








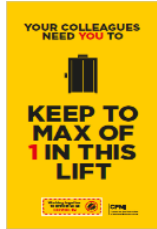
**LASSWADE HIGH SCHOOL RISK ASSESSMENT FOR REDUCING RISK OF COVID-19 IN SCHOOL  
Session 2020-2021**








This Risk Assessment has been created in response to the national/international outbreak of coronavirus (COVID-19). The following controls will reduce the risk of infection so far as is reasonably practicable. This is a situation which is continually evolving. Management will keep you updated with significant changes. **This is an updated version in response to the January 2021 lockdown, the move to remote learning and in-school Hub provision for a small number of students, and the phased part-time return of all students from Monday 15<sup>th</sup> March 2021.**

Hazards	Control measures	Examples
<p>Working with members of staff in the school.</p>	<p>Every member of staff will be provided with this updated Risk Assessment to ensure that that they are aware of the hazards and risks and understand the rules and procedures put in place. The default position for staff during this period is working from home and staff should only come into school to support the Hub and support the phased <b>part-time return of all students</b>.</p> <p>Staff who require to enter the building for planning purposes should notify Ruth Watson: <a href="mailto:r.watson@mgfl.net">r.watson@mgfl.net</a> Staff should sign in, follow hygiene protocol and must wear masks at all times observing the 2 metre distancing rule. Staff should report directly to their own areas and minimise time in building. Staff should sign out when leaving the building via the Main Entrance.</p> <p>If staff have a new, continuous cough, high temperature, loss of taste/smell, they should follow school protocol and will be informed to stay at home, self-isolate and call/email their line manager. They will be advised to consult: <a href="http://www.nhsinform.scot">www.nhsinform.scot</a>, if they cannot access the advice online, they would call 111.</p> <p>If advised, staff will follow the requirements of 'Test and Protect (Test, Trace, Isolate and Support)'. See link for full information: <a href="https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-contact-tracing">https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-contact-tracing</a></p> <p>If symptoms start to develop over the working day, staff will be sent home immediately and told to self-isolate. Their work area will be isolated and sign displayed to prevent anyone using it, until there has been a special clean and where necessary, the business contingency plan implemented. <a href="https://www.hps.scot.nhs.uk/web-resources-container/covid-19-guidance-for-non-healthcare-settings/">https://www.hps.scot.nhs.uk/web-resources-container/covid-19-guidance-for-non-healthcare-settings/</a></p> <p>Cleaning/janitorial staff will regularly clean the door handles, sink taps within the building following agreed school COVID-19 regime. <b>See Appendix A for cleaning regime.</b></p> <p>Teaching/support staff will maintain good hygiene standards, (use sanitiser provided), and wipe over surfaces where required, <i>e.g. shared equipment, kettles, fridge, etc.</i></p> <p>Staff should avoid touching surfaces unless you have cleaned them first using disinfectant and disposable blue towels.</p> <p>Two metre distancing points will be marked on the floor, (<i>in front of photocopier, printer, staff kitchen areas etc</i>). Two metre signs will be displayed at the entrance of every teaching space associated with the return of students.</p> <p>Staff will be encouraged to:</p> <ul style="list-style-type: none"> <li>- Speak up / report - "<i>Say if it's Not Okay</i>". School has an H&amp;S Working Group that meets on a three-weekly cycle: C Hornell, R Watson, M Smith (EIS), C Wilkinson, M O'Gorman, A Charlton and M Bennett. If a member of staff wishes to raise concerns out-with their Line Manager please email the dedicated email for Health &amp; Safety <a href="mailto:H&amp;S-Lasswade@mgfl.net">H&amp;S-Lasswade@mgfl.net</a>.</li> </ul>	





	<ul style="list-style-type: none"> <li>- Prepare food at home and so that staff can avoid the need to visit takeaways/shops at lunch breaks and the potential exposure to infection.</li> <li>- For hygiene purposes water fountains have been fully serviced and signage and Hand sanitisers will be beside all fountains.</li> <li>- Staff should wear face coverings at all times when in the building and when working in proximity to others.</li> <li>- It is noted that some individuals are exempt from wearing face coverings and this will have been agreed with the Head Teacher.</li> <li>- Staff should minimise the wearing of jewellery, watches etc</li> <li>- Staff should refrain from wearing ties or change and/or wash tie daily</li> <li>- Staff should ensure their work stations are kept tidy and clutter free to allow surfaces to be cleaned</li> <li>- Each team/Department has an agreed Risk Assessment for their own areas.</li> </ul>	
Hazards	Control measures	Examples
<p>Student displaying symptoms</p>	<p>Students in the building during this period from 15/03/21 include those children of category 1 and 2 Key Workers and those identified as “vulnerable” by Student Support, The Pod &amp; Student Support. In addition, all students will return to school on a phased part-time basis with weekly in-school sessions. Priority for in-school sessions is given to Senior Phase students.</p> <p>If students are found on arrival, or if signs develop of continuous coughing, high temperature, loss of taste/smell develop during the working day they will be placed in isolation and their parents/carers will be called to collect them, following school protocol. If there are any immediate concerns an ambulance would be called. Isolation rooms are stationed at: Main room is Meeting Room 4 and back up room is Interview room 4. Information in: <a href="#">Resources&gt;All Staff&gt; Health &amp; Safety&gt; Practice Paper for Student Support and Office/Reception Staff – Action on Suspicion or Report of COVID-19 Infection</a></p> <p>The area the student was working will be isolated and sign displayed to prevent anyone using it, until there has been a special clean and where necessary, the business contingency plan implemented.</p> <p><a href="https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf">https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf</a></p> <p>If advised, follow the requirements of ‘Test and Protect (Test, Trace, Isolate and Support)’.</p> <p><a href="https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-contact-tracing">https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-contact-tracing</a></p> <p>Cleaning/janitorial staff will regularly clean the door handles, sink taps within the building following agreed school COVID-19 regime. <b>See Appendix A for cleaning regime.</b></p> <p>Teaching/support staff will maintain good hygiene standards, (use sanitiser provided), and wipe over surfaces where required, e.g. <i>shared equipment etc.</i></p> <p>If there are any issues due to inappropriate behaviours, appropriate enforcement/ isolation may be required.</p> <p>Posters showing 20 second hand washing guidance/Covid 19 safety guidance will be displayed throughout the school areas.</p>	 

	<ul style="list-style-type: none"> <li>- Students must wear face coverings at all times when in the building and when moving around.</li> <li>- It is noted that some individuals are exempt from wearing face coverings and this will have been agreed with the Head Teacher.</li> </ul>	
Hazards	Control measures	Examples
<p>Cleaning/ Hygiene/ Maintaining social distancing within the school</p>	<p>All staff and students will aim to maintain social distancing of two metres from each other within the school, (for social distancing to work there is an individual responsibility for everyone, and a staff responsibility to remind and encourage students on a regular basis), this will include:</p> <ul style="list-style-type: none"> <li>• Undertaking revised approach to care and supervision strategies.</li> <li>• Identification of a clear 'staff only' area within each classroom.</li> <li>• Student desks organised in rows and forward facing. Students should be 2m distanced within a classroom.</li> <li>• <b>Our Blended Learning plan, with 2m distancing, results in around 40% of the school roll in school at any one time.</b></li> <li>• Learning spaces/desks have been measured so that students are 2m distanced from one another whilst working in classrooms. Safety tape has been used to indicate learning spaces/desks that students cannot work at.</li> <li>• For the KW/SS Provision, students have been allocated a double desk (labelled) to ensure that they use the same work space each time they are in the KWP.</li> <li>• For KW/SS Provision, to further avoid confusion, safety tape has been used to indicate desks/computer spaces that students cannot work at.</li> <li>• Limited staff/student movement during lessons</li> <li>• Enhanced planning by Creative Learning &amp; POD staff around support for students with additional needs and safe working practices. See Appendix B for details.</li> <li>• Nursery Staff will follow Care Inspectorate guidelines; see Appendix C for details.</li> <li>• Each day staff should allocate students a seat to be used throughout the session(s) and students should not change that seating during the day.</li> <li>• Unnecessary resource sharing should be avoided</li> <li>• Careful hand washing/sanitising by students and staff before and after handling items combined with no touching of face when working with the items</li> <li>• Consistent use of rooms to minimise cleaning</li> </ul> <p>To minimise the need for large numbers of students in transit and mitigate risk within the school:</p> <ul style="list-style-type: none"> <li>• <b>Break and lunch times will be minimised and if required will be staggered to implement separate arrangements for students.</b></li> </ul>	   


	<ul style="list-style-type: none"> <li>• For Senior Phase learning and teaching sessions most students are expected to attend one of two sessions per day.</li> <li>• Two metre distancing between staff, students and staff/students must be maintained when entering/leaving the school and in corridors/staircases</li> <li>• Introduction of a one way system, with directional arrows; marked on the floors and walls.</li> <li>• All KWP/SS students will enter and leave via the main Centre entrance. Senior Phase students will enter via the main entrance and leave via the nearest available exit. <b>BGEd students will enter via the back playground and leave via the nearest available exit.</b> Times are staggered to minimise the 'mixing' of KWP/SS and <b>returning</b> students.</li> <li>• A Safety Reception screen has been installed at the Student Reception Area.</li> <li>• To prevent any gathering of students, remove or tape off seating areas.</li> <li>• Distancing and hygiene posters will be displayed at the entrance and throughout the school.</li> <li>• <b>In order to minimise opportunities for wandering from top floor to bottom students will be expected to access the toilet nearest to their classroom/learning space.</b></li> <li>• The school will encourage 2m distancing between students wherever possible and practicable. Classrooms and teaching spaces will display the maximum number of staff/students permitted in each area.</li> </ul> <p>To maintain a high level of classroom hygiene:</p> <ul style="list-style-type: none"> <li>• All desks and chairs should be wiped down at the beginning and end of each class</li> <li>• Adults should spray the desk table with students issued with blue roll to wipe down their designated desk/chair</li> <li>• Students should sanitise their hands at the beginning and end of each class</li> <li>• Any Chrome books or iPads issued must be cleaned in line with established school routines.</li> <li>• Students will be asked to bring their own stationery and discouraged from sharing.</li> </ul>	
Hazards	Control measures	Examples
<p>Cleaning/ Hygiene/ Maintaining social distancing within the school <i>(continued)</i></p>	<ul style="list-style-type: none"> <li>• All lifts in the school will have metre standing distancing point will be marked on the floor next to the lift and a signage displayed stating 1 person only in the lift - except where medical needs require a second person.</li> <li>• School staff and students have been made aware of the school plans and the one-way plans will also be displayed on notice boards on the ground floor. There will be a revised 1 way system put in place to allow two-way traffic on the ground floor corridor.</li> <li>• All non-essential items in the learning accommodation should be removed into storage where possible to maximise capacity and decrease the number of items requiring cleaning.</li> </ul>	

	<p>To manage social distancing in the breaks/dining area/toilets:</p> <ul style="list-style-type: none"> <li>• Student groups will be kept separate at break and lunch times by implementing a staggered approach.</li> <li>• <b>Students returning for sessions with classroom teachers will be expected to stay in classes for any 'breaks', these should be minimised.</b></li> <li>• The default position is that students stay on campus at break and lunchtimes and are outside in the playground areas.</li> <li>• Wet weather and school transport provision is in place. Indoor socially distanced provision is implemented and students will work independently and eat lunch on a 2m distanced basis.</li> <li>• Students will be provided with packed lunches by Midlothian Catering Teams. Students should bring their own water.</li> <li>• All students will be asked to bring their own personal hand sanitiser and suitable face coverings. The school will have supplies available as required.</li> </ul> <p>To manage social distancing in the staff base's/kitchen areas:</p> <ul style="list-style-type: none"> <li>• Staff will have breaks and lunchtime in line with the revised timetable; <b>teams should be vigilant to the designated number in the staff bases.</b> Signage will be clearly displayed on the door stating how many can be in the room with a sign to knock before entering.</li> <li>• All non-essential items will be removed wherever possible into storage to maximise capacity and decrease the number of items requiring cleaning and tables/chairs will be repositioned/taped over/ removed into storage.</li> <li>• Social distancing will be maintained in the staff kitchen areas. Teaching/support staff will maintain good hygiene standards, (use sanitiser provided), and wipe over surfaces where required, e.g. <i>shared equipment, kettles, fridge, etc.</i></li> <li>• Items in shared fridges must be sealed/boxed; consideration should be used in the use of microwaves – can be used if cleaned before and after each use. Signage to go up at each station to advise.</li> <li>• There should be no sharing of crockery/cutlery etc and no “communal biscuit/cake tins”.</li> </ul>	     
Hazards	Control measures	Examples
<p>Cleaning/ Hygiene/ Maintaining social distancing within the school (continued)</p>	<p>To manage social distancing and mitigate risk at the drop off and pick up point:</p> <p>Parents/carers of students with complex needs or disabilities will need to be informed of individual alternative arrangements.</p> <p>To ensure there is no overcrowding parents/carers will be advised that only one parent/carer will be allowed to drop off and collect each child, with no gathering by the school gates/entrances. Appropriate markings may be introduced at the school entrance to discourage parents/carers from gathering outside the school and for them to maintain distancing of 2m, as far as practicable.</p> <p>To aid in the management of student social distancing during arrival and departure:</p> <ul style="list-style-type: none"> <li>- Use Main Centre entrance/exit doors as advised.</li> <li>- All KWP/SS students encouraged to arrive at school no earlier than 8.15am each morning, some bus students will arrive earlier</li> </ul>	



	<ul style="list-style-type: none"> <li>- BGEd and Senior Phase students attending morning subject sessions encouraged to arrive at school no earlier than 8.15am, some bus students will arrive earlier</li> <li>- BGEd and Senior Phase students attending afternoon subject sessions encouraged to arrive at school no earlier than 12.30pm, some bus students will arrive earlier</li> <li>- All KWP/SS students will register at either the main reception or student reception desk and directed to their consistent class/designated learning area, i.e. classroom/ learning area either indoor or outdoor.</li> <li>- All BGEd and Senior Phase students attending morning or afternoon subject sessions will register with their teacher in their class/designated learning area</li> <li>- Creative Learning students will be directed to their classrooms by the left stair (Stairwell A) and all other KWP/SS students will be directed to their classrooms via the main Atrium stairs. All BGEd and Senior Phase students attending subject sessions will follow the designated one-way system.</li> </ul> <p>For those arriving by car, parents/carers will be informed of the temporary measures in place including:</p> <ul style="list-style-type: none"> <li>- Appropriate areas to drop off – use of the large car park area and not directly in front of the entrance. Safety is paramount in the car park area and social distancing should be observed at all times.</li> <li>- Car-sharing with children of other households to be discouraged.</li> </ul>	
<p>Cleaning/ Hygiene/ Maintaining social distancing within the school (continued)</p>	<p>Cleaning/janitorial staff will provide agreed enhanced cleaning, with regular cleaning of the door handles, light switches, door frames, taps and toilets within the school. <b>See Appendix A for cleaning regime.</b></p> <p>Photocopiers should be wiped with device wipes between usages by the staff using them. School will ensure that all teaching areas have within them the following: hand sanitisers; bins; device wipes; spray cleaner and blue paper towels.</p> <p>Should there be an incident where a member of staff/student shows signs of COVID 19 and are sent home, their work area will be isolated and signs displayed to prevent anyone using it, until there has been a special clean and where necessary, the business contingency plan implemented.</p> <p>Washing your hands posters will be placed near the basins/sinks and staff advised to wipe down kitchen equipment, e.g. <i>kettles, taps, microwave/cooker knobs and buttons</i>, after use.</p> <p>Everyone within the school will be encouraged to regularly wash their hands with soap and warm water, for at least 20 seconds, especially before eating or drinking. In addition, it is recommended that cuts should be covered with Elastoplast's if persons not allergic to these.</p> <p>All staff and students will be encouraged to avoid touching their faces, including mouth, eyes and nose on a regular basis.</p> <p>All staff and students will be expected to wear face coverings in learning spaces/classrooms and when moving around the school. KWP/SS students will be encouraged to wear a face covering.</p> <p>'Cleaning stations' signs will be prominently displayed at the school entrances/exits and throughout the building, with antibacterial hand gel or similar and contents to be replenished, as necessary.</p>	   <p>Relationships to Support Learning, Covid-19 Amendment</p>

	<p>Full School Uniform is relaxed. Students are encouraged to wear as much uniform as possible. SG Guidelines recommend school uniform and staff clothing should be washed/cleaned as normal.</p> <p>Ventilation is an important factor in mitigating against the risk of far-field (more than 2m) aerosol transmission. Where practicable all doors and windows will be opened to increase natural ventilation and reducing contact with door handles.</p> <p>In <b>early Spring</b> it may not be appropriate to keep windows open as long or as often. Staff should make an appropriate professional judgement in these circumstances. This could include closing, or partially closing, some windows or opening windows when a classroom is not in use during the school day to 'purge' the area. Classrooms/Base doors should be closed at the end of the working day to maximise fire safety. Only exception will be Fire Doors – <b>DO NOT WEDGE OPEN A FIRE DOOR</b> – these must remain closed.</p> <p>Our mechanical ventilation system is adjusted to full fresh air.</p>	
<p>General conduct of students accessing the Core Key Worker/SS Hub and all returning students</p>	<p>SLT have allocated all students to a 'bubble' and classroom. All students are regularly spoken to by SLT members about general conduct and expectations within the KW/SS Provision.</p> <p>Parents/carers have been informed of all arrangements in person and are communicated with on a weekly basis via telephone call.</p> <p>In addition, the <a href="mailto:bebrave-staysafe-bebrillaint@mgfl.net">bebrave-staysafe-bebrillaint@mgfl.net</a> email address is set up to open lines of communication</p> <p>Teachers should follow school Relationships to Support Learning protocols to ensure appropriate conduct of students.</p> <p><b>At least five members of SLT will be present in-school each day from Monday 15<sup>th</sup> March to support staff and respond to any KWP/SS Hub and subject based duty calls.</b></p>	
<p>LFD Testing for staff and Senior Phase students</p>	<p>All staff and Senior Phase students will be offered the opportunity to participate in regular at-home Lateral Flow Device, LFD, testing in line with Scottish Government testing. Participation is strongly recommended.</p> <p>Staff have agreed to undertake testing following a Sunday/Wednesday pattern.</p> <p>Senior Phase students are encouraged to test every 3/4 days based around their pattern of in-school attendance. For example, if students attend on a Monday, Tuesday, Thursday they would be encouraged to test on a Monday/Thursday pattern.</p> <p>The school will follow all Scottish Government related advice and guidelines to implement the LFD testing programme.</p>	
<p>Fire or other emergencies.</p>	<p>Fire evacuation procedures have been reviewed and staff are aware of what action to take should a fire break out or the fire alarm is activated.</p> <p><b>Normal practices resume with distanced muster points for all year group as outlined in our August 2020 evacuation plan . POD, Creative Learning Bubbles and Nursery will muster in their usual area in the back playground.</b></p> <p><b>KW/SS Hub students and staff relocated to the Large Games Hall will muster at the front of the school building.</b></p> <p><b>School Office staff will use printed attendance lists to serve as registers for staff supervising their class group/Hub Bubble.</b></p> <p>S&amp;L staff are our dedicated First Aiders if required. They can be contacted via radio or school reception. All Staff will make themselves aware of who are the designated first aiders, First Aiders will wear suitable face covering/face masks, gloves when attending an incident. Should there be no trained first aiders senior staff members will act as 'appointed persons' should there be a first aid emergency, i.e. they will take charge when someone falls ill or is injured at work, including calling an ambulance if needed; look after the first aid box and other first aid equipment, including</p>	

	restocking the box; and keep records. First Aid kit will be housed in room 112.	
Centre Partners/ Customers/ Parent/Carers/ Visitors and deliveries	<p>There will be no non-essential visitors to the school. Parents/carers /delivery drivers will be made aware of the temporary arrangements in place for attending meetings, deliveries and collections. Where practical using 'Zoom'; 'Google Meet' 'Microsoft Team' or similar will be used for meetings and no face to face contact unless there is a two metre distance between both parties. MAM's will take place virtually.</p> <p>Deliveries should aim to be timed to avoid drop off/pick up times; consider methods to reduce the frequency of deliveries e.g. ordering larger quantities less often.</p> <p>Dependant on packaging deliveries should be wiped down with sanitising material, unless they will immediately go into storage and not used for at least 72 hours.</p> <p>Any monetary payments should be made electronically where at all possible to eliminate cash handling.</p>	
Visitor/intruders	<p>Security arrangements will be maintained at all times and members of the public should be discouraged from entering into the building.</p> <p>A poster will be displayed on the front door stating that there is no public/contractor access into the building unless prior arrangement had been made and agreed.</p> <p>All visitors to the school must wear a face covering.</p> <p>All visitors/delivery contacts coming into the school will be asked for their name, company and contact number at Student Reception to comply with Test &amp; Protect.</p>	
Vulnerable staff and students	<p>Staff who fall into this category by virtue of their age, underlying health condition, clinical condition or are issued with a Shielding letter will be supported to work from home where necessary from Individual Risk Assessments being done to ensure safety is paramount. Students will be supported by the Student Support Team led by Mrs S Yule.</p> <p>Staff who are pregnant (third trimester), breast feeding, immune suppressed or who were previously identified as Shielding must work from home. Staff with any other concerns should initially contact their GP for advice and thereafter link in with the Faculty/DHT link to discuss.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>Adherence to Test and Protect practices.</li> </ul> <p>Follow link/s to government guidelines:  <a href="https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19">https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19</a>  <a href="https://www.hps.scot.nhs.uk">Health Protection Scotland (https://www.hps.scot.nhs.uk)</a></p>	
Staff and students travelling to work/school	<p>Staff should consider the following options:</p> <ol style="list-style-type: none"> <li>Walking is probably the safest method of travel, observing the 2 metre rule at all times and avoid pressing crossing patrol buttons with fingers, where possible (use a pen or similar).</li> <li>Using their own bicycle, if they have access to one. The distance to be travelled of course may be too great or too arduous. Where a push bike is used, again the 2 metre rule must be observed when waiting at junctions, etc. and there are other pedestrians or cyclists in the vicinity.</li> <li>Using their own car, it is advisable that they sanitise keys, boot and door handles, steering wheel, gear shift, handbrake, radio buttons and instruments used, including seatbelts, cup holders, mobile phone holders. When using fuel pumps, use the disposable gloves provided at the filling station or wipe the pump handle prior to use, with a sanitising wipe. If offering a lift to a friend or colleague, the points below in 4 and 5 should also be followed.</li> </ol>	



	<p>4. Where car sharing is required, it is advised that it is only undertaken if:</p> <ul style="list-style-type: none"> <li>- There is only one passenger, both wear a face covering and no face to face contact. The passenger should sit in the rear of the vehicle on the opposite side to the driver, and the windows opened.</li> <li>- They have asked the other person if they are suffering from any COVID-19 symptoms or if anyone in their household has any symptoms.</li> <li>- No food or drink is consumed during the journey and avoid touching the face during the whole trip and refrain from touching/leaning over towards the other person.</li> </ul> <p>5. Where public transport has to be used, wear a face covering and ensure that the 1 metre social distancing rule is maintained and sit at least 1 metres away from other passengers. Where practicable, travel at off- peak times, or wait for public transport to be less crowded. Contactless payment methods are preferable to cash. It is recognised that fellow passengers will be wishing to exercise similar precautions which will assist with social distancing. It is advised that they use their own supply of hand wipes to keep hands as clean as possible and avoid eating or drinking whilst on public transport.</p> <p>Students travelling by dedicated school transport are required to wear a face covering. On school buses 1m distancing will be expected. Students should follow good personal hygiene routines, e.g., hand sanitizing. School staff will reinforce expectations on a regular basis.</p>	
<p>Mental Health and Stress. Struggling with existing and onset of potential new mental health concerns, due to disruption to normal workplace, routine and isolation from colleagues.</p>	<p>When you can:</p> <ul style="list-style-type: none"> <li>● Get outside in the morning or lunchtime/breaks for some fresh air and sunlight – crucial for our health, mood and well-being</li> <li>● If possible go for a walk and some exercise daily (be mindful of the current COVID-19 updated guidelines)</li> <li>● Management will continue to promote and support mental health &amp; wellbeing</li> <li>● Regular communication with staff offering training and support</li> <li>● Staff needing support can do so with their Line Mangers and school Managements Teams or other colleagues and also note routes available through Midlothian Council to support staff: Employee Assistance Programme: <a href="http://www.workplaceoptions.com">www.workplaceoptions.com</a></li> </ul> <p>GTCS well-being Resources: <a href="https://www.gtcs.org.uk/News/news/health-wellbeing.aspx">https://www.gtcs.org.uk/News/news/health-wellbeing.aspx</a></p> <p>EIS well-being resources: <a href="https://www.eis.org.uk/Member-Support/HWResource">https://www.eis.org.uk/Member-Support/HWResource</a></p> <p>SSTA well-being resources: <a href="https://ssta.org.uk/covid-19-advice-and-information-for-members/">https://ssta.org.uk/covid-19-advice-and-information-for-members/</a></p> <p>Unison well-being Resources: <a href="https://www.unison-scotland.org/coronavirus-covid-19-your-rights-at-work/">https://www.unison-scotland.org/coronavirus-covid-19-your-rights-at-work/</a></p>	

## Appendix A

Please note that Ruth Watson, Business Manager liaises on a regular and for operational purposes with facilities staff to ensure clarity around rooms/learning spaces in use.

### Cleaning Regime – February 2021

FLOOR	STAFF	ROUTINES
Ground floor; Levels 1, 2 and 3	All areas that serve the School Key Worker Hub and the classrooms and areas that the students and staff returning from 15th March will occupy when in for Learning & Teaching	empty buckets; hoovering all areas; washing down all surfaces including door handles. light switches, tables etc with bleach. sweeping corridors and stairwells; washing all floors. clean all glass; wiping down all handrails. This routine is carried out between one and two times per day between first thing in morning from 04.30 till school opens or after school from 15.30
Day cleaners	toilets	washing & sweeping all toilets with bleach; sweeping all corridors; wiping hand rails and handles with bleach. This routine is carried out between one and two times per day between first thing in morning from 04.30 till school opens or after school from 15.30
Roaming cleaners	all floors by three staff	door handles; taps; toilet flushes; toilet doors; handrails; hand dryers – all wiped down with bleach This routine is carried out between one and two times per day between first thing in morning from 04.30 till school opens or after school from 15.30

## Appendix B

This Risk Assessment has been created in response to the national/international outbreak of coronavirus (COVID-19). The following controls will reduce the risk of infection so far as is reasonably practicable. This is a situation which is continually evolving. SLT will keep Teams updated with significant changes. This Risk Assessment complements the School Risk Assessment and empowers Teams to review how they will work safely as a Team with their common areas.

**The following Risk Assessments will be revised on a regular basis by PT + during department meetings.**

**These are an updated version in response to the January 2021 lockdown and the move to remote learning and in-school Hub provision for a small number of students.**

Team	COMPLEX NEEDS PROVISION (the Pod)
Hazards	Control measures
Working with members of our team.	All meetings (formal + informal) socially distanced within the pod class area, now Room 117 + 118. Other meetings will take place virtually or using other available classroom space.  Windows and door to be open in 117 + 118 to aid ventilation  Staff to maintain 2m distancing at all times with each other.
Hazards	Control measures
Cleaning/ Hygiene/  Maintaining social distancing within our Common Areas	Tables cleaned in the morning, at break + after lunch. Chair covers available for staff who may have to use a different chair. When staff working with/sitting beside pupils MUST WEAR mask + visor/PPE including gloves + long sleeve tops. This is to minimise the risk of transmission as much as possible. Staff wearing masks + gloves when cleaning down tables + pupil desks at break time + lunchtime + after school to ensure surfaces are as clean as possible. PUPILS NOT TO USE CHLORINE SPRAY. Staff + pupils model good behaviour by sanitising hands on entry to the class area every time.
Hazards	Control measures
Partners/ Parent & Carers/ Visitors and deliveries	Visitors will not be permitted during this emergency Hub period.
Hazards	Control measures
Vulnerable staff and students	Staff with individual health risk assessments – wearing masks at all times when working in close proximity to students. All staff wearing mask, visor, PPE + gloves at all times when working in close proximity to CH in support of his medical needs. Any staff supporting LK with toileting wearing apron, mask, visor + gloves (kept in class + renewed whenever required) – same system to support any other pod pupils if toileting issues arise. Individual Risk Assessments available as required via DHT and reviewed regularly. Essential group work around table – limit time this is done for to 15 mins maximum - encourage pupils to wear masks during these sessions STAFF IN CLOSE PROXIMITY TO GROUP WORK WEAR FULL FACE VISOR + MASK + PPE + GLOVES FOR DURATION OF ACTIVITY. As pod students a mix of S1 to S6 government guidelines on S3-S5 pupils wearing masks at all times will be by request + encouragement to pupils.  All staff to read + understand Positive Behaviour Plans for DE + BP. POD 2 keep the fire door open as much as possible to enable fresh air to flow through + keep warm cool. Pod pupils who attend mainstream classes to be encouraged to spend study time in the library + stay outside the pod as much as possible.
Hazards	Control measures
Mental Health and Stress.	Staff permitted to step outside the class as + when required to remove mask + cool off in the corridor area.

Hazards	Control measures
In the Classroom-Learning & Teaching	<p>Presently 20 pupils + approx. 8 pod staff using toilets in the vicinity. They are being cleaned with in the same way as the toilet areas in main school. iPads + PCs being cleaned immediately before and after use. Staff are advised of the school's email link which can be utilised if they have any concerns they feel are not being addressed. Only approved and supplied chlorine spray, blue roll + wipes to be used. Wipes only for computer keyboards. NO OTHER PRODUCTS TO BE USED.</p> <p>Face to face activities to be avoided as much as possible and socially distanced when occurring.</p>

Team	CREATIVE LEARNING PROVISION
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Hazards	Control measures
Working with members of our team.	<ul style="list-style-type: none"> <li>● Staff will be vigilant around social distancing including ensuring pupils are adequately spaced out and that rooms are well ventilated at all times.</li> <li>● Staff will wear appropriate PPE if close contact over 15 minutes is required – mask/visor/gloves/apron.</li> <li>● Staff have agreed maximum numbers in each area of the department and these maximum capacity numbers will be strictly adhered to.</li> <li>● Students each have a folder with all resources and stationery required and this will not be shared or touched by staff. Students will be allocated a seat/desk and device for the day that will be sanitised appropriately.</li> <li>● Where possible outdoor wellbeing groups will run ensuring that staff and pupils are given the opportunity to work outside to both combat the transmission of the virus and limit the amount of people in each area. Staff will try to factor in a period of daily exercise during the course of the session (weather dependent).</li> <li>● Agree that we will follow restrictions out of school to help keep one another safe.</li> </ul>

Hazards	Control measures
Cleaning/ Hygiene/ Maintaining social distancing within our Common Areas	<ul style="list-style-type: none"> <li>● As per the whole school RA staff will wash hands or sanitise when entering or leaving an area.</li> <li>● Staff will work in 'bubbles' to minimise the amount of people that they come in daily contact with</li> <li>● Staff will wipe down all equipment (phone, radio, computer) before touching and when finished.</li> <li>● There is a limited amount of IT in the department and hot- desking is necessary. Staff will wipe down all surfaces and ensure a clean seat cover is on prior to use. Staff will wipe down area after completing work and remove seat cover. Seat covers are available from the main office.</li> <li>● Staff will have their own supply of stationery that they will not share with one another or pupils.</li> <li>● Staff will ensure that all personal belongings are stored in locked individual cupboards or at their own work space.</li> <li>● The Fridge and Microwave will be available for use but must be wiped before and after use. Where possible staff will store lunches in their lockers along with personal crockery and cutlery. Dishes will be washed immediately after use and taken home or stored in lockers.</li> <li>● The maximum agreed number of staff will not be exceeded at any time in the department.</li> <li>● The door giving access to the kitchen will be held open to prevent the need for access via the staff base</li> <li>● Staff will not provide pupils with food or drink unless this is from the Grab and Go breakfast box.</li> </ul>

Hazards	Control measures
Partners/ Parent & Carers/ Visitors and deliveries	<ul style="list-style-type: none"> <li>● Visitors will not be permitted during this emergency Hub period.</li> </ul>

Hazards	Control measures
Vulnerable staff and students	<ul style="list-style-type: none"> <li>● Individual Risk Assessments will be carried out and implemented prior to our return to work. These will be reviewed frequently.</li> <li>● As per the Midlothian Guidance on supporting challenging behaviour (June 2019) all members of the department will carry gloves, a mask and hand sanitiser on their person at all times. A supply of these can be obtained from the school office or from the small chest of drawers beside Davie Hunter's desk.</li> </ul>
Hazards	Control measures
Mental Health and Stress. Struggling with existing and onset of potential new mental health concerns, due to disruption to normal workplace, routine and isolation from colleagues.	<ul style="list-style-type: none"> <li>● Staff will be encouraged to reconnect both in person in 'bubbles' and via virtual platforms</li> <li>● Thursday Night Quiz or similar will be reinstated (perhaps fortnightly) to help rebuild the team and keep positivity up</li> <li>● Staff will be directed to the Employee Assistance Program if concerns are raised</li> <li>● Staff will be encouraged to take lunch or break outdoors to help combat potential for spread of the virus and to help boost wellbeing</li> </ul>
Learning Assistants required to support significant ASN which would limit the potential to implement social distancing	<ul style="list-style-type: none"> <li>● Staff will be timetabled to support in the Creative Learning Department working with small groups</li> <li>● Students with significant ASN may require support for some tasks – social distancing will be difficult and staff will wear full PPE if this situation arises. Staff will be provided with a visor, mask, gloves and apron and will only be asked to support in this fashion if they feel comfortable carrying this out. Spare visors are available from the main office. Nobody can share visors and each individual should have their own one.</li> </ul>



## Appendix C

This statement has been created in response to the national/international outbreak of coronavirus (COVID-19). The following controls will reduce the risk of infection so far as is reasonably practicable. This is a situation which is continually evolving. SLT will keep Teams updated with significant changes. This statement complements the School Risk Assessment and empowers Teams to review how they will work safely as a Team with their common areas.


**The Nursery Risk Assessment will be revised on a regular basis by Team Leader during department meetings.**

**These are an updated statement in response to the January 2021 lockdown and student arrangements from 15/03/2021.**

### Lasswade High School Nursery

The only children in the Lasswade High School Nursery during this period of remote learning provision for education settings are those children of category 1 and 2 Key Workers and those identified as “vulnerable” by nursery staff. Opening times for the Nursery will revert to ‘normal’.

The Nursery will operate within this Risk Assessment for Lasswade High School and all provisions required by Midlothian Council and The Care Inspectorate, who oversee the maintaining of standards within care settings in Scotland. These provisions include clear directions on the wearing of face coverings and other PPE whilst carrying out specific duties and cleaning and hygiene protocols. More information on the Care Inspectorate can be found here - <https://www.careinspectorate.com/>

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- We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
  - We have **cleaning, handwashing and hygiene procedures** in line with guidance
  - We have taken all reasonable steps to **help people work from home**
  - We have taken all reasonable steps to **maintain a 2m distance for staff** in the workplace
  - Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer/ **LASSWADE HIGH SCHOOL**  
Place of Education \_\_\_\_\_

Date **March 15<sup>th</sup> 2021**  
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**Who to contact:** **RUTH WATSON – SCHOOL BUSINESS MANAGER on**  
**[H&S-Lasswade@mgfl.net](mailto:H&S-Lasswade@mgfl.net)**

(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)