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| **Department: Education and Children’s Services** | **RISK ASSESSMENT** |  |
| **Process/Activity: COVID-19 Infection Prevention & Control** | **Location:** Rayne North School | **Date: 18.04.2022 V019** |
| **Describe activity**: **ECS establishments opening to children, young people, staff, visitors and contractors.** | | |

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| **Hazard** | | **Person/s Affected** | **Risk** | **Risk level before controls are in place (delete as appropriate)** | | | **Control Measures** | | | | **Risk level after controls are in place**  **(delete as appropriate)** | | |
| Spread of virus through contact with others | | Children, young people and staff | Infection being passed to pupils and staff resulting in illness and absence from establishment. | L | M | H | * Encourage vaccination Information on securing an appointment can be found at: [| The coronavirus (COVID-19) vaccine (nhsinform.scot)](https://www.nhsinform.scot/covid-19-vaccine/invitations-and-appointments/registering-for-a-coronavirus-vaccine) * Optional wearing of face coverings by individuals. Staff and learners still wishing to wear face coverings supported to do so. The wearing of face coverings will not be mandatory, but it will remain encouraged in indoor communal areas in line with the workplace guidance. * Distancing where possible between adults and adults, adults and pupils where possible in line with the wider societal guidance on physical distancing in schools or on dedicated school transport. * Clear signage regarding social distancing * Appropriate wearing of PPE based on clear assessment of risk * Shielding advice followed for those staff and pupils on the [Highest Risk List](https://www.gov.scot/publications/covid-highest-risk/pages/highest-risk-classification/). [Individual risk assessment](https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-individual-risk-assessment-for-the-workplace/) completed for employees in this category returning to workplace setting. * Continued maximising the use of ventilation to reduce the risk of virus transmission. [Follow Scottish Government advice on ventilation](https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reducing-the-risks-in-schools/pages/ventilation-and-heating/). * Use CO2 monitoring where appropriate. * Follow Scottish Government advice for [general guidance for safety in the workplace](https://www.gov.scot/publications/coronavirus-covid-19-general-guidance-for-safer-workplaces/) * School day visits and residential stays are permitted in keeping with guidance on school visits and trips: [Coronavirus (COVID-19): school visits and trips - gov.scot (www.gov.scot)](https://www.gov.scot/publications/coronavirus-covid-19-guidance-for-school-visits-and-trips/) * Promote the [Distance Aware Scheme](https://www.gov.scot/publications/coronavirus-covid-19-distance-aware-scheme/). | | | | L | M | H |
| People Symptomatic Attending ECS Establishments | | Children, young people and staff | Spread of infection | L | M | H | 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 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 * Clear repeat messaging of advice to parents / carers * Promote social distancing where possible between staff and staff, staff and pupils, staff and parents / carers / visitors. * [Follow current testing advice from Scottish Government.](https://www.gov.scot/publications/test-protect-transition-plan/) * Public health advice on testing, self-isolation and managing confirmed cases of COVID-19 followed as per the relevant [Scottish Government guidance](https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/pages/summary/) and [Test and Protect | NHS inform](https://www.nhsinform.scot/campaigns/test-and-protect). * Follow [Testing Transition Plan](https://www.gov.scot/publications/test-protect-transition-plan/) (ceasing on regular testing for asymptomatic people) | | | | L | M | H |
| Spread of infection from symptomatic individual | | Children, young people and staff | Infection being passed to pupils and staff resulting in illness and absence from establishment. | L | M | H | * Follow [Test and Protect](https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/) guidance * Symptomatic student / Staff member sent to the designated isolation room/space, using face covering provided until collected or staff member returns home * Make parent//carer or staff should be made aware of the Test and Protect process, and the school consult with local HPT. * First Aider contacted with COVID related symptom advice, puts on relevant PPE – supervises ill user until collection (supervised outside the room). * Cleaning Services notified for designated isolation room/spaceand any toilets used deep clean *following* [*covid-19-decontamination-in-non-healthcare-settings*](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings). * With the group/class  1. Where student/staff has been identified displaying COVID related symptoms, lesson proceeds in situ for the remainder of that period or the class decanted to another area (local decision from dynamic risk assessment undertaken). 2. When decanting add sign to the outside of the door putting the room out of use for that day and a sign on the relevant workstation. 3. Staff member notifies line manager and Cleaning Services to enable deep cleaning to take place. 4. Alternative locations are found for classes due to be in that room/area | | | | L | M | H |
| Spread of infection through touching surfaces with virus present | | Children, young people and staff | Infection being passed to pupils and staff resulting in illness and absence from establishment. | L | M | H | * Follow advice on good hand hygiene * Reinforcing enhanced cleaning, particularly of frequently touched surfaces, and hygiene measures such as providing alcohol-based hand sanitiser. Additional touch point cleaning in place until end of May 2022. * Promotion of effective respiratory and cough hygiene * Provision of cleaning supplies to wipe down desks / chairs / surfaces as required * Clear signage regarding hand hygiene and washing * Supervision of younger pupils to follow guidance | | | | L | M | H |
| Spread of infection through close contact with others | | Children, young people and staff | Infection being passed to pupils and staff resulting in illness and absence from establishment. | L | M | H | * Provision of hand sanitiser * Promotion of social distancing where possible between staff and staff, staff and pupils, staff and parents / carers / visitors. * Individual choice to wearing of face coverings when in close contact * Minimising congested areas such as narrow corridors, staircases, doorways, till points and storage areas where possible * Ongoing review use of shared areas such as changing rooms etc. to reduce people using them at the same time, where possible. * Space between people on shared working areas where possible. | | | | L | M | H |
| Spread of infection to pregnant women | | Women | Infection of pregnant women | L | M | H | * All pregnant women who are vaccinated should undergo a risk assessment in the workplace and continue to work if it is safe to do so. * Pregnant women who are unvaccinated at any gestation should take a more precautionary approach in light of the increased risk. * [It is recommended that pregnant women have the vaccine](https://www.gov.uk/government/publications/covid-19-vaccination-women-of-childbearing-age-currently-pregnant-planning-a-pregnancy-or-breastfeeding/covid-19-vaccination-a-guide-for-women-of-childbearing-age-pregnant-planning-a-pregnancy-or-breastfeeding). Further information can be found at: [Combined info sheet and decision aid 20.07.2021 (rcog.org.uk)](https://www.rcog.org.uk/globalassets/documents/guidelines/2021-02-24-combined-info-sheet-and-decision-aid.pdf). c * Continuing to use the Scottish Government Covid 19 [Guidance](https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-individual-risk-assessment-for-the-workplace/) on individual occupational risk assessment and tool. More information can be found on Scottish Government [website](https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reducing-the-risks-in-schools/pages/changes-to-previous-guidance/#Guidance%20for%20pregnant%20staff). [Covid-19 Vaccine in Pregnancy Toolkit](https://aberdeenshire.sharepoint.com/:b:/r/sites/covid-19childcarehubstaffinformation/Shared%20Documents/School%20Recovery%20Documents/Risk%20Assessments/COVID-19%20Vaccine%20in%20Pregnancy_TOOLKIT%20Dec%202021.pdf?csf=1&web=1&e=ts9TIS) | | | | L | M | H |
| Covid 19 | | Everyone | Infection | L | M | H | **Round Up of Rayne North Measures**   * **Handwashing routine on arrival, before break, after break, before lunch, after lunch and prior to departure at the end of the day is encouraged. This will be complemented by handwashing required after using the toilet or blowing nose.** * **Hand sanitiser is located at entry and exit points.** * **Staff wear type IIR masks in school if the choose to while stocks remain, staff can then choose to continue wearing their own face coverings as they wish.** * **Adults and children are encouraged to be aware of social distance and observe this where possible** * **Visits in school are kept to a minimum, parents encouraged to remain outside the playground and make appointments to attend school.** * **Large gatherings are kept to a minimum and the majority of the time classes remain in their class group. When outside in fresh air the classes are mixed at intervals and for short periods in the lunch hall. There will be short weekly assemblies at the end of the week.** * **Sector advice card printed and displayed in school office alongside authority guidance flowchart and supporting public health documents** * **Staff who wish to can continue to undertake lateral flow testing remaining stock has been distributed to staff.** * **Midway Cleaning of communal areas each day until May 2022** * **Designated area for symptomatic children – (forehead thermometer purchased permission sought for use)** * **Ventilation through the opening of windows is encouraged daily in each classroom and CO2 monitors used to support ventilation levels in each classroom** * **Children encouraged to have extra layers to support ventilation lowering temperature** * **Children can refill water bottles at fountain as it is cleaned twice a day. They can’t drink from the mouth this part is closed off.** * **All internal doors are propped open as much as possible to increase ventilation.** * **External fire door in Class 3 can be open for additional ventilation when required. This will be closed when the room is empty. It will only be open when an adult is in the room.** * **All windows open to aid ventilation when other areas are in use such as gym hall and lunch hall** * **Cleaning equipment available** | | | | L | M | H |
| **Process/Activity: Infection Prevention & Control** | | | | | | | | **Location:** **All ECS Establishments** | **Date: April 2022** | | | | |
| **Establishment RA Author: Stephanie Stephen** | | | | | | | **Date of Review: As required** | | | | | | |