



PENICUIK HIGH SCHOOL RISK ASSESSMENT

REDUCING RISK OF COVID-19 IN SCHOOL

Session 2021-2022 – (April 2022)

This Risk Assessment was initially created in response to the national/international outbreak of coronavirus (COVID-19) and is a new document to reflect current SG updates. The following controls will reduce the risk of infection so far as is reasonably practicable. This is a situation which is continually evolving. SMT and SPOC will keep you updated with any significant changes.

The Scottish Government, SG, published its Strategic Framework update on 22 February 2022. This sets out a change to the Scottish Government's overarching strategic intent:

'To manage COVID-19 effectively, primarily through adaptations and health measures that strengthen our resilience and recovery, as we rebuild for a better future'.

For schools, the Strategic Framework sets out that a small number of routine protective measures will remain, these are set out in this Risk Assessment which has been updated in response to SG advice in **March 2022**.

There will be further updates on **18 April** 2022 which may affect this document further and this will be highlighted to all parties

Every member of staff will be provided with this updated Risk Assessment to ensure that that they are aware of the hazards and risks and understand the rules and procedures put in place. The document is available to students and parents/carers on request and on our website. Mitigations are communicated with students and their parent/carers through established methods.

Education /NHS – Key guidance informing this Document

Key dates:

- From **29 March**, we will no longer have the facility to order LFD kits via the testing programme
- From **18 April 2022**, staff will no longer be advised to test twice weekly
- From **18 April 2022**, local health protection team will still be able to deploy testing as one of the suite of measure for outbreak management
- **From 18 April new guidance comes into play but this comes with the caveat that the pandemic is not over and SG guidance emphasises the importance of retaining a sensible set of routine protective measures to keep staff, children and families safe. We have captured these in this update.**
- As per local HPT agreement from the **2 May** warn and inform letters should no longer be sent out.

Please see full guidance in links below.

- [Routine Covid Protection Measures in Schools](#)
- [Routine Covid Protection Measures in early learning and childcare, school age childcare and childminding settings](#) (bringing the three pieces of guidance together into one document)

Routine Protective Measures

Health and safety

- There should be an ongoing focus on the importance of good ventilation and use of CO2 monitors to ensure good air quality in enclosed spaces.

Cleaning

- Continue with rigorous cleaning procedures
- In the event of an outbreak of COVID-19 within a setting, certain routine [cleaning protocols](#) may need to be temporarily intensified

Hand and respiratory hygiene

- Continue with robust practice
- Risk assessments on the use of Personal Protective Equipment (PPE) should continue to be undertaken for those who work in very close contact with children and young people and undertake personal care.

Face coverings are not needed when:

- working directly with children, including on the floor or supporting children to move around the building or with toileting, or as a result of being in close physical proximity to children
- Children and adults wishing to wear a face covering should be supported to do so

When face coverings should be worn:

- By staff, young people in secondary schools, parents and professional visitors when in communal areas and in line with national guidance.

Identifying and dealing with outbreaks

- An outbreak is suspected if you are notified of two or more confirmed cases of COVID-19 in the setting within 14 days, particularly if there is a suspected link between the cases.
- Identifying outbreaks relies on good absence reporting. The reason for staff and child absence should be recorded and reviewed by the school/setting regularly. Where an unusually high number of absences for a similar cause are noted, an outbreak may be suspected.

Communications during an outbreak

- From 2 May 2022, there is no longer a requirement for settings to issue individual information ('warn and inform') letters to low risk contacts when positive cases are identified, or for them to test prior to returning to the setting provided they remain without symptom.
- However, it is good practice to keep families updated if any outbreaks occurs.

On-site

Risk Assessments should be undertaken before changes are made. These should be shared with all staff and union representatives.

Pick-up and drop-off arrangements

- Arrangements should be decided locally based on the best interests of children, families and staff but guidance advises these are not required

Transport

- Arrangements for dedicated school transport should follow the general guidance for public transport on the use of face coverings, cleaning, hygiene and ventilation

Visits into the school/setting

- There are no restrictions on parents, carers or wider family members entering school buildings, although they will be expected to comply with the school/settings routine measures.
- Parents, carers and family members are able to attend indoor and outdoor sporting and cultural events.

Physical distancing

- Physical distancing will not be required among children and young people, but staff should continue to take reasonable steps to keep a safe distance from other adults in line with national guidance.

Parental engagement

- Activities to support parental and carer engagement such as face-to-face meetings can take place

Outdoor and visits/excursions

- Maximise the use of outdoor space, as well as the opportunities of day visits and excursions, with appropriate risk assessments being undertaken.

Self-isolation

Children, young people and staff must stay at home and self-isolate if they:

- have symptoms of COVID-19, whether they feel unwell or not
- have tested positive, even if asymptomatic
- are identified as a close contact and are over 18 years and 4 months and are not fully vaccinated

Vaccinations


- All settings should encourage and enable staff who have not been fully vaccinated to seek vaccination as soon as possible

Covid Absences recording – SNCT update to follow

Central recording


- On return from the Easter break as we are no longer required to test we will not be recording absences centrally although robust recording should continue at school/setting level.

PHS – Detailed Risks and Mitigations

Hazards	Control Measures	Examples
<p>Transmission through working with others in the school.</p>	<p>Staff and students should follow established hygiene protocols</p> <ul style="list-style-type: none"> • Washing or sanitising hands thoroughly, at the right time, using appropriate facilities and products helps to prevent the spread of COVID-19. Posters showing COVID-19 safety guidance will be displayed throughout the school areas. • All staff and students will be encouraged to avoid touching their faces, including mouth, eyes and nose. • Staff must maintain good hygiene standards in bases/offices; use sanitiser provided and wipe over surfaces where required, <i>e.g. shared equipment, kettles, fridge, etc.</i> • Current lunchtime arrangements for all students will remain in place as indicated in earlier communications. This includes timings, venues, wet weather venues and the fact that food is only available at lunchtime and seniors may go out at the short interval break. <p>There will be an ongoing focus on ventilation. The primary effective method of increasing natural ventilation remains the opening of external doors, vents and windows. Wherever it is practical, safe and secure to do so, and appropriate internal temperatures can be maintained.</p> <p>Potential approaches to increase natural ventilation while balancing temperature, the suitability of which will depend 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, <i>e.g.</i>, when a room is unused • flexible uniform/staff dress policies to help ensure that staff and students can stay warm if/when windows or doors require to be opened <p>The school continues with strategic monitoring of CO2 levels with in targeted areas covered. We will work with Midlothian Council to address any areas of potential concern.</p>	

	<p>Currently staff and students must wear face coverings at all times, in all communal areas other than in the classroom. It is noted that some individuals are exempt from wearing face coverings and this will have been agreed with the Head Teacher. This may be updated after 18 April 2022 but remains an important mitigation</p> <p>Staff should aim to maintain physical distancing of one metre from students and each other within the school. As in wider society it will remain important to be cautious and exercise personal responsibility, recognising that, where possible, it is safer to keep a distance from other people.</p> <p>We will encourage staff and students who have not been fully vaccinated to seek vaccination as soon as possible, following the recommended gap between doses. Information on securing vaccination and securing an appointment can be found at: Coronavirus Vaccine</p> <p>Staff will be encouraged to:</p> <ul style="list-style-type: none"> • Speak up / report - <i>"Say if it's Not Okay"</i>. We have a dedicated SPOC. If a member of staff wishes to raise concerns out-with their Line Manager please refer the matter to SPOC or Head Teacher or SGM. • Staff should ensure their work stations are kept tidy and clutter free to allow surfaces to be cleaned • Each team/Department should follow the generic advice in their own areas but also agree any specific risk mitigation that should be noted as an annexe to this plan. This should be reviewed regularly. • No one within the school is obliged to work in an unsafe environment. 	
Hazards	Control Measures	Examples
Transmission through teaching and learning activities.	<p>The school will ensure that all teaching areas have within them the following: hand sanitisers; bins; device wipes; spray cleaner and blue paper towels.</p> <p>Staff and students should follow established hygiene protocols</p> <ul style="list-style-type: none"> • Regular reminders to support staff and students to follow advice on good hand hygiene. Students should sanitise their hands at the beginning and end of each class. • All staff and students will be encouraged to avoid touching their faces, including mouth, eyes and nose. • Regular surface cleaning in classrooms/teaching spaces; all desks should be wiped down at the beginning and end of 	

	<p>each class, adults should spray the desk table with students issued with blue roll to wipe down their designated desk/chair. See Appendix A for school cleaning regime.</p> <ul style="list-style-type: none"> Any Chromebooks or equipment issued must be cleaned in line with established school routines. <p>There will be an ongoing focus on ventilation. The primary effective method of increasing natural ventilation remains the opening of external doors, vents and windows. Wherever it is practical, safe and secure to do so, and appropriate internal temperatures can be maintained.</p> <p>Potential approaches to increase natural ventilation while balancing temperature, the suitability of which will depend 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 flexible uniform/staff dress policies to help ensure that staff and students can stay warm if/when windows or doors require to be opened <p>Our mechanical ventilation system is adjusted to full fresh air.</p> <p>Students and staff are not required to wear face coverings in classrooms. However, staff and students will continue to be supported to wear them if they choose to do so.</p> <p>All staff will aim to maintain physical distancing of one metre from students and each other within classrooms. It is acknowledged that this is not always possible and in these circumstances staff should be mindful of established practices and mitigations, these include use of:</p> <ul style="list-style-type: none"> A clear 'staff only' area within each classroom should be maintained (normally around staff members desk) and associated limits to staff/student movement during lessons; all rooms should continue this practice due to multi-user rooms Enhanced planning by SfL/TLC staff around support for students with additional needs and safe working practices. Staff should wear a face covering or PPE (where appropriate e.g. when carrying out Intimate care or Aerosol Generating Procedures), and regularly wash their hands before and after 	
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	<p>contact. No PPE is required when undertaking routine educational activities in classroom or school settings.</p> <p>There are no restrictions on indoor or outdoor Drama, Music, PE or Dance activities.</p> <p>There are no restrictions on Assemblies, although routine measures will continue to apply, e.g., good ventilation, regular cleaning, face coverings etc.</p> <p>Subject specialisms requiring additional risk assessments will follow SG and SSERC advice. These risk assessments will be monitored through PT discussion with their SLT link. <i>See earlier note above.</i></p>	
Hazards	Control Measures	Examples
Symptomatic staff and students	<p>Students and staff must stay at home and self-isolate if they:</p> <ul style="list-style-type: none"> • have symptoms of COVID-19, whether they feel unwell or not • have tested positive, even if asymptomatic • are required to self-isolate for any other reason in line with the requirements set out on NHS Inform • are identified as a close contact and are over 18 years and 4 months and not fully vaccinated <p>Public health advice on testing, self-isolation and managing confirmed cases of COVID-19 should be followed as per the relevant Scottish Government Guidance and Test and Protect NHS inform</p> <p>If symptoms start to develop over the working day, staff will be sent home immediately and told to self-isolate.</p> <p>Students will be placed in isolation and their parents/carers will be called to collect them. Isolation rooms are stationed at: SMT area – Medical isolation Room – The relevant area will be isolated and sign displayed to prevent anyone using it, until there has been a special clean. Entry is controlled by Chief First Aid officer/ office</p>	
Hazards	Control Measures	Examples
Parent/Carers/ Visitors and deliveries	<p>There are no restrictions on parents, carers or wider family members entering school buildings, although they will be expected to comply with our routine measures.</p>	

	<p>Consideration should be given to the provision of this support by virtual means as appropriate.</p> <p>Staff are permitted to move between schools where necessary.</p> <p>Deliveries should aim to be timed to avoid drop off/pick up times; consider methods to reduce the frequency of deliveries e.g. ordering larger quantities less often.</p>	
Hazards	Control Measures	Examples
School Trips and Visits	<p>School day visits and residential stays are permitted in keeping with guidance on school visits and trips: School and youth work visits and trips</p> <p>SMT will consider the risk assessment for any trip in detail and all additional mitigations that apply due to the update on SG guidance relating to schools. SMT will remain vigilant to SG guidance.</p> <p>Those organising school trips should ensure that adequate insurance is in place, including financial protection for possible cancellation.</p>	
Hazards	Control Measures	Examples
Vulnerable staff and students	<p>The Chief Medical Officer is continuing to advise that staff and students on the Highest Risk List can follow general population advice unless advised otherwise by their GP or clinician. Taking up all vaccinations offered remains the most important thing everyone, including those on the Highest Risk List, can do to protect against severe illness from the virus.</p> <p>Ongoing adherence to measures will also continue to provide protection and reassurance to people on the Highest Risk List. Further information and advice is available at Coronavirus (COVID-19): advice for people on the Highest Risk List</p> <p>It continues to be our responsibility to regularly carry out workplace risk assessments and put in place measures to make the workplace as safe as is reasonably practicable to try and minimise the risk to staff including contracting COVID-19. Students will be supported by the Student Support Team led by Mrs Burgess. Employees also have a responsibility to comply with safe working practices. This includes pregnant staff. UK Government advice on health and safety in the workplace for pregnant staff and their employers is</p>	

	<p>available online at Coronavirus (COVID-19): advice for pregnant employees</p> <p>The Distance Aware scheme, promoted by the Scottish Government, enables people to wear a symbol to indicate they would like more space and care around them for any reason. Anyone who wants to wear a badge or lanyard with the Distance Aware symbol will be supported to do so There is more information at Coronavirus (COVID-19): distance aware scheme</p> <p>Staff with any other concerns should initially contact their GP or NHS inform for advice and thereafter link in with the Faculty/DHT link to discuss.</p>	
Hazards	Control Measures	Examples
Staff and students travelling to work/school	<p>Dedicated school transport services now follow general guidance in relation to the use of face coverings, cleaning, hygiene and ventilation. Further information is available from Guidance for Transport Scotland</p> <p>Face coverings should be worn on school and public transport. On school buses no distancing will be expected. Students should follow good personal hygiene routines, e.g., hand sanitizing. School staff will reinforce expectations on a regular basis.</p>	
Hazards	Control Measures	Examples
Mental Health and Stress. Struggling with existing and onset of potential new mental health concerns, due to disruption to normal workplace, routine and isolation from colleagues.	<p>When you can:</p> <ul style="list-style-type: none"> • Get outside in the morning or lunchtime/breaks for some fresh air and sunlight – crucial for our health, mood and well-being • If possible go for a walk and some exercise daily (be mindful of the current COVID-19 updated guidelines) • Management will continue to promote and support mental health & wellbeing • Regular communication with staff offering training and support • Staff needing support can do so with their Line Managers and school Managements Teams or other colleagues and also note routes available through Midlothian Council to support staff: <p>Employee Assistance Programme: www.workplaceoptions.com</p>	

	<p>GTCS well-being Resources: https://www.gtcs.org.uk/News/news/health-wellbeing.aspx</p> <p>EIS well-being resources: https://www.eis.org.uk/Member-Support/HWRResource</p> <p>SSTA well-being resources: https://ssta.org.uk/covid-19-advice-and-information-for-members/</p> <p>Unison well-being Resources: https://www.unison-scotland.org/coronavirus-covid-19-your-rights-at-work/</p>	
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Approval – on site staff

This document has been shared with TU Representatives at school w/c 04-04-22

EIS _____

SSTA _____

NASWUT _____

Unison _____

Shared with parents / students via link to website w/v 04-04-22

Annexe A

Additional risk mitigation =- Specialist areas tbc