



Renfrewshire Council Schools and ELCCs Risk Assessment Guidance and Action Plan

St John Ogilvie Primary School

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 **17th December 2021** (Including Annex A - Physical education and expressive arts, Annex B: Face covering guidance during levels 4, 3 and 2 and return in August 2021 and Annex C Key scenarios - expectations and actions to ensure readiness)

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 session 2020/21 to support the continuing safe implementation of a full-time return to school.

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 adapted 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” Version 7.0 Published 17 December 2021**

These include:

- Enhanced hygiene and environmental cleaning
- Ventilation and heating
- Minimising contact between individuals and groups

- PPE and other protective barrier measures
- Staying vigilant and responding to COVID-19 symptoms
- Enhanced surveillance, testing and outbreak management
- International travel - self-isolation arrangements
- Vaccinations

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

Using Links to Key Renfrewshire Council Documents

If you click any Renfrewshire Council document link you will be taken to the Renfo Covid-19 Information Page. You should then scroll through the documents to find the relevant information.

Users should open the guidance document using this link [Coronavirus: reducing risks in schools guidance last updated 17 December 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 – St John Ogilvie

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
Lack of compliance with measures implemented to suppress the COVID-19 virus	<p>Enhanced hygiene and environmental cleaning</p> <ul style="list-style-type: none"> • Personal hygiene • Enhanced environmental cleaning • Fomites (objects or materials which may carry infection – including textbooks and jotters, etc.) • Face Coverings • PPE <p>Prevention and mitigation of COVID-19 through Infection control measures, environmental hygiene and compliance by all parties to measures.</p> <p>Remind staff and children and young people that they should not come to school/ELCC if they have developed symptoms. Refer to: https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19</p>	<p>Personal Hygiene</p> <ul style="list-style-type: none"> • Staff will encourage all children and young people to wash their hands when they arrive. • Safe handwashing procedures can be found in the attached link >> website • Hand sanitiser is primarily for the use of staff / visitors. Below is a link to the COSHH Risk Assessment for hand sanitiser: http://intranet.renfreshire.gov.uk/article/10267/COSH-Assessments • Posters advising of the importance of hand hygiene will be displayed and regular reminders given. • Staff should follow standard hygiene protocols washing hands/or sanitising before and after the use of keyboards and telephones. • Hand sanitiser will be available in all secondary classrooms. • Where hand sanitiser has to be used it should be self-administered where appropriate and possible. • 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. • Senior managers should discourage staff and children from touching their faces and remind parents about washing hands for 20 seconds on return to home. • 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. 	<p>In St John Ogilvie Primary School all staff must enter via main door On entry they should go directly to toilet & wash hands or use sanitising gel provided.</p> <p>Each classroom has a sink and hot water. Sanitiser for adult use is available in the class cupboard. Please speak to Janitor if this needs topped up. Any child who brings in their own soap must keep this in their bag.</p> <p>Where staff are working 1:1 with children or small groups they must wash/sanitise their hands between groups.</p> <p>Handwashing posters will be displayed at key points throughout the school including classroom sink areas.</p> <p>Assemblies will be utilised to highlight the Key Public Health messages to children in an age-appropriate way.</p> <p>School bulletins and Social Media platforms will be utilised to</p>	All Staff/SFOs

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		<ul style="list-style-type: none"> Establishment to have Risk Assessment available at reception for viewing and highlight to contractors any localised requirements. 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. 	<p>highlight the Key Public Health messages to parents/carers.</p> <p>A printed copy of Risk Assessment will be displayed on the sign in board.</p>	SMT
		<p><u>Enhanced environmental cleaning</u></p> <ul style="list-style-type: none"> An appropriate cleaning regime should be introduced along with appropriate bins for disposal of any rubbish and hand washing stations/sanitiser to ensure hygiene. Consideration to cleaning regimes should be given to soft furnishings, bedding and soft toys. Outdoor play / learning will be encouraged, when enhancing existing outdoor space, schools may find it necessary to consider temporary shelters or the periodic use of established buildings for activities such as handwashing, regrouping or the relaying of instructions. Appropriate clothing should be worn for the particular outdoor activity. 	<p>Teaching/support staff will ensure hand washing prior to and on return after utilising the outdoor space.</p>	All School Staff

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
		<ul style="list-style-type: none"> • If outdoor equipment is being used, schools should ensure that multiple groups do not use it simultaneously, as well as considering appropriate cleaning between groups of children using it. • 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. Day cleaner to spray bike rack and 2 scooter racks 		
		<p>Soiled Clothing</p> <p>Non COVID-19 Laundry</p> <ul style="list-style-type: none"> • Soiled clothing should be washed as per establishments current practice. <p>Suspected COVID-19 Laundry</p> <ul style="list-style-type: none"> • Laundry should be double bagged and held in isolation for 72 hours in a ventilated area • 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. 	<p>All items of soiled clothing (Non-Covid) will be dealt with by attending Staff member in accordance with agreed protocol.</p> <p>All items of soiled clothing (Covid) will be dealt with by SFO in accordance with agreed protocol.</p>	SMT SFOs
	<p>Fomites (objects or materials which may carry infection – including textbooks and jotters, etc.)</p> <p>Extract from national guidance -</p> <p>There are two potential approaches to mitigating risks from surface contamination of jotters, 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>	<p>Fomites</p> <p>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 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>	<p>Tables, chairs, telephones, and computers will be cleaned per the agreed cleaning regime.</p> <p>Play-doh, sand and water experiences will be individual / bubble group experiences. Sand will be disposed of weekly.</p> <p>The use of toys and resources will be limited to single groups and</p>	All School Staff

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
	<ul style="list-style-type: none"> ✓ 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. ✓ 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 		<p>these will be washed daily. Toy cleaning records will be maintained (P1/P2)</p> <p>Children should wherever possible be encouraged not to bring toys from home to the school and to not share their personal belongings, although it is appreciated that for younger children this may be difficult to prevent.</p> <p>Consideration should be given to practical alternatives to provide comfort and reassurance, which is particularly important for younger children and children with additional needs.</p> <p>Children and staff will be instructed to keep bags on the floor and not on desks or worktops.</p>	

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
	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>Face coverings</p> <ul style="list-style-type: none"> Extract from national guidance: -A definition of face coverings (which should not be confused with PPE) can be found in COVID-19: 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. 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. No-one should be excluded from education solely on the grounds that they are not wearing a face covering. 	<p>Face Coverings</p> <ul style="list-style-type: none"> 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. 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. Some individuals are exempt from wearing face coverings. Further information on exemptions can be found in wider Scottish Government guidance. Staff should use sensitivity and discretion regarding the wearing of face coverings by children and young people observing Ramadan. Face coverings should be worn by adults wherever they cannot keep at least one metre distance with other adults and/or children and young people. Face coverings should also be worn in the following circumstances (except where an adult or child/young person is exempt from wearing a covering): <ul style="list-style-type: none"> 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 	<p>Staff should wear face coverings (unless exempt for medical reasons) when</p> <ul style="list-style-type: none"> -moving around in all communal areas of the school building -in the dining hall unless eating -attending the gate at arrival/dismissal time -and in the staffroom unless seated <p>Staff can remove their face covering when teaching providing 2m physical distance is maintained at all times from other staff members in the room.</p> <p>Face Coverings will be provided for all staff. These are available at any time from the SFO or from the sign in desk. If there are no masks available at the sign in desk please let SFO or SMT know.</p> <p>Weekly staff memo will remind staff of the recommendation to wear a mask & other key public health messages.</p>	<p>SMT</p> <p>All School Staff</p>

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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"> that schools follow and endorse best practice on how to wash, store, wear and dispose of face coverings; and workplaces endorse and support staff to follow the best practice in the use of face coverings. 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. <p>Please see appendix 1 to this document for face covering guidance.</p>	<p>confined communal areas, (including staff rooms and toilets);</p> <p>✓ 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</p> <p>✓ 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)</p> <p>Where capacity constraints mean it is not practical for distancing to be maintained in a private hire vehicle and it is necessary for the front seat to be used, it is important that other mitigations are observed strictly i.e. the wearing of face coverings and keeping windows open.</p> <p>Click here for Transport Risk Assessment information</p> <p>The sub-group recognised both that there are significant operational difficulties in requiring groupings on school transport, and the wider context regarding arrangements for public transport. On that basis, maintenance of any groupings used within schools is not required within transport arrangements.</p> <ul style="list-style-type: none"> Local authorities and schools should consider carefully how to address any equity concerns arising from the use of face coverings. 	<p>Through monthly newsletters, parents/carers will be asked to wear face coverings when collecting their children.</p> <p>School bulletins and Social Media platforms will be utilised to highlight the Key Public Health messages re mask wearing to parents/carers.</p> <p>SMT are aware of the children who are collected by LA Transport and consideration is given to those children when a positive case is confirmed in the school.</p>	SMT

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
		<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> <ul style="list-style-type: none"> 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. Classroom assistants and those supporting children with Additional Support Needs, who may routinely have to work within one metre 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 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. 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. 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 		

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		<p>disabilities) should not wear them as it may inadvertently increase the risk of transmission.</p> <ul style="list-style-type: none"> • 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. • 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 inadvertently increasing the risks of transmission. The key points are as follows: <ul style="list-style-type: none"> ✓ Face coverings should not be shared with others. ✓ Before putting on or removing the face covering, hands should be cleaned by washing with soap and water or hand sanitiser. ✓ 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. ✓ 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. (all staff have been provided with a washable container to store masks when not in use) 		

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		<ul style="list-style-type: none"> ✓ Re-usable face coverings should be washed after each day of use in school at 60 degrees centigrade or in boiling water. ✓ 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. • 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. 		
	PPE	<u>Body fluid spillage (vomit / blood)</u> <ul style="list-style-type: none"> • Cleaning will be undertaken by cleaning staff in accordance with the cleaning process. • Cleaning and disinfection of previously touched objects and surfaces will be undertaken and people will be kept away from the area. • Where available, use a spill kit and the PPE provided with the spill kit. • If a spill kit is not available, place paper towels onto the spill. Ensure the area remains isolated and seek further advice. • PPE -fluid resistant mask required <u>Role for first aider – see link below</u> Guidance for Workplace First Aiders During Covid 19		

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
		<p><u>Care for babies and intimate personal care / Specialist Equipment</u></p> <ul style="list-style-type: none"> • Staff should wear nitrile gloves where there is a risk of exposure to blood/body fluids. • Apron and gloves should be worn for blood/body fluids • 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 THE individual PROVIDING SUPPORT at risk. The nature of this risk must be explicitly clear in the child's plan. • Staff will be extra vigilant with sanitising and cleaning of changing facilities before and after every use. • 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. • Children will be supervised at a safe distance in the toilets and hand washing supported reminders and songs used. • Staff in under 3s will wear an apron and wear gloves. • Staff will be encouraged to manage their own personal hygiene in line with current best practice. Staff with long hair should be encouraged to tie it up. 	N/A	N/A
	Oral Health Programmes in Educational settings		Risk assessment will be carried out by Headteacher after consultation	HT

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
	<ul style="list-style-type: none"> The national Childsmile oral health improvement programme and the National Dental Inspection Programme, which were paused as a result of the pandemic, have resumed from autumn 2021. The health protection aspects of the programmes have been reviewed by Public Health Scotland. These programmes help ensure the health and wellbeing needs of children and young people in educational settings. The National Dental Inspection Programme identifies those with dental disease and follows up with a letter to signpost into services. The Childsmile programme delivers toothbrushing and also a targeted fluoride varnish intervention for those most at risk of dental decay. 		with staff & prior to re-commencement of programme	All School Staff
		<u>Infection from PPE Removal</u> <ul style="list-style-type: none"> PPE should be removed in an order that minimises the potential for cross contamination. intranet link 		All School Staff
		<u>Gown / Apron</u> <ul style="list-style-type: none"> Unfasten or break ties. Pull gown away from the neck and shoulders, touching the inside of the gown only. Turn the gown inside out, fold or roll into a bundle and discard. Wash hands after discarding. 		All School Staff
		<u>Gloves</u> <ul style="list-style-type: none"> As an extra precaution people could wash the gloves before they take them off. 		All School Staff

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
		<ul style="list-style-type: none"> • Grasp the outside of the glove with the opposite gloved hand; peel off. • Hold the removed glove in gloved hand. • Slide the fingers of the un-gloved hand under the remaining glove at the wrist. • Peel the glove off and discard appropriately. • Wash hands after discarding. 		
	<p>Testing Standard Operating Procedure (SOP)</p> <p>Link >>Clinical Standard Operating Procedure (SOP) for Mass Testing – LFD</p> <p>Coronavirus: reducing risks in schools guidance updated 22 November 2021</p> <p>https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reducing-the-risks-in-schools/pages/overview/</p>	<p>Each school 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.</p> <p>Link >>> Lateral Flow Device Testing – Risk Assessment</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.</p>	<p>Weekly staff memo will remind staff of the recommendation to LFD test twice weekly & other key public health messages.</p>	SMT

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
		<p>People with symptoms <u>must not</u> rely on a negative LFD result to continue to</p> <p>It is important that schools and local authorities continue to promote twice-weekly at-home LFD testing actively to their staff and that participants are encouraged to record their results.</p>		
		<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.</p>		
	<p>Vaccination</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 change.</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: Registering for a coronavirus vaccine The coronavirus (COVID-19) vaccine (nhsinform.scot).</p>		
Insufficient or poor ventilation	<p>Ventilation and heating</p> <ul style="list-style-type: none"> • Natural ventilation and temperature • Mechanical ventilation 	<p>• Previous guidance on ventilation continues to apply. Some updates for clarity have been</p>	<p>Advice will be offered to staff regularly on ventilation during cold weather- recommendation to</p>	All School Staff SFOs

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
	<ul style="list-style-type: none"> • Fans • CO₂ monitors 	<p>added to the main ventilation and heating section in Annex A</p> <ul style="list-style-type: none"> • It should be noted that large volume or low occupancy spaces, for example games halls, may require alternative assessments, as CO₂ may not be a useful indicator of good ventilation in certain circumstances. See: https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/identifying-poorly-ventilated-areas.htm • 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). • 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). • The Fire Safety Risk Assessment should always be reviewed before any internal doors are held open. • 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 	<p>open windows wider when classroom is empty.</p> <p>Continue with school uniform at this time. Staff to dress appropriately for weather conditions and ventilation.</p>	

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		<p>on a range of local factors including weather conditions, may include:</p> <ul style="list-style-type: none"> • Partially opening doors and windows to provide ventilation while reducing draughts • Opening high level windows in preference to low level to reduce draughts • Purging spaces by opening windows, vents and external doors (e.g. between classes, during break and lunch, when a room is unused, or at other suitable intervals if a space is occupied for long periods at a time) • Providing flexibility in permissible clothing while indoors. • Designing seating plans to reflect individual child/staff temperature preferences; proven to be a useful measure when used in combination with other strategies. • Adjusting indoor heating to compensate for cold air flow from outside (e.g. higher system settings, increased duration) • Concerns regarding ventilation levels / requests for CO₂ monitors should be logged on CAMIS to allow facilities management to review/ maintain mechanical ventilation systems <p><u>Ventilations- Beyond Level 0</u></p> <ul style="list-style-type: none"> • The Scottish Government has also published ventilation guidance 		

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
Not maintaining Physical distancing or minimising contact with others	<ul style="list-style-type: none"> Minimising contact (physical distancing) Physical distancing between children in primary schools and early learning centres All secondary learners will return to full-time schooling after Easter, subject to continued suppression of the virus. This will involve the removal of strict 2m physical distancing between pupils in secondary schools. School staff and other adults in the school must continue to apply strict 2m distancing when with other adults and with pupils (further updates pending) Minimising contacts (groupings) Proportionality Physical distancing and minimising contact for adults Drop off/pick up <p>Mitigations that schools MAY consider could include:</p> <ul style="list-style-type: none"> Encourage children and young people to maintain distance where possible. Encourage children and young people not to crowd together or touch their peers. Discourage social physical contact (hand to hand greeting/hugs) 	<p>Management of Physical distancing in Educational Establishments</p> <p>The principles of physical distancing (internal and external) are highlighted via staff induction arrangements:</p> <p>Physical distancing in primary schools</p> <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> Visible reminders and games to encourage the understanding of spatial awareness. Remind all children of physical distancing at onset of the session. 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 	<p>Clear signage for staff & pupils will be displayed around the school</p> <p>Keep left in both directions will be implemented inside the building. Messages re physical distancing will be integrated into daily learning opportunities in all classes by staff & re-iterated regularly by SMT at assemblies. (touching/hugging etc)</p> <p>Weekly staff memo will remind staff of the requirement for minimum 2m physical distancing at ALL times & other key public health messages.</p> <p>Staffroom will be set up to ensure 2m physical distancing can be maintained. Staff will be advised that furniture cannot be moved without approval of HT.</p> <p>Clear signage will be displayed in staffroom to ensure understanding & compliance with requirements.</p> <p>Only admin staff should enter the school office.</p>	All School Staff SFOs

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
	<ul style="list-style-type: none"> • Use all the available space in classrooms, halls, libraries or social spaces to promote distancing where possible. • Adjust class space if required, and where possible, to maintain spacing between desks or between individual young people • Avoid situations that require young people to sit or stand in direct physical contact with others. • 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. • 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 	<p>points in movement across areas and manage the movement of children and staff appropriately.</p>	<p>Clear signage (with visuals) will be displayed on all doors, excluding classrooms, to advise on number of persons permitted in each space.</p>	

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
	<p>should be required between young children, or between young children and staff.</p> <ul style="list-style-type: none"> Physical distancing requirements: 2 metre distancing between adults not from the same household should be maintained. There should also be 2 metre distancing between adults and children whenever possible. Appropriate arrangements and places should be available to enable all school and ELC staff to take their breaks safely. Schools should plan how shared staff spaces, including kitchens, are set up and used to help staff to distance from each other. The number of people in staff rooms at any one time should be limited to ensure 2m distancing can be maintained and face coverings should also be worn. This includes at kettle stations and other gathering points. It is important to understand that this arrangement has been developed in the specific context of schools. There are sound reasons for 			

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
	approaches to physical distancing to vary in different contexts, including the drawing of judgements about cumulative risk across the whole of society and the features of distinct environments.			
		<p><u>Movement of Adults between Schools and Centres</u></p> <p>School visitors (including professional visitors, parental visits, parent councils, community-based interventions, and spectators at outdoor sports events)</p> <ul style="list-style-type: none"> • In recognition of the positive impact on the wellbeing of children and young people, supply staff and other professional visitors can continue to visit schools. This includes visiting teachers, psychologists, nurses, social workers, youth workers, outdoor learning specialists, Higher Education Institution (HEI) tutors, SQA staff and appointees (e.g. visiting assessors and visiting verifiers), Education Scotland staff (including HMIE) and those providing therapeutic support. • 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. Such visitors should look to reduce the number of schools visited and to limit their contact time with children and young people. They should also take regular lateral flow tests when asymptomatic. Consideration should be given to the provision of this support by virtual means as appropriate. 	<p>SJO will continue to operate a policy of no visitors except those visiting professionals working directly with children. - No parents events, activities, meetings, or visits are planned prior to end of January 2022.</p>	SMT

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
		<ul style="list-style-type: none"> Parents/carers may attend 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 a necessary and proportionate measure. It is imperative that all such visitors to schools should be agreed in advance and arrangements appropriately risk-assessed. <p>Parent Councils and Parent Teacher Associations should not meet on school premises, and virtual arrangements should be used instead.</p> <p>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. Aligned with the sub-group advice, all visitors should also be encouraged to have a negative lateral flow test before entering a school.</p>		
		Movement of Pupil's between schools and centres (from operational guide)	Attendance/Absence data re pupils & staff will be considered daily.	SMT

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
		<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 evidence is identified, they should consult immediately with local Health Protection Teams (HPTs) on any requirement to pause or further reduce such movement between schools.</p>		
		<p><u>Dropoff / Pickup</u></p> <ul style="list-style-type: none"> • Staggered drop off times will be managed if required. • Drop off and groups of parents and children in small spaces • Advice on physical distancing will be publicised. Refer to: https://www.gov.scot/publications/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020-version-3/ 	<p>Soft Start will operate for all classes 8.45am-9.00am SMT/Support staff/SFO on Gate Duty will provide welcome & receive children at main school gate.</p> <p>During wet weather mornings, support staff will be deployed indoors to ensure compliance with indoor bubble arrangements in school.</p> <p>Breakfast club will continue to be suspended. This position will be reviewed end of February 2022.</p> <p>P1, P2, P2/3 and P3 Class teachers will dismiss children in infant playground area (maintaining class bubbles as much as possible)</p>	SMT

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
			<p>P4-P7 Classteachers will escort children to gate (maintaining class bubbles as much as possible)</p> <p>School bulletins and Social Media platforms will be utilised to highlight the Key Public Health message re physical distancing to parents/carers.</p>	
		<p><u>Physical distancing and minimising contact for adults</u></p> <ul style="list-style-type: none"> Parents should not enter the school building unless required. Various approaches you may wish to consider are detailed in the Scottish Government return to school guidance document. Staff and management will manage a safe at least one metre distance at signing in. Car Sharing. Updated Renfrewshire Council Guidance >>Travelling in Vehicles 	<p>SMT will make the decision on any necessary visits by parents/carers into the school building.</p> <p>Weekly staff memo will remind staff car sharing arrangements should not be established.</p>	SMT
		<p><u>Minimising Contacts Groupings</u></p> <p>Minimising contacts through the use of groupings will reintroduced in indoor spaces where practicable. This provides benefits due to reducing possible vectors of transmission. The size of such groupings a whole class. In line with the subsidiarity principle, headteachers / LAs are empowered to make decisions about the best approach for their individual school or setting.</p>	<p>Two distinct sittings will operate in the dining hall space to minimise contact. Rota will be shared with staff.</p> <p>Hand sanitiser will be available should this be required by adults/children.</p>	SMT All School Staff

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
		<p>Normal dining arrangements will be in place.</p> <ul style="list-style-type: none"> • 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. • Children and young people will be reminded of the importance of hand hygiene when returning from premises outwith the school. • Staff will ensure children wash hands on return to class after lunch break 	<p>Class bubbles will be seated in such a way that mixing will be minimised.</p> <p>Class teachers will accompany children to dining hall.</p> <p>Children will be encouraged to stay seated, not move around canteen except when leaving the area.</p> <p>Support staff will be available in playground zones to receive children after they have eaten lunch</p>	
		<p><u>Mass Gatherings</u></p> <ul style="list-style-type: none"> • As part of a strengthened approach to minimising contacts, schools should continue to avoid assemblies and other types of large group gatherings. Where it is necessary to bring groups together, alternative mitigating actions should be put in place, such as physical distancing, ventilation, face coverings, meeting outside and limiting the time spent together. As with the existing policy, preliminary examinations remain permitted provided they are held in accordance with this guidance. Maintenance of these groupings used within school is not required within transport arrangements. 		

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
		<p>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.</p> <p>https://www.gov.scot/publications/coronavirus-covid-19-advice-to-organisers-on-mass-events/</p> <p>School lets can be reinstated for out of school activities such as supported study.</p> <p><u>Mass Gatherings- Beyond Level 0</u></p> <ul style="list-style-type: none"> • In line with SportScotland advice on the 'Return to sport and physical activity', 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 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. 		

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
		Renfrewshire Guidance - Other lets in schools for parent body / external companies' activities should be directed as normal to the letting team for consideration.		
		<p><u>Classroom / Playroom Visits</u></p> <p>Class visits by Education Managers and other HQ staff may now be undertaken where the undernoted mitigations are in place:</p> <ul style="list-style-type: none"> • All class-based staff will be provided with advance notice of any proposed classroom visit; • The classroom visit will only be undertaken where the member(s) of staff has/have agreed to take part in the visit; • Visiting staff will sign in and out of the school /centre to support Test and Protect protocols; • Hand hygiene protocols will be adhered to before and after each classroom visit; • Rooms will be appropriately ventilated; • Face coverings will be worn by visitors while in transit; and <p>Physical distance from other adults will be maintained in classrooms and all other areas of the school/centre.</p>	<p>SJO will continue to operate a policy of no visitors except those visiting professionals working directly with children. - No classroom/playroom events, activities, meetings, or visits are planned prior to end of January 2022.</p>	SMT/EM

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
Failure to protect vulnerable staff and children and young people	Coronavirus: reducing risks in schools guidance updated 3 August 2021	<ul style="list-style-type: none"> • Shielding staff: follow Scottish Gov guidance – refer to HR if you require further detail. • Shielding children and young people: follow Scottish Government guidance. <p>To date individual risk assessment for shielding staff and shielding children and young people have not been required.</p>		
Potential or confirmed COVID-19 infection	<u>Staying vigilant and responding to COVID-19 symptoms</u>	<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"> • With reference to: https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19 • The child will be removed to an isolation zone and supervised at all times. • The symptomatic individual may also be asked to wear a face mask or face covering to reduce environmental contamination where this can be tolerated. • The parent or carer will be contacted and the child and any known siblings will be taken home. • Schools and centres must strongly encourage parents or carers to have their child tested. • 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 if they receive a negative test result, or after 10 calendar days of self isolation. • Parents and carers must also be advised that, as the household must self-isolate until a negative test 	<p>Rainbow Room (Old DHT room) established as isolation room will be out of use for all other purposes.</p>	All School Staff

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
		<p>result is confirmed, this will impact on siblings too and they cannot attend the school or centre either.</p> <ul style="list-style-type: none"> • The parent or carer will be asked to update the office on the child's test result when known. • 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). • 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. • 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 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). 		

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
		<ul style="list-style-type: none"> 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. 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. 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. 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. If a child needs to use the toilet while waiting to be collected, they should be directed to a designated toilet adjacent the isolation room if possible. After use this toilet should be closed and a sign should be posted on the door detailing the date and time of closure. Windows will be opened (where possible or the door will remain opened) when the child is being cared for and all bedding and soft furnishings will be washed at high temperature. Support for emotional wellbeing and reassurance will be provided by management. The on-site day cleaner will be contacted and details of the specific locations affected should be noted for cleaning. 		

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
		<ul style="list-style-type: none"> • In early years settings care inspectorate must be notified of any potential cases. • Schools should follow guidance within Scottish Government COVID-19 Sector Advice - Actions in the event of a suspected outbreak - SCHOOLS 		
		<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:</p> <p>With reference to:</p> <p>https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19</p> <ul style="list-style-type: none"> • The member of staff will be advised to go home. • HR should be notified of the member of staff. Contact telephone numbers are: 0141 618 7323, 0141 618 4031 or 0141 618 6676. • The member of staff should be advised to get tested. • The member of staff will be asked to update the office of their test result when known. • 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. • Team debriefing will be undertaken. • Support for emotional wellbeing and reassurance will be provided by management. 		All School Staff

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
		<ul style="list-style-type: none"> The on-site day cleaner will be contacted and details of the specific locations affected should be noted for cleaning. Schools should follow guidance within Scottish Government COVID-19 Sector Advice - Actions in the event of a suspected outbreak – SCHOOLS. <p><u>Beyond Level 0</u></p> <p>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.</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>Under the new approach, only those close contacts aged under 18 who are at the highest risk of being exposed to infection will be directly contact traced by Test and Protect, and asked to self-isolate until they have received a negative PRCR test. Test and protect will focus on identification of household, overnight (sleepover) or clear, prolonged close contacts.</p> <p>Arrangements for joint working between schools, local authorities and local Health Protection Teams (HPTs) remain as before. The definitions of clusters and outbreaks are unchanged. However, guidance has now been updated to make clear that schools are no longer to contact HPTs to notify them of every single confirmed case in a school setting. Single cases will be identified by</p>		

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
		<p>Test and Protect and close contacts will be identified through them too.</p>		
	<u>Asymptomatic Testing</u> <p>Guidance on booking testing through the UK Government test sites can be found on NHS inform and the Scottish Government website. Anyone unable to access these websites can call NHS24 free on 0800 028 2816 or NHS 111. Guidance on testing in health and care settings can be found in the Novel coronavirus (COVID-19) Guidance for Health Protection Teams</p>	<p>It is vitally 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, whether positive, negative or void. Supported by local authority testing leads, schools should make every effort to try and improve uptake and reporting of asymptomatic testing by staff and secondary pupils.</p> <p>Some additional improvements have been made to processes under the testing programme, to ensure that schools can now hand out test kits more proactively to staff and students and focus efforts on encouraging greater uptake and reporting. These involve:</p> <ul style="list-style-type: none"> • reductions in the requirements for schools around keeping test kit logs, which should reduce burdens for school staff; and • a move away from the need for written agreement to participate, with acceptance of test kits and completion of the tests at home taken as implied agreement to participate. This brings the programme into line with other testing pathways. <p>Full guidance on how to implement these new processes has been provided to local authority testing leads for onward communication to schools, and is also available directly to schools via the document sharing platform that supports the programme.</p>	<p>All staff are encouraged to participate in twice weekly LFD Testing. Testing kits are available from the school office for this purpose.</p> <p>PCR kits are available from the school office upon request.</p> <p>Any member of school staff testing positive as a result of asymptomatic testing should inform the the HT without delay. HT will in inform RC HR hotline with the outcome of LFD tests as soon as they have been advised.</p> <p>Anyone showing symptoms must book a PCR test.</p>	All School Staff

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
		<p>Schools should make every effort to distribute test kits proactively and regularly to staff and secondary pupils in line with the updated guidance for the programme, and encourage participants to test and report results regularly, including over holiday periods and in advance of return. Schools should also build into their messaging wider societal guidance on testing every time before staff or secondary pupils mix socially with other households.</p> <p>Schools are able to order new, nasal-only test kits to address previous feedback from some participants about the discomfort of throat swabbing, regardless of whether all stocks of previous test kits have been used up. The new types of test kit only take around 15-20 minutes for results to be returned, reducing the amount of time involved in testing.</p> <p>The UK Government have also updated their online reporting portal so that household accounts can be created. This allows parents to record results for more than one child without having to re-enter data multiple times. Reporting online now takes only a few minutes if participants use their phones.</p> <p>Local authorities can consider making use of resources under the Targeted Community Testing programme in areas where schools have particularly low uptake and reporting, or where schools indicate there is a high proportion of children and young people who would benefit from some temporary additional support to undertake effective at home testing. The programme is designed to identify and isolate positive cases that may</p>		

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
		<p>otherwise be missed, by targeting testing and other public health resources at areas where transmission is stubbornly high, rapidly rising, or communities have specific transmission risks. Schools can sometimes be an effective gateway into those communities.</p> <p>A range of guidance and communications toolkits has previously been made available to local authorities and schools via the programme, and these should continue to be used to support efforts to promote uptake and reporting. These include:</p> <ul style="list-style-type: none"> provision of a one-page good practice note (available at Annex D and to schools via the testing programme document sharing portal). provision of a communications toolkit, designed in partnership with YoungScot, in both digital form and hard copy for secondary schools (materials have been mailed direct to all secondary schools at the start of the summer term). template reminder letters to parents, asking that they encourage their children at secondary schools to test and report their results regularly. <p>The testing programme will be kept under regular review and any updates communicated to local authorities and schools at the earliest opportunity. As part of this, the Scottish Government will work with stakeholders in the new term to consider whether there is a need for further enhancements to the asymptomatic testing offer. These could include, for example, optional in- school testing models where</p>		

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
		<p>individual schools judge that secondary pupils may need additional support to test and report effectively.</p> <p>Self-isolation policy (including contact tracing and testing) - strengthened approach to high-risk contacts</p> <p>Based on the latest evidence, enhanced self-isolation measures were introduced for all household contacts of any Coronavirus strain from Saturday 11th December. Those requirements are that household contacts of all cases should now isolate for 10 days. This applies to everyone in the household, irrespective of age, and the self-isolation period cannot be reduced by testing negative or being vaccinated. For the purposes of this guidance, household contacts fall within the wider category of high-risk close contacts and should be treated in the same way.</p> <p>The actions that all other (low risk) contacts should take are set out in template information letters that have been provided to local authorities for agreement with local health protection teams. Updated template information letters for staff and children and young people have been provided with this iteration of the guidance. These set out the steps required of lower risk potential contacts. In summary, they are not required to self-isolate, but they should:</p> <ul style="list-style-type: none"> •take precautions to limit any potential spread. This includes recommendations for both secondary and primary pupils to take an LFD test before returning to the school environment. 		

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
		<ul style="list-style-type: none"> •continue with any regular LFD testing programme if they are a staff member or secondary pupil; and •stay vigilant for symptoms. 		
	Protocols in the event of notification of a positive diagnosis of COVID-19 staff / child or young person	<p>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.</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>Under the new approach, only those close contacts aged under 18 who are at the highest risk of being exposed to infection will be directly contact traced by Test and Protect, and asked to self-isolate until they have received a negative PRCR test. Test and protect will focus on identification of household, overnight (sleepover) or clear, prolonged close contacts.</p> <p>Arrangements for joint working between schools, local authorities and local Health Protection Teams (HPTs) remain as before. The definitions of clusters and outbreaks are unchanged. However, guidance has now been updated to make clear that schools are no longer to contact HPTs to notify them of every single confirmed case in a school setting. Single cases will be identified by Test and Protect, and close contacts will be identified through</p>	<p>All staff are provided with current information & any changes as these occur through weekly staff memo/emails.</p>	SMT

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
		<p>them too.</p> <p><u>Lack of awareness of risks</u> 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> <ul style="list-style-type: none"> • Have I maintained at least 1 metre physical distancing with adults in the school at all times; • Have I maintained at least 1 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 • 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. • Issue regular reminder and display posters and signage. • Services users will be reminded of NHS guidance. Refer to: https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19 		All School Staff
Fire		<p><u>Fire Evacuation / Muster Points</u></p> <ul style="list-style-type: none"> • 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 		SMT

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
		<p>spacing of muster points to allow for distance for maximum physical distancing. Muster points split the school between 2 playgrounds</p> <ul style="list-style-type: none"> 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. 		
Potential transmission in confined spaces (use of passenger lift)		<ul style="list-style-type: none"> Use of lifts should be restricted to one person at a time. If a child or young person requires assistance in the lift appropriate PPE should be worn, as 1 metre physical distance cannot be maintained. Wipe down after use / routinely as appropriate to local circumstances 		All School Staff
Lack of protection from the sun while outdoors		<p><u>Use of Sun cream / provision of sun hats – Spring / Summer Months</u></p> <ul style="list-style-type: none"> Parents should apply sun cream to children or young people before arriving at school/ELCC. For re-application of sun cream throughout the day parents should be asked to provide sun cream for the use within school / ELCC. Parents should be asked to provide a sun hat for the use within school / ELCC. Children or young people should keep the sun cream with their own belongings throughout the school day. 		SMT

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
Lack of Compliance with school operational guidance	Coronavirus: reducing risks in schools' guidance last updated 17 December 2021	<p>Refer to national guidance for:</p> <ul style="list-style-type: none"> • Promoting Attendance and reducing absence <ul style="list-style-type: none"> ○ Attendance monitored by SMT and patterns investigated. Supports offered where appropriate • Outdoor learning <ul style="list-style-type: none"> ○ PL Resource available to all staff as well as outdoor clothing for all staff and pupils • Free School Meals / Access to drinking water <ul style="list-style-type: none"> ○ Limited menu available for all pupils which is consumed in class to ensure safety of seating arrangements ○ Pupils encouraged to bring drinking water/vessel daily and water fountains available to all. ○ Alternative water bottle provided with lunch and available on request as required. <p>(The underlined are from operational guide)</p> <p><u>PRACTICAL ACTIVITIES, EXPERIMENTS AND INVESTIGATIONS</u></p> <ul style="list-style-type: none"> • 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. 		

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
		<ul style="list-style-type: none"> • Click here for link to Education Scotland guidance on Home Economics. • Art and Design and Photography Art and design and photography guidelines have been prepared by Education Scotland with support from teachers and partners. • PHYSICAL ACTIVITY AND SPORT Guidance on organised outdoor sport for children and young people should be considered when planning and preparing for physical activity and sport. • Click here for primary PE Risk Assessment • Dance Dance guidelines have been prepared by Education Scotland with support from teachers and partners. • Music Lessons and Singing Updated guidance to support delivery of music is now available. https://education.gov.scot/media/g31bynx4/music-guidelines-18-12-20.pdf • Drama Drama guidelines have been prepared by Education Scotland with support from teachers and partners. The guidelines for practitioners and local authority staff will assist with the decision making and safe implementation of drama activities for all school age learners. 		

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
		<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> <ul style="list-style-type: none"> • PHYSICAL ACTIVITY AND SPORT <p>Guidance on organised outdoor sport for children and young people should be considered when planning and preparing for physical activity and sport.</p> <p>Click here for primary PE Risk Assessment</p> <p>Click here for link to Education Scotland Practical Guidance</p> <ul style="list-style-type: none"> • Dance <p>Dance guidelines have been prepared by Education Scotland with support from teachers and partners.</p>		

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
		<p>Click here for link to Education Scotland Practical Guidance</p> <ul style="list-style-type: none"> • Music Lessons and Singing <p>Updated guidance to support delivery of music is now available.</p> <p>Click here for link to Education Scotland Practical Guidance</p> <ul style="list-style-type: none"> • Drama <p>Drama guidelines have been prepared by Education Scotland with support from teachers and partners. The guidelines for practitioners and local authority staff will assist with the decision making and safe implementation of drama activities for all school age learners.</p> <p>Click here for link to Education Scotland Practical Guidance</p> <p>Click here for guidance for Technical and Science Click here for link to Education Scotland Practical Guidance</p>		
Extra-curricular activity and international travel	<p>On 16 April 2021 the Scottish Government published guidance on School Visits (trips / excursions)</p> <p>Link to Scottish Government Guidance >> https://www.gov.scot/publications/coronavirus-covid-19-guidance-for-school-visits-and-trips/.</p>	<ul style="list-style-type: none"> • Domestic school day and residential trips scheduled to take place up to the end of December can be completed, however; local authorities and schools will wish to consider the risk assessment for any trip in detail and all additional mitigations that apply due to the update on guidance 	<p>In SJO there are currently no school trips (domestic or residential) planned or booked.</p>	SMT

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
	<p>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.</p> <ul style="list-style-type: none"> • 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 from COVID which may allow us to improve this aspect of our provision. • Schools should consider the need for out of hours cleaning when scheduling activities. 	<p>relating to schools. Pre-visit testing for staff and pupils is strongly recommended. In line with the wider updates to school safety guidance made on 17 December, any groupings should be maintained for the duration of the trip.</p> <ul style="list-style-type: none"> • Bookings for January 2022 onwards, including those involving overnight stays with no caps on numbers within each dorm/tent can be maintained at the current time, but authorities, schools and venues should ensure that mitigations are in line with the updated in-school guidance. • Those organising school trips should ensure that adequate insurance is in place, including financial protection for possible cancellation. • The Scottish Government guidance on school will be updated in line with this Safety in Schools guidance and will continue to be kept under review. <p>Renfrewshire Guidance - International trips should not be booked without reference to head of service (as per Standard Circular 33)</p>		

Hazard(s)	National / Local Guidance	Local Control Measures including protocols and mitigation	School Interventions	Responsible persons
Transitions to Primary School		<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>	<p>Virtual Transition Programme will be put in place for school.</p> <p>Enhanced arrangements for P1 pupils with ASN will be established.</p>	
P7 – S1 Transitions			<p>Enhanced arrangements for P6 & P7 pupils with ASN will be established.</p>	HT
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 Annex C</p>	<p>In SJO business continuity plan will be updated following SDO meetings.</p>	HT

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Risk Assessment Reviewed by Lorna Murray (HT) in consultation with Mrs Heath (DHT) and Mrs Parkin (CT) Date: January 2022

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**
- **Coronavirus (COVID-19): Guidance on reducing the risks from COVID-19 in schools 3 August 2021**
- **Coronavirus (COVID-19): Guidance on reducing the risks from COVID-19 in schools 15 September 2021**
- **Coronavirus (COVID-19): Guidance on reducing the risks from COVID-19 in schools 17 December 2021**

Annex A - Physical education and expressive arts

The table below sets out the physical education and expressive arts activity for children and young people in schools, which aligns with wider societal guidance.

Further guidelines on implementation can be found on the Education Scotland website: [Practical activities guidelines | COVID-19 education recovery | National Improvement Hub](#).

	Strategic Framework	Organised Children's Activities – provisions as at 21 April 2021	Schools – provisions as at April 2021	Updated guidance to apply to schools and children's unregulated activities
Level 3	<p>Non- professional performing arts not permitted.</p> <p>Sport all outdoors activity permitted except adult contact. Indoor individual activity permitted. All indoor group</p>	<p>Drama activity permitted outdoors/ digitally.</p> <p>Music (low risk)* activity permitted indoors within the overall cap at each level.</p> <p>Music (higher risk, including singing)** indoor activity not advised, particularly in groups. Limited outdoor activity might be possible but is dependent on risk assessment and decision by individual groups/ service providers. Choirs should not resume.</p> <p>Private tuition (including singing, wind and brass) permitted in people's homes, with relevant mitigations.</p>	<p>Drama activity is permitted outdoors in small groups and indoors if low risk criteria advised previously by the sub-group are met (i.e. outdoors or virtual activities, normal breathing and volume of speech, individual or small numbers involved).</p> <p>Music (low risk)* activity permitted outdoors/ digitally and indoors subject to risk assessment.</p> <p>Music (higher risk, including singing)** is not recommended except in limited circumstances for pupils preparing for assessment.</p> <p>PE and Dance outdoors contact and non-contact PE is permitted. Individual non- contact PE is permitted indoors.</p>	<p>Drama activity is permitted outdoors in small groups and indoors if low risk criteria advised previously by the sub-group are met (i.e. outdoors or virtual activities, normal breathing and volume of speech, individual or small numbers involved)</p> <p>Music (low risk)* activity permitted outdoors/ digitally and indoors subject to risk assessment.</p> <p>Music (higher risk, including singing)** For ELC to Primary 3 singing outdoors and indoors is permitted subject to risk assessment and with appropriate mitigations.</p> <p>For Primary 4 onwards activity is not recommended except in limited circumstances for senior phase pupils preparing for assessment.</p> <p>PE and Dance contact and non-contact PE is permitted outdoors. Individual non-contact activity is permitted indoors in line with sport in the strategic framework. Particular</p>

	Strategic Framework	Organised Children's Activities – provisions as at 21 April 2021	Schools – provisions as at April 2021	Updated guidance to apply to schools and children's unregulated activities
	activity permitted for under 18s.			attention should be paid to ensuring effective ventilation, good hygiene and sanitising of shared equipment.
Level 2	<p>Non- professional performing arts permitted outdoors.</p> <p>Sport all organised activity permitted except adult indoor contact sports</p>	<p>Drama activity permitted outdoors/ digitally.</p> <p>Music (low risk)* activity permitted indoors within the overall cap at each level.</p> <p>Music (higher risk, including singing)** indoor activity not advised, particularly in groups. Limited outdoor activity might be possible but is dependent on risk assessment and decision by individual groups/ service providers. Choirs should not resume.</p> <p>Private tuition (including singing, wind and brass) permitted in people's homes, with relevant mitigations.</p>	<p>Drama activity is permitted outdoors in small groups and indoors if low risk criteria are met.</p> <p>Music (low risk)* activity permitted outdoors/ digitally and indoors subject to risk assessment.</p> <p>Music (higher risk, including singing)** is not recommended except in limited circumstances for pupils preparing for assessment.</p> <p>PE and Dance outdoors contact and non-contact PE is permitted. Group and individual non-contact PE is permitted indoors.</p>	<p>Drama activity is permitted outdoors in small groups and indoors if low risk criteria are met and with appropriate mitigations.</p> <p>Music (low risk)* activity permitted outdoors/ digitally and indoors subject to risk assessment.</p> <p>Music (higher risk, including singing)** For ELC and primary aged children activity outdoors and indoors is permitted subject to risk assessment and with appropriate mitigations.</p> <p>For secondary aged young people activity outdoors is permitted. Activity indoors is not recommended except in limited circumstances for pupils preparing for assessment.</p> <p>One to one lessons (singing, wind, and brass) are permitted indoors for all age groups, with very good ventilation and careful mitigations.</p> <p>PE and Dance</p> <p>For ELC and primary aged children - contact and non-contact physical education is permitted outdoors and indoors with appropriate ventilation</p>

	Strategic Framework	Organised Children's Activities – provisions as at 21 April 2021	Schools – provisions as at April 2021	Updated guidance to apply to schools and children's unregulated activities
				<p>and particular attention being paid to good hygiene and sanitising of shared equipment.</p> <p>For secondary aged young people – contact and non-contact physical education and dance is permitted outdoors.</p> <p>Group and individual non-contact physical education and dance is permitted indoors.</p> <p>Contact sport may be permitted indoors subject to risk assessment and appropriate mitigations.</p>
Level 1	<p>Non- professional performing arts permitted indoors.</p>	<p>Drama activity permitted outdoors/ digitally. Indoor activities expected to be permitted in Level 1 and 0 from 7 June.</p> <p>Music (low risk)* activity permitted indoors within the overall cap at each level.</p> <p>Music (higher risk, including singing)** indoor activity not advised, particularly in groups. Limited outdoor activity might be possible but is dependent on risk assessment and decision by individual groups/ service providers. Choirs should not resume.</p>	<p>Drama activity is permitted outdoors in small groups and indoors if low risk criteria are met.</p> <p>Music (low risk)* activity permitted outdoors/ digitally and indoors subject to risk assessment.</p> <p>Music (higher risk, including singing)** is not recommended except in limited circumstances for pupils preparing for assessment.</p>	<p>Drama activity indoors and outdoors is permitted with appropriate mitigations and ventilation. <i>(This brings drama in line with sport in the strategic framework).</i></p> <p>Music (low risk)* activity indoors and outdoors is permitted with appropriate mitigations including ventilation. <i>(This brings activity in line with sport in the strategic framework).</i></p> <p>Music (higher risk, including singing)**</p> <p>For ELC and primary aged children activity outdoors and indoors is permitted as long as careful attention is paid to ensuring effective ventilation. <i>(This brings activity in line with sport in the strategic framework).</i></p>

	Strategic Framework	Organised Children's Activities – provisions as at 21 April 2021	Schools – provisions as at April 2021	Updated guidance to apply to schools and children's unregulated activities	
		Private tuition (including singing, wind and brass) permitted in people's homes, with relevant mitigations.		For secondary aged young people activity outdoors is permitted. Activity indoors is permitted subject to risk assessment and appropriate mitigations including effective ventilation and physical distancing. One to one lessons (singing, wind, and brass) are permitted indoors for all age groups, with very good ventilation and careful mitigations. PE and Dance contact and non-contact PE is permitted outdoors contact and non-contact PE is permitted. Group and individual non-contact PE is permitted indoors.	
	Sport all organised activity permitted except adult indoor contact sports	PE and Dance contact and non-contact PE is permitted outdoors and indoors. <i>(This brings activity in line with sport in the strategic framework).</i>			
	For all activity at Level 0, we should be aiming to maintain appropriate mitigations, particularly the higher standards of hygiene and ventilation than were present pre- COVID				
Level 0	Non- professional performing arts all activity permitted.	Drama activity permitted outdoors/ digitally. Indoor activities expected to be permitted in Level 1 and 0. Music (low risk)* activity permitted indoors within the overall cap at each level. Music (higher risk, including singing)** indoor activity not advised, particularly in	Drama activity is permitted outdoors in small groups and indoors if low risk criteria are met. Music (low risk)* activity permitted outdoors/ digitally and indoors subject to risk assessment. Music (higher risk, including singing)** is not recommended except in limited	Drama activity indoors and outdoors is permitted. <i>(This brings drama in line with sport in the strategic framework).</i> Music (low risk)* activity indoors and outdoors is permitted. <i>(This brings activity in line with sport in the strategic framework).</i> Music (higher risk, including singing)** activity indoors and outdoors is permitted. <i>(This brings activity in line</i>	

	Strategic Framework	Organised Children's Activities – provisions as at 21 April 2021	Schools – provisions as at April 2021	Updated guidance to apply to schools and children's unregulated activities
	<p>Sport all activity permitted.</p> <p>groups. Limited outdoor activity might be possible but is dependent on risk assessment and decision by individual groups/ service providers. Choirs should not resume.</p> <p>Private tuition (including singing, wind and brass) permitted in people's homes, with relevant mitigations.</p>	<p>circumstances for pupils preparing for assessment.</p> <p>PE and Dance outdoors contact and non-contact PE is permitted. Group and individual non-contact physical education is permitted indoors.</p>	<p><i>with sport in the strategic framework).</i></p> <p>One to one lessons (singing, wind, and brass) are permitted indoors for all age groups, with relevant mitigations.</p> <p>PE and Dance contact and non-contact physical education is permitted outdoors and indoors. (<i>This brings activity in line with sport in the strategic framework).</i></p>	
Beyond Level 0	No Restrictions			

* Music (low risk) in line with the sub-group's previously stated definition i.e. percussion, keyboards, strings and guitars.

**Music (higher risk, including singing) in line with the sub-group's previously stated definition i.e. singing, wind (including pipes) and brass.

Annex B: Face covering guidance during levels 4, 3 and 2 and return in August 2021

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. (August 2021 Return 1 metre distance applies)	✓		
To be worn by adults where they cannot keep two metre distance from other adults. (August 2021 Return 1 metre distance applies)	✓	✓	✓
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 ALL SECONDARY pupils in classrooms	✓		
To be worn by senior secondary pupils attending college or university for courses, or workplaces for training / work experience.	✓		

Key scenarios - expectations and actions to ensure readiness

Scenarios

Schools and local authorities should ensure readiness for the following key scenarios, in view of the uncertainty around the path of the virus in the future. These actions will help contribute to the development of a “pandemic-proof” education system:

1) Scenario 1 (Removal or reintroduction of mitigations – schools remain open): Ensuring readiness for an outbreak or moving between the protection levels should these require to be reinstated at either the national or local level, introducing or easing mitigations accordingly and within a carefully considered and agreed timeframe in the school environment.

2) Scenario 2 (Partial attendance – school buildings remain open): Partial attendance/remote learning where self-isolation of large numbers of staff/pupils disrupts full-time in-school learning.

3) Scenario 3 (Partial attendance – school buildings remain open): Partial attendance of pupils to facilitate re-introduction of physical distancing where required, e.g. in the event of a beyond-level 4 national lockdown scenario, or where local health protection teams advise this as being necessary to control transmission.

4) Scenario 4 (Full remote learning for all pupils – school buildings closed): No physical attendance at school for pupils except for key worker and vulnerable children, e.g. in the event of a beyond-level 4 national lockdown scenario, or where local health protection teams advise this as being necessary to control transmission.

The table below sets out shared expectations in respect of readiness to deal these four key scenarios, and the actions that should be taken to ensure readiness and minimise education disruption as a result of Covid.

Scenarios: Readiness				
Scenario(s)	Issue	Expectations	Actions to ensure readiness	Complete
1, 2, 3, 4	Risk assessments	All relevant risk assessments are kept up to date for relevant scenarios.	<ul style="list-style-type: none"> Follow guidance on preparation and maintenance of risk assessments as set out in Reducing Risks Guidance, including in respect of joint working between local authorities, staff and trade unions. 	
1, 2, 3, 4	Communications with staff	All staff are aware of the actions required to reintroduce or remove mitigations, the timescales required, and how they can best support pupils to ensure educational continuity.	<ul style="list-style-type: none"> Specify responsibility within the school for communications with staff in these circumstances. Provide time for teachers and other school staff to read associated comms and become familiar themselves with any changes. 	
1, 2, 3, 4	Communications with parents and pupils	All pupils and families are aware of the actions required to reintroduce or remove mitigations, the timescales required, and how they will be supported to ensure educational continuity.	<ul style="list-style-type: none"> Specify responsibility within the school for communications with staff in these circumstances. 	

1, 2, 3, 4	Reducing Risks Guidance and local desk instructions	All key staff and pupils have access to and understand the guidance on which mitigations should be in place dependent on the scenario.	<ul style="list-style-type: none"> Ensure key people within school have strong understanding of Reducing Risks guidance, and can inform communications to wider staff and pupils on this subject. 	
1, 2, 3, 4	Remote learning lesson plans	Plans for remote learning have been developed and can be deployed in line with Education Scotland guidance, in the event that smaller or larger numbers of pupils and/or staff have to self-isolate. Previously agreed Education Scotland/CERG guidance makes clear that class teachers retain responsibility for planning and organising children's and young people's learning, with learning supported by parents and carers.	<ul style="list-style-type: none"> Ensure awareness of Education Scotland guidance on remote learning expectations. Ensure awareness of Support for Continuity in Learning guidance, which focuses on ASN. Maintain (and, where appropriate, revise) previously-developed remote learning lesson plans that can be deployed for relevant year groups and scenarios. ES and local authorities to ensure schools, learners and parents are aware of the NeLO offer* including live, recorded and supported resources for both the BGE and Senior Phase. Continue to maintain two-way communication arrangements with parents in relation to remote learning, as appropriate. Bear in mind the additional support and advice that may be needed for parents in particular circumstances, including parents for whom English is an additional language, parents of children in Gaelic Medium Education (where Gaelic may not be the main language used in the home), parents of children with additional support needs and parents with fewer financial resources or time/capacity to support their children's learning. * Note: Resources to support Gaelic Medium Education are also available via the NeLO by searching "Gaelic" or "Gaelic Medium Education" in the search bar on the main NeLO landing page. Information on e-Sgoil's Gàidhlig Bheò is available via the e-Sgoil website. Education Scotland's Scotland Learns web resource contains a dedicated section on GME. 	
1, 2, 3, 4	Remote learning materials	Children and young people have been provided with the non-IT materials needed to ensure effective remote learning (e.g. writing equipment, notebooks, etc.)	<ul style="list-style-type: none"> Ensure awareness of Education Scotland guidance on remote learning expectations. Identify which non-digital resources should be provided to pupils to support remote learning and how these will be distributed – 	

			these will usually be similar to those provided under normal classroom settings (e.g. art materials, textbooks, etc.)	
1, 2, 3, 4	IT and connectivity	IT needs of staff and pupils for remote learning for small numbers of pupils self-isolating are met in advance.	<ul style="list-style-type: none"> Ensure an understanding of IT and connectivity requirements amongst pupils and staff. Schools and local authorities to liaise on provision of additional devices and connectivity where required. Ensure staff awareness of relevant support, including tax relief for additional costs for electricity, water and phone calls. 	
1, 2, 3, 4	Professional learning for Remote Learning	Staff have been provided with guidance and training to allow them to support remote learning effectively, particularly in respect of use of IT.	<ul style="list-style-type: none"> Support awareness and uptake of available local and national professional learning opportunities (including via Education Scotland's digilearn.scot) on use of digital technology to support learning and teaching. 	
1, 2, 3, 4	Wellbeing support	Clear wellbeing support arrangements are in place to deal with range of scenarios and their potential impacts on staff and pupils.	<ul style="list-style-type: none"> Ensure staff awareness of local and national wellbeing support, and encourage uptake. Ensure pupil awareness of local and national wellbeing support, and encourage uptake. 	
3, 4	Identification of key worker and vulnerable children	Schools and local authorities have identified key worker and vulnerable children in advance, and can update their understanding of this rapidly in the event it is required.	<ul style="list-style-type: none"> Local authorities to agree with schools an approach to identifying key worker and vulnerable children in line with national guidance, and to maintain a regularly updated understanding of this in support of contingency planning. 	
1,2,3,4	Staffing	Sufficient staff are available (via supply lists or additional capacity across system) to support implementation of contingency plans.	<ul style="list-style-type: none"> LAs and schools to factor in potential contingency requirements when making use of additional central funding for staffing, in line with guidance on workforce planning in Reducing Risks guidance. 	
1, 2, 3, 4	School transport	Requirements for mitigations on school transport in different scenarios are fully understood and can be implemented to required timescales by operators. School transport arrangements support partial attendance where required. Agreements in place with operators on approach to be taken in event of partial attendance.	<ul style="list-style-type: none"> Local authorities to continue joint planning with school transport operators to ensure readiness for these issues. 	