parties to measures. Remind staff and children and young people that they should not come to school/ELCC if they have developed symptoms. Refer to: <a href="https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19">https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19</a>	<ul style="list-style-type: none"><li>• Posters advising of the importance of hand hygiene will be displayed and regular reminders given.</li></ul>	School SMT	Ongoing
		<ul style="list-style-type: none"><li>• Staff should follow standard hygiene protocols washing hands/or sanitising before and after the use of keyboards and telephones.</li></ul>	All school staff	Ongoing
		<ul style="list-style-type: none"><li>• Where hand sanitiser has to be used it should be self-administered where appropriate and possible.</li></ul>	Pupils and staff	Ongoing
		<ul style="list-style-type: none"><li>• All staff and visitors will be encouraged to wash their hands for 20 seconds or sanitise on entering the building and on entry to each playroom or classroom. Notice in foyer and sanitiser available</li></ul>	SMT- Office Staff	Ongoing
	<ul style="list-style-type: none"><li>• Senior managers should discourage staff and children from touching their faces and remind parents about washing hands for 20 seconds on return to home. Reminders information on the school blog.</li></ul>	All staff	Ongoing	

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		<ul style="list-style-type: none"> <li>All contractors to the school will be encouraged to wash their hands for 20 seconds or sanitise on entering the building and on entry to each playroom or classroom.</li> <li>Establishment to have Risk Assessment available at reception for viewing and highlight to contractors any localised requirements.</li> <li>Advice from EHO – In a situation where a parent/ carer refuses to allow handwashing with soap and water, environmental health advise that schools and centres should engage with families to ascertain if it would be possible for the child or young person to bring an appropriate soap/sanitiser product which meets their needs.</li> </ul>	SFM Staff  Head Teacher  Class Teachers	ongoing  Latest revision 18/08/2021 15/03/2021 12/08/2020
		<p><b>Enhanced environmental cleaning</b></p> <ul style="list-style-type: none"> <li>An appropriate cleaning regime should be introduced along with appropriate bins for disposal of any rubbish and hand washing stations/sanitiser to ensure hygiene.</li> <li>Cleaning caddies have been introduced to each classroom. Teachers spray down surfaces as required and at the end of each day.</li> <li>Teachers spray blue cloth and wipe down IT equipment after each use.</li> <li>Consideration to cleaning regimes should be given to soft furnishings, bedding and soft toys. These will only be used when absolutely necessary and washed after use.</li> </ul>	SMT and SFM	ongoing

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		<ul style="list-style-type: none"> <li>If a positive case is identified within an environment all soft furnishings will be laundered.</li> <li>Outdoor play / learning will be encouraged, A timetable has been developed for this.</li> <li>If bikes are stored in bike sheds/racks consideration should be given to the cleaning of these areas and to reducing time spent at the bikes stores/shed. No enclosed bike sheds are present within the school grounds.</li> <li>Pupils park and collect their own bikes. Racks are not used in between.</li> </ul>		
		<b>Soiled Clothing</b> Non COVID-19 Laundry <ul style="list-style-type: none"> <li>Bagged and returned to parent for washing at home. No laundry undertaken in school.</li> </ul> Suspected COVID-19 Laundry <ul style="list-style-type: none"> <li>Laundry should be double bagged and held in isolation for 72 hours in a ventilated area</li> <li>Bags should be labelled with the date and time. After 72 hour period has elapsed, parents should be notified to collect bagged clothes and take home.</li> </ul>	School Staff	ongoing
	<b>Fomites (objects or materials which may carry infection – including textbooks and jotters, etc.)</b> Extract from national guidance - There are two potential approaches to mitigating risks from surface contamination of jotters,	<b>Fomites</b> <ul style="list-style-type: none"> <li>If school resources (for example, text books, jotters) are taken home by a child, there is no longer a requirement to quarantine these for 72 hours upon return</li> </ul>	School Staff	ongoing

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	<p>textbooks and library books. Schools should consider which of these approaches is most appropriate for their circumstances as part of appropriately updated risk assessments.</p> <ul style="list-style-type: none"> <li>✓ quarantining books for 72 hours remains an effective measure to mitigate the risks of handling them. The amount of infectious virus on any contaminated surface is likely to have decreased significantly after this time. School libraries adopting this approach may wish to develop quarantine procedures for returned books and resources. Book drops and book trolleys can be used as they are easy for staff to wheel into a dedicated quarantine area and can be easily labelled. This approach may be best suited to reducing transmission during outbreak situations. In other circumstances it may be disproportionate to the risks involved, particularly if it has a significant impact on learning and teaching.</li> <li>✓ Careful hand washing with soap and warm water/use of alcohol-based hand sanitiser before and after handling text books, jotters (or other pieces of equipment) mitigates the need for quarantine for 72 hours before, and 72 hours after. As far as possible and in line with effective practice, staff should avoid touching their mouth, nose and eye area. Good hand hygiene should be sufficient to prevent transmission of infection from these items, even if they are contaminated, as long as the person handling the item does not touch their</li> </ul>	<p>to the setting. Evidence on fomite transmission has continued to evolve and Public Health Scotland have now advised that we can remove this requirement from the guidance. Enhanced hand hygiene, as set out elsewhere, should be adhered to by all staff, children and families and is a more proportionate way of reducing the risk of fomite transmission.</p>		

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	face between handling the item and decontaminating their hands. Good respiratory hygiene ("Catch it, kill it, bin it") is also required at all times.			
	<p><b>Face coverings</b></p> <ul style="list-style-type: none"> <li>• Extract from national guidance:-A definition of face coverings (which should not be confused with PPE) can be found in Covid19: staying safe and protecting others. Use of face coverings in the circumstances set out in this guidance should be seen as just one mitigation within a package of measures.</li> <li>• It is reasonable to assume that most staff and young people will now have access to re-usable face coverings due to their increasing use in wider society, and the Scottish Government has made available a video on how to make a simple face covering. However, where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled/unsafe, schools should take steps to have a contingency supply available to meet such needs.</li> <li>• No-one should be excluded from education solely on the grounds that they are not wearing a face covering.</li> </ul>	<p><b>Face Coverings</b></p> <ul style="list-style-type: none"> <li>✓ The approach to face coverings below should be applied across all primary and secondary school settings. However, as noted earlier in this guidance, schools may opt to apply ELC models in the early stages of primary school (P1-2), in which case the relevant guidance should be followed.</li> <li>✓ Anyone (whether child, young person or adult) wishing to wear a face covering in any part of the school should be permitted to do so.</li> <li>✓ Some individuals are exempt from wearing face coverings. Further information on exemptions can be found in wider Scottish Government guidance.</li> <li>✓ Staff should use sensitivity and discretion regarding the wearing of face coverings by children and young people observing Ramadan.</li> <li>✓ Face coverings should be worn by adults wherever they cannot keep <b>at least 1m</b> distance with other adults and/or children and young people.</li> <li>✓ Face coverings should also be worn in the following circumstances (except where an adult or child/young person is exempt from wearing a covering):</li> </ul>	School Staff	ongoing



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	<p>The current face covering guidance on the Scottish Government website advises that cloth face coverings, when combined with other more important, mitigations of physical distancing and hand hygiene are considered appropriate in schools.</p> <p>It is recommended:</p> <ul style="list-style-type: none"> <li>that schools follow and endorse best practice on how to wash, store, wear and dispose of face coverings; and</li> <li>workplaces endorse and support staff to follow the best practice in the use of face coverings.</li> <li>Schools and ELC settings should consider whether additional guidance, practical demonstrations, or communications for staff and pupils to support the correct wearing, storage and disposal of face coverings, including the use of hygiene products when doing so, would support better and more effective deployment of face coverings.</li> </ul> <p>Please see appendix 1 to this document for face covering guidance.</p>	<ul style="list-style-type: none"> <li>✓ at all times when adults in primary schools, and adults and young people in secondary schools (including special schools and independent and grant aided schools), are moving around the school in corridors, office and admin areas, canteens (except when dining) and other confined communal areas, (including staff rooms and toilets);</li> <li>✓ As an additional measure, face coverings should now be worn at all times by staff and young people in secondary schools; including S1-S3 learners (not just the senior phase) in classrooms, in communal areas and when moving about the school; and</li> <li>✓ in line with the current arrangements for public transport, where adults and children and young people aged 12 and over are travelling on dedicated school transport (see School Transport section).</li> <li>✓ The position on face coverings and physical distancing on dedicated school transport aligns with the position on public transport, so that only young people aged 12 and over are required to wear face coverings. This means that children aged 5-11, who were previously asked to wear face coverings, no longer need to do so. It is important for parents, schools and local authorities to continue to reinforce the importance of school pupils wearing face</li> </ul>		

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		<p>coverings on dedicated school transport and public transport (noting that there is a legal requirement to do so on public transport).</p> <p>✓</p> <p><a href="#">Click here for Transport Risk Assessment information</a></p> <p>✓ Local authorities and schools should consider carefully how to address any equity concerns arising from the use of face coverings .</p> <p>Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled/unsafe, schools should take steps to have a contingency supply available to meet such needs.</p> <p>✓ Face coverings should be worn by parents and other visitors to all school sites (whether entering the building or otherwise), including parents at drop-off and pick-up.</p> <p>✓ Classroom assistants and those supporting children with Additional Support Needs, who may routinely have to work within <b>one metre</b> of primary, secondary or special school pupils, should wear face coverings as a general rule. However, the use of opaque face coverings should be balanced with the wellbeing and needs of the child, recognising that face coverings may limit</p>		

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		<p>communication and could cause distress to some children – appropriate use of transparent face coverings may help in these circumstances. It is advised that these adults should be very alert to symptoms and follow closely the guidance on responding to COVID-19 symptoms.</p> <ul style="list-style-type: none"> <li>✓ The impact of wearing a face covering for very young learners and/or learners with additional support needs, including any level of hearing loss, should be carefully considered. This is also important for children and young people who are acquiring English and who rely on visual cues to enable them to be included in learning.</li> <li>✓ Individuals who may not be able to handle and wear face coverings as directed (e.g. young learners, or those with additional support needs or disabilities) should not wear them as it may inadvertently increase the risk of transmission.</li> <li>✓ In classes where any such impacts are anticipated and no alternative mitigations are reasonable, schools should consider the use of transparent / see-through face coverings which are increasingly available.</li> <li>✓ It is vital that clear instructions are provided to staff and children and young people on how to put on, remove, store and dispose of face coverings in all of the circumstances above, to avoid</li> </ul>		

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		<p>inadvertently increasing the risks of transmission. The key points are as follows:</p> <ul style="list-style-type: none"> <li>✓ Face coverings should not be shared with others.</li> <li>✓ Before putting on or removing the face covering, hands should be cleaned by washing with soap and water or hand sanitiser.</li> <li>✓ Make sure the face covering is the right size to cover the nose, mouth and chin. Children should be taught how to wear the face covering properly, including not touching the front and not pulling it under the chin or into their mouth.</li> <li>✓ When temporarily storing a face covering (e.g. during classes), it should be placed in a washable, sealed bag or container. Avoid placing it on surfaces, due to the possibility of contamination.</li> <li>✓ Re-usable face coverings should be washed after each day of use in school at 60 degrees centigrade or in boiling water.</li> <li>✓ Disposable face coverings must be disposed of safely and hygienically. Children and young people should be encouraged not to litter and to place their face coverings in the general waste bin. They are not considered to be clinical waste in the same way that used PPE may be. Further general advice on face coverings is available in Covid19: staying safe and protecting others.</li> </ul>		

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		<ul style="list-style-type: none"> <li>✓ There should be regular messaging from schools to adults and children and young people about these instructions, with a clear expectation that face coverings are worn in the relevant areas except for those who are exempt.</li> </ul>		
	PPE	<u>Body fluid spillage (vomit / blood)</u> <ul style="list-style-type: none"> <li>• Cleaning will be undertaken by cleaning staff in accordance with the cleaning process.</li> <li>• Cleaning and disinfection of previously touched objects and surfaces will be undertaken and people will be kept away from the area.</li> <li>• Where available, use a spill kit and the PPE provided with the spill kit.</li> <li>• If a spill kit is not available, place paper towels onto the spill. Ensure the area remains isolated and seek further advice.</li> <li>• PPE -fluid resistant mask required</li> </ul> <p><u>Role for first aider – see link below</u></p> <p><u><a href="#">Guidance for Workplace First Aiders During Covid 19</a></u></p>	School Staff	ongoing
		<u>Intimate personal care / Specialist Equipment</u> <ul style="list-style-type: none"> <li>• Staff should wear nitrile gloves where there is a risk of exposure to blood/body fluids.</li> </ul>	School Staff	ongoing

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	Responsible Person(s)	Completion Date (dd/mm/YY)
		<ul style="list-style-type: none"> <li>• Apron and gloves should be worn for blood/body fluids</li> <li>• staff will have access to face visor for extra protection only in circumstances where a child or young person has been specifically identified as having challenging behaviour / additional support needs that might put <b>THE</b> individual <b>PROVIDING SUPPORT</b> at risk. The nature of this risk must be explicitly clear in the child's plan.</li> <li>• Staff will be extra vigilant with sanitising and cleaning of changing facilities before and after every use.</li> <li>• Children will be supported to wash hands with soap and water before and after all changing and best practice for all infection control relating to nappy changing adhered to.</li> <li>• Children will be supervised at a safe distance in the toilets and hand washing supported reminders and songs used.</li> <li>• Staff will be encouraged to manage their own personal hygiene in line with current best practice. It should be encouraged that staff with long hair tie it up.</li> </ul>		
		<u>Infection from PPE Removal</u> PPE should be removed in an order that minimises the potential for cross contamination. <a href="#">intranet link</a>	School Staff	ongoing
		<u>Gown / Apron</u>		

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		<ul style="list-style-type: none"> <li>• Unfasten or break ties.</li> <li>• Pull gown away from the neck and shoulders, touching the inside of the gown only.</li> <li>• Turn the gown inside out, fold or roll into a bundle and discard.</li> <li>• Wash hands after discarding.</li> </ul>	School Staff	ongoing
		<u>Gloves</u> <ul style="list-style-type: none"> <li>• As an extra precaution people could wash the gloves before they take them off.</li> <li>• Grasp the outside of the glove with the opposite gloved hand; peel off.</li> <li>• Hold the removed glove in gloved hand.</li> <li>• Slide the fingers of the un-gloved hand under the remaining glove at the wrist.</li> <li>• Peel the glove off and discard appropriately.</li> <li>• Wash hands after discarding.</li> </ul>		
	<b>Testing</b> Standard Operating Procedure (SOP)  <a href="#">Link &gt;&gt;Clinical Standard Operating Procedure (SOP) for Mass Testing – LFD</a>	Each school/ELC provider participating in self-testing should undertake a risk assessment prior to starting testing and continue to maintain this on the school risk register. This should cover risks associated with testing, non-reporting, poor uptake, communication etc. The risk assessment should be completed by any other service provider (such as any third party supplier of equipment) involved in the delivery of testing.	School Staff	ongoing

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	Responsible Person(s)	Completion Date (dd/mm/YY)
	<p>Arrangements for the phased reopening of schools supplementary guidance”</p> <p>Link &gt;&gt;&gt;<a href="#">Guidance of reopening of schools Feb 2021</a></p> <p><a href="#">Coronavirus: reducing risks in schools guidance updated 19 April 2021</a></p>	<p>Link &gt;&gt;&gt; <a href="#">Lateral Flow Device Testing – Risk Assessment</a></p> <p>The Lateral Flow Testing programme is voluntary – nobody should be required to undergo testing without consent, and nobody should be excluded from school if they do not wish to test. However, we are asking that school/ELC staff and senior phase pupils be strongly encouraged to participate, in order to contribute to the wellbeing of their school communities.</p> <p>It is important to note that this regular testing is <u>only</u> for individuals without symptoms. Those with symptoms must continue to follow the usual guidance. They <u>must</u> self-isolate and book a PCR test at a test centre or via a home test kit at the earliest opportunity. People with symptoms <u>must not</u> rely on a negative LFD result to continue to attend school.</p> <p>It is important that schools and local authorities continue to promote twice-weekly at-home LFD testing actively to their staff and secondary pupils, and that participants are encouraged to record their results.</p> <p>Some additional steps have been taken to support school and local authority efforts to promote greater uptake and recording of testing for staff and secondary pupils.</p>		



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		Previous advice requested schools and local authorities to provide kits to staff and secondary pupils before going on holiday so that they can test prior to return. Local authorities have been asked to ensure communications activity in the run-up to school return re-emphasises this request.		
		<p>Schools and centres should update their fire risk assessments, to take account of the increased risk of having significant amounts of cardboard packaging on site due to the store of Lateral Flow Testing Kits and compliance with its safe storage requirements. The fire risk assessment was updated March 2021.</p> <ul style="list-style-type: none"> <li>Fire drill information has been updated and first fire drill will take place on the 20/08/2021</li> </ul>	School Staff	ongoing
	<p><b>Vaccination</b></p> <p>The latest advice from the Scottish Government states that while vaccination is being rolled out, non-pharmaceutical interventions, such as hand and respiratory hygiene are principal elements of the public health tool against COVID-19. At this time, it is important to focus on how to encourage and support widespread compliance with these interventions, including clear, unambiguous guidance on the required behaviour of staff and children and young people.</p>	<p>Vaccinated people should continue to comply with ALL testing regimes as per unvaccinated people, until guidance on this changes.</p> <p>All schools should encourage staff who have not received both doses of the vaccine to seek vaccination as soon as possible, following the recommended gap between doses. Information on securing an appointment can be found at: <a href="#">Registering for a coronavirus vaccine   The coronavirus (COVID-19) vaccine (nhsinform.scot)</a></p> <p>Drop-in clinics for every age cohort (18+) for first and second doses are now available across every</p>	School Staff	ongoing

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		mainland health board area. 12-17 year- olds can access drop-in clinics (these will be extended to 12-15 year-olds from week commencing 20 September – see below), or appointments can be booked at a convenient time.		
<b>Insufficient or poor ventilation</b>	<p>Ventilation and heating</p> <ul style="list-style-type: none"> <li>Natural ventilation and temperature</li> <li>Mechanical ventilation</li> <li>Fans</li> <li>CO<sub>2</sub> monitors</li> </ul> <p>24 March update guidance states:-  <del>“that 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.”</del></p> <p>19 April updated guidance states:  “While measures to improve ventilation should be viewed as just one part of the overall package of control measures in schools, they are being viewed by the Advisory sub-group as an increasingly important mitigation. Schools should continue to ensure a focus on implementation and maintenance of wider</p>	<ul style="list-style-type: none"> <li>Wherever it is practical, safe and secure to do so, and appropriate internal temperatures can be maintained ensure doors, windows and vents can remain open. (with reference to Standard Circular 10, Appendix A).</li> <li>Internal fire doors should never be held open (unless assessed and provided with appropriate hold open and self-closing mechanisms which respond to the actuation of the fire alarm system).</li> <li>The Fire Safety Risk Assessment should always be reviewed before any internal doors are held open.</li> <li>It is recognised that in the autumn and winter, schools are unlikely to be able to keep external doors and windows open as often, or for as long, as in warmer weather periods. Potential approaches, the suitability of which will depend on a range of local factors including weather conditions, may include:</li> <li>Partially opening doors and windows to provide ventilation while reducing draughts</li> <li>Opening high level windows in preference to low level to reduce draughts</li> </ul>	School Staff	ongoing

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	Responsible Person(s)	Completion Date (dd/mm/YY)
	controls including personal hygiene, symptom vigilance, enhanced cleaning and distancing.”	<ul style="list-style-type: none"> <li>• 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)</li> <li>• Providing flexibility in permissible clothing while indoors.</li> <li>• Designing seating plans to reflect individual child/staff temperature preferences; proven to be a useful measure when used in combination with other strategies.</li> <li>• Adjusting indoor heating to compensate for cold air flow from outside (e.g. higher system settings, increased duration)</li> <li>• Refer to national guidance on Mechanical ventilation; Fans; and CO2 monitors</li> <li>• Concerns regarding ventilation levels should be logged on CAMIS to allow facilities management to review /maintain mechanical ventilation systems</li> <li>• The Scottish Government has also published <a href="#">ventilation guidance</a></li> <li>• Environment and Infrastructure colleagues are currently under taking an exercise to determine the requirement for Co2 monitors across the estate.</li> <li>• Co2 monitor information &gt;&gt; <a href="#">Co2 Monitoring Guidance</a> (Link to above document will be live from Monday 20/09/21)</li> </ul>		

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	Responsible Person(s)	Completion Date (dd/mm/YY)
<b>Not maintaining Physical distancing or minimising contact with others</b>	<p>Minimising contact (physical distancing)</p> <ul style="list-style-type: none"> <li>Physical distancing between children in primary schools and early learning centres</li> <li>Maintaining distance between young people – secondary schools</li> <li>Minimising contacts (groupings)</li> <li>Proportionality</li> <li>Physical distancing and minimising contact for adults</li> <li>Drop off/pick up</li> </ul> <p><u>Mitigations that schools <b>MAY</b> consider could include:</u></p> <ul style="list-style-type: none"> <li>Encourage children and young people to maintain distance where possible.</li> <li>Encourage children and young people not to crowd together or touch their peers.</li> <li>Discourage social physical contact (hand to hand greeting/hugs)</li> <li>Use all the available space in classrooms, halls, libraries or social spaces to promote distancing where possible.</li> <li>Adjust class space if required, and where possible, to maintain spacing between desks or between individual young people</li> <li>Seat young people side by side and facing forwards, rather than face to face</li> </ul>	<p><u>Management of Physical distancing in Educational Establishments</u></p> <p>The principles of physical distancing are highlighted via staff induction arrangements:</p> <p><b>Physical distancing in primary schools</b></p> <ul style="list-style-type: none"> <li>There is no requirement for physical distancing between children in primary schools. Distancing between adults not from the same household should be maintained and there should also be distancing between adults and children whenever possible. To ensure closer alignment with wider society and planned changes in ELC, this will be a requirement for “physical distancing of at least 1m”. However, as schools already have 2m physical distancing arrangements for adults that work well and do not limit capacity, it is expected these will be retained in practice.</li> </ul> <p><b>Physical distancing between young people – secondary schools</b></p> <ul style="list-style-type: none"> <li>Most secondary schools can only support a full time return to school for all pupils when there is no requirement for physical distancing between pupils throughout the school day.</li> <li>School staff and other adults in the school should</li> </ul>	School Staff	ongoing

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	Responsible Person(s)	Completion Date (dd/mm/YY)
	<ul style="list-style-type: none"> <li>Avoid situations that require young people to sit or stand in direct physical contact with others.</li> <li>Where children and young people need to move about within the classroom to perform activities (for example to access a shared resource) this should be organised to minimise congregation around the point of access to the shared resource.</li> <li>Young people in the senior phase may require to spend time in college environments – guidance for colleges has been published.</li> </ul> <p><b>Physical distancing during a period of enhanced level 4 restriction</b></p> <ul style="list-style-type: none"> <li>The current evidence is that young children remain less likely to transmit the virus and to have serious health effects from it. This, combined with the fact that it is not appropriate for young children to maintain physical distancing, either practically or in terms of child development, means that it has been concluded that previous advice on physical distancing in ELC settings should be maintained: 2 metre distancing should be in place between staff, but no distancing should be required between young children, or between young children and staff.</li> <li>Physical distancing requirements in primary schools remain unchanged: 2 metre distancing</li> </ul>	<p>continue to apply physical distancing when with other adults and with pupils. As in primary schools, to ensure alignment with wider society, this will be a requirement for “physical distancing of at least 1m”. However, as schools already have 2m physical distancing arrangements for adults that work well and do not limit capacity, it is expected these will be retained in practice.</p> <ul style="list-style-type: none"> <li>Visible reminders and games to encourage the understanding of spatial awareness.</li> <li>Remind all children of physical distancing at onset of the session.</li> <li>Passing briefly in the corridor or playground is considered low risk, but risk assessments should consider the ways in which busy corridors, entrances and exits could be avoided, and could include one way and/or external circulation routes. Identify pinch points in movement across areas and manage the movement of children and staff appropriately.</li> </ul>		

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	Responsible Person(s)	Completion Date (dd/mm/YY)
	<p>between adults not from the same household should be maintained. There should also be 2 metre distancing between adults and primary aged children whenever possible.</p> <ul style="list-style-type: none"> <li>Given the new variant and the high current prevalence of COVID-19, and the advice from senior clinicians it has been concluded that advice on physical distancing for secondary schools should be strengthened. As an additional protective measure, 2 metre distancing should be put in place for secondary-aged pupils, in addition to continuing to be in place for staff in secondary schools.</li> </ul>			
		<p><del>Movements should continue to be limited to those that are necessary to support children and young people or the running of the school until otherwise advised. Consideration should be given to the provision of this support by virtual means as appropriate.</del></p> <p><del>Parents/carers may accompany children onto school premises where this is agreed with the school and strictly necessary to support children and young people, for example where there are concerns about individual children making a successful transition from ELC to P1. Any such visits should be risk assessed and agreed in advance as being necessary by schools. Otherwise, where virtual arrangements for parental engagement are</del></p>	School Staff	ongoing

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	Responsible Person(s)	Completion Date (dd/mm/YY)
		<p><del>already in place and working well, these should continue to be used.</del></p> <p><del>Visitors should be expected to comply with the school's arrangements for managing and minimising risk (including physical distancing and use of face coverings). Schools should ensure that all temporary staff are given access to information on the safety arrangements in place, including the school risk assessment. Arrangements for school visitors should be communicated clearly to staff and the wider school community.</del></p> <p><del>Non-essential visitors are allowed in school—including active schools staff, photographers, volunteers and the like.</del></p> <p>School visitors (updated with text on professional visitors, parental visits, parent councils, community-based interventions, and spectators at outdoor sports events)</p> <p>Visitors to schools should be agreed in advance and arrangements appropriately risk-assessed.</p> <p>Supply staff and other visitors e.g. visiting teachers, psychologists, nurses, social workers, youth workers, outdoor learning specialists, HEI tutors and those providing therapeutic support, can move between schools where necessary. Movements should continue to be limited to</p>		

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	Responsible Person(s)	Completion Date (dd/mm/YY)
		<p>those that are necessary to support children and young people or the running of the school until otherwise advised. Where practicable, professional visitors (including HEI tutors) should look to reduce the number of schools visited and to limit their contact time with children and young people. They should also be encouraged to take regular lateral flow tests. Consideration should be given to the provision of this support by virtual means as appropriate.</p> <p>Parents/carers may accompany children onto school premises where this is agreed with the school and is considered necessary to support children and young people. Where it is considered beneficial, parents/carers may also attend school premises for individual parental visits related to the wellbeing, progress and behaviour of children. All such visits should be risk assessed and agreed in advance by schools as being necessary a proportionate measure.</p> <p>In line with SportScotland advice on the <a href="#">‘Return to sport and physical activity’</a>, parents/carers may attend school premises to spectate at outdoor school sports events, providing all activity is consistent with relevant Scottish Government guidance on health, physical</p>		



Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	Responsible Person(s)	Completion Date (dd/mm/YY)
		<p>distancing, and hygiene. In such circumstances organisers should consider mitigating measures as part of their risk assessment with an emphasis on keeping people safe. Any such measures should be clearly communicated by the organiser prior to the event which may include, amongst other things, the displaying of notices around the venue to remind the public to follow appropriate guidance.</p> <p>Where it is considered necessary for the smooth functioning of these activities, Parent Councils and Parent Teacher Associations may meet on school premises. Such meetings should be risk assessed in advance and attendees should comply with the physical distancing and safety requirements within the school. Where virtual arrangements for these engagements are already in place and working well, the default should be that these should continue to be used.</p>		
		<p><u>Movement of Pupil's between schools and centres</u></p> <p>Schools and local authorities should, in partnership with related partners and local public health teams, pay very close attention to any evidence suggesting emerging bridges of transmission between settings. In the event that any such</p>	School Staff	ongoing

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	Responsible Person(s)	Completion Date (dd/mm/YY)
		evidence is identified, they should consult immediately with local public health teams on any requirement to pause or further reduce such movement between schools.		
		<u>Dropoff / Pickup</u> <ul style="list-style-type: none"> <li>Staggered drop off times will be managed if required. Relaxed entry and staggered exit times have been introduced.</li> <li>Pupils are escorted to and from the bus by school staff.</li> <li>SMT manage the playground at drop off and pick up to avoid congestion</li> <li>Parents are asked not to enter the playground unless required.</li> <li>Appropriate physical distancing signage is placed around the school perimeter</li> <li>Physical distancing information is placed on the school blog</li> <li>Advice on physical distancing will be publicised. Refer to: <a href="https://www.gov.scot/publications/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020-version-3/">https://www.gov.scot/publications/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020-version-3/</a></li> </ul>	School Staff	ongoing
		<u>Physical distancing and minimising contact for adults</u> <ul style="list-style-type: none"> <li>Parents should not enter the school building unless required. Various approaches you may wish to consider are detailed in the Scottish</li> </ul>	SMT	ongoing

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	Responsible Person(s)	Completion Date (dd/mm/YY)
		<p>Government return to school guidance document.</p> <ul style="list-style-type: none"> <li>• Staff and management will manage a safe at least 1 metre distance at signing in.</li> <li>• Car Sharing <a href="#">Travelling in Vehicles</a></li> </ul>		
		<p><u>Minimising Contacts Groupings</u></p> <p>Normal dining arrangements must be in place.</p> <ul style="list-style-type: none"> <li>• If children and young people go offsite for lunch, they should follow the rules in place for wider society, for example wearing a face covering when entering a shop.</li> <li>• Children and young people will be reminded of the importance of hand hygiene when returning from premises outwith the school.</li> </ul>	School Staff	ongoing
		<p><u>Mass Gatherings</u></p> <ul style="list-style-type: none"> <li>• In both primary and secondary settings, the preference would always be to avoid large gatherings and crowded spaces and, wherever possible, to keep children and young people within the same groups for the duration of the school day.</li> <li>• School lets can be reinstated for out of school activities such as supported study.</li> <li>• Renfrewshire Guidance - Other lets in schools for parent body / external companies activities should be directed as normal to the letting team for consideration.</li> </ul>	School Staff	ongoing

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	Responsible Person(s)	Completion Date (dd/mm/YY)
<b>Failure to protect vulnerable staff and children and young people</b>	<a href="#">Coronavirus: reducing risks in schools guidance updated 19 April 2021</a>	<ul style="list-style-type: none"> <li>Shielding staff: follow Scottish Gov guidance – refer to HR if you require further detail.</li> <li>Shielding children and young people: follow Scottish Government guidance.</li> <li>Shielding staff continue to work from home and will support shielding or isolating pupils through MS Teams.</li> </ul>	School Staff	ongoing
<b>Potential or confirmed COVID-19 infection</b>	Staying vigilant and responding to COVID-19 symptoms	<p>If a child or young person presents with any symptoms associated with the COVID-19 Virus (new and consistent cough, fever or high temperature, loss or change of taste or smell) the following procedures will be applied:</p> <ul style="list-style-type: none"> <li>With reference to: <a href="https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19">https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19</a></li> <li>The child will be removed to the isolation (medical) room and supervised at all times.</li> <li>The symptomatic individual may also be asked to wear a face mask or face covering to reduce environmental contamination where this can be tolerated.</li> <li>The parent or carer will be contacted and the child and any known siblings will be taken home.</li> <li>Schools and centres must strongly encourage parents or carers to have their child tested.</li> <li>Schools and centres must remind the parent or carer that given the nature of the symptoms, the child can only return to the school or centre</li> </ul>	School Staff	ongoing

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	Responsible Person(s)	Completion Date (dd/mm/YY)
		<p>if they receive a negative test result, or after 10 calendar days of self isolation.</p> <ul style="list-style-type: none"> <li>• Parents and carers must also be advised that, as the household must self-isolate until a negative test result is confirmed, this will impact on siblings too and they cannot attend the school or centre either.</li> <li>• The parent or carer will be asked to update the office on the child's test result when known.</li> <li>• Should the result be negative, the child and siblings can return to the school or centre when feeling fit to do so and free from fever for 48 hours (assuming a high temperature).</li> <li>• The Communities and Regulatory Manager advises that parents and carers must be encouraged to have their child tested if they present with symptoms related to the COVID-19 virus. It should be explained that the child or young person (and any siblings) must not come back to the school or centre until the 10 day self-isolation period is over (from on-set of symptoms) unless evidence of a negative test result can be provided.</li> <li>• Should the parent or carer advise that there has been a temporary illness or that there is an underlying condition e.g. respiratory problems that causes the symptom, the parent or carer should be advised to seek medical advice from NHS24 or their GP to ensure the child or young person can return/attend school. If the parent or carer confirms that NHS24, or their GP, has stated that these symptoms are related to a</li> </ul>		

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	Responsible Person(s)	Completion Date (dd/mm/YY)
		<p>temporary illness or underlying health condition and not the COVID-19 virus then the child or young person can return to the school or centre. If the parent or carer does not confirm this the child or young person must not come back to the school or centre until the 10 day self-isolation period is over (from on-set of symptoms).</p> <ul style="list-style-type: none"> <li>• Appropriate PPE should be used as with personal care, if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary.</li> <li>• 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.</li> <li>• If COVID-19 infection is suspected “Guidance for households with possible coronavirus infection” should be followed at home and the child will only return to the school/ELCC after the appropriate period of isolation.</li> <li>• Staff caring for the child will wash their hands with soap and water before and after supporting the child staff may wish to consider carrying a change of clothing in certain settings.</li> <li>• If a child needs to use the toilet while waiting to be collected, they should be directed to the designated toilet in the isolation room if possible.</li> </ul>		

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		<ul style="list-style-type: none"> <li>• After use this toilet should be closed and a sign should be posted on the door detailing the date and time of closure.</li> <li>• Windows will be opened (where possible or the door will remain opened) when the child is being cared for and all</li> <li>• Support for emotional wellbeing and reassurance will be provided by management.</li> <li>• The on-site day cleaner will be contacted and details of the specific locations affected should be noted for cleaning.</li> <li>• Schools should follow guidance within Scottish Government COVID-19 Sector Advice - Actions in the event of a suspected outbreak - SCHOOLS</li> </ul>		
		<p>If a member of staff presents with any symptoms associated with the COVID-19 Virus (new and consistent cough, fever or high temperature, loss or change of taste or smell) the following procedures will be applied: With reference to: <a href="https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19">https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19</a></p> <ul style="list-style-type: none"> <li>• The member of staff will be advised to go home.</li> <li>• HR should be notified of the member of staff. Contact telephone numbers are: 0141 618 7323, 0141 618 4031 or 0141 618 6676.</li> </ul>	School Staff	ongoing

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	Responsible Person(s)	Completion Date (dd/mm/YY)
		<ul style="list-style-type: none"> <li>The member of staff should be advised to get tested.</li> <li>The member of staff will be asked to update the office of their test result when known.</li> <li>If COVID-19 infection is suspected "Guidance for households with possible coronavirus infection" should be followed at home and the member of staff will only return to school/ELCC after the appropriate period of isolation.</li> <li>Team debriefing will be undertaken.</li> <li>Support for emotional wellbeing and reassurance will be provided by management.</li> <li>The on-site day cleaner will be contacted and details of the specific locations affected should be noted for cleaning.</li> <li>Schools should follow guidance within Scottish Government COVID-19 Sector Advice - Actions in the event of a suspected outbreak – SCHOOLS.</li> </ul>		
		<p><b>Renfrewshire Guidance - Notification of confirmed cases must be recorded in SEEMIS / NAMS using appropriate codings. There is no longer a requirement to email csresources as no CCA activity will be undertaken in normal circumstances.</b></p> <p>For staff - all covid related absences should continue to be reported through the HR Hotline via 0141 618 7323, 0141 618 4031 or 0141 618 6676 or if you have any questions related to Staff covid related</p>	School Staff	ongoing



Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	Responsible Person(s)	Completion Date (dd/mm/YY)
		<p>absences please also use the HR Hotline.</p> <p>Using the risk-informed approach set out in this guidance, all potential contacts (whether high or low risk) will be identified and provided with appropriate, proportionate advice on the action that should be taken in the following ways:</p> <ul style="list-style-type: none"> <li>• Test and Protect will, through the contact tracing system, identify those contacts where there is a higher risk of transmission and ask them to self-isolate and take a PCR test; and</li> <li>• other low risk contacts will be identified by schools when they are informed of positive cases, and sent information letters that advise them to take certain mitigating actions. These actions do <u>not</u> require self-isolation, but include important advice on LFD testing and other mitigating actions.</li> </ul> <p>As soon as <b>schools</b> are informed of a positive case they should take action to identify <b>low risk contacts</b> so they can issue them with a targeted information letter the same day that sets out the actions those low risk contacts should take.</p> <p>Due to the level of risk involved, this process should <u>not</u> involve detailed contact tracing that is onerous for school teams to undertake.</p>		

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	Responsible Person(s)	Completion Date (dd/mm/YY)
		<p>If schools identify any staff or pupils who may find it challenging to access a test site, to reduce the amount of time they may need to wait for a home test kit to be delivered, they can order a limited stock of PCR test kits to provide in advance to those staff or pupils. In the event that those staff or pupils are identified as higher risk close contacts and have to self-isolate, they may then use those PCR test kits to ascertain whether they need to continue to self-isolate, as per NHS guidance.</p> <p>PCR test kits can be ordered by schools using the same digital ordering system as is used for the schools LFD asymptomatic testing programme.</p> <p>Where you are notified of a confirmed case you should:</p> <p><b>For Pupils:</b></p> <p>Early Years: comms will be issued to specific playrooms as opposed to the centre / class and the frequency will be altered from 10 school days to 5 in the event of another case. Text message will be issued directing to <a href="https://www.renfrewshire.gov.uk/TP-Nursery">https://www.renfrewshire.gov.uk/TP-Nursery</a></p> <p>Primary: comms will be issued to specific classes as opposed to the school and the frequency will be altered from 10 school days to 5 in the event of another case. Text message will be issued</p>		

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	Responsible Person(s)	Completion Date (dd/mm/YY)
		<p>directing to <a href="https://www.renfrewshire.gov.uk/TP-Primary">https://www.renfrewshire.gov.uk/TP-Primary</a></p> <p>Secondary: where it is possible and manageable to do so, comms <b>should</b> be issued to classes. Where it is not possible or manageable to do so (the school is experiencing multiple cases), comms <b>will</b> be issued to year groups. The frequency of issuing the comms will be determined at a local level by the headteacher to avoid duplication; this should be at least within 5 days in event of another case(s). Text message will be issued directing to <a href="https://www.renfrewshire.gov.uk/TP-Secondary">https://www.renfrewshire.gov.uk/TP-Secondary</a></p> <p>Special:  Riverbrae – as primary.  Mary Russell – as primary for primary school classes and as secondary for secondary school classes.</p> <p>To avoid any confusion for parents who may have more than 1 child attending the establishment, it is permitted to provide notification of particular class affected within the text message being sent i.e. P7a</p> <p>For Staff:  comms will be issued to specific staff and the frequency will be altered from 10 school days to 5 in the event of another case. Text message will be issued directing to <a href="https://www.renfrewshire.gov.uk/TP-education-staff">www.renfrewshire.gov.uk/TP-education-staff</a></p>		

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		<p><b>Renfrewshire Guidance - Notification of confirmed cases must be recorded in SEEMIS / NAMS using appropriate codings. There is no longer a requirement to email csresources as no CCA activity will be undertaken in normal circumstances.</b></p> <p>For staff - all covid related absences should continue to be reported through the HR Hotline via 0141 618 7323, 0141 618 4031 or 0141 618 6676 or if you have any questions related to Staff covid related absences please also use the HR Hotline.</p> <p>Using the risk-informed approach set out in this guidance, all potential contacts (whether high or low risk) will be identified and provided with appropriate, proportionate advice on the action that should be taken in the following ways:</p> <ul style="list-style-type: none"> <li>• Test and Protect will, through the contact tracing system, identify those contacts where there is a higher risk of transmission and ask them to self-isolate and take a PCR test; and</li> <li>• other low risk contacts will be identified by schools when they are informed of positive cases, and sent information letters that advise them to take certain mitigating actions. These actions do <u>not</u> require self-isolation, but include important advice on LFD testing and other mitigating actions.</li> </ul>	School Staff	ongoing

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	Responsible Person(s)	Completion Date (dd/mm/YY)
		<p>As soon as <b>schools</b> are informed of a positive case they should take action to identify <b>low risk contacts</b> so they can issue them with a targeted information letter the same day that sets out the actions those low risk contacts should take.</p> <p>Due to the level of risk involved, this process should <u>not</u> involve detailed contact tracing that is onerous for school teams to undertake.</p> <p>If schools identify any staff or pupils who may find it challenging to access a test site, to reduce the amount of time they may need to wait for a home test kit to be delivered, they can order a limited stock of PCR test kits to provide in advance to those staff or pupils. In the event that those staff or pupils are identified as higher risk close contacts and have to self-isolate, they may then use those PCR test kits to ascertain whether they need to continue to self-isolate, as per NHS guidance.</p> <p>PCR test kits can be ordered by schools using the same digital ordering system as is used for the schools LFD asymptomatic testing programme.</p> <p>Where you are notified of a confirmed case you should:</p> <p><b>For Pupils:</b></p>		

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	Responsible Person(s)	Completion Date (dd/mm/YY)
		<p>Early Years: comms will be issued to specific playrooms as opposed to the centre / class and the frequency will be altered from 10 school days to 5 in the event of another case. Text message will be issued directing to <a href="https://www.renfrewshire.gov.uk/TP-Nursery">https://www.renfrewshire.gov.uk/TP-Nursery</a></p> <p>Primary: comms will be issued to specific classes as opposed to the school and the frequency will be altered from 10 school days to 5 in the event of another case. Text message will be issued directing to <a href="https://www.renfrewshire.gov.uk/TP-Primary">https://www.renfrewshire.gov.uk/TP-Primary</a></p> <p>Secondary: where it is possible and manageable to do so, comms <b>should</b> be issued to classes. Where it is not possible or manageable to do so (the school is experiencing multiple cases), comms <b>will</b> be issued to year groups. The frequency of issuing the comms will be determined at a local level by the headteacher to avoid duplication; this should be at least within 5 days in event of another case(s). Text message will be issued directing to <a href="https://www.renfrewshire.gov.uk/TP-Secondary">https://www.renfrewshire.gov.uk/TP-Secondary</a></p> <p>Special:  Riverbrae – as primary.  Mary Russell – as primary for primary school classes and as secondary for secondary school classes.</p>		

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	Responsible Person(s)	Completion Date (dd/mm/YY)
		<p>To avoid any confusion for parents who may have more than 1 child attending the establishment, it is permitted to provide notification of particular class affected within the text message being sent i.e. P7a</p> <p>For Staff: comms will be issued to specific staff and the frequency will be altered from 10 school days to 5 in the event of another case. Text message will be issued directing to <a href="http://www.renfrewshire.gov.uk/TP-education-staff">www.renfrewshire.gov.uk/TP-education-staff</a></p>		
	<p><b>Class Maps:</b></p> <ul style="list-style-type: none"> <li>Public Health Scotland's Test and Protect support to schools requires a "class map" to identify where all children and young people sit in the classroom. This should also identify any adults who support the class.</li> <li>This is designed to support the exercise of identifying close contacts who may have become infected by the confirmed case.</li> </ul>	<ul style="list-style-type: none"> <li>Class maps are kept and updated by the class teachers.</li> <li>These are sent to SMT for use should a CCA be required.</li> <li>Some P1/P2 classes in primary operate play pedagogy and it is acknowledged that class maps will not be appropriate for these stages.</li> <li>In this respect you would advise environmental health officers that there is no class map and that the school is following early years guidance for this class / stage.</li> </ul>		
	<p>Enhanced surveillance, testing and outbreak management</p> <ul style="list-style-type: none"> <li>(i) Enhanced surveillance programme</li> <li>(ii) Test and Protect</li> <li>(iii) Outbreak and case management</li> </ul>	<p><u>Lack of awareness of risks</u></p> <p>Regularly remind staff that they will be asked to comment on how they have interacted with children and other adults while in school if they become infected by the virus. Staff should be reminded to regularly consider:</p>	School Staff	ongoing

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	Responsible Person(s)	Completion Date (dd/mm/YY)
	<p><b>Protection Level 4 - enhanced and targeted protective measures. Schools should be prepared to engage with enhanced testing responses to Covid outbreaks in schools, where recommended by the Incident Management Team.</b></p>	<ul style="list-style-type: none"> <li>Have I maintained <b>at least 1</b> metre physical distancing with adults in the school at all times;</li> <li>Have I maintained <b>at least 1</b> metre physical distancing with children and young people where possible (where this was not possible, what were the circumstances and how close and for how long was I in close proximity?); and</li> <li>Has there been any variation in the class seating plan as a result of absence or when a child or young person (or other member of staff) sat in a different seat during a lesson.</li> <li>Issue regular reminder and display posters and signage.</li> <li>Services users will be reminded of NHS guidance. Refer to:  <a href="https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19">https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19</a>  <b>Guidance from Public Health:</b>   The draft HPS guidance for contact tracing outlines <b>some</b> potential control measures for schools when there are clusters or outbreaks. These are;</li> </ul> <ul style="list-style-type: none"> <li><b>Reinforcement of all controls are set out in the guidance. This includes cleaning, ventilation, hand hygiene, symptom vigilance and physical distancing. In addition, the following controls could be reviewed and if necessary reinforced:</b></li> </ul>		



Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	Responsible Person(s)	Completion Date (dd/mm/YY)
		<ul style="list-style-type: none"> <li>○ Reintroduction of previous control measures such as staggered start times, staggered use of shared spaces and other approaches to minimise mixing</li> <li>○ Restricting external visitors to and from the setting, including minimising the use of peripatetic staff</li> <li>○ Maximise the use of outdoor spaces, particularly for higher risk activities (e.g. physical activity, wind instruments, singing)</li> <li>○ Cancelling any overnight trips / excursions and shows or wider assemblies.</li> <li>● Encouragement of asymptomatic testing and use of face coverings for children and young people in secondary schools, as well as staff in all schools and early learning settings as outlined in the guidance above.</li> <li>● Encouragement of all who are eligible to attend for vaccination.</li> </ul>		
Fire		<p><u>Fire Evacuation / Muster Points</u></p> <ul style="list-style-type: none"> <li>● When undertaking fire test drills or procedures where the whole school is evacuated, schools should consider muster points and whether these need to be altered to ensure a greater degree of separation. Where possible schools should consider spacing of muster points to allow for maximum physical distancing between groups of children and young people.</li> <li>● Muster points have been marked for staff and pupils ensuring all adults are 2m distance and</li> </ul>	School Staff	ongoing

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	Responsible Person(s)	Completion Date (dd/mm/YY)
		<p>each class of pupils is 2m distance from each other</p> <ul style="list-style-type: none"> <li>Schools should update their fire risk assessments, to take account of the increased risk of having significant amounts of high-alcohol-content hand sanitiser on the premises and compliance with its safe storage requirements.</li> <li>Fire risk assessment was updated March 2021</li> </ul>		
<b>Potential transmission in confined spaces (use of passenger lift)</b>		<ul style="list-style-type: none"> <li>Use of lifts should be restricted to one person at a time.</li> <li>If a child or young person requires assistance in the lift appropriate PPE should be worn, as 1 metre physical distance cannot be maintained.</li> <li>Wipe down after use / routinely as appropriate to local circumstances</li> </ul>	School Staff	ongoing
<b>Lack of protection from the sun while outdoors</b>		<p><u>Use of Sun cream / provision of sun hats – Spring / Summer Months</u></p> <ul style="list-style-type: none"> <li>Parents should apply suncream to children or young people before arriving at school.</li> <li>For re-application of suncream throughout the day parents should be asked to provide sun cream for the use within school.</li> <li>Parents should be asked to provide a sun hat for the use within school.</li> <li>Children or young people should keep the sun cream with their own belongings throughout the school day.</li> </ul>	School Staff	ongoing

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	Responsible Person(s)	Completion Date (dd/mm/YY)
Lack of Compliance with school operational guidance	<a href="#">Coronavirus: reducing risks in schools guidance updated 19 April 2021</a>	<p><b>Refer to national guidance for:</b></p> <ul style="list-style-type: none"> <li>Promoting Attendance and reducing absence</li> <li>Outdoor learning</li> <li>Senior phase / SQ National Qualification Courses</li> <li>Improvement planning and reporting</li> <li>Free School Meals / Access to drinking water</li> </ul> <p><b>(The undernoted are from operational guide)</b>  <u>PRACTICAL ACTIVITIES, EXPERIMENTS AND INVESTIGATIONS</u></p> <ul style="list-style-type: none"> <li>Teachers may need to adapt their approaches to enable learners to carry out these activities in a safe way. SSERC has produced guidance on carrying out practical work in Sciences and Technologies for early, primary and secondary levels, including links to helpful resources which are included in the risk assessment.  <a href="#">Click here for link to Education Scotland Practical Guidance</a></li> <li>Art and Design and Photography  Art and design and photography guidelines have been prepared by Education Scotland with support from teachers and partners.</li> </ul>	School Staff	ongoing

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	Responsible Person(s)	Completion Date (dd/mm/YY)
		<p><a href="#">Click here for link to Education Scotland Practical Guidance</a></p> <p>Drama, Music, PE and Dance</p> <p>While not an update to previous guidance, schools should note that, in line with the move to Level 0 and beyond, children and young people can now engage in all drama, music, PE and dance activity in schools, indoors and outdoors.</p> <p>Safety mitigations should continue to apply in relevant settings where these activities are taking place (e.g. good ventilation, enhanced hygiene, etc.).</p> <p>Class sports days are allowed, whole school events are not. As it should not be necessary for any parental supervision, parents as spectators are not allowed.</p>		
Extra curricular activity and international travel	<p><del>We provided a range of high-quality extra-curricular prior to the COVID-crisis and these were hugely popular and beneficial to children and young people.</del></p> <ul style="list-style-type: none"> <li><del>• We would encourage establishments in the immediate term to re-establish activities, where safe to do so, and in the medium term we will consider if there are any learnings</del></li> </ul>	<p>Updated guidance on school visits and trips is now available and should continue to be followed in the period after return: <a href="#">Coronavirus (COVID-19): school visits and trips - gov.scot (www.gov.scot)</a>.</p>	School Staff	ongoing

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	Responsible Person(s)	Completion Date (dd/mm/YY)
	<p><del>from COVID which may allow us to improve this aspect of our provision.</del></p> <p><del>• Schools should consider the need for out of hours cleaning when scheduling activities.</del></p> <p>On 16 April 2021 the Scottish Government published guidance on School Visits (trips / excursions)</p> <p>Link to Scottish Government Guidance &gt;&gt;  <a href="https://www.gov.scot/publications/coronavirus-covid-19-guidance-for-school-visits-and-trips/">https://www.gov.scot/publications/coronavirus-covid-19-guidance-for-school-visits-and-trips/</a>.</p>	Renfrewshire Guidance - International trips should not be booked without reference to head of service (as per Standard Circular 33).		
Transitions to Primary School – Not maintaining Physical distancing or minimising contact with others		<p>Parents/carers may accompany children onto school premises where this is agreed with the school and strictly necessary to support children and young people, for example where there are concerns about individual children making a successful transition from ELC to P1. Any such visits should be risk assessed and agreed in advance as being necessary by schools.</p> <p>Otherwise, where virtual arrangements for parental engagement are already in place and working well, these should continue to be used.</p>	School Staff	ongoing
7 – S1 Transitions – Not maintaining Physical distancing or minimising		While the undernoted does allow for the mixing of small groups from different schools the recommendation from children's services senior management team is that primary 7 transition visits to secondary schools should be restricted to	School Staff	ongoing

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	Responsible Person(s)	Completion Date (dd/mm/YY)
contact with others		<p>“same primary groupings” for the purpose of orientation and outdoor activities. This is in line with the Council’s adherence to safe COVID practice which has been central to the efforts made to suppress transmission of the virus in Renfrewshire Schools.</p> <p>Scottish Gov Guidance - Given the current suppression of the virus rate and the easing of restrictions for this age group in other parts of society, secondary schools may wish to offer some in person P7-S1 transition in June to supplement online transition activities.</p> <p>The Advisory Sub-Group on Education and Children’s Issues agreed that transition to secondary school is something that all P7 children should have access to. However, it should be done in a way that uses good COVID practice i.e. keep group numbers down, follow the same mitigations as pupils in S1 etc. Where possible, schools should promote the use of the outdoors for transition days, as that is the safest space in which young people from different schools should mix.</p> <p>The Sub-Group also recognised that schools should be able proceed with in person enhanced transition to support pupils who need it most,</p>		

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	Responsible Person(s)	Completion Date (dd/mm/YY)
		<p>allowing pupils with additional support needs to become familiar with the secondary school before they attend in August, in line with responsibilities under the Additional Support for Learning Act. P7 pupils who participate in an in-person transition event at secondary school will be expected to follow the guidance for S1 secondary school pupils. In addition, unless absolutely necessary to the wellbeing of the children involved, the primary school staff and other adults would not accompany P7 pupils on transition visits.</p> <p>It was recognised that there is a limited time for these activities, and that some schools will have pupils coming from a wide geographical area and/or a large number of different primary schools. Secondary schools could invite, for example, groups of P7 pupils for a tour of the school and an outdoor activity session. Pupils do not have to be invited as an entire S1 year group, but could be grouped together according to their primary school, or in small groups from several schools.</p>		

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	Responsible Person(s)	Completion Date (dd/mm/YY)
Lack of Compliance with Readiness and assurance		<p>Renfrewshire Guidance – All establishments must ensure business continuity arrangements are regularly revised in line with national guidance.</p> <p>Scottish Government Guidance - To achieve collective assurance that the education system has in place the arrangements needed to deal with future outbreaks, schools and local authorities should familiarise themselves with the scenarios, expectations and actions set out at <b>Annex C</b></p>	School Staff	ongoing

#### Health and Safety Contact Details:

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Risk Assessment Reviewed by \_\_\_\_Wendy McNaught  
 \_\_\_\_Gerry Carlton

Date: \_\_\_\_01/10/2021\_\_\_\_

**This risk assessment takes account of the following guidance documents and is subject to ongoing daily review and dynamic risk assessment:**

- Information from Corporate Health and Safety including safe removal of PPE
- Information from EIS on Physical distancing
- Information from communities and regulatory manager on isolation zones
- Scottish Government Guidance – “Strategic Framework for Reopening Schools and Early Learning and Childcare Provision
- Joint UNISON / EIS Checklist – May 2020
- Core COVID-19 Information and Guidance for General (Non-Healthcare) Settings Version 4.5 - Publication date: 10 July 2020



- Coronavirus (COVID-19): Guidance on preparing for the start of the new school term in August 2020: non-statutory guidance to support implementation of a full-time return to school
- Coronavirus (COVID-19): Guidance on reducing the risks from COVID-19 in schools, version 4.3 published 30 October 2020
- Arrangements for the phased reopening of schools February/ March 2021-Supplementary Guidance Updated 16th February 2021
- Arrangements for the phased reopening of schools in March 2021 – Supplementary Guidance Updated 8 March 2021
- Coronavirus (COVID-19): Guidance on reducing the risks from COVID- 19 in schools 24 March 2021
- Coronavirus (COVID-19): Guidance on reducing the risks from COVID- 19 in schools 19 April 2021
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Appendix 1: Face covering guidance during periods of enhanced level 4 restriction.

Face Coverings	Secondary School	Primary School	ELC
To be worn by adults where they cannot keep two metre distance from other adults and / or children and young people.	✓		
To be worn by adults where they cannot keep two metre distance from other adults.	✓	✓	✓
To be worn by adults when not working directly with children, for example when moving around settings, when gathering in staff, office and admin areas, and in canteens	✓	✓	✓
Should be strongly encouraged for parents and other visitors to the school site (whether entering the building or otherwise) including parents at drop-off and pick-up	✓	✓	✓
Classroom assistants and those supporting children with Additional Support Needs, who routinely have to work within two metres of secondary or special school pupils, should wear face coverings as a general rule. However, this should be balanced with the wellbeing and needs of the young person, recognising that face coverings may limit communication and could cause distress to some young people.	✓		
Any adult wishing to wear a face covering should be enabled to do so.	✓	✓	✓
To be worn by pupils and adults in communal areas in schools.	✓		
To be worn by <b>ALL SECONDARY</b> pupils in classrooms	✓		
To be worn by senior secondary pupils attending college or university for courses, or workplaces for training / work experience.	✓		

