

COVID-19 Health & Safety Inspection Checklist

The current COVID-19 'coronavirus' outbreak poses a serious risk to individuals and businesses. This inspection checklist assists in identifying the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.

Service area: Schools
Site Address: Aberdeen Grammar School
Service manager: Chief Education Officer
Inspection Undertaken by: Quality Improvement Team / Head Teacher
Approved by: Mark Askew (H&S)

Findings of Inspection

Level of compliance should be included in report using a Rag Rating - **Green** – Full compliance (no action required), **Amber** - breach identified (remedial action recommended), **Red** – significant breach (action required)

A: Employees – Consider what impact returning to work would have on your employees and how to keep your employees safe.

No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Has a risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile.	Y	Green	<ul style="list-style-type: none"> Individual risk assessments in place for applicable cohorts of staff. These are reviewed in line with national guidance and(or) any change in personal circumstances.
2.	Have you engaged with Trade Unions and staff during the reinstatement of the work process and in the drafting of this risk assessment to consider work processes and required controls?	Y	Green	<ul style="list-style-type: none"> This is a dynamic risk assessment subject to daily consideration and update in line with national guidance. Staff have access to the current version online Shared with parents and carers via email and each revision is made available on the school website

				<ul style="list-style-type: none"> Any work in relation to our COVID-19 mitigations are shared with union reps prior to any changes being made
3.	Are you tracking people who have been identified as high risk/are shielding.	Y	Green	<ul style="list-style-type: none"> Employee circumstances are recorded on Core HR. Individual Risk Assessments continuously reviewed with individual staff members (when national guidance or staff members circumstances change)
4.	Where practicable will staff still be allowed to work from home/remotely.	Y	Green	<ul style="list-style-type: none"> Return to school on 12 April 2021 means a full return to school for pupils and staff. Where individual risk assessment identify staff members are high risk alternative working arrangements will be considered Staff who are required to self isolate will be able to work from home
5.	Can all staff maintain the Scottish Government guidelines for social distancing based on your industry (The latest Social Distancing Guidelines available here). These could include but are not limited to the following:	Y	Green	<ul style="list-style-type: none"> Staff classroom workstation is 2m from nearest pupil desk Staff bases; staff room; offices all have maximum capacity signage displayed on entry doors and floor markers in place where required Whole staff, ESMT; SMT & Faculty Meetings held virtually During any break or lunchtime periods, staff will take personal responsibility for maintaining 2m distancing adult to adult Where 1:1 support is required for pupils with additional support needs the appropriate PPE is provided Where First Aid is being attended to the appropriate PPE is provided Signage in place in toilets to remind staff to adhere to 2m distancing Professional learning undertaken virtually
5a	Are you able to segregate staff's activities to promote 2 metres distance?	Y	Green	
5b	Are you able to limit the amount of contact staff have with each other to 15 minutes or less	Y	Green	
5c	Are you able to implement a one way flow system and provide visual aids (e.g. distancing markers, signage, flow system markers) for maintaining two metres distance.	Y	Green	<ul style="list-style-type: none"> One way system in operation Signage in place with regular walk rounds to ensure system maintenance Pupils, staff, students & partner agencies receive continuous briefings on all of our COVID-19 Mitigations
6.	Have staff been trained / notified before returning to work on any new procedures.	Y	Green	<ul style="list-style-type: none"> Continuous updating of all COVID-19 Mitigations via Whole School Staff Meetings Availability of Risk Assessment for all staff online
7.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Y	Green	<ul style="list-style-type: none"> Signage in place around the school and in toilets with clear hand washing instructions

8.	Have staff been instructed on social distancing where practicable while at work.	Y	Green	<ul style="list-style-type: none"> ● Staff classroom workstation is 2m from nearest pupil desk ● Staff bases; staff room; offices all have maximum capacity signage displayed on entry doors and floor markers in place where required ● Whole staff, ESMT; SMT & Faculty Meetings held virtually ● During any break or lunchtime periods, staff will take personal responsibility for maintaining 2m distancing adult to adult ● Where 1:1 support is required for pupils with additional support needs the appropriate PPE is provided ● Where First Aid is being attended to the appropriate PPE is provided ● Signage in place in toilets to remind staff to adhere to 2m distancing ● Professional learning undertaken virtually
9.	Have staff been trained on what to do if they are experiencing COVID-19 symptoms.	Y	Green	<p>National guidance and any changes or updates are emailed to all staff and reaffirmed during virtual staff meetings:</p> <p>Coronavirus (COVID-19): Guidance on reducing the risks from COVID-19 in schools <i>Non-statutory guidance to ensure a safe and supportive environment for learning and teaching.</i> Version 5.2 Published 19 April 2021</p> <p>Staying vigilant and responding to COVID-19 symptoms 152. The whole school community should be vigilant for the symptoms of COVID-19, and to understand what actions they should take if someone develops them, either onsite or offsite. The most common symptoms are:</p> <ul style="list-style-type: none"> ● new continuous cough ● fever/high temperature ● loss of, or change in, sense of smell or taste (anosmia). <p>153. All staff working in and with schools, along with the children and young people in their care, should be supported to follow up to date health protection advice on household or self- isolation and Test and Protect procedures if they or someone in their household exhibits COVID-19 symptoms, or if they have been identified by NHS contact tracers as a close contact of someone with the virus. Guidance on this is available from NHS Inform, Parent Club and gov.scot.</p>

			<p>154. Some of the key points to ensure that children, young people and staff are aware of are as follows:</p> <ul style="list-style-type: none">• It is essential that people do not attend school if symptomatic. Everyone who develops symptoms of COVID-19 – a new, continuous cough; fever or loss of, or change in, sense of smell or taste - should self- isolate straight away, stay at home and arrange a test via the appropriate method (see below).• People who live in the same household as a person with symptoms must also self-isolate straight away and stay at home. Other members of the household do not require a test, unless they are also symptomatic. If the test result for the symptomatic person is negative, and they are not already isolating as a 'close contact' of a confirmed case, they can end isolation and return to work or school when they are well enough and have not had a fever for 48 hours assuming also that they are not quarantining for foreign travel reasons. The rest of their household can end isolation straight away. Ideally, testing should be undertaken in the first 3 days of symptoms appearing, although testing is effective until day 5.• School staff who opt to undertake asymptomatic testing do not need to self-isolate while awaiting results, as long as no symptoms develop.• If the test is positive, the symptomatic person must remain in isolation until 10 days from symptom onset, or longer if symptoms (e.g. fever or breathlessness) persist (with the exception of cough or loss of/change of sense of taste or smell, as these symptoms can persist for several weeks after the infectious period). They must otherwise be well and remain fever-free for 48 hours without medication. The rest of the household must remain in isolation for 10 days from symptom onset in the symptomatic person, even if they don't have symptoms themselves, as they may be incubating the infection.• Everyone who tests positive for COVID-19 will be put in touch with the local contact tracing team so that other close contacts can be identified. All close contacts who are in the same household as confirmed cases must self-isolate immediately. They will usually be contacted by Test and Protect to reinforce self-isolation for 10 days from symptom onset in the symptomatic person. Contacts from outside the household of the confirmed case will be asked to self-isolate at home for 10 days from the date of last exposure to the case. Sometimes this advice is given locally via the school on the advice of the Health Protection Team.
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				<ul style="list-style-type: none"> Everyone who needs to self-isolate as close contacts of confirmed cases must continue to do so for 10 days, even if they have a negative test result. Unless otherwise advised by Test and Protect or local Incident Management Teams, where children, young people or staff do not have symptoms but are self-isolating as a close contact of person who is a confirmed case, other people in their household will not be asked to self-isolate along with them.
10.	Have staff been instructed to minimise business related travel and use video chat as an alternative method of maintaining contact with colleagues, suppliers and customers.	Y	Green	<ul style="list-style-type: none"> Staff have been advised to avoid public transport if possible. If using public transport, social distancing should be observed, along with the wearing of a face covering. Staff have been advised not to car share. All meetings with external contacts (e.g., staff in other schools, parents) will be virtual.

B: Travel, Access & Egress – Consider how your employees will travel to work, travel for work, access and exit work safely.

No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Are you able to implement sufficient parking restrictions to maintain social distancing measures, where car use is required to perform a role?	Y	Amber	<ul style="list-style-type: none"> Car park of a sufficient size to allow for staff parking. Reverse Parking procedure in place Signs are in place stating that the use of the school car park is prohibited for the general public during school hours Parents have been advised re parking restrictions. Only parents collecting a child due to illness or supporting a child with a physical issue (e.g. injury) can use the car park.
2.	Are workers required to use either their own vehicle or company vehicle to travel to their task?	N/A	Green	Not applicable.
3.	Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc).	Y	Green	<ul style="list-style-type: none"> Staff have been advised if using public transport social distancing should be observed along with wearing a face covering. Bicycle lockers and racks are available for staff use

4.	Have you considered staff that are required to vehicle share for their role and whether this could continue?	N/A	Choose an item.	Not applicable.
5.	Has the entry and exits to the building/site been limited to the minimum number of points required.	Y	Green	<ul style="list-style-type: none"> • Number of existing entrances minimal so these must be utilised to minimise high traffic areas and hot spots • The one way system makes use of the limited number of entrances and exits to minimise traffic flow • Pupils advised to use the entrance that is closest to their next lesson classroom
6.	Has access to the building/site been restricted to visitors and contractors etc.	Y	Green	<ul style="list-style-type: none"> • Attendance in schools will include teaching and non-teaching staff who, in the judgement of the local authority and schools, are required to attend in person, this will include student teachers undertaking placement practice; and possibly HEI tutors observing their practice • Contractors by prior arrangement via Janitorial Team Leader only • Central operations staff (Corporate Landlord) will work with trades to ensure they have been briefed and are following all Covid-19 RAMS as well as health and safety precautions • Signage displayed at all site and school entrances that entry is by prior arrangement only. • Partners are permitted as long as they are working in no more than 2 schools per week (1 school per day of working outdoors) • Health & Wellbeing partners can attend 1 school per day
7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	Y	Green	<ul style="list-style-type: none"> • Visitors cannot enter the building as there is a security system in place. • Parents cannot enter the building. If they need to speak to a member of school staff, they should telephone or email in the normal way to arrange a virtual meeting. This is by emailing or telephoning the Principal Teacher Pupil Support. • Where it is imperative that a visitor attend the school, such as a parent / carer collecting an unwell child, the pupil is escorted out of the school by a member of staff to meet parent in the car park. Face coverings are worn by staff and pupil and 2m distancing is observed adult to adult and adult to pupil in alignment with the specific needs of that pupil at that time. • Signage is displayed at site and school entrances to explain that visitors are generally not permitted, a telephone number is provided

				<p>for visitors to contact the school should they wish to speak with someone or to make an appointment.</p> <ul style="list-style-type: none"> • Janitorial staff attend to pre-arranged visits by contractors when they arrive on site; contact details are obtained for the purpose of contact tracing. • Deliveries are co-ordinated by Janitorial staff to the most appropriate entrance to the school, Janitorial staff can move items internally if required • All visitors will be expected to wear a face covering when entering and moving around the school and adhere to 2m distancing adult to adult and adult to pupil • Visitors are not accessing the building as a matter of course. Where a pre-arranged appointment is in place the following procedure will be invoked: <ul style="list-style-type: none"> • The visitor will be attended to at the main school entrance by a staff member from the office • They must wear a face covering, unless medically exempt • They will be asked to confirm that they are not displaying any COVID-19 symptoms; those displaying symptoms will not be permitted access. • Visitors permitted access will remain within the reception area of the school until collected by the relevant staff member(s)
8.	Have appropriate hand wash stations (toilets) and/or hand sanitiser pump action containers been made available in every work area and on main travel routes through the building/site including access and egress areas.	Y	Green	<ul style="list-style-type: none"> • Every school entry and exit point, along with the canteen and dining hall, have wall mounted sanitiser units • Mobile sanitising units are available throughout the school • Every classroom has a station with hand sanitiser supplies • Every toilet has hand washing soap dispensers • Janitorial staff check soap in toilets and wall mounted and mobile units throughout the day • Faculty Heads do weekly classroom checks to ensure supplies are in place • Sanitiser topping up process in place and carried out by school Technicians
9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.	Y	Green	<ul style="list-style-type: none"> • Signage in place throughout the school

				<ul style="list-style-type: none"> Senior Management give verbal instruction on entry to the building in the morning as well as during supervision duties that are in place at break and lunchtimes
10.	Are the signs displayed reviewed and replaced as necessary?	Y	Green	<ul style="list-style-type: none"> Weekly walk round check by school Technicians School Technicians and Janitors replace signage where necessary

C: Cleaning Regime – Consider what cleaning and hygiene measures need to be implemented to reduce the risk of individuals contracting the virus on your premises / site.

No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Have you completed a clean of the property / site before returning.	Y	Green	<ul style="list-style-type: none"> Cleaning Team have been on site throughout the school closure and phased returns to ensure cleaning of used areas on a daily basis Touch point cleaner in place to carry out the daily touchpoint cleaning throughout the day which Janitorial staff also assist with Touch point cleaner also cleans staff and pupil toilets throughout the day
2.	Is the ongoing cleaning frequency sufficient and is cleaning required and can cleaning be undertaken when site/building/premises is occupied?	Y	Green	<ul style="list-style-type: none"> Cleaning schedule in place and updated by central facilities
3.	Are all hand contact points cleaned on a frequent basis including, door furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.	Y	Green	<ul style="list-style-type: none"> Touch point cleaner in place to carry out the daily touchpoint cleaning throughout the day which Janitorial staff also assist with Touch point cleaner also cleans staff and pupil toilets throughout the day Staff wipe down their own equipment prior to and after use with the approved cleaning products. Pupils wipe down IT equipment with approved wipes before and after use. Staff spray pupil desks & chairs with approved cleaning products at the end of each class and pupils use blue roll to wipe down on entry to the class.
4.	Have persons undertaking the cleaning been instructed with clear safe usage instructions.	Y	Green	<ul style="list-style-type: none"> COSHH documentation provided to staff for all products being used

5	Can where practical curtains and blinds be removed to minimise the areas where viruses can be difficult or time consuming to remove.	N	Amber	<ul style="list-style-type: none"> Blinds & curtains should remain in place so that pupils can see the whiteboard /PC screens when sunlight is an issue Many of these fittings are at height and cannot be accessed by pupils or staff.
6	Can blinds be kept opened and locked if they cannot be removed.	N	Amber	<ul style="list-style-type: none"> No locking mechanism for blinds Due to direct sunlight affecting vision blinds and curtains may need to be closed so as not to impact on pupils learning. Many of these fittings are at height and cannot be accessed by pupils or staff.
7	Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier.	Y	Green	<ul style="list-style-type: none"> Rugs that remain in place are fitted floor coverings
8	Have staff been provided with appropriate cleaning products so that they can frequently clean their work stations during the day.	Y	Green	<ul style="list-style-type: none"> Monthly ordering system via Central ACC Team Classroom checks are undertaken by faculty heads and Teachers to ensure adequate products are available Procedure for topping up chemical products is in place and carried out by school Technicians

D: Building Safety – Responsible Person Checks – Consider how you ensure your building remains safe for all employees and visitors.

Guidance on a suitable inspection can be [found here](#).

No	Issues	Y/N/ NA	Rating R/A/G	Comments
	Has your responsible person carried out checks on your building in the following areas:			
1.	Fire Safety Systems / Emergency Lighting.	Y	Green	Corporate landlord confirmed checks had been undertaken prior to school return
2.	Ventilation / Humidity / Lighting & Heating.	Y	Green	Corporate landlord confirmed checks had been undertaken prior to school return

3.	Gas Installations.	Y	Green	Corporate landlord confirmed checks had been undertaken prior to school return
4.	Legionella Controls.	Y	Green	Corporate landlord confirmed checks had been undertaken prior to school return
5.	Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance.	Y	Green	Corporate landlord confirmed checks had been undertaken prior to school return
6	Lift Statutory Inspections.	Y	Green	Corporate landlord confirmed checks had been undertaken prior to school return

Signed: Alison Murison

Date: 26.04.21

COVID-19 Health & Safety Risk Assessment

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Employee Safety –								
Psychological well being	Staff	<p>Staff have been and continue to be briefed on covid safe behaviours through virtual meetings and email. Staff have access to the risk assessment which is a dynamic document that is updated in line with changes in national and local guidance.</p> <p>Staff have the opportunity to raise any individual concerns on a 1:1 basis with their line manager.</p> <p>Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers and are signposted to. https://peopleanytime.aberdeency.gov.uk/coronavirus-advice-for-employees/</p> <p>Line managers are aware of how major changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing. In partnership with People & Organisation Stress Risk assessments are used on an individual basis as appropriate.</p> <p>Individual Risk Assessments are continuously reviewed with identified staff members when national guidance or staff members circumstances change.</p>	E	Major	Possible	Medium	-	10.08.20
Virus transmission in the workplace	Staff, visitors, contractors, pupils	Assemblies and large gatherings will continue to be on hold until restrictions are further lifted.	P	Major	Possible	High		Feb 2021

		<p>COVID-19 home testing programme is in place and all staff and pupils have been invited to participate. Testing kits are distributed on a 3-weekly basis by the school. See appendix 1 for further detail.</p> <p>City Campus Pupils have been invited to participate in the testing programme via their substantive school. Students and Supply staff have also been invited to participate in the testing programme.</p> <p>Any person showing symptoms of COVID-19 or sharing a house with someone with COVID-19 should remain at home as per the government's guidance.</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Test and Protect information: https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect-information-leaflet-2/pages/coronavirus-covid-19-test-and-protect---step-by-step-guide/</p> <p>Specific individual worker risk assessments have been undertaken for those who have a self-declared health condition which could increase their risk profile.</p> <p>The inspection checklist above has identified the control measures in place to reduce the risk of workplace infections. It details our monitoring regimes to ensure compliance with the current national guidance. List of mitigations below:</p> <p>Specific Support for Learning mitigations</p> <ul style="list-style-type: none"> • Allocation of same support staff to identified pupil, small group of pupils, same class to minimise contact. 					June 2020	11 August staff induction Pupil Induction 12-14 August.
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		<ul style="list-style-type: none"> ● Discussion with class teacher as to the best seating plan/arrangements to allow for 2m distancing of adult to pupil. ● PPE provided for use in all settings (blue, fluid resistant face mask) <p>Whole school mitigations</p> <ul style="list-style-type: none"> ● Please see Appendix 2 Minimising Movement in School This was covered during pupil presentations carried out in the 2 weeks prior to the end of Term 3. ● Supervised entry and exit to school each day by the Senior Management Team. Face covering and hand sanitiser check. Senior staff at school gates to encourage pupils not to gather in large groups. <p>Staff should use sensitivity and discretion with regard to the wearing of face coverings by children and young people observing Ramadan during April and May 2021.</p> <ul style="list-style-type: none"> ● Adjusted school day timings for S1-S3 and S4-S6 to support separate breaks and lunches. ● One way system which builds in the use of the outdoors. ● All spaces in use within the school are set up so that adults can maintain 2m distancing from pupils ● Increased cleaning arrangements in classes and whole school. Full-time cleaner – cleaning touch points. Regime embedded within classrooms for cleaning and is well rehearsed by staff and pupils. ● Whole School Risk Assessment – dynamic document available to whole school community. To staff via live link; to pupils and parents vis School Website. ● Weekly Head Teacher update letter to Parents and Carers includes key public health messages, incl. constant reminders of COVID symptoms and the procedure to follow. ● Resource regime. 72 Hour Library Quarantine. ● Careful hand washing with soap and warm water/use of alcohol-based hand sanitiser 						
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		<p>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 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> <ul style="list-style-type: none">• Following SERCC guidance in practical subjects for cleaning of specialist equipment. This is carried out by School Technicians.• Reviewed Fire Evacuation Policy to amend assembly point arrangements to minimise mixing of year groups. <p>Concerns within minority ethnic communities is recognised and individual requests for additional protections will be supported wherever possible.</p> <p>Movement between schools (e.g. of temporary / supply / peripatetic staff etc) should be kept to a minimum. As far as possible, attendance should be consolidated within one setting. Those providing essential services key to the delivery of children's care or educational plans, for example visiting teachers, psychologists, nurses, social workers, youth workers, outdoor learning specialists and those providing therapeutic support, should be able to visit schools; however, appropriate mitigations to prevent transmission of the virus in and between settings should be undertaken. Mitigations should be determined a risk assessment carried out by the school in co-operation with the service provider.</p>						
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<p>Someone entering the workplace with COVID-19</p>	<p>Staff, visitors, contractors, pupils</p>	<p>Pupil Pupils who display symptoms whilst in school will report to the office for a first aider to be called. First aider will collect pupil in full PPE and take pupil to identified isolation room where they will be attended to until the parent can collect them. Identified isolation room is in the main building ground floor next to a fire exit where parent can wait outside for them to be taken out to them. In the event of an emergency an ambulance will be called.</p> <p>City Campus Pupils included in the above.</p> <p>Staff If a staff member displays symptoms whilst at work, they must advise a member of SMT immediately. If the staff member is well enough to travel home in their own transport they must leave immediately by the nearest exit. If the staff member is too unwell to travel themselves they will wait in the identified isolation area until they can be collected.</p> <p>Visitors As yet most visitors are not accessing the building as a matter of course. Where a pre-arranged appointment is in place for partners who can attend, the following procedure will be invoked:</p> <ul style="list-style-type: none"> • The visitor will be attended to at the main school entrance by office staff • They will be asked to confirm that they are not displaying COVID-19 symptoms. • Those displaying symptoms will not be permitted access. <p>Central operations staff (Corporate Landlord) will work with trades to ensure they have been briefed and are following all Covid-19 RAMS as well as health and safety precautions.</p> <p>Contractors are by prior appointment only.</p>	<p>E</p>	<p>Extreme</p>	<p>Possible</p>	<p>High</p>	<p>-</p>	<p>Procedures in place for opening on 11.08.20</p>
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Travel, Access & Egress								
Travelling to work	Staff, visitors, contractors	<p>Wherever possible private transport should be used to maintain isolation from the public when commuting to the school building.</p> <p>If public transport or car sharing cannot be avoided, staff and pupils are encouraged to follow current government advice in respect of distancing and face coverings.</p> <p>School transport will be available; hand sanitising takes place before every journey and face coverings must be worn (transporting pupils to Rubislaw for PE).</p> <p>Bike lockers and racks are available for staff and pupils on school site.</p> <p>Staff and pupils are encouraged to walk to school where possible.</p> <p>Parking available for staff only, reverse parking policy in place. Parental drop off must be out with the school grounds.</p>	E	Moderate	Possible	Medium	-	10.08.20
Driving at work	Staff, Contractors	We have no roles that require staff to drive as part of their remit.	P	Minor	Possible	Low	-	10.08.20
Entry and exit to building	Staff, visitors, contractors, pupils	<p>Contractors are signed in by Janitorial staff where contact details are recorded contact tracing purposes. Contractors must wear a face covering at all times.</p> <p>Pupils should attend the entrance that is closest to their first period classroom to minimise movement in the school.</p> <p>Pupils and staff, excluding those who are exempt, will wear a face covering in all areas of the school (classrooms, corridors, toilets, communal areas)</p>	E	Minor	Possible	Low	-	10.08.20

Entry and exit to building Continued		<p>Staff Hands must be washed or sanitised on entry and exit to the building, classrooms and staff rooms/bases.</p> <p>When staff leave during the course of the school day, they will complete an electronic signing in/out form.</p> <p>Pupils Hands must be sanitised on entry and exit to the building and this is supervised by senior management at all building entry points. Hands are also sanitised on entry and exit to every classroom supervised by the class Teacher.</p> <p>City Campus pupils are also included in the above.</p>					
Orientation/ Training	Staff, pupils, visitors (agreed only in advance)	<p>Staff and pupils were provided with the updated guidance on the following during presentations that were undertake during part 2 of the phased return to schools.:</p> <ul style="list-style-type: none"> ● One-way system ● Handwashing ● Face coverings ● 2m distancing adult to pupil and adult to adult <p>Presentations were delivered face to face and are available on Google Classrooms for learners who remained at home.</p> <p>All staff take responsibility to challenge those not following guidance.</p> <p>City Campus Pupils have been provided with a copy of the current whole school risk assessment.</p>	E	Minor	Possible	Medium	26.03.21
Personal Hygiene	Staff, pupils, visitors (agreed only in advance)	<p>Staff will follow good infection control guidance (Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings)).</p> <p>Hand washing procedure posters are displayed in areas where hand washing takes place.</p>	E	Moderate	Possible	Medium	

		<p>Employees or service users who suffer dry skin/dermatitis will carry their own hand sanitiser.</p> <p>Where tissues are used they are binned immediately and hands are washed/sanitised.</p> <p>Staff and pupils are encouraged and reminded to avoid touching eyes, nose and mouth with unwashed hands and to cough directly to crook of elbow.</p> <p>Staff and pupils are encouraged to change clothes daily.</p> <p>Staff and Pupils have been advised that hand washing should take place:</p> <ul style="list-style-type: none"> ● When entering the building ● Before putting on a face covering ● Before removing a face covering ● After using the toilet ● After blowing the nose ● After sneezing or coughing ● When changing classroom ● Prior to entering school transport ● Changing classrooms ● Before and after eating and handling food ● Getting on school transport (buses to PE) 						
Maintaining 2m distancing	Staff, pupils, visitors (agreed only in advance)	<p>Whilst 2m distancing pupil to pupil has been removed, pupils are encouraged to physically distance wherever practicable as part of the FACTS for controlling the spread of the virus.</p> <ul style="list-style-type: none"> ● Discourage social physical contact (hand to hand greeting/hugs); ● Use all the available space in classrooms, halls, libraries or social spaces to promote distancing where possible; ● Pupil desks are set up side by side and facing forwards, rather than face to face; 	P	Major	Possible	High		26.03.21

		<ul style="list-style-type: none"> • Where practicable situations that require young people to sit or stand in direct physical contact with others is avoided; • Seating plans are in place for every class • Pupils in the senior phase who require to spend time in college environments should ensure they follow the COVID-19 guidance for universities, colleges and student accommodation providers on the appropriate approach to these specific circumstances while on campus. <p>Minimising movement procedure in place as follows:</p> <ul style="list-style-type: none"> • Classrooms are arranged so that pupils sit side by side facing the front of the classroom • Staff workstation 2m from nearest pupil desk • Staff bases; staff room; offices all have maximum capacity signage displayed on entry doors and floor markers in place where required • Whole staff, ESMT; SMT & Faculty Meetings held virtually • During any break or lunchtime periods, staff will take personal responsibility for maintaining 2m distancing between each other. • Where 1:1 support is required for pupils with additional support needs PPE is provided for all members of staff who come into close contact • Signage in place across the school to remind staff to adhere to 2m distancing adult to pupil and adult to adult • Signage in place in toilets to remind pupils to wear a face covering • Professional learning undertaken virtually • Staff wear a fluid resistant face mask throughout the school day whilst in the school building and pupils can wear a cloth face covering. 						
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		<p>Meetings with most external support agencies remain virtual until further notice. Health and Wellbeing partners/agencies can attend to undertake social distanced assessments where the risk to a pupil's wellbeing is high. These agencies should only attend 1 school per day.</p> <p>A one-way flow system is in place to support safe movement through corridors and on stairwells. One-way signage displayed through the school.</p> <p>Young people attending college settings must adhere to the mitigations in place at each location.</p> <p>A suspension of activities or clubs outside the usual school timetable.</p> <p>Maximum capacity signage on display in non-class rooms. All staff to monitor practice and alert SMT of any potential risks. This will trigger a review of this risk assessment</p>						
Dining arrangements	Staff, pupils, visitors (agreed only in advance)	<p>Staff are encouraged to remain on site throughout the school day, including lunchtime, in order to limit their contact with others out with the school. These arrangements will be reviewed as national restrictions are reviewed.</p> <p>Staff on supervision duty should wear a fluid resistant face covering.</p> <p>Pupils should wear a face covering when not eating or drinking.</p> <p>S1 pupils are not to leave the school grounds during morning or lunch break.</p>	P	Minor	Possible	Medium		26.03.21

Use of Toilets	Staff, pupils, visitors (agreed only in advance)	<p>Hand washing routines have been covered with pupils and staff through multiple presentations and communications. Signage on display throughout the school.</p> <p>Pupils and staff, excluding those who are exempt, will wear a face covering in all school areas (corridors, classrooms and communal areas including toilets), as per the updated Scottish Government Guidance.</p> <p>Toilets are cleaned throughout the day by the onsite touch point cleaner.</p>	E	Minor	Possible	Medium		26.03.21
Staff & Pupils becomes unwell	Staff, pupils, visitors (agreed only in advance)	<p>In line with procedures and guidance, only staff and pupils in good health will be in school.</p> <p>If someone develops any of the symptoms:</p> <ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • loss or change to your sense of smell or taste – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal <p>Follow current NHS guidance https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>All school staff will be asked to familiarise themselves with the local Test, Trace, Isolate and Support Strategy.</p> <p>Pupil Pupils who display symptoms whilst in school will report to the office for a first aider to be called. First aider will collect pupil in full PPE and take pupil to identified isolation room where they will be attended to until the parent can collect them. Identified isolation room is in the main building ground floor</p>	E	Major	Possible	High		26.03.21

		<p>next to a fire exit where parent can wait outside for them to be taken out to them. In the event of an emergency an ambulance will be called.</p> <p>City Campus pupils included in above.</p> <p>Staff If a staff member displays symptoms whilst at work, they must advise a member of SMT immediately. If the staff member is well enough to travel home in their own transport they must leave immediately by the nearest exit. If the staff member is too unwell to travel themselves they will wait in the identified isolation area until they can be collected.</p> <p>Visitors As yet the majority of visitors are not accessing the building as a matter of course. Where a pre-arranged appointment is in place for any agreed visit by a partner, the following procedure will be invoked:</p> <ul style="list-style-type: none"> • The visitor will be attended to at the main school entrance by office staff • They will be asked to confirm that they are not displaying COVID-19 symptoms. • Those displaying symptoms will not be permitted access. 						
First Aid	Pupils	<p>https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19</p> <ul style="list-style-type: none"> • Disposable gloves and disposal plastic apron should be worn to administer all First Aid due to the need for physical contact • In adults, it is recommended that you do not perform mouth-to-mouth ventilation – perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in 						26.03.21

		<p>the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen).</p> <ul style="list-style-type: none"> • Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be effective. During asphyxial arrest mouth-to-mouth compressions will be made, use a resuscitation face shield where available. • First Aid trained staff who are not deemed as being 'at greatest risk' will perform CPR if required. The risk of cross infection is very small and set against the inevitability that a person in cardiac arrest will die if no assistance is given. First Aiders should always shout for help and dial 999 prior to beginning to perform CPR. • Those who administer CPR require to carefully monitor themselves for symptoms of possible COVID-19 over the following 14 days, unless the individual had been confirmed to be positive for SARS-CoV-2 in the last 10 days. In this scenario of direct mouth-to-mouth contact with a known case, advice on self-isolation should be followed. Should you develop symptoms you should follow the advice on what to do on the NHS website. • It is likely that the child/infant having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. 						
Practical Subjects	Pupils and Staff	<p>All national guidance is being followed as detailed below:</p> <p>Home Economics: COVID-19 pandemic: home economics guidelines - version 2 (456 KB)</p> <p>Physical Education: COVID-19 pandemic: physical education guidelines - version 7 (680 KB)</p>	E					26.03.21

		<p>Science:</p> <p><u>SSERC COVID-19 back to school guidance</u></p> <p><u>SSERC COVID-19 and practical work</u></p> <p><u>SSERC guidance for school technicians on returning to school after lockdown</u></p> <p>Expressive Arts</p> <p>Art and design, and photography</p> <p><u>PDF file: COVID-19 pandemic: art and design and photography guidelines - version 2.1 (635 KB)</u></p> <p>Dance</p> <p><u>PDF file: COVID-19 pandemic: dance guidelines - version 3 (744 KB)</u></p> <p>Drama</p> <p><u>PDF file: COVID-19 pandemic: drama guidelines - version 4 (353 KB)</u></p> <p>Music</p> <p><u>PDF file: COVID-19 pandemic: music guidelines - version 2.2 (622 KB)</u></p>						
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HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premise work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Cleaning and hygiene measures								
Environmental Cleaning	Staff, visitors, contractors, pupils	Continual touchpoint and toilet cleaning throughout the day. Cleaning Team carry out thorough school clean after every school day.	P	Minor	Possible	Low		26.03.21
Cleaning Frequency	Staff, visitors, contractors, pupils	Cleaning undertaken daily with supplementary sanitisation by janitorial staff and touchpoint cleaner.	P	Moderate	Possible	Medium		26.03.21
Commonly touched surfaces	Staff, visitors, contractors, pupils	<p>Daily Cleaning Schedule</p> <p>Tasks to be covered.</p> <ul style="list-style-type: none"> ● Touch Surfaces throughout school ● Toilets throughout school ● Maintain cleanliness in Public/General areas ● Regular emptying of bins throughout school ● Classrooms as and when required ● Isolation Room as and when required <p>Cleaning & Disinfection with Maxam Pura +.</p> <p>Maxam Pura+ is a <u>disinfectant only</u>. Toilet & sanitary areas will need to be cleaned prior to disinfection.</p> <p>For disinfecting vertical surfaces eg. in general areas and corridors – spray disposable cloth or paper roll with Maxam Pura+ - wipe vertical surface and leave to dry. Horizontal surfaces in classrooms – spray and leave to dry.</p> <p>Equipment and materials required:</p> <p>Warning signs.</p>	P	Moderate	Possible	Medium		26.03.21

	<p>Colour-coded labelled spray bottle (blue & red) Prepared Cleaning Solution. (blue& red) Disposable gloves Disposable aprons Disposable cloths or paper towel – (colour coded cloth availability is poor, all are disposable regardless of colour.)</p> <p>Frequently Touched Surfaces are:</p> <p>General area`s – stairs & corridors</p> <ul style="list-style-type: none"> ● Light switches ● Push buttons ● Door handles ● Door push plates ● Pull cords ● Lift buttons ● Bannister Rails <p>Toilets – to be cleaned as per normal cleaning regime prior to disinfecting</p> <ul style="list-style-type: none"> ● Taps ● Sink surrounds ● All dispensers/dispenser mechanisms ● Cubicle door – front & back handle/push plate/locking mechanism ● Flush handle ● Entrance/exit door handle <p>Classrooms</p> <ul style="list-style-type: none"> ● Desk top & sides ● Chair arms and back ● Light switches ● Door handles ● Push plates ● Pull cords ● Surface tops 					
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		<p>Remember to:</p> <ol style="list-style-type: none"> 1. Wash hands before starting and putting on PPE- gloves and apron 2. Dispose of cloth and PPE on completion of task. 3. Perform hand hygiene. 4. All waste unless it is from an area where there is a known confirmed case or suspected case of Covid 19, can be disposed of in normal waste stream. 5. Any waste from a contaminated area will require to be double bagged stored separately and safely for 72 hours before entering the main waste stream. <p>You will frequently need to change PPE, cloths and perform hand hygiene as you move to one area to another. The main principle is to reduce potential cross contamination. Different PPE should be used in different areas, eg you should never use the same PPE in a washroom that you are using in another area.</p>						
Use of cleaning products	Staff, visitors, contractors, pupils	<p>Persons undertaking the cleaning been instructed with clear safe usage instructions.</p> <p>The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use</p> <p>Correct PPE is provided for the use of cleaning materials.</p>	P	Moderate	Possible	Medium		26.03.21
Housekeeping	Staff, Contractors, pupils	<p>Appropriate cleaning products are provided, so that staff and pupils can frequently clean their work stations during the day.</p> <p>Staff provided with waste bins lined with a plastic bag so that they can be emptied without contact with the contents.</p> <p>Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.</p>	P	Moderate	Possible	Medium		26.03.21

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Fire Safety Systems / Emergency Lighting - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Fire, heat, burns, smoke inhalation	Staff, visitors, contractors, pupils	Responsible person has carried out checks on your building in the following areas: Emergency lighting suitable, sufficient and maintained. Suitable number fire extinguishers available in required locations. Fire hoses available and operational (If installed). The sprinkler system including head's maintained (if fitted). Dry / wet risers inspected and maintained (if installed). Fire blankets available in required location. Fire alarm and detection system for the building tested, inspected and maintained. Means of escape kept clear at all times Fire doors provided and maintained in good working order. Building has suitable lightning conductors / protection. The fire risk assessment suitable & sufficient / current.	P	Extreme	Possible	Medium	August 2020	10 August

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Ventilation / Humidity / Lighting & Heating Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Temperature/ Humidity	Staff, visitors, contractors, pupils	Continual temperature issues due to Victorian building and issues with windows and keeping doors open. As we are now moving into Spring/Summer this will lessen.	E	Minor	Possible	Low		26.03.21
Ventilation	Staff, visitors, contractors, pupils	Ventilation process in place – where practicable 2 windows should be open in each classroom and the door also kept open. Significant issues with Victorian building and ability to always ensure windows are open. Rolling programme of repairs works in place. The Janitors control heating temperature levels through a control panel in their office. CO2 monitoring in place to supplement ventilation.	E	Minor	Possible	Low		26.03.21

HAZARD		AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME				
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Gas Installations - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Gas Installations	Staff, visitors, contractors, pupils	Gas installations e.g. boilers been inspected, tested and maintained at required frequencies. Adequate ventilation available next to gas installations. Gas isolation control switches available and clearly identified. Supplier's emergency contact number clearly displayed, un-obscured and legible. Gas cylinders being used safely (if used).	P	Extreme	Possible	High	August 2020	10 August

HAZARD		AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME				
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Legionella/Water Systems/Hygiene - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Water outlets Legionella	Staff, visitors, contractors, pupils	Tanks, taps and shower outlets inspected and maintained. Suitable controls in place to reduce the risk of legionnaires disease. Showers been run at maximum temperature for 5mins to eliminate standing water and eradicate legionella bacteria.	P	Major	Possible	Medium		10 August

		All other outlets to have been run for 5mins to eliminate standing water, prior to staff returning						
Drinking water	Staff, visitors, contractors, pupils	<p>Pupils have been advised to bring their own bottles of water.</p> <p>Drinking water facilities are available to fill personal water bottles if required.</p> <p>Signage advising users not to touch the tap with their mouth, or the mouth of their water bottle should be displayed. Users should wash hands before and after using the water fountain. Regular cleaning with food-safe antibacterial sprays will help minimise risks.</p> <p>Separate drinking water facilities are available for staff.</p>	P	Moderate	Possible	Medium		10 August

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Statutory Inspections	Staff, visitors, contractors, pupils	<p>Responsible person has carried out checks on your building in the following areas:</p> <p>Thorough examination, inspection, test and maintenance certificate and logs available and up-to-date for the premises, plant and equipment e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems.</p>	P	Major	Possible	Medium		August 2020
Lift Statutory Inspections	Staff, visitors, contractors, pupils	The thorough examination, inspection, testing and maintenance records for the lifts in date.	P	Major	Possible	Medium		August 2020
Plant and Equipment	Staff, visitors, contractors, pupils	There is a planned preventative maintenance schedule and inventory available for key items of plant and equipment and are up-to-date.	E	Major	Possible	Medium		

		<p>All fixed guards on machinery in place, secure and well maintained.</p> <p>The safety devices and controls e.g. emergency stops, light guards etc been checked to ensure safe operation.</p> <p>Defective equipment been taken out of service awaiting repair.</p> <p>Enough space is available for personnel to undertake their tasks safely and comfortably.</p> <p>Personnel have the appropriate competences and/or trained to use machines/work equipment.</p>						
Signed:	M Askew (version 1)	Assessment Date: 04.08.2020	Further action required:	Action Review Date(s):11/08/20				
Name:	A Murison (version 2)	Updated 27.08.20		Next Review Date: Daily Check				
	A Murison (version 3)	Updated 29.09.20						
	A Murison (version 4)	Updated 06.01.21						
	A Murison (version 5)	Updated 19.02.21						
	A Murison (version 6)	Updated 12.03.21						
	A Murison (version 7)	Updated 26.03.21						
	A Murison (version 8)	Updated 26.04.21						

Action Plan

Point Ref	Details of Corrective Action Required	Timescale	Responsible Person	Closed Out
A2	Risk assessment for staff with self-declared health condition to be and agreed with Trade Unions	June 2020	CJ/ P&O	
A1	Risk assessment for staff with self-declared health condition to be undertaken with all relevant staff	June 2020	Line managers/ H&S	
A3	Tracking system to be developed and maintained for vulnerable staff	June 2020	CJ//P&O/line managers	
A5c	Guidance on school building arrangements for each building to be created and circulated as appropriate	June 2020	HTs /Corporate Landlord	
A5-A9	Staff training around handwashing, PPE, social distancing and one-way systems to be developed and completed by all staff	June 2020	HTs/PPE working group/Corporate Landlord	
B6/B7	Contractor and visitor to schools protocol and policy to be updated and shared with all schools	June 2020	Corporate Landlord	
B8	Co-ordinated procurement of PPE including hand sanitiser and cleaning materials	June 2020	FL/H&S	
C	Soft furnishings/blinds/mats etc to be removed where safe to do so	August 2020	HTs /Corporate Landlord	
C1	Each school building to be deep cleaned before staff and/or pupils return	June 2020	Facilities	
C2-4	Cleaning guidance issued to all schools	June 2020	Facilities	
C8	Provision of appropriate cleaning products and usage instruction to school staff	June 2020	Facilities	
D1-6	All required building related safety inspections undertaken and completed	August 2020	Corporate Landlord	
Additional Comments				

Signed: _____ Date: _____

Appendix 1 – Covid-19 Home Testing Programme

COVID-19 asymptomatic testing programme for staff and pupils

As part of the package of COVID-19 risk reduction mitigations in schools across Scotland, all staff and pupils have the opportunity to participate in the Schools/ELC Asymptomatic Testing Programme.

Why is our school/setting participating in the programme?

Along with the other protective measures we are implementing to keep our school community safe, regular testing of staff and pupils, will help to further reduce risks for all.

By helping to identify asymptomatic individuals in school environments at the earliest possible opportunity and asking them and their close contacts to self-isolate, we minimise the likelihood of them passing on the virus.

Who can take part?

The regular testing is open to staff and pupils who are regularly attending the school premises.

Does everyone have to take part?

Testing is voluntary and no-one will be prevented from attending school if they choose not to participate. However, we are strongly encouraging all school staff and pupils who are attending school to consider participation very carefully, in order to contribute to the wellbeing of our school community.

If staff or pupils are working or learning from home, they will not be asked to participate.

What will the testing involve?

Our school is being provided with a supply of Lateral Flow Device (LFD) test kits by the Scottish Government and the UK Department of Health and Social Care for use at home. We will give each participating member a supply of test kits to take home, together with the 'Instructions for Use'. Each person will be asked to sign for these in a log at the point of handover.

Individuals will test regularly at home, twice a week (we would recommend Wednesday and Sunday, ideally in the morning or before school).

The tests supplied do not require laboratory processing and can provide a quick result in around 30 minutes. Guidance on conducting self-testing will can be found in the 'Instructions for Use' leaflet which will be provided with the test kit.

There is a useful video showing participants how to administer the test here:

<https://www.youtube.com/playlist?list=PLvaBZskxS7tzQYIVg7lwH5uxAD9UrSzGJ>.

Once the test has been conducted individuals must log the test result – whether positive, negative or void – online at www.gov.uk/report-covid19-result. Tests are free of charge and will be provided by the school.

NB: It is important to note that this regular testing is only for individuals without symptoms. Those with symptoms must continue to follow the usual guidance. They must self-isolate and book a PCR test at a test centre or via a home test kit at the earliest opportunity. People with symptoms must not rely on a negative LFD result to continue to attend school.

NB: A negative test result must not be taken as leave to relax or ignore physical distancing or other measures intended to reduce transmission – testing is an additional intervention that contributes to reducing risk.

What happens next?

Please discuss the contents of this letter and the consent to participate [privacy notice](#) with your child. If your child wishes to participate in testing, and you are content for them to do so, please complete this Google Form: <https://forms.gle/bVoe6E8ptJJUoDHK9>

We will continue to support and communicate with you as we implement this programme. Please let us know if you have any questions. In the meantime, some Frequently Asked Questions can be found here: <https://drive.google.com/file/d/1iaLFOoRL0XlvyiNp9DGxXowj9SqGVdKB/view?usp=sharing>

Appendix 2

MINIMISING MOVEMENT IN SCHOOL – APRIL 2021

PERIOD	S1-S3 PUPILS	S4-S6 PUPILS	INSTRUCTIONS
1	8.40 - 9.40 am	8.50 - 9.40 am	Arrive 5 minutes before period 1 and go straight to class. <i>Do not gather in the school grounds or corridors.</i>
2	9.40 - 10.50 am	9.40 - 10.50 am	Single file and follow the one-way system to class.
Break within period 2	S1 – 9.50 - 10.05 am S2 – 10.05 - 10.20 am S3 – 10.20 - 10.35 am	10.35 - 10.50 am	Go to the Dining Hall, Assembly Hall and/or area outside Bennum Building. Toilets around the assembly hall to be accessed. No access to corridors.
3	10.50 - 11.45 am	10.50 - 11.45 am	Single file and follow the one-way system to class.
4/Lunch	Lunch	11.45 - 12.35 pm	S1-S3 Lunch*. Home lunch, Canteen/Assembly Hall in designated seating area and outside as follows: S1 – stay within school grounds - are outside Bennum - far side S2 – area outside Bennum – near main building S3 – front of school beside Byron statue No access to corridors.
4/Lunch	12.35 - 1.25 pm	Lunch	S4-S6 Lunch*. Home lunch, Canteen/Assembly Hall in designated seating area and outside as follows: S4 – areas outside Bennum – near main building S5 – area outside Bennum – far side S6 – school garden and opposite grass area No access to corridors.
5	1.25 - 2.20pm	1.25 - 2.20 pm	Single file and follow the one-way system to class.
6	2.20 - 3.10 pm	2.20 - 3.20 pm	Leave the school grounds immediately.