



COVID-19/CORONAVIRUS

Plan administration	
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Date of issue	09/08/21
Electronic copies of this plan are available from	Teams\Whole School\Staff Handbook\Health & Safety
Hard copies of this plan are available from	School Office
Date of next review	June 2022 - daily updates
Person responsible for review	Chief Executive Officer/Health & Safety Coordinator

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The health, safety and well-being of all staff and pupils is of utmost importance to us. This risk assessment has been provided to support educational settings to ensure they are acting in line with the COVID-19 – General Guidance for all Education Settings for implementing the recovery plan <https://www.gov.scot/publications/impact-assessment-reducing-risks-schools-guidance-back-school-arrangements-august-2021/Coronavirus-covid-19-guidance-on-reducing-the-risks-in-schools>

Please note: all COVID-19 guidance is available through Scottish Government, A Strategic Framework for Reopening Schools, Early Learning and Childcare Provision in Scotland
The risk assessment should be reviewed prior to any stage of extension of operation e.g., increasing pupil numbers, extending curriculum activities, opening up facilities or planning events.

- Appendixes:** Appendix 1 - Adjustments made to daily operating arrangements
- Appendix 2 - Compliance - How we will monitor and review our COVID 19 Risk Assessments
- Appendix 3 - Premises Cleaning & disinfection procedures
- Appendix 4 - Alterations to Timetables - Nursery/JS/ SS/Staff
- Appendix 5 - Procedures for Visitors and Deliveries at Reception
- Appendix 6 - Travel, Car parking and movement within the grounds
- Appendix 7 - School buses and Public Transport
- Appendix 8 - Pick up and Drop off Arrangements
- Appendix 9 - Individual Classroom/department risk assessments
- Appendix 10 - Use of Swimming Pool
- Appendix 11 - Use of showers
- Appendix 12 - Lunchtime and break arrangements
- Appendix 13 - Catering arrangements
- Appendix 14 - Staff Lunchtime and break arrangements
- Appendix 15 - General Social Distancing and universal hygiene advice
- Appendix 16 - Books and classroom items advice
- Appendix 17 - Hand Washing recommendations
- Appendix 18 - COVID 19 Symptoms guide including track and trace/isolation room
- Appendix 18A - COVID-19 HC Symptoms Protocol
- Appendix 19 - Communication and collaboration
- Appendix 20 - Staff information and compliance sign off

Appendix 21 - First Aid HSE current guidance

Appendix 22- PPE Information

Appendix 23 – COVID-19 HC Communication Updates

For ease of reference, changes that are made to this document are detailed below:

Date of change		Section	Page	
23/09/20		Whole document	All	
18/02/21		Whole Document	All	In preparation for phased return from February 22, 2021
08/03/21		Whole Document	All	In preparation for blended learning from 15 March 2021
01/04/21		Whole Document	All	In preparation for all pupils return 19 th April 2021
09/08/21		Whole Document	All	In preparation for pupil return 18 th August 2021
20/12/21		Whole Document	All	Updated guidance - V7
28/02/22		Whole Document	All	Updated Guidance February 28 th , 2022 - V7.5
18/04/22		Whole Document	All	Updated Guidance April 18 th , 2022 - V7.55

Location:	Hamilton College		
Address:	Bothwell Road, Hamilton, ML3 0AY		
Assessment Date:	23 rd September 2020 30 October 2020 - Tier System updates 18 February 2021 - Phased return following remote learning 8 th March 2021 - Blended model for WS August 2021 - Government relaxations December 2021 - Updated guidance February 2022 - Updated guidance 18 th April 202 - Updated guidance	Review Date: September 2020 -daily review	
Assessment Completed by:	COVID-19 working Party		

Management Planning

Item	Control measures	Yes/No or N/A	Notes and further information	Risk Rating
Senior Leadership	Adjustments to setting hours (staggered times, attendance for specific hours) has taken account of associated factors such as additional setting transport needs to ensure social distancing on buses as well as activities within the setting and staffing levels.	Yes	Appendix 1 - Alteration to daily working arrangements	L1 S3 RR 3

Team responsibilities	An assessment has been undertaken that considers different ways of operating where it is required in order to operate safely, for example, moving year groups to different areas, moving specific classes in order to reduce the footfall in adjoining corridors, using additional toilets in other areas that are now available, part time attendance only, restricting the curriculum taught.	Yes		
	Plans have been put in place to address lack of adequate space or available staff to achieve separation of people/cohorting. Class size issues have been escalated to the SLT.	Yes		
	Consideration has been given to where it is beneficial to restrict access to unused areas to support operational management.	Yes		
	SLT have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire site security and legionella reviews in line with the checks you would normally undertake during the summer period All safety related checks and activities will continue as normal.		Pool will remain closed until guidelines permit Updated Guidelines from Governments allows pool to re-open Feb 2022 Fire assessment interim review for completion prior to pupil return taking account of altered use of facilities	
	SLT have ensured essential premises management arrangements continue to ensure the safe operation of the setting.	Yes		
	SLT have ensured that specific enhanced cleaning arrangements that are required can be fulfilled on site	Yes	Appendix 3 Cleaning Protocol	L 1 S 3 RR 3
	SLT will ensure that Government guidance will be kept under review and this risk assessment and the control measures as detailed within it will be updated to reflect any changes as necessary. Daily checks will be made on Government Website and local alerts regarding COVID-19 updates.	Yes		

	SLT has completed this assessment, in conjunction with COVID-19 Working Party, Board of Governors, staff and staff representatives (and pupils where appropriate) and are responsible for the implementation of actions	Yes		
	Arrangements have been put in place to undertake a regular review of the assessment and provisions taking into account feedback, suggestions, and concerns	Yes	Daily COVID-19 WP updates and weekly meetings Feedback through DM's and SM Meetings to SLT	
	SLT have made arrangements to provide information, instruction, and training prior to implementing these measures (and prior to the recovery phase) with staff through Inset day training, online meetings, and e-mail.	Yes	Instruction/training will be given on inset day 22/23 June 2020 prior to staff/pupil returning in August Guidance re-issued prior to February phased return Update session August 2021 Staff updates as guidance varies	
	SLT will be present at all times and especially during the early part of the recovery plan in order to provide additional support and reassurance and to pick up on any issues and review arrangements.	Yes		
Ensuring compliance	High Level: Government guidance will be kept under review Next level: Staff will be briefed/issued with instructions as necessary to ensure official and school guidance/rules/control measures are being observed. Next Level: SLT will monitor how guidance/rules/control measures are being practically delivered, areas of ambiguity will be clarified/areas of enhanced good practice shared	Yes	Appendix 2- Monitoring & Reviewing	

Governor engagement	Governors are involved and supporting the setting to ensure that required actions are completed and have reviewed this assessment as part of their role.	Yes	Governor representation in COVID-19 WG and Board updates provided	
Safeguarding	The introduction of new arrangements have been reviewed by the Senior Leadership Team ensure that they do not impact on safeguarding requirements in the school.	Yes		
Supply Chain	Facilities management team will ensure that arrangements are in place for the continuity of essential supplies, for example, cleaning and disinfection products, liquid soap, paper towels (where used), hand sanitiser, tissues and PPE that is specified in PPE guidance.	Yes	Facilities manager will ensure continuity of supplies	
	Arrangements have been made to ensure that equipment purchased is fit for purpose e.g., meets with required standards	Yes	Facilities manager will ensure equipment meets required standards	

Staffing Arrangements

Staffing levels	Reduced staff ratios do not significantly compromise the safety and security of pupils	Yes	Appendix 4 - alteration to daily working arrangements	L 1 S 3 RR 3
	Daily review of staffing levels takes place, including those in key safety roles to ensure the safe supervision and operation of the setting including premises management. Arrangements for the deployment of staff and use of alternative areas within the buildings have been drawn up for implementation where appropriate and possible (see pupil and staff cohorting).	Yes		
	Plans are in place for SLT to be allocated to lead a class group under the direction of a teacher if there is a shortage of teachers. Supply staff will also be used as necessary.	Yes		
	Specialist teaching staff will have breaks from teaching when their class pupil group is on their break. If this is not possible due to timetabling a replacement teacher will provide cover in this case.	Yes		
	<p>During phased return from February, all JS staff on premises to assist with teaching, non-contact time provision and Key Worker Supervision</p> <p>SS staff will not be used to provide specialist classes in JS</p> <p>In SS, limited staff on site to allow from practical assignments to be completed for Senior Phase pupils - RA's in place</p> <p>From 15 March 2021 - all staff return to provide blended teaching model under revised timetable.</p>	Yes	As per revised timetables	

	<p>From 19th April 2021 - all pupils return for full week with timetable adapted to reflect.</p> <p>From August 2021 - full in-school timetable operational</p> <p>December 2021 - daily assessment due staff absences and supply / alteration as required</p>			
Business support and premises management staff	Staff who are self-isolating will still work from home where it is possible, and their class will be supervised with a member of staff.	Yes	Appendix 1 - alteration to daily working arrangements social distancing	
	Office spaces are arranged to support social distancing (maintaining 2m distance)	Yes	August 2021 - remain in place	
	Staff have moved to alternative workspaces where social distancing cannot be applied in their usual office setting.	Yes		
Premises and cleaning staff	Activities are scheduled so that premises activities do not take place during times when pupils and staff move around the setting.	Yes	Appendix 3 - cleaning and disinfection	
	Staff who carry out cleaning are supplied with cleaning materials and familiar with the cleaning and disinfecting processes that are required at this time.	Yes		

	Staff who carry out deep cleaning and disinfection have the appropriate equipment required if cleaning is needed after a symptomatic person has left the building.	Yes	Outsourced service	
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Cohorting and limiting contact

Pupil and staffing grouping

Nursery	Where early years provision is on a sessional basis, settings should consider having smaller cohorts to take account of the total number of children members of staff interact with throughout the day.	Yes	Appendix 4: School timetabling	L 1 S 3 RR 3
Junior School classes	For primary schools outside of early years provision, groups are limited to class sizes. Social distancing in place throughout school but classroom environment maintained as per Government Guidelines (July 30 th , 2020)	Yes	August 2021 - bubbles and SD'ing relaxed	
Secondary schools	Actions have been taken to create smaller groups that minimise the need for interaction across groups considering the factors outlined in the compliance code in order to achieve social distancing. Year group bubbles in place Seating plans for all classes	Yes		

	<p>For practical assignment work in Senior Phase, SD'ing in place</p> <p>15 March 2021 - SD of 2m in the SS. Impact on classrooms and activities. Assessed as per timetables and individual RAs.</p> <p>2m to be maintained throughout school - rules updated to reflect this.</p> <p>19th April 2021 - SD relaxed amongst pupils, but larger spaces still utilised as much as possible. Timetable updated to reflect changes.</p> <p>August 2021 - no SD'ing, no bubbles. Classrooms to maximise use of space. Timetable for new session in place with adaptability in the event of increased precautions.</p> <p>Transitus advised to use face coverings due to proximity with SS</p> <p>28th February 2022 - Face Coverings - Senior School</p> <p>There will be no requirement to wear face coverings in classrooms, however, face coverings must be worn in the corridors, dining hall or when in close contact with others. Face coverings will be required in assemblies</p> <p>18th April 2022 - Senior School</p> <p>The following routine day to day measures are in place to manage the transmission of COVID-19:</p> <ul style="list-style-type: none"> • Increased ventilation • Use of face coverings are advisable in communal areas but no longer compulsory. • Use of social distancing as per guidance including one-way systems • Access to hand hygiene materials and cleaning materials 	Yes	As per RA's for individual classes	
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All settings	<p>Cohort groups are kept as small as possible to minimise interactions. The maximum numbers in each group are based on factors such as layout, physical space, staff availability, children and young people needs and in the case of early years provision whether or not sessional attendance is in operation.</p> <p>August 2021 - Bubbles relaxed</p>	Yes		
Keeping cohorts together (all settings)	Pupils will stay in their class/year group wherever it is possible throughout the day, or on subsequent days. Mixing of cohort groups will be avoided.	Yes	Relaxations from August 2021	
	Arrangements have been put in place to avoid mixing with other groups throughout the day e.g. during lunchtimes, breaks, PE, or on subsequent days.	Yes	Bubbles no longer in place	
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Yes		
	Where possible pupils use the same desk and resources each day where they attend on consecutive days. Seating plan in place.	Yes		
	Multiple groups do not use outdoor play equipment at the same time.	Yes		

Reducing and managing visitors

Visitors	Essential visitors have been identified (including maintenance and repairs), staff will seek agreement with the SLT/HOD's/Managers on site if they are in doubt about an unplanned visit Following Scottish Government updates - Visitors/parents/External lets are now allowed to attend Hamilton College, all current HC Policies and all RA's must be followed at all times.	Yes	Appendix 5: Reception & Universal Hygiene	L 1 S 3 RR 3
	The setting has determined meeting times on site which are scheduled to avoid the times of peak activity.	Yes		
	Visitors who sign in either use their own pen or are provided with a pen that they take with them.	Yes		
	The reception is operating on a one in and one out basis for essential visitors	Yes		
	Where reception desks are open, staff maintain a 2-metre distance from visitors, (the use of floor markings may be considered useful). Where this is not possible the installation of screens to protect staff should be considered	Yes		
	Visitors will confirm that they do not have symptoms (no matter how mild) before entering the premises	Yes	Full T&T system in place	

	Visitors will be instructed to use hand sanitiser immediately on arrival, hand sanitiser is provided at entrance	Yes		
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Yes		
	Contracted works are undertaken out of hours where possible and/or specific times for scheduled works are agreed.	Yes		
	Arrangements are in place to review contractor site movements and ensure safe distancing and compliance with universal hygiene requirements.	Yes		
	Parents have been advised that they should only come into the setting for essential reasons e.g., illness or safeguarding factors and information about contacting by phone instead of having face to face meetings. Only one parent should be allowed to visit the setting in these circumstances Only one parent allowed to walk to school building for pupils up to J3 - other parents to remain in carpark	Yes		

Travel and parking

General	The campus has been assessed and that any additional vehicles and vehicle movements can be carried out safely (a vehicle movement assessment has been carried out where required)	Yes	Appendix 6 - Travel and Parking	L 1 S 3 RR 3
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	Additional protocols in place as regards carpark where no school transport is being provided.			
	Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children	Yes		
Car journeys	Parents, staff, and pupils have been advised not to gather in parking areas.	Yes		
	Parents and staff have been advised that only the same household members should travel together by car	Yes		
On foot	Pupils and parents have been advised that it is preferable that members of the household should walk to the setting together where possible	Yes		
	Pupils and parents have been advised that they should not walk together in large groups	Yes		
Public and school transport	Pupils, parents, and staff have been advised not to use school transport if they have symptoms	Yes	Appendix 7 - Public/School Transport Parks protocol	L 1 S 3 RR 3
	Pupils, parents, and staff have been advised to wash their hands before and after using transport services	Yes		

	Pupils, parents, and staff have been advised of the government advice to wear face coverings when travelling on public transport, unless it is not safe to do so	Yes		
	Pupil attendance times have considered reduced numbers associated with public transport where possible.	Yes		

Arriving at and leaving the premises

Parents and pupils - arriving and leaving the premises	All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.	Yes	Appendix 8 - Pupil & Staff Drop off/Pick up Update to Appendix 8 regarding site movement	L 1 S 3 RR 3
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.	Yes		
	Nursery and J1-3 teachers will check with the parent and/or pupil about the pupil's health and ask them to wash their hands, on arrival in the building.	Yes		
	For all other years not including those mentioned above class parents are expected to drop their child in the car park and a member of staff from the group will greet each child, ask them to wash their hands and check in with them to ensure they do not have symptoms.	Yes		

	Nursery classes will arrange for children to be dropped off and collected at the lower school car park where possible	Yes		
	Staggered exit and entry times in place to reduce interactions Updated as per Timetable from 15 March 2021 Updated as per Timetable from 19 th April 2021 Updated as per Timetable from August 2021 Updated as per Timetable from February 2022 Updated 18 th April 2022 - staggered entry and exits have been removed, pre Covid timetable in use regarding start, finish, break and lunch times.	Yes		
Managing peak times	Additional entrances, such as fire exits, and other direct classroom exits are used and supervised to reduce gatherings at the setting entrance (hand sanitiser has been provided at these points)	Yes		
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing.	Yes	Full communication to parents and updated to reflect no bus transport from 15 th March to 1 st April 2021	
	Outside marked pathways have been added to assist with social distancing in outside areas.	Yes	Outside areas will be marked during the summer break	
	Facilities staff and teaching staff will supervise at peak times	Yes		

Nursery	Parents and carers permitted to use lower carpark beside nursery entrance to avoid interaction with wider school community.	Yes		
	Where possible, additional supervised entrances will be used to avoid people gathering at the same time	Yes		
	Parents have been advised that only one parent should attend.	Yes		
Bags and coats	Staggered access times allow for cloak rooms to be used without pupils gathering.	Yes		
	Alternative areas that are not being used have been allocated for cloak room use in order to prevent pupils gathering. Times of use are supervised and managed.	Yes	In general pupils will keep all possessions with them. Use of lockers will be prohibited	

Educational Activities

Classrooms and other learning environments.	<p>SS - Each classroom has been assessed and reviewed to identify the maximum pupil numbers that are suitable to reasonably achieve social distancing measures (as these are altered and reviewed by Government) and this is communicated to all. This is being set at current Government guidelines (staff 2m / pupils non-SD'ed but side-by-side seating plans / 2m SD for pupils during PR for practical assignments)</p> <p>15 March 2021 - All SS to be at 2m SD'ed. Timetable and classroom configuration / usage updated to reflect guidance.</p>	Yes	Appendix 9 - Individual Classroom Activities	L 1 S 3 RR 3
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	<p>19th April - SD'ing relaxed amongst pupils but larger spaces used as far as possible. Timetable updated.</p> <p>August 2021 - No bubbles and no SD'ing between pupils- maximisation of classroom space and side-by-side activities.</p> <p>JS - In line with Government Guidelines, social distancing relaxed to class sizes, but with Social Distancing in place throughout communal areas. No group activities permitted or mixed use of communal spaces.</p> <p>August 2021 - No bubbles and no SD'ing between pupils</p> <p>December 2021 - after school clubs cancelled due to mixing of year groups</p> <p>Use of face coverings as per Tier System and Phased Return requirements</p> <p>28th February 2022 - There will be no requirement to wear face coverings in classrooms, however, face coverings must be worn in the corridors, dining hall or when in close contact with others. Face coverings will be required in assemblies.</p> <p>18th April 2022 - Use of Face coverings are advisable in communal areas but no longer compulsory.</p>			
	<p>Early years setting spaces have been reviewed to identify the maximum number of children they can support in the space available in accordance with the below:</p> <ul style="list-style-type: none"> • children under 2 years need 3.5 m² per child • 2-year-olds need 2.5 m² per child • children aged 3 to 5 years need 2.3 m² per child <p>Where appropriate, capacity levels are detailed in each room for staff to refer to.</p>	Yes	Relaxed during Tier system	

	With respect to social distancing, rooms have been organised to encourage social distancing, tables and chairs are moved apart in order for pupils to spread out and arranged to enable sitting side to side and not face to face. Where it is not possible to move furniture, seats are taped off/marked as not to be used to support social distancing	Yes		
Outdoor learning and PE	New outdoor learning opportunities have been considered to encourage pupils to be outside	Yes	Staff in all fields encouraged to use outdoor space.	
	Consideration has been given to the use of outdoor spaces during break times, measures such as staggering break times and increasing supervision to support social distancing is in place.	Yes	Use of outdoor space to be maximised	
	Groups will not mix for PE and only non-contact activities will be carried out.	Yes		
			August 2021 - relaxations in place Specific PE guidance being followed Ability to revert to stricter regulations as required	
Close contact education activities	Consideration has been given to changing elements and times of curriculum delivery, or the order of lesson plans where it will reduce close contact between staff and pupils or pupils and pupils	Yes	COVID Timetable being used throughout the school - updated as required through phased return blended with remote teaching	

			<p>August 2021 - relaxations in place</p> <p>Specific PE guidance being followed</p> <p>April 2022 - normal pre Covid timetable now in use</p> <p>Ability to revert to stricter regulations as required</p>	
Resources	Resources and the exchange of resources that are taken home have been limited	Yes		
Use of sports halls etc.	Different pupils mixing together is avoided through staggered times and/or use of additional areas (by operating at half the capacity)	Yes	Outside space will be used where possible	
Use of school swimming pools	Please refer to updated swimming pools guidance Swimming pool facilities are not being used.	Yes	Appendix 10 - Use of Swimming Pool - As per Government guidelines pool is now in operation Ra's have been updated	L 1 S 3 RR 3
Showers	Sport activities have considered associated shower use in order to ensure that social distancing can be applied. Showers will only be used in cases of a Health & Safety emergency.	Yes	Appendix 11 - Use of showers - As per Government guidelines showers are now in operation RA's have now been updated	L 1 S 3 RR 3
	Cleaning and disinfection arrangements are in place for showers.	N/A	Cleaning in place if used for H&S measures	

			Showers and pool areas have enhanced cleaning in place due to being used	
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Lunchtime and breaks

Lunch	<p>The following measures will depend on: kitchen size, meals required, preparation that is carried out on site, how food is delivered</p> <p>During Phased Return (Feb 21) no in-house catering</p> <p>From 15th March 2021 - hot meal provision for N and JS. SS will be offered a cold offering which can be eaten outside or in classrooms so that 2m SD can be complied with.</p> <p>From 19th April 2021 - full dining provision returns with pupils maintaining year-group bubbles. Staggered times in dining hall.</p> <p>From August 2021 - full dining provision with staggered eating times. Additional cleaning in place. Full compliance with Catering guidelines</p> <p>From 18th April 2022 - full dining provision with normal timetable in place, staff may use dining hall to eat lunch</p>	Yes		L 1 S 3 RR 3
	<p>Different groups mixing together is avoided through staggered times with several sittings and/or use of additional areas. There will be no use of mixed eating spaces.</p> <p>Nursery children served lunches in own Nursery space.</p>	Yes	Appendix 12 - Lunchtime and breaks Nursery children now served lunches in dining hall	L 1 S 3 RR 3
	<p>Times that meals are provided are staggered for each year group</p>	Yes		

	Additional recycling / waste stations in place to avoid groups			
	To comply with adult 2m SD'ing, staff will eat in their own rooms (not dining hall). Instruction provided as regards safe transport of meals.		Staff are now permitted to have their lunch with the learners in the Dining Hall.	
	Hand sanitiser is provided for pupils and staff to use immediately before collecting their lunch	Yes		
	Social distancing is employed at meal collection points the use of floor tape/markings will be used to assist determining physical distancing where this is not possible screens are installed where required between pupils and serving staff	Yes		
	Where dining hall is used, reduced meal choice and staggered times in place to reduce queuing where necessary	Yes		
	Where dining hall used, tables and seating are moved apart and reflect the maximum capacity to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating.	Yes		
	A different entry and exit route are being used at dinner times where more than one door is available	N/A		
Food preparation	The setting has altered to ensure their arrangements meet with the above requirements and they are employing social distancing in the kitchen and servery area.	Yes	Appendix 13 - Catering arrangements	L 1 S 3 RR 3

Breaks	Breaks are staggered to reduce the numbers of pupils who take a break at the same time	Yes	Note - Relaxations from August 2021 - bubbles not in place Ability to revert as required	
	Play equipment use is supervised to ensure that pupils do not gather.	Yes		
	Pupils and staff have identified suitable play activities for break times	Yes		
	Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting	Yes		
	Markings have been added to outside spaces to assist with queues when coming back into the building	Yes	Marked pathways have been created around the building	
	Additional staff supervision is employed to ensure social distancing takes place	Yes		
Staff Kitchen & Staff Rooms	Staff will not share foodstuffs or equipment. Staff will keep their own cup/cutlery and are responsible for cleaning these items. These items must be taken home, cleaned, and brought back into school the next day. Items of general use such as kettles staff are required to wipe them down after use and staff must follow cleaning protocols. Signage in place.	Yes	Appendix 14 - Staff lunch/breaks August 2021 - Staffrooms permitted subject to SD'ing and hygiene practices	L 1 S 3 RR 3

Movement around the premises and ventilation

General interactions and movement around the building	An assessment has been made of close contact (within 2 m) interactions and these have been reduced as much as is possible.	Yes	Appendix 1 JS and Nursery SD'ing relaxed as per Government Guidelines	
	Windows and doors are open to increase ventilation where it is safe and appropriate.	Yes		
	Heating, Ventilation and Air Conditioning systems are operating to encourage ventilation.	Yes		
	Interactions take place side to side instead of face to face where it is possible	Yes		
	Fire door system upgraded so that main corridor doors are permanently open	Yes	August 2020	
	Co2 monitoring		In place term 1 21/22 - daily checks	
	Pupils and staff must wear masks and comply with one-way system when moving around building. Lunch times staggered to avoid mass movement to catering area Exit times staggered to avoid mass movement	Yes	COVID timetables in place as required and updated through Phased return	
	Group interactions have been reviewed by staff and eliminated where possible by providing alternative arrangements or temporarily stopping this activity.	Yes		
	Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gatherings.	Yes	Staggered lunches and exit and entry times	

	Where large numbers of pupils still need to move around the setting, alternative external routes have been provided where available and consideration is given to implementing a one-way system where this is possible	Yes	One-way system in place throughout the building.	
	Where appropriate one-way circulation and central dividers have been placed in the middle or corridors to keep groups apart.	N/A		
	Movements around settings are supervised and school champions support this activity.	Yes		

Toilets and handwashing facilities

	Times are staggered where possible and consider the increased handwashing times that have been introduced. April 18 th , 2022 - Staggered times and queuing have now been removed as per Scottish Government guidelines	Yes	Appendix 15 - Social distancing & Universal hygiene	L 1 S 3 RR 3
	Distancing for queuing has been introduced e.g., through floor markings	Yes		
	The specific times that handwashing is required has been determined according to all activities and staff are aware of when prompts are needed.	Yes		
	Where there are no suitably located hand wash basins, hand sanitiser points have been provided e.g., in classrooms, at building entrance points, learning environments, in dining areas, before and after handling books.	Yes		
	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks.	Yes		
	Where children are not able to wash their hands due to age or health conditions ensure you have a good supply of skin friendly cleaning wipes such as baby wipes to use as an alternative	Yes		

Meetings and events

Assembly	Arrangements are in place for small groups only or Assembly is held on a class-by-class basis and within the classroom where possible	Yes	Appendix 15 - Social distancing & Universal hygiene School Assemblies can now resume	
Events	Sports, plays and events will not be scheduled until government guidance is clear in relation to social gatherings	Yes		
Staff spaces and meetings	Whole school meetings do not take place in person, the school has put suitable alternative arrangements in place, for example, online, cascaded through smaller meetings Face coverings worn as per Guidelines - Tier System and Phased Return protocols	Yes	August 2021 - meetings permitted subject to SD'ing requirements	
	Staff/Meeting rooms should be cleaned after use with attention given to high contact items such as IT/AV/Conference Telephone equipment/flip charts, markers/blinds. Cleaning materials will be provided in meeting rooms and staff instructed as to what cleaning arrangements are expected. Furniture removed from meeting rooms to restrict numbers who can use it in order to maintain physical distancing.			
	Departmental staff room areas have been provided in order to avoid large gatherings at peak times	Yes		
	Furniture has been arranged to encourage social distancing	Yes		
Parents evenings	Meetings are undertaken by telephone or internet.	Yes		
Urgent meetings	Unplanned meetings are avoided in the setting unless they are essential e.g., safeguarding, health related.	Yes		
School clubs and community sports (non-curriculum)	The premises will not be used for clubs that are not essential (see below for breakfast and afterschool clubs) Limited PE after clubs available but within year group bubbles August 2021 - bubbles relaxed. Aftercare, Supervision and PE Clubs operational	Yes		

Trips and work experience	Trips and work experience will not be planned until further advice is provided from PHE. April 18 th , 2022 - School trips are now permitted as per Scottish Governments guidelines.	Yes		
Hire and use of school premise	Additional hire and use will not be planned until further notice	Yes		

Breakfast and afterschool clubs

School clubs that are essential	A review of the current cleaning arrangements has been carried out in order to identify the existing cleaning and disinfection arrangements to inform the additional cleaning required as outlined in COVID-19 guidance for all education settings Use of specific zoned areas in place	Yes	Appendix 15 - Social distancing & Universal hygiene	
	During February phased return, no aftercare or ECA in place. Pupil drop-off from 8am - outside space will be used unless weather is poor when dining facility will be utilised. 15 March 2021 - Aftercare club permitted for JS - bubbles to be maintained. 19 April 2021 - Aftercare, SS Supervision and outdoor sports clubs permitted as per own RA's. December 2021 - Aftercare remains - other after school activities cancelled			

Universal Hygiene Arrangements

Cleaning and disinfection

Cleaning	A review of the current cleaning arrangements has been carried out in order to identify the existing cleaning and disinfection arrangements to inform the additional cleaning required as outlined in COVID-19 guidance COVID-19 re-opening-schools guidance https://www.gov.scot/publications/impact-assessment-reducing-risks-schools-guidance-back-school-arrangements-august-2021/	Yes	Appendix 3 - Premises Cleaning & disinfection procedures	
	Early Years settings have increased the frequency of general cleaning and disinfection paying particular attention to hand contact surfaces to counteract the reduced ability to follow other infection control measures	Yes		
	Where the same space or equipment is used by different groups or cohorts of children cleaning takes place between each group's occupation or use	Yes		
	All contact surfaces which are fixed to the premises have been identified and are disinfected on a daily basis e.g., door handles, toilets, taps, handrails, external gates and dining room equipment.	Yes		
	Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.	Yes		
	Handheld and frequently touched sports/PE equipment is disinfected prior to use	Yes		
	Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use	Yes		
	Touch point cleaning will be carried out between each group for activities using equipment such as outdoor play and PE.	Yes		
	Disinfectant wipes and gloves are available for staff to use where required	Yes		

Storage	Hand sanitiser that is not in use will be stored with other flammable cleaning equipment (please note: some types have an increased risk). This is particularly important where larger quantities are in storage	Yes		
Cleaning play equipment and toys	Toys that are more difficult to clean have been taken out of use temporarily, for example play dough and wooden toys	Yes		
	Toys that are put into children's mouths are cleaned between use	Yes		
	Soft toys and dressing up items are washed after use in a washing machine at 60°C wash cycle for 10 minutes through a wash cycle or taken out of use where this is not possible.	Yes		
	Children are allocated their own resources e.g., pencils where possible and are not encouraged to take equipment home or bring toys in from home	Yes	Limited use of school bags	

Books (books are items that are difficult to clean)	Books are issued to pupils on a rotational basis	Yes	Appendix 16 - Books and activity items	L 1 S 3 RR 3
	Used books are set aside, labelled with the date last used and placed in a quarantine area for 72 hours after use	Yes		
	Books and posters checked for visible soiling and disposed of where necessary	Yes		
Lunchtime	Trays, tables, and chair touch points are disinfected after use Additional cleaning in place	Yes		
Cleaning equipment after breaks	Outdoor play equipment is cleaned between group use	Yes		
Tissues	Tissues / paper roll are provided in classrooms and other areas to ensure good respiratory hygiene.	Yes		

	Bins are provided in classrooms and other key locations for pupils and staff to dispose of used tissues and are emptied regularly throughout the day	Yes		
	Bins and tissues are provided in the same place.	Yes		

Hand Washing Arrangements

Handwashing	Staff are ensuring that handwashing is carried out more frequently than normal (pupils and staff) following the requirements of <i>COVID-19 guidance for all education settings</i> and NHS guidance in an age appropriate way e.g. observing young pupils, instructing in the class	Yes	Appendix 17	L 1 S 3 RR 3
	Handwashing frequencies include: on arrival, before and after eating, before and after breaks, after going to the toilet, before leaving, after removing their face covering on all arrival (where worn) and at other required intervals during the day.	Yes		
	Supervision arrangements are in place to support pupils with handwashing where it is needed.	Yes		
	Handwashing is being encouraged rather than using hand sanitiser wherever it is possible	Yes		
	Age and developmentally appropriate ways area being used to encourage pupils to follow requirements	Yes		
	All staff and pupils are following Catch it, Kill it, Bin it requirements. Tissues and bins are provided for use Signage in place	Yes		

Staff Health

	Staff who are from the BAME group or are clinically vulnerable have been assessed and suitable measures have been put in place to manage the	Yes	Individual risk assessments carried out to meet specific	
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Specific Health Considerations	risk e.g., ensure extra care is taken in observing social distancing. in accordance with the guidance in COVID-19 Your health and your safety when working in educational settings (assessment includes both their work activities and their journey to and from the setting) Tier 3 - High Risk staff requirements issued		needs arising from staff/pupil questionnaire. Daily checks in place - physical and mental wellbeing.	
	Pregnant members of staff have had a specific assessment using the New and Expectant Mothers assessment process and specific COVID-19 guidance.	Yes		
	Staff who live in a household with someone who is shielding and/or clinically vulnerable have been assessed. These staff members will only attend the setting where extra care can be taken in observing social distancing measures and following the COVID-19 guidance for all education settings (including their journey to and from the setting)	Yes		
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain Mental and physical well-being support	Yes		
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	Yes		
Symptoms	Staff will go home as soon as possible if they develop symptoms	Yes	Appendix 18 - COVID19	L 1 S 3 RR 3
COVID Testing	Staff are encouraged to have testing when they or a member of their household develop symptoms, this will reduce the need to self-isolate in the event of a negative test. April 18 th , 2022 - Scottish Government has updated the Testing and isolation guidance, please see Appendix 18 for updated information	Yes	If they choose not to get tested, then they will have to quarantine for the required government guidelines	
Return to Work Assessment	All staff have been issued with a RTW form for completion prior to physical return to allow for assessment of individual needs			
LFD Test Kits	Available for all staff from 16 th February 2021 as per Government guidelines			

	April 18 th , 2022 - staff and pupils will no longer be able to request COVID-19 LFD kits from school. All information is available on Appendix 18			
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Pupil Health

Specific Health considerations	Pupils who from the BAME group or are clinically vulnerable (previously referred to as having an underlying health condition) have been assessed and following medical advice, these pupils will only attend the setting where extra care can be taken in observing social distancing and infection control measures relating to these pupils as outlined in COVID-19 guidance for all education settings. (Assessment includes both their work activities and they journey to the setting)	Yes	Individual risk assessments carried out to meet specific needs arising from pupil/parent questionnaire Daily update checks in place	
	Pupils who are living in a household with someone who is shielding (extremely vulnerable) or clinically vulnerable. These pupils will only attend the setting where extra care can be taken in observing social distancing and infection control measures relating to these pupils as outlined in COVID-19 guidance for all education settings (including their journey to and from the setting)	Yes		
	Arrangements are in place to ensure that the setting has obtained information relating to pupil health conditions and has carried out assessments where required.	Yes		
Symptoms	Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild	Yes	Appendix 18 COVID19	
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Yes		
	Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g., temperature checks	Yes		

COVID Testing	<p>Parents are encouraged to have testing carried where it is available, where their child or member of their household develops symptoms to reduce the impact of isolation in relation to negative testing.</p> <p>LFD Test Kits made available to all staff and senior phase pupils as per Government Guidelines.</p> <p>RTS Information to be completed prior to a return to the building.</p> <p>Use of LFD Test kits extended to all SS pupils from 19th April 2021.</p> <p>April 18th, 2022 - staff and pupils will no longer be able to request COVID-19 LFD kits from school. All information is available on Appendix 18</p>	Yes	<p>February 16th, 2021</p> <p>August 2021 - updated procedures in place as regards Close Contacts</p> <p>December 2021 - active distribution of test kits to all pupils and staff</p> <p>April 2022 - no test kits available for pupil and staff</p>	
Increased supportive measures for pupils/ psychological needs	Individual pupil risk assessments have been undertaken where required and management plans reviewed. These have been communicated to all staff.	Yes	Health & Wellbeing Pupil Policy	
	Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns.	Yes		
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes		
Pupil well-being and mental health	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Yes	Daily well-being check-ins with all pupils	
		Yes		
Where the setting is not the 'usual setting' for the pupil	Relevant information including emergency contact details, dietary requirements and medical needs have been provided and relevant controls put in place on an individual basis.	Yes		

Communication and Involvement

General Arrangements

General Arrangements	Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives and parents. Communication routes are publicised and have been formally planned.	Yes	Appendix 19 - Communication and collaboration INSET training days for all staff including First Aid update All staff required to sign-off on knowledge around COVID-19 and in-school procedures.	L 1 S 3 RR 3
	Arrangements are in place to ensure that parents support the setting requirements and to support hygiene requirements with pupils both in and outside the setting.	Yes		
	Communication about the importance of testing has been provided to ensure that isolation only takes place where it is necessary.	Yes		
	Parents and carers have been communicated with about symptoms and household isolation requirements.	Yes		
Visitors	Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending when the person has symptoms. Where possible this information is also shared on the school website or directly with visitors in advance.	Yes	T&T system in place Essential visitors only are permitted	
Communicating safety arrangements	Site signage has been reviewed, referring to the following: temporary signs for outside space	Yes		
	Site changes such as entrances and exits will be identified where required	Yes		

	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Yes		
	The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, routes have been marked in braille or with other meaningful symbols	Yes		
	Instructions have been given to all users of hand sanitiser to ensure that they allow it to dry before going near to ignition sources or touching any surfaces as well as How to hand rub	Yes		
	The COVID-19 Secure in 2020 notice is displayed to confirm that all required measures have been implemented	Yes		

Staff Instruction

All staff instruction	Staff have been instructed on the nature of COVID-19 and its transmission. They have confirmed they understand the reason for the control measures and their responsibility to follow them that is required		Appendix 20 Staff sign off	L 1 S 3 RR 3
	All staff have confirmed that they are confident in applying the control measures identified in this assessment			
	Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment) prior to the recovery phase.		INSET day training and full access to materials	
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).			
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).			

Behaviour Policy

Reviewing current policy	The behaviour policy has been updated to reflect the new arrangements and site rules have been adapted to the circumstances.	Yes	Non-compliance will be treated as a H&S infringement	
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Yes		

Pupil involvement and communication

Championing COVID-19 measures	Pupil Social Distancing and Universal Hygiene Champions (Prefects) have been appointed in order to promote and reinforce the requirements, supporting staff and peers in line with the guidance in COVID-19 guidance for all education settings.	Yes	Prefects will be instructed	
	Pupils and staff have contributed towards how these new roles will support the schools aims	Yes		
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	Yes		
Pupil Information	All information is provided to pupils in an honest, age-appropriate manager	Yes		

Education Tools

Infection control education	Age-appropriate education is used to encourage pupils to: <ul style="list-style-type: none"> become advocates for disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread. 	Yes		L 1 S 3 RR 3
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	encourage pupils to follow social distancing, increased hand washing and information about developing symptoms of viruses			
	The following resources are used where appropriate: <ul style="list-style-type: none"> • e-Bug resources to teach pupils about hygiene. • the Educational Settings poster the Coronavirus Toolkit for Professionals which contains campaign materials.	Yes		
	Additional information used to educate pupils is taken from trusted sources such as Scottish Government/UK/NHS websites.	Yes		

Other Considerations

Actions if a person develops symptoms and testing

Actions if a person becomes unwell with COVID-19 symptoms	Scottish Government has updated all symptomatic/ asymptomatic/ testing/isolation information. All information can be accessed from the following link: Test-protect-transition-plan	Yes	Appendix 18	L 1 S 3 RR 3
	A suitable isolation room has been identified to wait in and is large enough to keep a 2-metre distance between the ill person and any supervising staff (close to a toilet where possible)			
	The room has been emptied of unnecessary items.	Yes		
	Tissues and a waste bag have been provided in the room	Yes		
	If staff member or pupil develops symptoms, they will wait in the room that has been identified as soon as possible	Yes		
	In the unlikely event that a staff member or pupil spent a significant amount of time in a classroom or other area after they developed symptoms, arrangements will be made to move pupils and staff while that area is cleaned.	Yes		
	Staff who look after a symptomatic person should wear PPE if they are supervising the person in the same room while waiting for collection in	Yes	All First Aid Staff have received COVID19 first aid	

	accordance with the PPE guidance and must wash their hands thoroughly if they have contact with the person and after they have left.		training from qualified instructor	
	Appropriate cleaning materials are available to clean areas a symptomatic person has been in after they developed symptoms as detailed in the guidance.	Yes		
	The school have followed the arrangements to refer staff for testing and have confirmed that staff have agreed that the test provider can share results with the school	Yes		
	Where a person tests positive, the rest of their class or group will self-isolate for 14 days or will follow guidelines as provided by HPS	Yes		
	Return to work information required for base-line T&T T&T System in place	Yes		
Waste	If a person is symptomatic on the premises the cleaning cloths used and tissues etc is double bagged and tied and kept separately for 72 hours (secured from pupil access) before being disposed of with normal waste.	Yes		

Planning for emergencies

Fire evacuation	Fire assembly points have been reviewed to ensure that pupils do not gather in groups.	Yes	Muster points in carpark area have been adjusted to meet SD advice	
	Fire drills that are carried out encourage social distancing. Physical distancing may not be achievable or practical in a fire evacuation scenario best endeavours but getting all persons out of a building where they may be a potential fire would outweigh concerns from not being able to maintain physical distancing.	Yes	Fire drill will be completed within first 2 weeks of term	
	Staff and pupils understand that in an emergency they must leave without delay	Yes		

	A fire drill has been planned to take place within the first two weeks of the recovery phase (or sooner if there are significant changes to evacuation routes).	Yes		
First Aid all settings	HSE (current) guidance will be followed	Yes	Appendix 21 - HSE current guidelines	L 1 S 3 RR 3
	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Yes		
	First Aid arrangements have been checked and meet risk assessment training level and ratio requirements for the number of staff and pupils in attendance (including trained staff whose certification expired on or after 16 March 2020 and is now extended for 3 months).	Yes		
	Higher risk activities are avoided where it is possible	Yes		
	The previous 3 months accident history has been reviewed and all previous investigations have been completed with control measures in place to reduce future risk.	Yes		
	There are arrangements in place to respond to a first aid event, e.g., two people respond to provide instructions from a trained responder by calling 999.	Yes		
	A member of staff has been nominated to check and maintain first aid kit contents	Yes		
	First aid boxes are located in prominent places	Yes		
	The location of the automatic defibrillator is known to all staff	Yes		
	Staff who do not have training have been provided with Basic First Aid Skills information and familiarised themselves with the relevant areas they may be required to use.	Yes	Instruction will be given on inset day 22 June 2020 by qualified instructor	
Changes to first aid arrangements are communicated to all staff	Yes			

	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Yes		
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Yes	Gloves and masks also available in classrooms in case of first response	
Paediatric First Aid	There are a suitable number of Paediatric First Aiders including trained staff whose certification expired on or after 16 March 2020 and is now extended for 3 months. (Please complete the next section if you have answered “no”)	Yes		
Alternative paediatric first aid arrangements	Every effort has been made to provide a Paediatric First Aider.	Yes		
	The above is not possible and there is access to a trained First Aider or emergency PFA on site.	Yes		

PPE and face coverings

PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances where PPE is required.	Yes	Appendix 22 - PPE	L 1 S 3 RR 3
Face coverings	As per Tier system and Phased Return guidelines <ul style="list-style-type: none"> All Senior School pupils should wear masks / face coverings out with their class-room environments when in school and when travelling around the school In T3, all senior phase pupils to wear masks in classrooms as well as staff All staff should wear masks / face coverings out with their class-room environments when in school and when travelling around the school. This includes support staff, Junior School staff and Nursery Staff. 	Yes	User must supply their own face mask and take home to clean after use Masks available from First Aid	L 1 S 3 RR 3

	<ul style="list-style-type: none"> · All visitors should wear a mask when travelling through the school. · Pupils in the Junior School continue to have the option to wear face coverings if you wish, however, there is no further government advice at this stage. We have restricted travel by our Junior School pupils throughout the wider school environment. Parents are welcome to provide face coverings for Junior School pupils when they are moving to PE for example. · All children using the school bus must wear a mask. We have received reports of this rule being flouted. If this continues pupils will no longer be permitted to use the bus. <p>Face masks will not be disposed of on premises but stored in a plastic bag that the wearer has brought with them and will take home for disposal.</p> <p>From 15th March 2021 - All SS pupils and staff to wear face coverings. Communication issued and school rules updated.</p> <p>From 19th April 2021 - Requirement to wear face coverings continues.</p> <p>August 2021 - Requirements continue</p> <p>From 28th February 2022 - There will be no requirement to wear face coverings in classrooms, however, face coverings must be worn in the corridors, dining hall or when in close contact with others.</p> <p>Face coverings will be required in assemblies.</p> <p>From 18th April 2022 – Use of face coverings are advisable in communal areas but no longer compulsory</p>			
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Review of existing assessments

	Arrangements are in place to ensure that a review is carried out where change occurs that requires this action, for example increasing pupil numbers, extending curriculum activities.	Yes	Appendix 2	
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Any other actions that are not listed above

	To limit visitors, no external lets are permitted			

Assessors Name: Grace Stewart		SLT: Richard Charman	
Position: Health & Safety Co-ordinator/COVID-19 Officer		Position: Head Teacher	
Signature: <i>G Stewart</i>	07 April 2022	Signature: <i>Richard Charman</i>	Date: 07 April 2022

Risk assessment calculator

Likelihood

The likelihood of something happening can be graded as:

1 = Low (seldom)

2 = Medium (frequently)

3 = High (certain or near certain)

Severity

The severity of injury if something does happen can be graded as:

1 = Low (minor cuts and bruises)

2 = Medium (serious injury or incapacitated for 3 days or more)

3 = High (fatality or a number of persons seriously injured)

	3	3	6	9
Likelihood	2	2	4	6
	1	1	2	3
		1	2	3

Risk rating

Severity

1 - 2 = low priority

3 - 4 = medium priority

6 - 9 = high priority