**COVID 19 Risk Assessment**

**Saint Mungo’s Academy**

24 May 2021

|  |  |  |
| --- | --- | --- |
| **Affected** | **Plan taking into consideration local context** | **Comments** |
| Staff, pupils visitors and contractors | **General Safety Measures**   1. 2 Metre Physical distancing  * Staff must maintain a distance of 2m from each other and from young people * Young people should maintain a distance from each other where possible, particularly indoors, but 2m distancing is not essential between young people in class. * Young people should not crowd together or touch/hug each other * Avoid situations that require young people to sit or stand in direct physical contact with others * A one way system will operate in school  1. Face Coverings  * be worn at all times by adults and young people (of all stages) in classrooms, in communal areas and when moving around the school (except when person is exempt)   Face coverings should be worn by parents and other visitors/contractors to all school sites (whether entering the building or otherwise), including parents at drop-off and pick-up.   * Should not be shared with others * Wash or sanitise hands before putting on a face covering * Ensure face covering covers nose, mouth and chin. * Do not touch front of face covering and do not pull it under the chin * When storing temporarily it should be placed in a washable, sealed bag or container * Re-usable face coverings should be washed after each day of use at 60 degrees * Used face masks should be put in a bin  1. Hand washing/Hand Sanitising   Every person entering the school must use hand sanitiser available at entrance. Hand sanitiser dispensers are dotted about the school.  Hands should be washed frequently throughout the day for 20 seconds –especially before eating and after using the toilet   1. General Hygiene  * Avoid touching your face; including nose, eyes and mouth * Use a tissue or elbow to cough/sneeze and use bins that are emptied frequently  1. Ventilation   There is a need for an appropriate supply of fresh air to assist in reducing the potential spread of infection. However it is important to note that increasing ventilation need to be balanced with the requirement to maintained indoor temperatures for reason including user comfort, health and wellbeing and learning and teaching. For further more specific guidance please refer to the COVID-19 Ventilation in Schools Document within the following link [***COVID-19 Recovery - Health and Safety***](http://www.goglasgow.org.uk/Pages/Show/2347)  Some practicable methods of increasing natural ventilation and the benefits from natural ventilation can include the following.   * Opening external doors, vents and windows (school security doors should never be held open) * Keeping doors open where it is safe to do so (internal fire doors should never be held open) * Opening high level window in preference to low level windows to reduce draughts * Purging classroom/rooms by opening windows and external doors e.g. Between classes, during lunch breaks, when a room is unused or at other suitable intervals when a room is used for a constantly long period of time * Adjusting indoor heating to compensate for cool air coming from outside.  1. Coronavirus COVID-19 Testing Kits   We now have a supply of the twice weekly at home COVID-19 lateral flow testing kits and all young people and staff are encouraged to participate. All information on the use of lateral flow testing kits for staff and pupils can be sources for the following link [***Coronavirus (COVID19) - testing in schools advice and guidance***](https://www.glasgow.gov.uk/article/26670/Coronavirus-COVID19---testing-in-schools-advice-and-guidance)  It is important to note that staff/pupil etc. who undertake a lateral flow test that provided a negative result should not regard themselves or behave as if they are free from infection.    The full GCC Covid RA for secondary Schools can be found at Risk Assessment [**COVID-19 Recovery - Health and Safety**](http://www.goglasgow.org.uk/Pages/Show/2347) |  |
|  | **Cleaning**  School will be cleaned according to the agreed schedule between AMEY and GCC. (Previously published). Thereafter appropriate cleaning measures will be maintained.  Toilets and changing rooms will be cleaned more regularly. |  |
|  | **COVID-19 General Information regarding infection control and the spread of infection.**   * **Do not attend the school if you are symptomatic. Everyone who develops symptoms of COVID-19 (a new or continuous cough; fever or loss of/change in taste or smell) 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. * 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 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. * The Protect Scotland app from NHS Scotland’s Test and Protect is designed to help people and reduce the spread of coronavirus. The app will alert an individual if they have been in close contact with another app user who has tested positive for coronavirus and can help in determining contacts that may have otherwise been missed while keeping people’s information private and anonymous. Advice from Health Protection Teams may override advice from the app to self-isolate. * **Staff/pupils must also inform the Head Teacher if required to self-isolate** in line with the relevant guidance for example where staff/pupil:   - Tests positive for COVID-19  - Displays symptoms of COVID-19  - Have been advised to self-isolate in line with Government Guidance  - Have been advised to self-isolate via the Scottish Governments ‘Test and Protect’ Track and Trace initiative.  All school staff should familiarise themselves with the [Test and Protect (Test, Trace, Isolate and Support)](https://www.gov.scot/publications/coronavirus-covid-19-test-trace-isolate-support/) strategy that local health boards and Public Health Scotland are implementing as schools may be contacted as part of the initiative.   * Information posters are clearly displayed throughout the building and relevant information regarding the schools COVID-19 infection control procedures shared with staff, pupils and parents. The information details the key infection control messages on regular handwashing, physical distancing, hygiene protocols etc. |  |
|  | **Procedure for those displaying Covid Symptoms**  Any person exhibiting recognised Covid-19 symptoms should not come into school. Staff and parents/carers must inform the school of this development as soon as possible.  Pupils developing COVID symptoms in school   1. Pupils who begin to feel unwell whilst in school should inform a member of staff straight away. 2. Teacher calls the office and notifies that pupil is exhibiting symptoms, 3. Pupil is sent directly to the street area and wait at designated chair. 4. Office staff check that pupil has arrived. 5. Office makes call home for pupil to be picked up. 6. Pupil waits in the street area on a designated chair until collection. 7. Once collected janitorial staff will sanitise the area.   Staff developing COVID symptoms in school   1. Inform line manager and DHT/HT 2. Leave school ASAP 3. DHT to quarantine all areas affected person has been in 4. Amey to sanitise all areas affected person has been in   **PPE is available in the office for staff in the event of supporting young person feeling unwell although there should be limited contact .** | Parents regularly informed of protocols around COVID concerns.  Full health and safety advice available on NHS on-line and on COVID folder in staff shared area |
|  | **Phased return of Pupils to school**   1. General  * There will be a return of all young people to school from 20 April 2021. * Consider outside learning where it is possible and safe to do. Notify office 2 days in advance o the outdoor learning taking place,  1. Arrival at school  * S1-3 will start and finish at a different time from S4-S6 * Break times will be staggered * All pupils will remain outside until the start time of their class/group.   Teaching and support staff will ask the pupils to remain 2m apart   1. Entering class  * Doors to all classrooms must be wedged open * Young people and staff should clean work stations / areas when the area has been used by someone else using the blue towel and spray provided, then sanitise their hands  1. In Class  * Masks to be worn at all times by pupils and staff * Staff should maintain a position appropriately socially distanced from pupils, making best use of boards and ICT to track pupil progress and offer feedback * Pupils will enter class and sit at a designated desk. Seating plans will be developed to minimise contact with different pupils * Classrooms, where possible, will be set up in a standardised format. * Pupils, where possible, will remain at their desks for the duration of the teaching time facing the front. * There will be no sharing of resources. * Text books should not be used unless they can be quarantined for a period of up to 72 hours. * Photocopied resources can be used per learner but this will need to be planned well in advance to ensure the resource is ready for use. * Adjust class space, where possible, to maintain spacing between desks or between young people * Young people should sit facing forward in class and not face to face * Where young people need to move about within the classroom to perform activities (e.g. to access a shared resource) this should be organised to minimise congregation  1. Leaving class  * When exiting classrooms pupils will leave one at a time starting with those at the front. * On leaving the class pupils will follow the one way system and maintain social distancing as far as possible.  1. In Corridors   **There should be absolutely no gathering in corridors**.   * Corridors should be free from any impediments to best allow the free flow of pupils. * All doors should be wedged open at this point to aid this free flow of pupils including fire doors but a member of staff would require to ensure that the fire door is closed before learning begins. * Staff supervision of pupil movement within the building is **crucial** but will be dependent on space available. Staff are required to wear a face covering in the corridors * In the event of an incident in the corridor e.g. pupil fainting, pupils on their way towards the incident will be asked to stand in against the wall of the corridor socially distanced from others whilst relevant staff make their way to the incident.  1. Pupils Out of class   **No young person should be allowed out of class for any reason unsupervised.**   * If a young person requires to go to the toilet they should access the toilet closest to the classroom they are in. * If any member of staff needs to see a young person, he/she must collect them from and return them to the classroom.  1. Pupils feeling unwell  * If a pupil were to feel ill during a lesson they should inform the teacher who will then excuse them from class with the pupil being directed to make their way to the school office. The teacher will **call the office** and alert them to expect the pupil. * If the pupil is deemed too ill to move then the other pupils will be asked to exit class, following pre-established exiting procedure, and follow one-way system to designated area or line up in corridor against the wall. The teacher will then contact the office or a member of SLT who will subsequently arrange for a first aider response.  1. Lunch Breaks  * Following the one way system they will make their way outside for break/lunch. Pupils will have a will remain outside unless accessing toilet. * Pupil toilets will be supervised during interval and lunch and pupils accessing the toilet will be reminded of hygiene requirements. * Staff should not ask young people to come and see them at **any time** during these periods ( lunch and break) which would entail further movement across the school e.g. handing in homework * Any planned meeting of young people should involve the SLT being informed beforehand and a decision as to the appropriateness will be discussed. * Food will be served from outdoor kiosk  1. Toilets  * Signage advertising the need for hand washing and good hygiene should be displayed. * Consideration has to be given to the number of pupils accessing the toilet facilities at any one time and the availability of hygiene products. * Hand dryers should not be used as this only serves to circulate air in an enclosed space. Rather use paper towels to dry hands after using the toilet.  1. Positive Behaviour  * Staff will engage with pupils in line with inclusion policy and procedures. * All staff will have a role in highlighting these expected standards as well as newly introduced hygiene protocols to all pupils and parents/carers. In Tutor groups there should be reinforcement of the requirement to wear a face covering at all times. * Staff may highlight to PC staff if any young person persistently fails to wear a face covering or any young person who persistently fails to bring a face covering to school. * The GCC COVID signs will be displayed in all TUTOR classrooms to facilitate positive reinforcement of key messages daily.   The Scottish Government’s *Advisory Sub-Group on Education and Children’s Issues* has provided updated guidance on the requirement to wear ‘Face Coverings’ in schools.  : [Coronavirus (COVID-19): guidance on reducing the risks in schools](https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reducing-the-risks-in-schools/)   1. Leaving the school  * Pupils should exit building following directed routes. * Exit points should have doors wedged open to allow free flow of pupils as they exit building. * Young people must leave the building immediately. * Discourage parents from picking up their children at school gates. |  |
|  | **Staff safety**   * Resources should not be shared without appropriate ‘sanitising’ beforehand. * Do not share food, cups, utensils etc. and take cognisance of who has handled electrical equipment e.g. kettles, before you * Jackets/clothing should be stored appropriately to avoid direct contact and risk of transition. * There should be a sign for maximum number of people in any staff base on door of the base. |  |
|  | **First Aid**  Given that this will have to be provided, consideration must be given to the equipment required for the effective and safe delivery of this service including the use of PPE ( which is stored in the front office). | Common sense approach required |
|  | **Fire procedure**  **The one way system will not operate if there is an evacuation.** Normal fire procedures should operate. | Common sense approach required |
|  | **Communication**  Consider established communication channels with parents/carers and how these may be best used to garner the support of parents/carers in reinforcing school procedures and expected standards amongst young people |  |
|  | **Monitoring and Evaluating procedures**  Any member of staff with any concerns about this RA should email [skelly@st-mungosacademy.glasgow.sch.uk](file:///\\gs258svr001\Staff\SLT\Sandra%20Kelly\covid\skelly@st-mungosacademy.glasgow.sch.uk) |  |
|  | **FoPA**  Drama activity is permitted outdoors in small groups and indoors if low risk criteria are met and with appropriate mitigations.  Music (low risk)\* activity permitted outdoors/ digitally and indoors subject to risk assessment.  Music (higher risk, including singing)\*\*For secondary aged young people activity outdoors is permitted. Activity indoors is not recommended except in limited circumstances for pupils preparing for assessment.  One to one lessons (singing, wind, and brass) are permitted indoors for all age groups, with very good ventilation and careful mitigations.  \* Music (low risk) in line with the sub-group’s previously stated definition i.e. percussion, keyboards, strings and guitars.  \*\*Music (higher risk, including singing) in line with the sub-group’s previously stated definition i.e. singing, wind (including pipes) and brass. |  |
|  | **PE and Dance**  For secondary aged young people – contact and non-contact physical education and dance is permitted outdoors. Group and individual non-contact physical education and dance is permitted indoors. Contact sport may be permitted indoors subject to risk assessment and appropriate mitigations. |  |
|  | **P7-S1 Transition**  If secondary schools offer some in person P7-S1 transition in June to supplement online transition activities,  . it should be done in a way that uses good COVID practice (i.e. keep group numbers down, follow the same mitigations as pupils in S1 etc.) Where possible, schools should promote the use of the outdoors for transition days, as that is the safest space in which young people from different schools should mix. |  |