

## OPERATING DURING CORONAVIRUS RISK ASSESSMENT

### Biggleswade Campus

#### Policies and other guidance which will need to be considered include:

- Face Coverings Policy 26.05.2021\_V2.0
- Social Distancing Policy 10.03.2021\_V1.0
- Poap\_Responding\_to\_a\_COVID-19\_Incident.
- OSG UK Campus Visit COVID-19 Safety Arrangements - Summer Term 2021.
- Government - Schools coronavirus (COVID-19) operational guidance.
- OSG UK COVID-19 Management Flowchart.
- OSG UK COVID-19 Supportive Resources (Return to School OSG UK Management Portal), such as, videos, posters, schedules, etc.

#### Please note:

This risk assessment is a generic template, and it might not be exhaustive or cover all campus activities and equipment. Any specific arrangements which may be found in Campus areas will need to be adapted taken that into account and included in the Risk Assessment. Risk Assessment.

#### In order to provide support and understanding of the current COVID-19 arrangements, to all OSG UK campuses, the Operating During Coronavirus Risk Assessment is arranged as follows:

- Government guidance available per country (England, Wales, Scotland, and Northern Ireland)
- System of Controls set out per country.
- Campus specific prevention controls
- Face coverings set out per country
- Respiratory hygiene
- Social distancing
- Enhanced cleaning
- Face coverings – OneBus
- First Aid arrangements
- Exams
- Asymptomatic Testing
- Chemicals used within asymptomatic testing
- Legionella
- Fire safety
- Contractor management
- Visitor management (Safety consultant/Enforcement officer, OSG staff visits to campuses, Southalls visits to campuses).
- Mental

**[In Yellow]** – are the areas where you are required to amend/insert specific controls/information.

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<b>Date:</b> 24/08/2021	<b>Ref:</b> COVID-19 V4	<b>Review Date:</b> 15/10/2021	<b>Assessor:</b> Caroline Lee, Southalls <b>Ownership:</b> CP/ H&S CA / HSO	<b>OSG UK Campus:</b> <b>Biggleswade Campus</b>
<b>Risk Assessment:</b> <b>OPERATING DURING CORONAVIRUS</b>				<b>Persons Exposed/Affected:</b> Staff, students, and visitors

**The control measures on this Risk Assessment are in addition to campus risk assessments which are held on Safety Cloud and remain applicable for other hazards.**

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
<b>Coronavirus SARS-Cov2 (Covid-19)</b>	<p>Most people are at risk from infection (staff, children, visitors, etc.). The possible implications from contracting COVID 19 are, as we know, worse for vulnerable persons.</p> <p>The list of who is currently vulnerable includes: the elderly; those with chronic underlying health conditions; pregnant women.</p> <p>The risks to children of becoming severely ill from COVID19 is very low.</p> <p>The majority of cases lead to mild symptoms (persistent coughing and temperature). The disease, however, can be fatal. Transmission is via person to person spread as airborne droplets and also via surfaces contaminated with virus.</p>	<b>GOVERNMENTS ADVICE/GUIDANCE (UPDATED)</b>
		<b>ENGLAND:</b>
		CHANGES TO THE PREVIOUS VERSION
		<p><b>Changes to the guidance since its 2 July 2021 publication include:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">update to make clear who is no longer required to isolate if identified as a close contact, including clarifying that this includes young people up to the age of 18 years and 6 months (it previously said 18 years and 4 months)</a></li> <li>• <a href="#">added additional detail on what close contacts should do whilst awaiting their PCR test results</a></li> <li>• <a href="#">updated information on contingency planning in schools, with link to update 'contingency framework'</a></li> <li>• <a href="#">updated information on boarding school pupils attending from abroad, as quarantine rules have changed</a></li> </ul>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p><b>As part of the Step 4 of the COVID Road Map, the DfE has provided the following advice on the lifting of Covid restrictions for schools.</b></p> <p><b>From 19<sup>th</sup> July 2021:</b></p> <ul style="list-style-type: none"> <li>• Bubbles will end for all children under 18.</li> <li>• Social distancing will no longer be necessary.</li> <li>• Schools will not need to stagger start and finish times</li> <li>• Schools can continue with existing arrangements until the end of term if they wish.</li> </ul> <p><b>AUTUMN TERM (FROM SEP. 2021):</b></p> <ul style="list-style-type: none"> <li>• From 16 August 2021, the legal requirement to self-isolate for contacts of a positive case <b>will end for everyone aged under 18</b>, and for <b>adults who have been fully vaccinated</b>.</li> <li>• <b>Only</b> those who test positive will need to self-isolate.</li> <li>• From <b>Step 4</b>, NHS test and trace will carry out contact tracing in all education settings rather than being run by the school campus.</li> <li>• Those identified as close contacts will be advised to take a PCR test, and only need to isolate if they test positive.</li> <li>• Children must self-isolate if they have symptoms of COVID-19 or a positive test result.</li> <li>• Protective measures will remain in place for the autumn term in all education settings including practicing good hygiene, ventilation, and regular testing <b>until the end of September</b> to strike a balance between relaxing restrictions and minimising further disruption to children’s education.</li> <li>• <b>Two onsite tests should be taken by each secondary school student on return, followed by twice weekly testing at home.</b></li> <li>• The Government will review testing requirements by the end of September.</li> </ul>



What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<ul style="list-style-type: none"> <li>All school trips, music, and sporting activity will be able to resume in line with the relaxation of restrictions across society from Step 4.</li> </ul> <p><b>PUBLIC HEALTH ENGLAND (PHE)</b></p> <p>PHE has been working closely with the Department of Health and Social Care (DHSC) to develop guidance.</p> <p>Based on the recent <b>Office for National Statistics</b> <a href="#">(ONS) data</a>, the risks to education staff are similar to those for most other occupations. Implementing the system of controls, creates a safer environment for pupils and staff where the risk of transmission of infection is substantially reduced. The way to control this virus is the same, even with the current new variants.</p> <p><b>OSG UK will continually review the measures, which are informed by PHE, DHSC, and DfE, and outline the latest scientific evidence, advice, updated guidance.</b></p> <p>Government guidance is being reviewed on a weekly basis to ensure the latest available information is put into practice.</p> <ul style="list-style-type: none"> <li>Members of staff, students, and visitors to the school are reminded of the symptoms of coronavirus (COVID-19) at the point of entry to the site by posters displayed at site entrances, informational videos played within staff rooms / reception, and/or site rules displayed on visitor checking in systems including a visitor questionnaire to check for symptoms of coronavirus (COVID-19) and by regular communication with parents / carers via <ul style="list-style-type: none"> <li>✓ newsletters</li> <li>✓ email bulletins</li> </ul> </li> </ul>
		<b>WALES - GOVERNMENT ADVICE:</b>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>The system of controls, established by Public Health Wales set out in this section continue to provide a set of principles for infection control; if schools/ settings follow this advice and maximise the use of these control measures, they will effectively minimise risks of viral transmission.</p> <p>All elements of the system of controls are essential. All schools must address each of these elements, but the way schools implement some of the requirements will differ based on their individual circumstances.</p> <p>Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures.</p> <p>Schools should thoroughly review their health and safety risk assessments to ensure they continue to address the risks identified in the system of controls, with which schools and settings will now be familiar.</p> <p><b>Essential measures include:</b></p> <ul style="list-style-type: none"> <li>• a requirement that people stay at home and self-isolate if they: <ul style="list-style-type: none"> <li>○ have symptoms of COVID-19, whether they feel unwell or not</li> <li>○ have tested positive, even if asymptomatic</li> <li>○ have been advised by NHS Wales Test Trace Protect (TTP) to do so</li> <li>○ are household members of a positive case, even if that case is asymptomatic</li> <li>○ are required to self-isolate for travel-related reasons</li> </ul> </li> <li>• instilling robust hand and respiratory hygiene in learners and staff members</li> <li>• ensuring appropriate ventilation measures and cleaning regimes on school premises</li> <li>• active engagement with <a href="#">TTP strategy</a></li> <li>• formal consideration of how to reduce contacts and maximise social and physical distancing between those in school, wherever possible, and putting in place</li> </ul>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>appropriate mitigating measures to minimise the potential for contamination so far as is reasonably practicable.</p> <p>Reducing close interactions between learners, learners and staff, and between staff is still important. Schools should ensure the following:</p> <ul style="list-style-type: none"> <li>• <a href="#">Staff</a> maintaining social distance from other staff.</li> <li>• Staff maintaining social distancing from learners as much as possible, recognising this may not be possible with younger learners. This may not also be possible for some learners in special schools and some learners with SEN; in those cases you should refer to the <a href="#">guidance on supporting vulnerable and disadvantaged learners</a>.</li> <li>• Making the most of the space available, including outdoor space.</li> </ul>
		<b>SCOTLAND - GOVERNMENT ADVICE:</b>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>The Scottish Government published its Strategic Framework update and Review of Physical Distancing on Tuesday 22nd June 2021.</p> <p>This includes important context for the return to school/ELC.</p> <p>It sets out a change to the Scottish Government’s overarching strategic intent, from:</p> <p><b><i>‘To suppress the virus to the lowest possible level and keep it there, while we strive to return to a more normal life for as many people as possible’.</i></b></p> <p>to one where we work:</p> <p><b><i>‘To suppress the virus to a level consistent with alleviating its harms while we recover and rebuild for a better future’.</i></b></p> <p>All areas of Scotland moved to <b>Level 0</b> on 19 July. As announced on Tuesday 3<sup>rd</sup> of August, Scotland will move beyond <b>Level 0</b> from 9<sup>th</sup> of August. This means that by the time schools begin to return from w/c 9<sup>th</sup> of August, we expect an easing of restrictions in wider society.</p> <p>Local authorities and schools should continue to apply the mitigations that were in place at the end of last term, with the exception of some modifications as set out in this guidance.</p> <p>This approach to retaining mitigations is expected to remain in place for a period of up to 6 weeks (until the end of September), following which further advice will be provided.</p> <ul style="list-style-type: none"> <li>• the modifications that should be made to mitigations relate to: <ul style="list-style-type: none"> <li>○ an updated wider policy on self-isolation, contact tracing and testing for U18 close contacts, which results in the ability to remove contact groupings in schools; and</li> </ul> </li> </ul>

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		<ul style="list-style-type: none"> <li>○ further minor adjustments to the previous mitigations to ensure consistency with measures in place in wider society.</li> </ul> <p>These modifications should be made as soon as possible after the return to school, and in any case within 4 weeks of return.</p> <p>The table below summarises the approach for key mitigations:</p> <table border="1" data-bbox="1115 507 2114 1375"> <thead> <tr> <th data-bbox="1115 507 1442 592">Mitigation</th> <th data-bbox="1442 507 1906 592">Approach (retain/ retain with modifications/ remove/ new)</th> <th data-bbox="1906 507 2114 592">Timings</th> </tr> </thead> <tbody> <tr> <td data-bbox="1115 592 1442 619">Risk assessment</td> <td data-bbox="1442 592 1906 619">Retain</td> <td data-bbox="1906 592 2114 619">Ongoing</td> </tr> <tr> <td data-bbox="1115 619 1442 646">Encouragement of vaccination</td> <td data-bbox="1442 619 1906 646">New</td> <td data-bbox="1906 619 2114 646">Ongoing</td> </tr> <tr> <td data-bbox="1115 646 1442 751">Environmental cleaning</td> <td data-bbox="1442 646 1906 751">Retain</td> <td data-bbox="1906 646 2114 1203" rowspan="14">Up to 6 weeks (then contingent on further advice).</td> </tr> <tr> <td data-bbox="1115 751 1442 778">Hand and respiratory hygiene</td> <td data-bbox="1442 751 1906 778">Retain</td> </tr> <tr> <td data-bbox="1115 778 1442 805">PPE in specific circumstances</td> <td data-bbox="1442 778 1906 805">Retain</td> </tr> <tr> <td data-bbox="1115 805 1442 833">Face coverings in communal areas</td> <td data-bbox="1442 805 1906 833">Retain</td> </tr> <tr> <td data-bbox="1115 833 1442 876">Face coverings in secondary classrooms</td> <td data-bbox="1442 833 1906 876">Retain</td> </tr> <tr> <td data-bbox="1115 876 1442 943">Physical distancing for adults</td> <td data-bbox="1442 876 1906 943">Retain (note change to "at least 1m", but 2m distancing expected to remain for logistical purposes)</td> </tr> <tr> <td data-bbox="1115 943 1442 970">One-way systems</td> <td data-bbox="1442 943 1906 970">Retain</td> </tr> <tr> <td data-bbox="1115 970 1442 997">Drop-off and pick-up</td> <td data-bbox="1442 970 1906 997">Retain</td> </tr> <tr> <td data-bbox="1115 997 1442 1040">Staggered start and stop times/ break and lunch times</td> <td data-bbox="1442 997 1906 1040">Retain</td> </tr> <tr> <td data-bbox="1115 1040 1442 1067">Restrictions on assemblies</td> <td data-bbox="1442 1040 1906 1067">Retain</td> </tr> <tr> <td data-bbox="1115 1067 1442 1110">Support for people in the highest risk groups/pregnant staff</td> <td data-bbox="1442 1067 1906 1110">Retain (updated guidance)</td> </tr> <tr> <td data-bbox="1115 1110 1442 1153">2x weekly at-home asymptomatic testing</td> <td data-bbox="1442 1110 1906 1153">Retain (updated guidance/materials to support uptake and recording)</td> </tr> <tr> <td data-bbox="1115 1153 1442 1203">Outbreak management</td> <td data-bbox="1442 1153 1906 1203">Retain (updated guidance re: public health approach)</td> </tr> <tr> <td data-bbox="1115 1203 1442 1270">Self-isolation, contact tracing and testing for adults 18+</td> <td data-bbox="1442 1203 1906 1270">Retain with modifications (updated guidance – removal of some restrictions for double-vaccinated adult close contacts)</td> <td data-bbox="1906 1203 2114 1310">Align relevant school arrangements with updated approach in wider society ASAP</td> </tr> <tr> <td data-bbox="1115 1270 1442 1310">Self-isolation, contact tracing and testing for U18s</td> <td data-bbox="1442 1270 1906 1310">Retain with modifications (updated guidance – removal of some restrictions for U18 close contacts)</td> <td data-bbox="1906 1270 2114 1310"></td> </tr> <tr> <td data-bbox="1115 1310 1442 1375">Groupings</td> <td data-bbox="1442 1310 1906 1375">Remove</td> <td data-bbox="1906 1310 2114 1375">Remove ASAP and in any case within 4 weeks</td> </tr> </tbody> </table>	Mitigation	Approach (retain/ retain with modifications/ remove/ new)	Timings	Risk assessment	Retain	Ongoing	Encouragement of vaccination	New	Ongoing	Environmental cleaning	Retain	Up to 6 weeks (then contingent on further advice).	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		Ventilation	Retain (strengthened guidance for LAs on CO2 monitoring)	Ongoing
		Restrictions on Drama, Music, PE and Dance	Remove (in line with previous guidance)	Up to 6 weeks (then contingent on further advice)
		Restrictions on school visitors	Retain with modifications (P1 parents/carers permitted to support transition where strictly necessary)	
		School Transport	Retain with modifications (alignment with public transport).	
		School trips	Retain (updated guidance)	
		Readiness and assurance	Retain (updated guidance)	Ongoing
		<p>The guidance applies to all local authorities and schools (primary/secondary/special/school hostels/residential) under their management. Local authorities and schools should exercise their judgement when implementing this guidance, to ensure the safety and wellbeing of their children, young people and staff taking into account local circumstances.</p> <p>Local authorities should ensure that any external organisations involved in delivering services in schools (e.g., contracted facilities management services) are required to follow this guidance.</p> <p>Nothing in this guidance affects the legal obligations of local authorities with regard to health and safety, public health and their responsibilities under the Equality Act 2010. Local authorities must continue to adhere to all such duties when implementing this guidance.</p>		
		<b>NORTHERN IRELAND – GOVERNMENT ADVICE:</b>		
		<b>CORONAVIRUS (COVID-19) REGULATIONS AND GUIDANCE: WHAT THEY MEAN FOR YOU</b>		
		<p>The NI Executive ratified a range of relaxations on the 12<sup>th</sup> of August 2021, some of which had an impact on the delivery of education and more widely on children and young people.</p> <p>Outlining some of the areas that have changed the Minister said:</p>		

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>“While I encourage school leaders to consider the guidance in full, I wish to highlight a small number of areas that have changed ahead of the new academic year.</p> <p><b><u>“Educational settings are no longer required to operate a system of formal protective bubbles. However, in order to support effective contact tracing, schools will be asked to ensure pupils remain in consistent groups, where possible. Schools should continue to put measures in place to minimise transmission of the virus.”</u></b></p> <p>The Minister continued: <b><u>“Face coverings should continue to be worn inside all school buildings by post-primary pupils including in classrooms from the start of the new term. The Executive agreed that this would be subject to review on 8 October.</u></b></p> <p><b><u>“In regard to self-isolation and testing for staff and pupils identified as a close contact, guidance is being prepared by the Public Health Agency ahead of the return to school in line with current guidance for close contacts on the nidirect website.”</u></b></p> <p>Further detailed guidance on the self-isolation requirements for close contacts of a positive case is available on the <a href="#">nidirect (external link opens in a new window / tab)</a> website.</p> <p><b>MAKE SAFER CHOICES</b></p> <p>Over recent weeks, COVID-19 restrictions have been eased.</p> <p>By making safer choices and following public health advice, you can help lower the spread of COVID-19 in the community.</p> <p>Do your part to keep yourself and others healthy:</p> <ul style="list-style-type: none"> <li>• <a href="#">book a test</a> and <a href="#">self-isolate</a> for 10 days if you have COVID-19 symptoms</li> <li>• get a PCR test if you’ve been identified as a close contact and <a href="#">self-isolate</a> if you haven’t been fully vaccinated</li> <li>• wash your hands</li> <li>• wear a <a href="#">face-covering</a></li> <li>• keep your distance from others</li> </ul>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<ul style="list-style-type: none"> <li>• limit your contacts</li> <li>• avoid large gatherings and busy places</li> <li>• spend time outdoors rather than indoors</li> <li>• don't travel to or from places with higher COVID-19 infection rates</li> </ul> <p>You can watch a short video animation to see how considering the three key factors of location, proximity and time can help you <b>make safer choices</b>:</p> <ul style="list-style-type: none"> <li>• <a href="#">Making safer choices (external link opens in a new window / tab)</a></li> </ul> <p><b>SOCIAL DISTANCING</b></p> <p>Social distancing is one of a number of measures that can help to reduce the spread of COVID-19.</p> <p>Other mitigations include good ventilation, the use of protective screens and face coverings, as well as increased cleaning and handwashing.</p> <p>The closer you are to others, the higher the risk. The risk of transmission is therefore higher at one metre compared to two metres. The level of risk also increases if there are no mitigations in place.</p> <p>Other factors that affect risk include location (indoors or outdoors), direction (whether you are face-to-face or back-to-back) and time (duration).</p> <p><b>The highest risk is in an indoor, crowded, poorly ventilated space for a long period of time.</b></p> <p><b>Current regulations require a minimum of one metre social distancing in retail and shopping centres, indoor hospitality settings and indoor visitor attractions.</b></p>



What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>For outdoor venues, social distancing requirements are strongly advised. Where two metres is not viable, a minimum of one metre is recommended with consideration given to other risk mitigations. Risk mitigations should be detailed in risk assessments.</p> <p>When using public transport, one metre should be maintained, unless not possible, in which case other mitigations must be in place.</p> <p><b>INDOOR GATHERINGS (EXCLUDING PRIVATE HOMES)</b></p> <p>To determine the maximum number of people permitted to attend an indoor gathering, in a non-domestic setting, the organiser or operator must carry out a risk assessment.</p> <p><b>Indoor gatherings of 15 people or fewer do not need a risk assessment.</b></p> <p>The organiser must also take all reasonable measures to limit the risk of transmission of the coronavirus.</p> <p>A person responsible for organising a gathering must, if requested to do so by a relevant person, provide:</p> <ul style="list-style-type: none"> <li>• a copy of the risk assessment</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>• an account of the reasonable measures taken</li> </ul> <p><b>It is important that indoor spaces are well ventilated at all times, by leaving doors and windows open. Frequently touched surfaces, such as door handles, should be cleaned regularly.</b></p> <p>Good hand hygiene should be encouraged and social distancing between households maintained.</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p data-bbox="1093 260 2141 304"><b>OUTDOOR GATHERINGS (EXCLUDING HOMES)</b></p> <p data-bbox="1093 320 2141 384">To determine the maximum number of people permitted to attend an outdoor gathering, in a non-domestic setting, the organiser or operator must carry out a risk assessment.</p> <p data-bbox="1093 416 2141 448"><b>Outdoor gatherings of 30 people or fewer do not need a risk assessment.</b></p> <p data-bbox="1093 480 2141 544">The organiser must also take all reasonable measures to limit the risk of transmission of the coronavirus.</p> <p data-bbox="1093 576 2141 639">A person responsible for organising a gathering must, if requested to do so by a relevant person, provide:</p> <ul data-bbox="1137 663 1541 695" style="list-style-type: none"> <li>• a copy of the risk assessment</li> </ul> <p data-bbox="1093 711 1137 743">and</p> <ul data-bbox="1137 767 1727 799" style="list-style-type: none"> <li>• an account of the reasonable measures taken</li> </ul> <p data-bbox="1093 847 2141 911">You should maintain social distancing, as well as good hand and respiratory hygiene practices.</p> <p data-bbox="1093 951 2141 995"><b>FACE COVERINGS</b></p> <p data-bbox="1093 1011 2141 1139">On the 12<sup>th</sup> of August 2021, The Minister stated that: <b><u>“Face coverings should continue to be worn inside all school buildings by post-primary pupils including in classrooms from the start of the new term. The Executive agreed that this would be subject to review on 8 October.”</u></b></p> <p data-bbox="1093 1179 1532 1211"><b>FACE COVERINGS REGULATIONS</b></p> <p data-bbox="1093 1243 2141 1275">“Face Covering” means a covering of any type which covers a person’s nose and mouth.</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p><b>Face visors or face shields</b></p> <p>Face visors or shields do not offer the same protection as a cloth face covering which sits directly over the nose and the mouth. If you wear a face shield or a visor you should also wear a cloth face covering.</p> <p>The use of cloth face coverings is recommended, as they provide much better protection from the risk of infection from the COVID-19 virus.</p> <p><b>It is now mandatory to wear a face covering:</b></p> <p><b>a) on public transport including school transport services (excludes junior pupils not yet receiving secondary education), in taxis, <u>private buses</u>, coaches and on aircraft, in train and bus stations and in airports.</b></p> <p>This includes:</p> <ul style="list-style-type: none"> <li>○ boarding any mode of public transport;</li> <li>○ when on board any mode of public transport and</li> <li>○ when present on public transport premises or stops;</li> </ul> <p>The use of face coverings in certain circumstances is mandatory. Further information on the use of face coverings and the exemptions that apply is available at:</p> <p><a href="http://www.nidirect.gov.uk/coronavirus-safer-travel-guidance">www.nidirect.gov.uk/coronavirus-safer-travel-guidance</a> and <a href="http://www.nidirect.gov.uk/face-coverings">www.nidirect.gov.uk/face-coverings</a></p> <p><b>BUSINESS</b></p> <p>You should continue to work from home where you can.</p> <p>Employers should take every possible step to facilitate their employees working from home.</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>Employers that require staff to come into the workplace must complete a mandatory risk assessment. Some employers may have introduced regular COVID-19 testing for employees as part of these measures.</p> <p>You may also want to consider how you get to and from work, for example, try to avoid car sharing.</p> <p><b>MEETING OTHERS FOR WORK AND BUSINESS PURPOSES</b></p> <p>You can meet other people indoors where it is necessary for your work.</p>
		<p><b>SYSTEM OF CONTROLS (UPDATED)</b></p>
		<p><b>ENGLAND:</b></p> <p>CHANGES TO THE GUIDANCE SINCE ITS 2 JULY 2021 PUBLICATION INCLUDE:</p> <ul style="list-style-type: none"> <li>• <a href="#">update to make clear who is no longer required to isolate if identified as a close contact, including clarifying that this includes young people up to the age of 18 years and 6 months (it previously said 18 years and 4 months)</a></li> <li>• <a href="#">added additional detail on what close contacts should do whilst awaiting their PCR test results</a></li> <li>• <a href="#">updated information on contingency planning in schools, with link to update 'contingency framework'</a></li> </ul> <p><b>MIXING AND 'BUBBLES'</b></p> <p>PHE/DfE no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term.</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.</p> <p>Campuses should make sure their contingency plans (sometimes called outbreak management plans) cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p> <p>Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</p> <p><b>TRACING CLOSE CONTACTS AND ISOLATION</b></p> <p>Settings only needed to do contact tracing up to and including 18 July. Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p><b>However, due to the nature of OSG, we will continue to request that Campuses visitors complete the COVID-19 Questionnaire, as well as scanning the NHS Test and Trace QR code.</b></p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts.</p> <p>Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact.</p> <p>This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> <li>• they are fully vaccinated</li> <li>• they are below the age of 18 years and 6 months</li> <li>• they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• they are not able to get vaccinated for medical reasons</li> </ul> <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a <a href="#">PCR test</a>. We would encourage all individuals to take a PCR test if advised to do so.</p> <p><b>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.</b>  <b><u>They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated school transport.</u></b></p> <p><b>18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</b></p> <p>Settings will continue to have a role in working with health protection teams in the case of a local outbreak.</p> <p>If there is a substantial increase in the number of positive cases in a setting (see <a href="#">Stepping measures up and down</a> section for more information) or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</p> <p><b>OSG UK has implemented a COVID-19 Outbreak management Plan and it will be adopted by each individual campus as part of the return to school Sep 2021 requirements.</b></p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p data-bbox="1088 268 2141 316"><b>FACE COVERINGS</b></p> <p data-bbox="1088 347 2141 411"><b><u>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.</u></b></p> <p data-bbox="1088 443 2141 539">The government has <b>removed the requirement to wear face coverings</b> in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet.</p> <p data-bbox="1088 563 2141 595"><b>This includes public transport and dedicated transport to and from school.</b></p> <p data-bbox="1088 643 2141 691"><b>IN CIRCUMSTANCES WHERE FACE COVERINGS ARE RECOMMENDED</b></p> <p data-bbox="1088 722 2141 882">If you have a substantial increase in the number of positive cases in your school (see <a href="#">Stepping measures up and down</a> section for more information), a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils staff and visitors, unless exempt). You should make sure your contingency plans cover this possibility.</p> <p data-bbox="1088 914 2141 1090">In these circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited. Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.</p> <p data-bbox="1088 1121 2141 1281">The main benefit from a transparent face covering is that they can aid communication, for example enabling lip-reading or allowing for the full visibility of facial expressions, but this should be considered alongside the comfort and breathability of a face covering that contains plastic, which may mean that the face covering is less breathable than layers of cloth.</p> <p data-bbox="1088 1313 2141 1393">Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p> <p><b>STEPPING MEASURES UP AND DOWN</b></p> <p>You should have contingency plans (sometimes called outbreak management plans) outlining what you would do if children, pupils, students or staff test positive for COVID-19, or how you would operate if you were advised to take extra measures to help break chains of transmission. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.</p> <p>Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission. For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. Information on what circumstances might lead you to consider taking additional action, and the steps you should work through, can be found in the <a href="#">contingency framework</a>.</p> <p>The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.</p> <p><b>CONTROL MEASURES</b></p> <p><b>Campuses should:</b></p> <ol style="list-style-type: none"> <li>1. Ensure good hygiene for everyone.</li> <li>2. Maintain appropriate cleaning regimes.</li> </ol>



What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>3. Keep occupied spaces well ventilated.</p> <p>4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</p> <hr/> <p><b>1. ENSURE GOOD HYGIENE FOR EVERYONE</b></p> <p><b>Hand hygiene</b> Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</p> <p><b>Respiratory hygiene</b> The 'catch it, bin it, kill it' approach continues to be very important. The <a href="#">e-Bug COVID-19 website</a> contains free resources for you, including materials to encourage good hand and respiratory hygiene.</p> <p><b>Use of personal protective equipment (PPE)</b> Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the <a href="#">use of PPE in education, childcare and children's social care settings</a> provides more information on the use of PPE for COVID-19.</p> <hr/> <p><b>2. MAINTAIN APPROPRIATE CLEANING REGIMES, USING STANDARD PRODUCTS SUCH AS DETERGENTS</b></p> <p>You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.</p> <p>PHE has published guidance on the <a href="#">cleaning of non-healthcare settings</a>.</p> <hr/> <p><b>3. KEEP OCCUPIED SPACES WELL VENTILATED</b></p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</p> <p>You should identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example, school plays, non-vc days, sports days, etc.</p> <p>Mechanical ventilation is a system that uses a fan to draw fresh air or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.</p> <p>If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</p> <p>Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers' recommendations.</p> <p>Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so). You should balance the need for increased ventilation while maintaining a comfortable temperature.</p> <p>The <a href="#">Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic</a> and <a href="#">CIBSE COVID-19 advice</a> provides more information.</p> <p>DfE is working with Public Health England, NHS Test and Trace, and the Scientific Advisory Group for Emergencies (SAGE) on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings where needed.</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p data-bbox="1137 300 2136 363"><b>4. FOLLOW PUBLIC HEALTH ADVICE ON TESTING, SELF-ISOLATION AND MANAGING CONFIRMED CASES OF COVID-19</b></p> <p data-bbox="1137 403 2136 491">When an individual develops COVID-19 symptoms or has a positive test Pupils, staff and other adults should follow public health advice on <a href="#">when to self-isolate and what to do</a>.</p> <p data-bbox="1137 528 2136 616">They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p data-bbox="1137 652 2136 708">If anyone in your school develops <a href="#">COVID-19 symptoms</a>, however mild, you should send them home and they should follow public health advice.</p> <p data-bbox="1137 713 2136 801">If a pupil in a boarding school shows symptoms, they should usually self-isolate in their residential setting so that their usual support can continue, others may then benefit from self-isolating in their family home.</p> <p data-bbox="1137 837 2136 893">For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p data-bbox="1137 930 2136 986">If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible.</p> <p data-bbox="1137 1023 2136 1142">Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the <a href="#">use of PPE in education, childcare and children's social care settings</a> guidance. Any rooms they use should be cleaned after they have left.</p> <p data-bbox="1137 1147 2136 1203">The household (including any siblings) should follow the PHE <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>.</p> <p data-bbox="1137 1240 1413 1264"><b>Asymptomatic testing</b></p> <p data-bbox="1137 1268 2136 1383">Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>Schools will only provide tests for twice weekly asymptomatic testing for pupils and staff. However, testing will still be widely available over the summer and kits can be collected either from your <a href="#">local pharmacy</a> or <a href="#">ordered online from GOV.UK</a>.</p> <p>As pupils will potentially mix with lots of other people during the summer holidays, all secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term.</p> <p><b>IMPORTANT:</b></p> <p>All secondary students must be tested twice prior to being allowed back on site in September.</p> <p>This is also prior to being able to use a OneBus with other students.</p> <p>To allow the needed time between the two tests, we ask that day one of testing is completed <b>no later than the first INSET Day Thursday the 2<sup>nd</sup> September</b> With the following testing taking place <b>no later than the morning of Monday the 6<sup>th</sup> September.</b></p> <p>To allow schools the time to complete the 2<sup>nd</sup> round of testing in the morning, lessons will start at period 4 on Monday the 6<sup>th</sup> September.</p> <p>During periods 1-3, students will spend time with their tutors, if they have had their 2<sup>nd</sup> test and confirmed that it was negative.</p> <p><b>On Monday the 6<sup>th</sup> of September.</b></p> <ul style="list-style-type: none"> <li>• Students should be brought into school in their parents' vehicles,</li> <li>• Parents are asked to wait for the students to complete their test and receive their negative result</li> <li>• Once a negative result has been received, students will be allowed into school to join their tutor group</li> </ul>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<ul style="list-style-type: none"> <li>• Students should be able to travel home on the OneBus as usual at the end of the day, providing both tests completed are negative.</li> <li>• Primary students can start at the usual time of 8.45am, however we ask that campuses allow for some late arrivals due to travelling with older siblings in secondary for their covid testing.</li> </ul> <p><b>It is Campus responsibility to communicate the plans for testing to your parents and staff, as we appreciate there will be some slight differences between campuses.</b></p> <p>Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</p> <p>Secondary schools should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home.</p> <p>There is no need for primary age pupils (those in year 6 and below) to test over the summer period. They will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary school as a new year 7. Schools may choose, however, to start testing year 6 pupils earlier, including in summer schools, depending on their local circumstances.</p> <p><b>Confirmatory PCR tests</b>  Staff and pupils with a positive LFD test result should self-isolate in line with the <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>.  They will also need to <a href="#">get a free PCR test to check if they have COVID-19</a>.  Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p>Additional information on <a href="#">PCR test kits for schools and further education providers</a> is available.</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p><b>5. OTHER CONSIDERATIONS</b></p> <p>All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</p> <p>Further information is available in the guidance on <a href="#">supporting pupils at school with medical conditions</a>.</p> <p>You should ensure that key contractors are aware of the school's control measures and ways of working.</p>
		<p><b>WALES - GOVERNMENT ADVICE:</b></p>
		<p>This section includes the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail below.</p> <p><b>PREVENTION</b></p> <p>Ensure staff, learners and parents/carers fully understand that any staff member or learner who has any of the 3 cardinal symptoms of COVID-19 (new persistent cough, fever and/or loss of taste or smell) must not attend the school setting but must remain home and <a href="#">self-isolate</a>, <a href="#">arrange a COVID-19 test</a> and notify the school of this.</p> <p>Supporting the <a href="#">Health Protection Regulations</a>, employers should allow or enable a person to self-isolate if they have tested positive for COVID-19, live in a household where another household member has COVID-19 symptoms or has tested positive, or have been notified</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>by the TTP service or the NHS COVID-19 App that they are a close contact of someone who has tested positive for COVID-19.</p> <ul style="list-style-type: none"> <li>Local Health Boards may make testing available for individuals who are experiencing a wider range of symptoms such as fatigue, myalgia (muscle ache or pain), a sore throat, a headache, a runny nose, nausea, vomiting, or diarrhea.</li> </ul> <p>Individuals are asked to consider taking a test if they are experiencing any of these wider symptoms and they are new, persistent and/ or unusual symptoms for them.</p> <p>Individuals who take a test because of these other wider symptoms are not legally required to isolate while they await their test result.</p> <p><b>However, Local Health Boards are encouraging the individual concerned to self-isolate while they await their test result, and children and adults with diarrhea and/or vomiting should remain away from their school or setting until they are symptom free for 48 hours even if their COVID-19 test is negative.</b></p> <p><b>In addition - unless they develop one of the three main symptoms - the individual's household does not have to self-isolate.</b></p> <p><b>If individuals then receive a positive COVID-19 result, they and their household must then isolate.</b> Households must also isolate if anyone develops any of the three main COVID-19 symptoms while waiting for a test result taken on wider symptoms to come back.</p> <p>Where a staff member or learner becomes unwell at the school with possible symptoms of COVID-19 they should be sent home immediately to <a href="#">self-isolate</a> and <a href="#">arrange a COVID-19 test</a>. <b>Until they leave the school (in the case of a learner, when they are collected by a parent/carer) their contact with all other individuals at the setting should be minimised.</b> If possible, ensure they remain in a separate room until they are able to leave the setting.</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<ul style="list-style-type: none"> <li>• Clean hands thoroughly more often than usual with soap and water for at least 20 seconds or use a hand sanitiser if soap and water are unavailable.</li> <li>• Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it, wash your hands' approach.</li> <li>• Cleaning regimes should be proportionate and in line with any other communicable disease. <b>There will no longer be a need for schools and settings to set aside specific days for deep cleaning.</b> If, however there is a confirmed case in the school a deep clean of the immediate area will continue to be helpful in reducing transmission.</li> <li>• Where necessary, in specific circumstances (set out later in the guidance), wear appropriate personal protective equipment (PPE)</li> <li>• Where possible ensure appropriate ventilation.</li> <li>• Reduce close interactions between all individuals. Encourage older learners to maintain <a href="#">social/physical distancing where possible</a>.</li> <li>• All staff should adhere to the <a href="#">social/physical distancing</a> measures as far as possible; however, we recognise that when working with younger learners this may not always be possible.</li> </ul> <div style="background-color: #e6e6fa; padding: 5px;"> <p>RESPONSE TO ANY INFECTION</p> </div> <ul style="list-style-type: none"> <li>• Engage with the <a href="#">TTP strategy</a>.</li> <li>• Manage confirmed cases of COVID-19 among the school community and contain any outbreak by following local health protection team advice.</li> </ul>



What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<ul style="list-style-type: none"> <li>• Refer to the <b>OSG UK COVID-19 Outbreak Management Plan</b> available for download on the <a href="#">Return to School Management Portal</a>.</li> </ul> <p>Prevention</p> <p>Minimise contact with individuals who have symptoms of COVID-19 (whether they are unwell or not) or who have someone in their household who does, and ensure they do not attend school</p> <p>Schools should ensure they are communicating clearly that:</p> <ul style="list-style-type: none"> <li>• learners, staff, and other adults must not come into a school or setting if they: <ul style="list-style-type: none"> <li>○ have COVID-19 symptoms</li> <li>○ have tested positive for COVID-19</li> <li>○ live with someone who has COVID-19 symptoms</li> <li>○ live with someone who has tested positive for COVID-19</li> <li>○ have been identified as a contact of a positive case in the last 10 days</li> </ul> </li> <li>• anyone developing COVID-19 symptoms during the school day must be sent home immediately</li> </ul> <p><b>Both of these actions are essential to reduce the risk in schools and further drive down transmission of COVID-19.</b></p> <p>All schools must follow this process and ensure all staff are aware of it.</p> <p><b>If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in their normal sense of taste or smell (anosmia), the school should continue to follow the arrangements they have in place and the individual must be sent home immediately and advised to follow</b></p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p><b>guidance for households with possible or confirmed COVID-19 infection, i.e.,</b> the individual should begin to self-isolate and should arrange to have a COVID-19 test.</p> <p><b>Other members of the individual’s household (including any siblings) should also begin to self-isolate and await the result of the test to see if their household member has tested positive.</b></p> <p><b>If a child with COVID-19 symptoms is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on their age and needs, with appropriate adult supervision if required.</b></p> <p>Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least two metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or if their life is at risk. Anyone with COVID-19 symptoms should not otherwise visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any member of staff who has provided close contact care to someone with symptoms, even while wearing a face covering, and all other members of staff or learners who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> <li>• the symptomatic person subsequently tests positive</li> <li>• they develop symptoms themselves (in which case, they should commence self-isolation immediately and arrange to have a test)</li> <li>• they are requested to do so by TTP</li> </ul> <p>Everyone must wash their hands thoroughly for at least 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell with COVID-19</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>symptoms. The area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to other people. See the <a href="#">GOV.UK COVID-19 cleaning of non-healthcare settings outside the home guidance</a>.</p> <p><b>PROPORTIONATE CLEANING REGIMES</b></p> <p>Cleaning regimes need to be proportionate and in line with any other communicable disease.</p> <p><b>There will no longer be a need for schools and settings to set aside specific days for deep cleaning. If, however there is a confirmed case in the school/setting a deep clean of the immediate area will continue to be helpful in reducing transmission.</b></p> <p>Where possible, provide separate toilets for different groups of learners. Where this is not possible, ensure hand sanitiser is used before entering the toilet and that toilets are cleaned regularly.</p> <p>Learners must be encouraged to clean their hands thoroughly before and after using the toilet.</p> <p><b>MINIMISE CLOSE INTERACTIONS BETWEEN LEARNERS AND MAINTAIN SOCIAL DISTANCING</b></p> <p>An integral part of the mitigating measures used to date has been the use of contact groups or 'bubbles'.</p> <p>Although these played an important role at the start of the pandemic, we have learnt that they are a very blunt tool in reducing onward transmission and, on occasions, have resulted in a disproportionate number of learners having to isolate when they have had no direct contact with the index case.</p> <p>We have also seen the reintroduction of organised activities, enabling children to mix with others on a broader basis.</p>

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		<p>This has meant that many children now find themselves in several contact groups, across school, childcare and any extra activities they undertake. As a consequence, it is now appropriate for to review the use of contact groups in schools and adapt the approach as our public health response evolves.</p> <p><b>Contact groups will not play a role in schools from the start of the autumn term.</b> This is consistent with the approach being taken in child care. The reliance on contact groups will be replaced by a stronger focus on contact tracing, in line with the general population.</p> <p><b>Test, Trace, Protect</b> will lead on identifying the close contacts of staff and learners who have tested positive supported by discussions with schools.</p> <p><b>Schools will not be expected to make decisions about whether individuals need to self-isolate.</b></p> <p><b>However, moving forward schools should make sure plans cover the possibility that in some local areas it may become necessary to reintroduce contact groups for a temporary period, to reduce mixing between groups. Any decision to recommend the reintroduction of contact groups would need to be taken in discussion with public health officials and the local authority.</b></p> <p>We recognise that younger children will not be able to maintain social distancing, but for older children, they should be supported to maintain distance wherever possible. Schools should consider using any additional space available to maximise the distance between learners and between staff and other people.</p> <p><b>MEASURES WITHIN THE CLASSROOM</b></p> <p>Maintaining a distance between people while inside and reducing the amount of time they are in face-to-face contact lowers the risk of transmission.</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>There is strong public health advice that staff in secondary schools should maintain distance from their learners, staying at the front of the class, and away from their colleagues where possible.</p> <p>Ideally, adults <b>should maintain a two-metre distance</b> from each other and from children, any additional space available where there are lower numbers of learners attending should be used, wherever possible, to maximise the distance between learners and between staff and others.</p> <p>We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face-to-face contact and minimise time spent within one metre of anyone.</p> <p>Similarly, it will not be possible when working with many learners who have complex needs or who need close contact care. These learners' educational and care support should be provided as normal. It will also be important to undertake a risk assessment to identify any additional mitigating measures which may be needed, such as the use of well-ventilated space.</p> <p><b>Secondary learners should be encouraged to maintain social distance from each other as well as staff members wherever possible, alongside other control measures.</b> Schools may wish to consider making use of available alternative and additional spaces in the school to support this. Schools should consider the impact of such arrangements on learners as well as staff.</p> <p>Schools should make small adaptations to the classroom to support distancing where possible.</p> <p>That should include seating learners side by side and facing forwards, rather than face-to-face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</p> <p>Foundation Phase learners will be more active in their play-based learning and seating and desk arrangements will not be required. In line with the Foundation Phase pedagogical</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>approach outside learning should be used to promote independent, child-centred learning activities and should be considered wherever possible.</p> <p><b>MEASURES ELSEWHERE</b></p> <p>Movement around the school site should be kept to a minimum.</p> <p>While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits.</p> <p>Schools may want to continue with one-way systems for example.</p> <p>Schools should also plan how shared staff spaces are set up and used to ensure staff distance from each other.</p> <p><b>Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.</b></p> <p>Schools should also consider how other shared spaces such as libraries and common rooms are organised and used by staff and learners to ensure social distancing can be maintained.</p> <p><b>SOCIAL DISTANCING</b></p> <p><b>Formal social distancing rules came to an end in Wales on 7 August 2021.</b></p> <p>There is no limit to the number of people who can meet indoors or outdoors.</p> <p>In addition to the guidance earlier in this document about minimising contact, the level of social (physical) distancing within indoor childcare settings with young children will be harder to maintain than in other settings.</p> <p>Settings should therefore implement the social distancing and mixing in childcare settings measures set out in the revised <a href="#">Protective measures in childcare settings: Keep Childcare</a></p>

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		<p><a href="#">Safe</a> guidance to minimise the number of contacts that children and adults have when inside, while ensuring children are kept safe and well cared for.</p> <p>Further information about self-isolation and booking tests for those showing symptoms and the process for contact tracing are outlined earlier in this guidance: protective measures.</p> <p><b>USE OF FACE COVERINGS FOR HEALTH PURPOSES</b></p> <p><b><u>We no longer recommend the routine use of face coverings in the classroom for staff or learners. Schools may wish to encourage their use in areas where there is likely to be more social mixing, such as in communal areas.</u></b></p> <p>As part of their risk assessment process, schools will be able to decide whether the use of face coverings for staff or secondary learners is appropriate based on their own circumstances, supported by public health officials, and in discussion with local authorities.</p> <p>Where a decision is made to use a face covering, we would encourage that individuals use recyclable high quality three layered multi-use face coverings and use them correctly, covering the mouth and nose, ensuring hand hygiene before putting on and following removal. Schools should also ensure adequate waste bins on premises for those who choose to use single- use face coverings.</p> <p><b><u>Face coverings</u> should be high quality three layered as set out by the World Health Organisation, but do not need to be medical-grade face masks.</b></p> <p>Face coverings or visors are not PPE and would not prevent an individual being identified as a close contact by TTP.</p> <p>This aligns with the requirement for all passengers aged 11 years and over to wear face coverings on public transport. This does not apply to younger children in primary schools and in early years settings.</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p><b>If anyone wishes to wear a face covering for personal reasons anywhere in the school, they should be permitted to do so.</b> This may help support their wider well-being, reduce anxiety, and provide additional reassurance for some individuals alongside other mitigating measures.</p> <p><b>Visitors to the school should use a face covering, including parents/ carers when dropping off and picking up learners.</b></p> <p>Schools should take steps to encourage parents/carers to not remain on the premises longer than necessary especially if dropping off/collecting children.</p> <p>There are some risks and harms of <a href="#">face coverings</a> to be considered, including:</p> <ul style="list-style-type: none"> <li>• the potential for inadvertent virus spread when putting on or taking off face coverings</li> <li>• the need for supply, safe wearing, storage and disposal of face coverings</li> <li>• the risk of stigmatisation or bullying of those with medical exemptions (especially neurodiverse learners)</li> <li>• problems for those who lip-read</li> <li>• the adverse effects on learning, emotional engagement and communication of the masking of facial features</li> </ul> <p>The overall interests of the young person must be given priority in these circumstances and no learner should be excluded from accessing education on the grounds that they are not wearing a face covering.</p> <p><a href="#">Face coverings</a> may need to be provided to certain groups of learners who may be unable to obtain them through other means, if they are recommended locally.</p>



What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>Considering the well-being of learners is critical in any considerations around whether staff or older learners wear face coverings. Anyone who may be unable to handle face coverings as directed should not wear them as it may inadvertently increase the risk of transmission e.g., young learners or those with special educational needs (SEN) or disabilities. How a learner is likely to respond to the use of face coverings by others should also be considered, as should any potential impact on the development of speech, language and communication.</p> <p>There are some circumstances where people may not be able to wear a face covering.</p> <p>Please be mindful and respectful of such circumstances, noting that some people may be less able to wear face coverings and the reasons for this may not be visible to others.</p> <p>Staff and learners may have a reasonable excuse not to wear a face covering if (for example):</p> <ul style="list-style-type: none"> <li>• they are not able to put on or to wear a face covering because of a physical or mental illness, or because of a condition or impairment</li> <li>• they are accompanying somebody who relies on lip reading where they need to communicate, or they need to communicate with someone who relies on lip reading</li> <li>• they are escaping from a threat or danger and don't have a face covering</li> </ul> <p>Anyone may remove their face covering temporarily to assist a person who is reliant on lip reading or seeing facial expressions to communicate.</p> <p><b>KEEPING OCCUPIED SPACES WELL VENTILATED</b></p> <p>Those in control of a premises – local authorities in the case of maintained schools and settings - have <a href="#">a legal duty to provide adequate ventilation</a>.</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>The <a href="#">Health and Safety Executive (HSE) has updated and expanded its advice</a> to help employers provide adequate ventilation in their workplaces and premises during the pandemic. The guidance will help you to identify poorly ventilated areas and decide what action to take to improve natural and/or mechanical ventilation.</p> <p>You should be maximising the fresh air in a space, and this can be done by means of:</p> <ul style="list-style-type: none"> <li>• natural ventilation</li> <li>• mechanical ventilation</li> <li>• a combination of natural and mechanical ventilation, for example where mechanical ventilation relies on natural ventilation to maximise fresh air</li> </ul> <p>Read the updated <a href="#">guidance on air conditioning and ventilation</a> and find out how you can provide adequate ventilation in your workplace, helping to protect staff, learners and other people from transmission of coronavirus.</p> <p>There is also advice available for building services, particularly around ventilation of buildings, both in use and when returning to buildings which have been closed from the following:</p> <ul style="list-style-type: none"> <li>• <a href="#">Chartered Institution of Building Services Engineers</a></li> <li>• <a href="#">The Building Engineers Services Association</a></li> <li>• <a href="#">REHVA</a></li> </ul> <p>Check whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.</p> <p>Most air conditioning systems do not need adjustment, however where systems serve multiple buildings or you are unsure, advice can be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers.</p> <p>We recommend that you:</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<ul style="list-style-type: none"> <li>• Remove any fans from, for example, workstations, to avoid the recirculation of air in poorly ventilated areas.</li> <li>• Fully or partially opening windows, air vents and doors where possible, and if it is safe to do so.</li> </ul> <p>Good ventilation can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> <li>• mechanical ventilation systems: these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</li> <li>• natural ventilation: opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Windows can also be opened more fully before learners and teaching staff come in and at the end of the school day. Opening internal doors can also assist with increasing the throughput of air (as long as they are not fire doors and where safe to do so)</li> <li>• natural ventilation: if necessary external opening doors may also be used (as long as they are not fire doors, and where safe to do so)</li> </ul> <p>To increase the fresh air ventilation rate to ensure dilution, solutions schools could use would include seeking to undertake the following.</p> <ul style="list-style-type: none"> <li>• Check if ventilation is functioning well: ensure windows, grids and airbricks are not obstructed; check for function and identify areas that are poorly ventilated.</li> <li>• Take advice from competent heating and ventilation professionals.</li> <li>• Start ventilation of rooms ahead of school day and allow it to continue throughout the day and after classes have finished.</li> <li>• Set air handling units to maximise fresh outdoor air over recirculation.</li> <li>• Ensure open windows and doors provide adequate ventilation while maintaining a comfortable workplace temperature (noise and fire restrictions dependent).</li> </ul>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<ul style="list-style-type: none"> <li>• Instruct teaching staff on how to achieve the most effective ventilation, e.g., opening top windows, moving obstructions such as curtains/blinds.</li> <li>• Use ceiling fans or desk fans to prevent pockets of stagnant air only where the area is well ventilated.</li> <li>• Air classrooms and other areas between classes and uses, for example by opening all doors (not fire doors) and windows wide.</li> <li>• Consider a target maximum capacity for smaller rooms to ensure greater dilution.</li> <li>• Consider the use of CO2 monitors to identify areas where there may be challenges in ensuring adequate ventilation.</li> </ul> <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces and meet the <a href="#">relevant regulations</a>. Further information is provided in the section on estates.</p>
		<b>SCOTLAND - GOVERNMENT ADVICE:</b>
		<p>In order to address the risks identified in their risk assessments, local authorities and schools should adopt core public health measures in a way that is appropriate to their setting. Ensuring a positive learning environment for all children and young people should include measures focused on preventing and responding to infections.</p> <p>Essential public health measures include:</p> <ul style="list-style-type: none"> <li>• symptom vigilance and a requirement that people who have COVID symptoms stay at home;</li> <li>• enhanced hygiene and environmental cleaning arrangements;</li> <li>• effective ventilation;</li> <li>• maintaining physical distancing from others where possible;</li> <li>• wearing face coverings or appropriate personal protective equipment (PPE) where necessary;</li> <li>• staff and secondary aged learners completing asymptomatic tests and recording results twice weekly; and</li> </ul>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<ul style="list-style-type: none"> <li>• active engagement with Test and Protect.</li> </ul> <p><b>ENHANCED HYGIENE AND ENVIRONMENTAL CLEANING</b></p> <hr/> <p><b>PERSONAL HYGIENE</b></p> <p>School campuses should strongly encourage and support all children, young people, staff and any others for whom it is necessary to enter the school estate to maintain appropriate personal hygiene throughout the day.</p> <p>The key personal hygiene measures that all children, young people and staff should follow to reduce the risk of COVID-19 infection are:</p> <ul style="list-style-type: none"> <li>• frequent washing/sanitising of hands for 20 seconds and drying thoroughly, and always when entering/leaving the building, before/after eating and after using the toilet;</li> <li>• encouraging children, young people and staff to avoid touching their faces including mouth, eyes and nose; and</li> <li>• using a tissue or elbow to cough or sneeze, and use bins that are emptied regularly for tissue waste.</li> </ul> <p>It will be the responsibility of every individual in the school campus to observe good hygiene practice to minimise the risk of infection. Schools should identify opportunities to reinforce for all children, young people and staff the importance of effective hygiene measures throughout the school day, as part of their work on responsible citizenship. Involving children and young people in discussions about how to manage mitigations will be critical to their success.</p> <p><b>Signage should be applied appropriately, including in toilets.</b></p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>School uniforms/clothing and staff clothing should be washed/cleaned as normal. Any arrangements in place to support washing of school uniform and clothing should be continued.</p> <hr/> <p><b>ENHANCED ENVIRONMENTAL CLEANING</b></p> <p>The local authority/school should undertake regular health and safety checks of the school estate, including water quality sampling for <a href="#">legionella</a> and other bacteria.</p> <p>The Health and Safety Executive has produced guidance on <a href="#">Legionella risks during the coronavirus pandemic - HSE news</a>.</p> <p>Local authorities and schools should ensure that an enhanced environmental cleaning regime is in place. The regime put in place should be in line with <a href="#">Health Protection Scotland Guidance for Non-Healthcare Settings</a>. This specifies in particular:</p> <ul style="list-style-type: none"> <li>• Ensuring regular detergent cleaning schedules and procedures are in place using a product which is active against bacteria and viruses; ensure adequate contact time for cleaning products is adhered to.</li> <li>• Ensuring regular (at least twice daily) cleaning of commonly touched objects and surfaces (e.g., desks, handles, dining tables, shared technology surfaces etc.);</li> <li>• Ensuring that where possible movement of individuals between work stations is minimised and where work spaces are shared there is cleaning between use (e.g., avoid hot desks and instead each individual, children, young people and staff, has a designated desk);</li> <li>• Ensuring there are adequate disposal facilities;</li> <li>• Wedging doors (other than fire doors) open, where appropriate, to increase fresh air and reduce touchpoints;</li> </ul>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<ul style="list-style-type: none"> <li>• Setting clear use and cleaning guidance for toilets to ensure they are kept clean and physical distancing is achieved as much as possible; and</li> <li>• Cleaning work vehicles, between different passengers or shifts as appropriate.</li> </ul> <p>There should also be more frequent cleaning of rooms/areas that must be used by different groups, including staff (e.g., classrooms, toilet blocks, changing rooms and staff areas).</p> <p>Movement of children, young people and staff between classrooms should be minimised wherever possible. Where this cannot be avoided, the provision of appropriate cleaning supplies to enable them to wipe down their own desk/chair/surfaces before leaving and, especially, on entering the room should be considered as part of overall hygiene strategies for secondary schools.</p> <p>Careful consideration should be given to the cleaning regime for specialist equipment (e.g., in practical subjects or for children with additional support needs), sensory rooms, practical subjects with specialist equipment and dining halls, etc. to ensure safe use.</p> <p>It is recommended that younger children access toys and equipment that are easy to clean.</p> <p>The use of resources such as sand, water and playdough should be part of relevant risk assessments.</p> <p>Children and young people should wherever possible be encouraged not to bring toys from home to the setting or to share their personal belongings, although it is appreciated that for younger children and for some children and young people with additional support needs this may be difficult to prevent.</p> <p>Consideration should be given to practical alternatives to provide comfort and reassurance, which is particularly important for younger children and children with additional needs. However, if a child brings their own book/bag/personal device that only they use then this should not increase the risk of indirect spread of the virus.</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>Children, young people and staff should be instructed to keep bags on the floor and not on their desks or worktops.</p> <p>Children, young people and staff can take books and other resources home, although unnecessary resource sharing including textbooks should be avoided, especially where this does not contribute to education and development.</p> <p>Cleaning between uses should be in accordance with the <a href="#">Health Protection Scotland Guidance for Non-Healthcare Settings</a>.</p> <hr/> <p><b>FOMITES (OBJECTS OR MATERIALS WHICH MAY CARRY INFECTION)</b></p> <p>If school resources (for example, text books, jotters) are taken home by a child, there is no longer a requirement to quarantine these for 72 hours upon return to the setting.</p> <p>Evidence on fomite transmission has continued to evolve and Public Health Scotland have now advised that we can remove this requirement from the guidance.</p> <p>Enhanced hand hygiene, as set out elsewhere, should be adhered to by all staff, children and families and is a more proportionate way of reducing the risk of fomite transmission.</p> <hr/> <p><b>VENTILATION AND HEATING</b></p> <p>This section of the guidance is informed by the latest scientific and public health advice and research from the Advisory Sub-group on education and children’s issues, Health Facilities Scotland, ARHAI Scotland and the SAGE Environmental and Modelling Group (EMG) which published <a href="#">updated guidance</a> on 23<sup>rd</sup> October 2020. Cognisance has also been taken of UK and European building services industry guidance (<a href="#">CIBSE</a> and <a href="#">REHVA</a>). This guidance has been developed in consultation with HSE which has produced general guidance on <a href="#">Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk)</a>.</p> <p>This section was reviewed throughout July 2021. As there was no new or emerging advice/evidence on heating and ventilation practices from SAGE EMG and based on user</p>



What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>feedback from local authorities and the Scottish Heads of Property Services (SHoPS) network the guidance in this section remains largely unchanged. In its <a href="#">advice published on 3 March</a>, the Advisory Sub-group did recommend however, that <b>greater emphasis should be placed on ventilation</b>, by keeping windows open as much as possible, and doors open when feasible and safe to do so. Updated <a href="#">advice</a> published on 3 August 2021 also emphasised the need for a renewed focus on the importance of good ventilation and the potential for CO2 monitors to be utilised to ensure good air quality in enclosed spaces. <a href="#">The World Health Organisation (WHO) has published a roadmap</a> to improve and ensure good indoor ventilation in the context of COVID-19. The Scottish Government has also published <a href="#">ventilation guidance</a>.</p> <p>Further information on this matter including CO2 monitors can be obtained by consulting the <b>OSG UK - Coronavirus (COVID-19) guidance on reducing the risks in schools 16.08.2021</b> available for download on the <a href="#">Return to School Management Portal</a>.</p> <p><b>PHYSICAL DISTANCING IN PRIMARY SCHOOLS</b></p> <p><b><u>There is no requirement for physical distancing between children in primary schools.</u></b> Distancing between adults not from the same household should be maintained and there should also be distancing between adults and children whenever possible. To ensure closer alignment with wider society and planned changes in ELC, this will be a requirement for “physical distancing of at least 1m”.</p> <p><b><u>However, as schools already have 2m physical distancing arrangements for adults that work well and do not limit capacity, it is expected these will be retained in practice.</u></b></p> <p><b>PHYSICAL DISTANCING BETWEEN YOUNG PEOPLE – SECONDARY SCHOOLS</b></p> <p><b><u>Most secondary schools can only support a full time return to school for all pupils when there is no requirement for physical distancing between pupils throughout the school day.</u></b></p>

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		<p><b>School staff and other adults in the school should continue to apply physical distancing when with other adults and with pupils.</b></p> <p>As in primary schools, to ensure alignment with wider society, this will be a requirement for “physical distancing of at least 1m”. However, as schools already have 2m physical distancing arrangements for adults that work well and do not limit capacity, it is expected these will be retained in practice.</p> <p>Distancing should be implemented in a proportionate way. Importantly, schools should ensure that the specific approaches adopted do not introduce capacity constraints and/or prevent full- time learning in school.</p> <p>Mitigations that schools should consider include:</p> <ul style="list-style-type: none"> <li>• Encourage young people to maintain distance where possible, particularly indoors – encouraging young people not to crowd together or touch their peers is recommended;</li> <li>• Discourage social physical contact (hand to hand greeting/hugs);</li> <li>• Use all the available space in classrooms, halls, libraries or social spaces to promote distancing where possible;</li> <li>• Adjust class space if required, and where possible, to maintain spacing between desks or between individual young people;</li> <li>• Seat young people side by side and facing forwards, rather than face to face;</li> <li>• Avoid situations that require young people to sit or stand in direct physical contact with others;</li> </ul>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<ul style="list-style-type: none"> <li>• Where young people need to move about within the classroom to perform activities (for example to access a shared resource) this should be organised to minimise congregation around the point of access to the shared resource;</li> <li>• Where staffing within the school allows it, consider altering class sizes and composition to intensify support for young people and create more space. For example, where there are 3 maths sets in a year group (one set with 30 pupils, another with 20 pupils and another with 10 pupils) class size and composition may be altered to improve the spread of pupils and create 3 sets of 20 pupils;</li> <li>• Young people in the senior phase may require to spend time in college environments. They should ensure that they follow the COVID-19 guidance for universities, colleges and student accommodation providers on the appropriate approach to these specific circumstances while on campus. This has now been included in <a href="#">updated guidance for colleges</a>.</li> </ul> <p>Secondary schools should consider which of these possible mitigations are achievable in their establishment and look to implement as many as is practicable.</p> <p>Further guidance on meeting the needs of children with additional support needs is provided within <a href="#">Coronavirus (COVID-19): supporting children and young people with complex additional support needs - gov.scot (www.gov.scot)</a> and <a href="#">continuity of learning guidance</a>.</p> <p><b>GROUPINGS</b></p> <p>Contact groups will no longer be required, in line with the changes to self-isolation policy set out above. <b>Schools may therefore proceed to remove this mitigation at the earliest opportunity, and in any case within 4 weeks of the start of term.</b></p> <p><b>Schools should, however, continue to avoid assemblies and other types of large group gatherings, in keeping with the retention of existing mitigations for up to 6 weeks.</b> This precautionary approach reflects the unique environment in schools, which</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>will still involve bringing together large numbers of unvaccinated children and young people on a non- discretionary basis (and which can therefore be differentiated from other situations in society in which large gatherings take place).</p> <p>Where it is necessary to bring larger groups together, alternative mitigating actions should be put in place, such as meeting outside or limiting the time spent together. When undertaking fire test drills or procedures where the whole school is evacuated, schools and local authorities should prioritise fire safety, but may consider muster points and whether these need to be altered to ensure a greater degree of separation.</p> <p>Children and young people can attend multiple education settings, either in other educational establishments or the wider community, with an appropriate risk assessment conducted. If sporadic or linked cases have occurred in one school, temporary suspension or reduction of attendance at other facilities should be part of this risk assessment, led by the local Health Protection Team.</p> <p><b>BREAK TIMES AND LUNCH TIMES</b></p> <p><b>Break times will continue to require careful consideration.</b></p> <p>Schools may wish to consider staggered break and lunch times, etc (although these will not be suitable for all schools, and staggering break and lunch times to an extent that they could reduce the overall amount of time children and young people can spend learning in school should be avoided). Localised solutions should be agreed and, as far as possible, children, young people and parents/carers should be involved in these discussions.</p> <p>If children and young people go offsite for lunch, they should follow the rules in place for wider society, for example wearing a face covering when entering a shop. Risk assessments should consider procedures for when children and young people leave and return to school premises, including hand hygiene. Schools may wish to contact local shops in advance to alert them to plans.</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p data-bbox="1093 260 1505 288"><b>WEARING FACE COVERINGS</b></p> <p data-bbox="1093 317 2141 381">The Scottish Government regularly reviews the policy position on face coverings in light of emerging scientific evidence and advice.</p> <p data-bbox="1093 416 2141 549"><b>It remains our judgement that face coverings provide adequate protection for use in the community and in most workplaces because they are worn in addition to taking other measures, such as physical distancing, hand and respiratory hygiene, cleaning surfaces, ventilation, and symptom vigilance.</b></p> <p data-bbox="1093 584 2114 612">The current face covering guidance on the <a href="#">Scottish Government website</a> recommends:</p> <ul data-bbox="1137 647 2141 948" style="list-style-type: none"> <li data-bbox="1137 647 2141 746">• that face coverings are made of cloth or other textiles and should be two, and preferably three, layers thick and fit snugly around the mouth, nose and chin while allowing you to breathe easily;</li> <li data-bbox="1137 782 2141 845">• that schools follow and endorse best practice on how to wash, store, wear and dispose of face coverings; and</li> <li data-bbox="1137 880 2141 948">• workplaces endorse and support staff to follow the best practice in the use of face coverings.</li> </ul> <p data-bbox="1093 983 2141 1115">For the majority of staff in schools, medical grade masks or PPE are not required. Any decision to use medical grade masks or PPE in schools (or any specific workplace settings) would need to be informed by an organisational risk assessment, undertaken with health and safety experts and public health advisers.</p> <p data-bbox="1093 1150 2141 1283"><b>Unless otherwise stated, the approach to face coverings below should be applied across all primary and secondary school settings.</b> However, as noted earlier in this guidance, schools may opt to apply ELC models in the early stages of primary school (P1-2), in which case the relevant guidance should be followed.</p>


What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>Anyone (whether child, young person or adult) wishing to wear a face covering in any part of the school should be permitted to do so.</p> <p>Some individuals are exempt from wearing face coverings. Further information on exemptions can be found in wider <a href="#">Scottish Government guidance</a>.</p> <p><b>Face coverings should be worn by adults wherever they cannot keep physical distance with other adults and/or children and young people.</b></p> <p><b>Face coverings should also be worn in the following circumstances (except where an adult or child/young person is exempt from wearing a covering):</b></p> <ul style="list-style-type: none"> <li>• at all times when adults in primary schools are moving around the school in corridors, office and admin areas, canteens (except when dining) and other indoor communal areas, (including staff rooms and toilets);</li> <li>• at all times for all staff and learners in secondary schools (including special schools and independent and grant aided schools); and</li> <li>• in line with the updated arrangements for public transport, where adults and children and young people aged 12 and over are travelling on dedicated school transport.</li> </ul> <p><b>Face coverings should be worn by parents and other visitors to all school sites (whether entering the building or otherwise), including parents at drop-off and pick-up.</b></p> <p>Classroom assistants and those supporting children with Additional Support Needs, who may routinely have to work closely with primary, secondary, or special school pupils, should wear face coverings as a general rule (see earlier section on physical distancing). However, the use of opaque face coverings should be balanced with the wellbeing and needs of the child, recognising that face coverings may limit communication and could</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>cause distress to some children – appropriate use of transparent face coverings may help in these circumstances.</p> <p><b>OUTBREAK MANAGEMENT</b></p> <p>Outbreak management in all settings is led by NHS Health Board health protection teams (HPTs).</p> <p>Refer to the <b>OSG UK COVID-19 Outbreak Management Plan</b> for further details and arrangements, available for download on the <a href="#">Return to School Management Portal</a>.</p> <p>The procedures for incident management are well established (<a href="#">Managing Public Health Incidents</a>) and are undertaken in partnership with schools, local authorities and Public Health Scotland (as required).</p> <p>Schools should ensure that they know how to contact their local HPT and their designated person for doing so is often the Head Teacher.</p> <p>Schools should ensure they are aware of the following definitions:</p> <p><b>Cluster definition</b> - Two or more unlinked (or link unknown yet) test-confirmed cases of COVID-19 among individuals associated with a specific setting with illness onset dates within 14 days.</p> <p><b>Outbreak definition</b> - Two or more linked test-confirmed cases of COVID-19 among individuals, associated with a specific setting within 14 days.</p> <p>Single cases will be identified by Test and Protect and close contacts will be identified through them too – people do not have to do anything unless contacted by Test and Protect or if they become symptomatic. Schools are no longer to contact HPTs to notify of every single confirmed case in a school setting.</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>Schools should contact their local HPT if a cluster is identified. The HPT can provide advice to assess any links between cases, undertake risk assessment and discuss further action. Following this an outbreak may be declared, usually through an IMT.</p> <p>Where necessary an IMT will be established to manage the outbreak. An IMT is a multi-disciplinary, multi-agency group with responsibility for investigating and managing the outbreak. The HPT will chair the IMT and representatives from the school and council will be invited to join.</p> <p>Schools may be asked to support an outbreak investigation by:</p> <ul style="list-style-type: none"> <li>• attending an Incident Management Team (IMT) meeting;</li> <li>• communicating with children, parents/carers, staff and the media;</li> <li>• implementing appropriate enhanced infection, prevention and control measures and support for contact tracing as recommended by the HPT or IMT.</li> </ul> <p><b>Usually, schools continue to operate during outbreaks. On occasion it may be necessary to move to remote learning approaches or to temporarily close a school or part of a school in order to implement control measures or for operational reasons.</b></p> <p><b>SPECIAL CONSIDERATIONS FOR CERTAIN GROUPS</b>  <b>PEOPLE IN THE HIGHEST RISK GROUP (PREVIOUSLY THOSE ON THE SHIELDING LIST)</b></p> <p>Updated guidance for these individuals is included in the “Changes to Previous Guidance” section of this guidance.</p> <hr/> <p><b>CHILDREN AND YOUNG PEOPLE WITH ADDITIONAL SUPPORT NEEDS</b></p> <p>Every child and young person will have different levels of required support. It will be important as part of the risk assessments carried out to consider the individual needs of a</p>



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		<p>child or young person. Where there is a need to work in close proximity with adults and children and young people the safety measures to protect adults and children and young people alike should be followed. Staff should wear a face covering or PPE (where appropriate e.g., when carrying out Aerosol Generating Procedures), and regularly wash their hands before and after contact. Guidance on <a href="#">supporting children and young people with additional support needs</a> is published by the Scottish Government.</p> <hr/> <p><b>PREGNANCY</b></p> <p>Updated guidance on pregnant women is included in the “Changes to Previous Guidance” section of this guidance.</p> <hr/> <p><b>SUPPORT FOR MINORITY ETHNIC STAFF</b></p> <p>The Scottish Government continues to work with experts from a range of fields, including our Ethnicity Expert Reference Group, to develop actions to help mitigate any disproportionate effects and implications experienced by minority ethnic groups and communities. There is cross organisational work being taken forward to fulfil the recommendations made by the Covid Ethnicity Expert Reference Group.</p> <p>On 27 July 2020 we published COVID-19 Occupational Risk Assessment Guidance.  <a href="https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-individual-risk-assessment-for-the-workplace/">https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-individual-risk-assessment-for-the-workplace/</a>.</p> <p>This guidance includes an easy to use, individual risk assessment tool that takes into account ethnicity, age, gender, BMI and health conditions to give an overall COVID-19 risk age.</p> <hr/> <p><b>INDIVIDUAL RISK ASSESSMENTS</b></p> <p>Local authorities will already have individual risk assessment processes in place to support individuals in the groups above. However, staff in all sectors can still use the <a href="#">Scottish</a></p>

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		<p><a href="#">Government individual risk assessment guidance</a> if they remain concerned about their health condition, or are anxious about returning to work.</p>
		<p><b>NORTHERN IRELAND – GOVERNMENT ADVICE:</b></p>
		<p><b>PREVENTING THE SPREAD OF INFECTION</b></p> <p>To help prevent the spread of COVID-19 and save lives, everyone should be trying to follow <a href="#">social distancing measures</a> as much as possible. Like seasonal flu, the same public health advice applies for COVID-19: if you cough or sneeze, use a tissue to cover your mouth and nose, throw it away carefully after use, and wash your hands.</p> <div data-bbox="1077 655 1435 858" style="border: 1px solid red; padding: 5px;">  <p>The best way to prevent the spread of infections, including COVID-19, is good personal hygiene. This means washing your hands well and often, using soap and water and drying them with paper towels.</p> </div> <p><b>REDUCTION OF VIRUS TRANSMISSION</b></p> <p>Anyone displaying any of the key COVID-19 symptoms must not attend school, with schools ensuring that this is implemented stringently. They should stay at home and book a test through the <a href="#">PHA website(external link opens in a new window / tab).(external link opens in a new window / tab)</a>.</p> <p><b>SOCIAL DISTANCING</b></p> <p>Social distancing remains a key aspect of measures to be taken in school to mitigate the risks of virus transmission. While the Executive agreed that the stringent application of social-distancing requirements between pupils would be relaxed from August 2020, schools should continue to endeavour to implement as much social distancing as is practical where physical capacity and curriculum delivery permit. Public health guidance with respect to social distancing of 2 metres remains in place between adults and as far</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>as possible between adults and pupils. Social distancing guidance applies across all areas of the school estate, both indoors and outdoors.</p> <p>Social distancing applies to staff, pupils, parents (and any others who may attend the school) and any external contractors or delivery drivers. It is essential that all these groups are taken into consideration. Special considerations apply to those who are clinically vulnerable. Contractors (including non-works contractors such as school invigilators and examiners/moderators) and delivery drivers should carry out their work in line with their organisation’s policy for adhering to the relevant COVID-19 guidance.</p> <p>The work of schools to encourage social distancing wherever possible will continue to look different across the various ages and stages of learning. For instance, how social distancing is implemented for very young children, for children with complex needs or disabilities and for pupils in different Key Stages may vary.</p> <p>For children and young people in Special Schools with the most complex additional support needs, schools should involve lead professionals and parents to decide how best to continue supporting them.</p> <p><b>Education settings should continue to operate local approaches that minimise interaction between pupils at social and dining times.</b></p> <p>During the 2020-21 academic year, social distancing measures fell into two broad categories: decreasing interaction (through the use of formal protective bubbles) and increasing separation.</p> <p>This aligns with the Executive’s Pathway to Out of Restrictions which seeks to remove restrictions as soon as it is considered safe to do so.</p> <p><b>Although the use of formal bubbles is no longer required in schools, the need for schools to continue to support effective contact tracing means that schools are asked to maintain a cautious and measured approach that still seeks to maximise the time where pupils are within a consistent group of pupils.</b></p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>Schools are also asked to consider implementing any localised approaches that would support effective contact tracing.</p> <p><b>Pupils are no longer restricted in terms of their ability to access different classrooms however they are encouraged to move around outdoors where possible and use a face covering when moving indoors.</b></p> <hr/> <p><b>SPACE UTILISATION</b></p> <p>Education settings should seek to maximise the ability of their existing space to accommodate pupils by rearranging teaching spaces to minimise the risk of transmission and infection by:</p> <ul style="list-style-type: none"> <li>• Spacing seating as widely as possible within a teaching space;</li> <li>• Facing children to the front of the classroom as much as possible;</li> <li>• Assigning pupils to particular desks; and</li> <li>• Giving consideration to maximising space for individual pupils by removing non-essential furniture from teaching spaces.</li> </ul> <hr/> <p><b>INDOOR AND OUTDOOR GATHERINGS</b></p> <p>Schools are able to host both outdoor and indoor gatherings on the same basis as the Executive's current guidance for non-domestic outdoor and indoor gatherings in other sectors. The maximum number of people able to attend the event should be based on the risk assessment of the venue/room. The requirements in terms of risk assessments for non-domestic outdoor or indoor gatherings can be found on the <a href="#">NI Direct website</a>.</p> <p>It is important that schools give due consideration to the range of issues around the holding of an indoor gathering and take all reasonable measures to limit the risk of transmission of COVID-19. Schools are strongly encouraged to take a cautious approach to the</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>resumption of indoor gatherings, aiming to hold events outdoors where possible, and only seeking to organise an indoor event where it is considered essential to do so.</p> <p>Where an indoor event is unavoidable, mitigating measures should be in place such as maintaining social distancing as well as good hand and respiratory hygiene practices. It is also important that indoor spaces are well ventilated at all times, by leaving doors and windows open. Frequently touched surfaces, such as door handles, should be cleaned regularly. Pupils should be encouraged to stay with their class group wherever possible during the gathering.</p> <p>Further information on outdoor gatherings can be found in the letter to principals of <a href="#">9 June 2021</a>. Further information on indoor gatherings can be found in the guidance note issued to school principals on <a href="#">18 June 2021</a>.</p> <ul style="list-style-type: none"> <li>• <a href="#">The latest Executive guidance on non-domestic indoor and outdoor gatherings.(external link opens in a new window / tab)</a></li> </ul> <p>In determining whether whole school or whole year assemblies should be held indoors, schools should ensure they follow the Executive's <a href="#">guidance on non-domestic indoor gatherings. (external link opens in a new window / tab)</a> They should carefully assess whether such an assembly is necessary and only hold such gatherings if they are able to effectively put in place a range of mitigating measures to minimise the risk of virus transmission.</p> <p>Schools should consider whether they wish to resume face to face meetings/events with parents and/or visits or whether they wish to continue to use alternative methods to conduct these meetings such as video/phone. Any face to face meetings/events should follow the Executive's <a href="#">guidance on non-domestic indoor gatherings.(external link opens in a new window / tab)</a></p> <p>In school meetings between school staff should take place by tele-conference or video-conference where possible, however face to face meetings in school without a maximum number of adults will be permitted providing other suitable COVID-19 mitigations are in</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>place. These include ensuring that a suitably sized and well-ventilated room is used in order to facilitate social distancing of 2m between adults, subject to appropriate risk assessments.</p> <hr/> <p><b>USE OF OUTDOOR SPACES</b></p> <p>When the weather is conducive, education settings should seek to safely maximise their use of the outdoor environment as public health advice is that outdoor environments can limit transmission, as well as more easily allowing for appropriate social distancing between children and staff. Outdoor learning and play in schools can also offer a breadth of educational and health benefits to pupils of all ages.</p> <p>Where outdoor equipment is being used, schools should follow hand hygiene guidance as well as considering appropriate cleaning by staff between groups of children using it.</p> <hr/> <p><b>PUPIL/STAFF MOVEMENT WITHIN SCHOOLS</b></p> <p>The Executive's decision to no longer require the use of bubbles in schools does not affect the benefits of close interactions with others being minimised wherever possible. While they should be avoided wherever possible, brief interactions within social distancing guidance, such as limited numbers of people passing each other in corridors where one-way systems are not possible or, walking through learning spaces to go to the toilet (for example), are considered low risk and are permissible.</p> <p><b>Use of floor markings in relevant spaces may help minimise the extent of such encroachments.</b></p> <p>Schools will note that it is no longer appropriate for post primary pupils to receive teaching and learning in a single base classroom with limited access to specialist accommodation.</p> <p><b>The Department expects to see the resumption of practical activities across the curriculum for all post primary pupils in 2021/22. This requires access to specialist</b></p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p><b>equipment and accommodation to continue to develop essential skills across all Areas of Learning.</b></p> <p>Information on the use of face coverings when pupils/staff are moving around the school premises can be found in the face coverings below.</p> <p>Some approaches to timetabling, circulation of school populations and transitions between different parts of the school day that Managing Authorities and schools can consider include:</p> <ul style="list-style-type: none"> <li>• <b>One-way Systems</b> – Many schools currently manage their pupil circulation by adopting one-way systems in corridors and on stairs. This may help avoid bottlenecks and ease travel around the school.</li> <li>• <b>External Circulation</b> – Schools should encourage pupils to move around the school estate using outdoor routes wherever possible.</li> <li>• <b>Soft Changeovers</b> – Schools should consider how they can reduce pupil numbers in usually crowded areas at peak times such as a “no bell” strategy, which allows a degree of flexibility on class start/finish times.</li> <li>• <b>Signage/Communication</b> – It is important that appropriate signage and communication to pupils is maintained to ensure their awareness and adherence to protocols when moving in school.</li> <li>• <b>Drop Off/Pick Up</b> – Schools should consider how they can avoid parents congregating at school gates at the start and the end of the school day. However, schools should recognise the difficulties that staggered start and finishing times cause for many families with more than one child at a school and seek to avoid their use where possible.</li> </ul>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p><b>EVACUATION PROCEDURES</b></p> <p>If the layout of the setting is changed, and/or circulation routes or entry/exit points are altered, consideration should be given to evacuation procedures (e.g., in the event of a fire or other incident).</p> <p>Evacuation points should also be considered to ensure appropriate social distancing arrangements are maintained between individuals/groups as far as practically possible.</p> <p>This should be included as part of the risk assessment for the Campus.</p> <p>Evacuation arrangements for children with complex needs or disabilities should be reviewed in light of any changes.</p> <p><b>FACE COVERINGS</b></p> <p>The use of face coverings in certain circumstances is mandatory.</p> <p>Further information on the use of face coverings and the exemptions that apply is available at: <a href="http://www.nidirect.gov.uk/coronavirus-safer-travel-guidance">www.nidirect.gov.uk/coronavirus-safer-travel-guidance</a> and <a href="http://www.nidirect.gov.uk/face-coverings">www.nidirect.gov.uk/face-coverings</a></p> <p><b>USE OF FACE COVERINGS</b></p> <p>COVID-19 usually spreads by droplets from coughs, sneezes and speaking. These droplets can also be picked up from surfaces, if you touch a surface and then your face without washing your hands first.</p> <p>The best available scientific evidence is that, when used correctly, wearing a face covering may reduce the spread of COVID-19 droplets in certain circumstances, helping to protect others while also providing some protection to the wearer.</p>



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		<p>Because face coverings are mainly intended to protect others, not the wearer from COVID-19, they are not a replacement for social distancing and regular hand washing. The wearing of a face covering will not automatically exempt an individual from being identified as a close contact by the PHA's Contact Tracing Service.</p> <p>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and should be replaced carefully. It is vital that clear instructions are provided to staff and children and young people on how to put on, remove, store and dispose of face coverings in all of the circumstances above, to avoid inadvertently increasing the risks of transmission.</p> <ul style="list-style-type: none"> <li>• <a href="#">Information on the use of face coverings.</a></li> </ul> <p>While face coverings are recommended in some circumstances, if any pupil is unable or unwilling to wear a face covering, they should not be denied access to the full range of educational opportunities.</p> <p>The Departments recommendations on the use of face coverings are shown below:</p> <ul style="list-style-type: none"> <li>• <b>Primary school children are recommended not to use face coverings on school premises</b> because of the range of mitigation measures schools have in place and the reduced rate of transmission to and from children of this age.</li> <li>• <b>It is strongly recommended that post-primary pupils wear a face covering at all times when inside school buildings, including classrooms, corridors and confined communal spaces such as toilet areas. <u>The Executive agreed on 12 August the requirement for post-primary pupils to wear a face covering in classrooms would, subject to review, apply until 8 October.</u> However, for subjects where social distancing is possible, such as drama in a large hall, face coverings are no longer required.</b></li> </ul>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<ul style="list-style-type: none"> <li>• It is <b>mandatory for all post-primary school age pupils to wear a face covering on all public and school transport</b> unless they have a <a href="#">reasonable excuse(external link opens in a new window / tab)</a> not to. Schools should also be aware that some persons (including children) are exempt from wearing face coverings and this should be treated sensitively.</li> <li>• Primary age pupils are strongly encouraged to wear a face covering on all public and schools transport where they are able to do so.</li> <li>• In classrooms, staff are encouraged to wear a face covering where they are not able to maintain a 2m social distance from other staff or pupils and any staff who wish to wear a face covering at other times are free to do so.</li> <li>• Outside of the classroom setting, where a 2m distance cannot be maintained from other persons either indoors or outdoors on a school site, all adults should be encouraged to wear a face covering. This includes communal staff areas and for all adults visiting the school site.</li> </ul> <hr/> <p><b>FACE COVERINGS IN SCHOOLS FOR DEAF CHILDREN AND YOUNG PEOPLE</b></p> <p>The EA's Sensory Service has provided information and advice on the impact of wearing face coverings in schools for deaf children and young people. This can be found in the <a href="#">special schools section</a> of this document.</p> <p>Hygiene Measures</p> <p>Personal Hygiene</p> <p>Personal hand and respiratory hygiene measures remain a fundamental aspect of preventing transmission of the virus and schools should facilitate the following good</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>practices wherever possible including the provision of hand sanitiser at key areas (e.g., entry and exit points).</p> <ul style="list-style-type: none"> <li>• <a href="#">PHA information on hand hygiene.</a></li> </ul> <p><b>HAND HYGIENE</b></p> <ul style="list-style-type: none"> <li>• Schools should encourage all staff, pupils, volunteers, contractors, service users and visitors to maintain high standards of hand hygiene throughout the day and that there are adequate handwashing facilities accessible to all children.</li> <li>• Pupils should wash their hands upon arrival at school each day and regularly throughout the day. Young pupils may require supervising / assistance with hand washing.</li> <li>• Pupils and staff should avoid touching their faces including mouth, eyes and nose.</li> <li>• Schools are encouraged to provide disposable paper towels for hand drying rather than shared towels.</li> <li>• Sanitiser is not a recommended substitute for hand washing however it can be a helpful additional layer of protection.</li> </ul> <p><b>RESPIRATORY HYGIENE</b></p> <ul style="list-style-type: none"> <li>• Staff and children should cover the nose and mouth with a disposable tissue when sneezing, coughing, wiping and blowing the nose.</li> <li>• All used tissues should be disposed of promptly into a waste bin, and schools should ensure that bins are emptied regularly.</li> <li>• If you don't have any tissues available, cough and sneeze into the crook of the elbow and wash hands at the first opportunity.</li> </ul>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<ul style="list-style-type: none"> <li>• Bins with bags should be provided in classrooms and in other key locations around the site for the disposal of tissues and any other waste. Consideration should be given to their disposal including double bagging and emptying.</li> <li>• A supply of disposable tissues should be available to implement the ‘catch it, bin it, kill it’ approach in each classroom.</li> </ul> <p>Regular reminders and signage should be applied to build and maintain awareness of personal hygiene standards throughout the day.</p> <p>Public health advice is that although COVID-19 spreads from person to person through small droplets, aerosols and through direct contact, <b>there is a relatively low risk of virus transmission associated with surface contacts in schools.</b></p> <p>The risk from sharing resources such as library books or bringing schoolbags into school is extremely small. Schools are not required to advise children not to bring in items such as schoolbags or pencil cases.</p> <p>The small risk presented by sharing resources such as pens and computers in school can be further reduced by regular hand hygiene and regular surface cleaning practices. Schools are not required to quarantine items either after shared use in the classroom or after they have been in a pupil’s home. In circumstances where an individual who has tested positive has used resources while symptomatic, taking those resources out of use for a few days further reduces the already small risk of infection from surfaces.</p> <p><b>VENTILATION</b></p> <p>Public health advice is that the virus that causes COVID-19 is spread through very small aerosols and droplets released in exhaled breath. These aerosols can be carried in the air and could cause infection if they are inhaled. The risk of virus transmission through aerosols and airborne particles is lower in a well-ventilated space where fresh air is able to flow and so schools are encouraged to mitigate this risk by maximising the ventilation of all indoor spaces as much as is practicable.</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>The use of ventilation, whether natural or by mechanical means, should be maximised as far as practicable. School activities are encouraged to take place outdoors wherever possible. Where activities take place indoors, schools should seek to have doors and windows open wherever possible.</p> <p>The opening of doors and windows should be encouraged to increase natural ventilation and also to reduce contact with door handles. However, propping open of doors into corridors, external doors, security access systems and any other fire safety doors is prohibited. It should be sufficient for windows to be open dependent on climates and for existing mechanical ventilation where desired to achieve thermal comfort, but users will need to achieve a balance between maximising ventilation and achieving a tolerable working temperature.</p> <p>To ensure the health, safety and welfare of staff and pupils the ambient temperature in a workplace should not be below 16°C. In cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be considered where appropriate:</p> <ul style="list-style-type: none"> <li>• opening high level windows in preference to low level to reduce draughts</li> <li>• increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</li> <li>• providing flexibility to allow wearing additional, suitable indoor clothing</li> <li>• rearranging furniture where possible to avoid direct drafts</li> </ul> <p>Heating should be used as necessary to ensure comfort levels are maintained, particularly in occupied spaces.</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p><b>A well-ventilated space should be available for pupils (with appropriate supervision) and staff who become symptomatic to wait in until they can be collected or safely get home.</b></p> <p>Mechanical ventilation is a system that uses a fan to draw fresh air or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.</p> <p>If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</p> <p>Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers' recommendations.</p> <p>Schools should identify any poorly ventilated spaces as part of their risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents may be on site.</p> <p>Guidance and discussion on good ventilation produced by SAGE, the Health and Safety Executive Northern Ireland and CIBSE is available below:</p> <ul style="list-style-type: none"> <li>• <a href="#">SAGE guidance on ventilation</a></li> <li>• <a href="#">Health and Safety Executive Northern Ireland guidance on ventilation</a></li> <li>• <a href="#">CIBSE guidance on ventilation</a></li> </ul> <p><b>OUTBREAK MANAGEMENT</b></p> <p>Outbreak management in all settings is led by Local Health Protection Teams (LHPTs).</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>The document above sets out the DfE requirements for managing COVID outbreaks in schools.</p> <p>Schools must ensure that they know how to contact their local LHPT and their designated person for doing so is often the Campus Principal.</p> <p>Refer to the <b>OSG UK COVID-19 Outbreak Management Plan</b> for further details and arrangements, available for download on the <a href="#">Return to School Management Portal</a>.</p>
<b>CAMPUS SPECIFIC PREVENTION CONTROLS – GENERAL</b>		
		<p><b>Minimising contact with individuals who are unwell with symptoms of COVID-19:</b></p> <ul style="list-style-type: none"> <li>• Pupils, staff and other adults must not attend school if they: <ul style="list-style-type: none"> <li>→ have coronavirus (COVID-19) symptoms</li> <li>→ have had a positive test</li> <li>→ someone in their household, support bubble, or childcare bubble has symptoms or a positive test.</li> <li>→ are required to quarantine after visiting a country outside of the <a href="#">Common Travel Area</a></li> </ul> </li> <li>• Members of staff returning to work after a period of absence e.g., holiday, will be asked to complete a return-to-work questionnaire (on Management Portal) to confirm that they are free of symptoms.</li> <li>• Pupils, staff, and other adults must immediately cease to attend and not attend for at least 10 days from the day after they developed symptoms or tested positive for COVID-19 (whether by PCR testing or lateral flow testing). If this occurs during the school day, they must immediately be sent home.</li> <li>• Where self-isolation is being undertaken, a test must be arranged for Coronavirus (COVID-19) Testing.</li> <li>• Self-isolation includes the day symptoms started or a positive test was taken (whether by PCR test or lateral flow test), and the following 10 days.</li> </ul>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<ul style="list-style-type: none"> <li>• If someone tests positive for COVID-19 whilst not experiencing symptoms, but develops symptoms during the isolation period, they must restart the 10-day isolation period from the day they developed symptoms. A PCR test must be arranged.</li> <li>• If a child is awaiting collection, they will be moved to the self-isolation room. A window will be opened to ventilate the room whilst occupied <b>or</b> If a child is awaiting collection, they will be moved to an area specifically Cairo office which is at least 2 metres away from other people. This room or area will be cleaned and disinfected after use.</li> <li>• A separate bathroom has been allocated for use by children who are displaying symptoms of coronavirus. This bathroom will be cleaned and disinfected before being used by anyone else.</li> <li>• The self-isolation room and bathroom will be kept clear of unnecessary items in order to facilitate thorough cleaning and disinfection.</li> <li>• PPE will be worn by staff caring for the child in the self-isolation room if a distance of 2 metres cannot be maintained.</li> <li>• Where staffing levels may be reduced due to absences within the school the Campus Principal /Leadership Team on site will undertake an assessment of the necessary controls to operate the school with a reduced capacity.</li> </ul>
		<b>FACE COVERINGS (UPDATED)</b>
		<p>In the context of the coronavirus (COVID-19) outbreak, a face covering is something which securely covers the nose and mouth. There are many types of face coverings available.</p> <p>Cloth face coverings and disposable face coverings work best if they are made with multiple layers (at least 2) and form a good fit around the face.</p> <p>Face coverings should be made of a material that you find comfortable and breathable, such as cotton.</p>



What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>Face coverings are not classified as <a href="#">PPE (personal protective equipment)</a> which is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings.</p> <p>Wearing a face covering can reduce the risk to others and yourself against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of the virus that causes coronavirus infection (COVID-19).</p> <p>Due to several regional changes to the COVID-19 rules in the UK, we have taken the approach to summarise the requirements in each region below. However, further details and guidance is available on the sections above.</p>
		<p><b>ENGLAND</b></p> <p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.</p> <p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p> <p><b>PRIMARY SCHOOLS</b></p> <p>Primary School children <b>do not require</b> to wear face coverings in school.</p> <p><b>SECONDARY SCHOOLS</b></p> <p>Secondary School children <b>do not require to wear face coverings in school.</b></p> <p><b>CIRCUMSTANCES WHERE FACE COVERINGS ARE RECOMMENDED</b></p> <p>If you have a substantial increase in the number of positive cases in your school (see Stepping measures up and down section for more information), a director of public</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils' staff and visitors, unless exempt).</p> <p>OSG UK Campus should refer to the COVID-19 arrangements, guidance, and the COVID-19 Outbreak Management Plan, available for consultation and download on the <a href="#">Return to School Management Portal</a>.</p> <p>Face covering for teachers is a permitted expense under COVID-19 expenditure.</p>
		<p><b>WALES</b></p> <p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.</p> <p>The government <b>no longer recommends the routine use of face coverings in the classroom for staff or learners.</b></p> <p><b><u>Visitors</u> to the school campus <u>should use a face covering</u>, including parents/ carers when dropping off and picking up students.</b></p> <p><b>PRIMARY SCHOOLS</b></p> <p>Primary School children <b>do not require</b> to wear face coverings in school.</p> <p><b>SECONDARY SCHOOLS</b></p> <p>Secondary School children <b>do not require to wear face coverings in school.</b></p> <p><b>CIRCUMSTANCES WHERE FACE COVERINGS ARE RECOMMENDED</b></p> <p>If you have a substantial increase in the number of positive cases in your school the Local Public Health Team will advise the campuses on the required steps/measures, such as: Stepping measures up and down / use of face coverings, etc.</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>OSG UK Campus should refer to the COVID-19 arrangements, guidance, and the COVID-19 Outbreak Management Plan, available for consultation and download on the <a href="#">Return to School Management Portal</a></p>
		<p><b>SCOTLAND</b></p> <p>The Scottish Government regularly reviews the policy position on face coverings in light of emerging scientific evidence and advice.</p> <p><b>It remains their judgement that face coverings provide adequate protection for use in the community and in most workplaces because they are worn in addition to taking other measures, such as physical distancing, hand and respiratory hygiene, cleaning surfaces, ventilation, and symptom vigilance.</b></p> <p>Anyone (whether child, young person, or adult) wishing to wear a face covering in any part of the school should be permitted to do so.</p> <p>Some individuals are exempt from wearing face coverings. Further information on exemptions can be found in wider <a href="#">Scottish Government guidance</a>.</p> <p><b>Face coverings should be worn by parents and other visitors to all school sites (whether entering the building or otherwise), including parents at drop-off and pick-up.</b></p> <p><b>PRIMARY SCHOOLS</b></p> <p>Primary School children <b><u>do not require</u></b> to wear face coverings in school, unless your doctor has suggested you do.</p> <p>However, if you would like to wear a face covering you should be allowed to do so</p> <p>Face coverings <b>will also be worn <u>by adults</u> wherever they cannot keep physical distance with other adults and/or children and young people.</b></p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p><b>SECONDARY SCHOOLS</b></p> <p>Secondary School children <b><u>will continue to be asked to wear a face mask at school for most of the time</u></b>. This includes in classrooms, communal areas and when moving about the school.</p> <p>Face coverings <b>will also be worn <u>by adults</u> wherever they cannot keep physical distance with other adults and/or children and young people.</b></p> <p><b>CIRCUMSTANCES WHERE FACE COVERINGS ARE RECOMMENDED</b></p> <p>If you have a substantial increase in the number of positive cases in your school the Local Public Health Team will advise the campuses on the required steps/measures, such as: Stepping measures up and down.</p> <p>OSG UK Campus should refer to the COVID-19 arrangements, guidance, and the COVID-19 Outbreak Management Plan, available for consultation and download on the <a href="#">Return to School Management Portal</a>.</p>
		<p><b>NORTHERN IRELAND</b></p> <p>On 24 May 2021, it became mandatory to wear a face covering when going into or inside the public areas of any enclosed publically-accessible premises.</p> <p>While face coverings are recommended in some circumstances, if any pupil is unable or unwilling to wear a face covering, they should not be denied access to the full range of educational opportunities.</p> <p><b>Face coverings should be worn by parents and other visitors to all school sites (whether entering the building or otherwise), including parents at drop-off and pick-up.</b></p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p><b>PRIMARY SCHOOLS</b></p> <p>Primary school children are recommended <b>not to use face coverings</b> on school premises because of the range of mitigation measures schools have in place and the reduced rate of transmission to and from children of this age.</p> <p>However, if you would like to wear a face covering you should be allowed to do so.</p> <p><b>In classrooms, staff are encouraged to wear a face covering where they are not able to maintain a 2m social distance from other staff or pupils</b> and any staff who wish to wear a face covering at other times are free to do so.</p> <p><b>Outside of the classroom setting</b>, where a 2m distance cannot be maintained from other persons either indoors or outdoors on a school site, <b>all adults should wear a face covering. This includes communal staff areas and for all adults visiting the school site.</b></p> <p><b>SECONDARY SCHOOLS</b></p> <p>Secondary Schools - <b>required to wear a face covering at all times when inside school buildings, including classrooms, corridors and confined communal spaces such as toilet areas.</b> Subject to review, apply until 8 October.</p> <p><b>However, for subjects where social distancing is possible, such as drama in a large hall, face coverings are no longer required.</b></p> <p><b>CIRCUMSTANCES WHERE FACE COVERINGS ARE RECOMMENDED</b></p> <p>If you have a substantial increase in the number of positive cases in your school the Local Public Health Team will advise the campuses on the required steps/measures, such as: Stepping measures up and down.</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>OSG UK Campus should refer to the COVID-19 arrangements, guidance, and the COVID-19 Outbreak Management Plan, available for consultation and download on the <a href="#">Return to School Management Portal</a>.</p>
		<p><b>RESPIRATORY HYGIENE – GENERAL (UPDATED)</b></p>
		<p><b>Respiratory Hygiene</b></p> <ul style="list-style-type: none"> <li>• Staff and children should cover the nose and mouth with a disposable tissue when sneezing, coughing, wiping and blowing the nose.</li> <li>• All used tissues should be disposed of promptly into a waste bin, and school campuses should ensure that bins are emptied regularly.</li> <li>• If you don't have any tissues available, cough and sneeze into the crook of the elbow and wash hands at the first opportunity.</li> <li>• Bins with bags should be provided in classrooms and in other key locations around the campus for the disposal of tissues and any other waste. Consideration should be given to their disposal including double bagging and emptying.</li> <li>• A supply of disposable tissues should be available to implement the 'catch it, bin it, kill it' approach in each classroom.</li> </ul> <p><b>Regular reminders and signage should continue to be applied to build and maintain awareness of personal hygiene standards throughout the day.</b></p> <p>Public health advice is that although COVID-19 spreads from person to person through small droplets, aerosols and through direct contact, <b>there is a relatively low risk of virus transmission associated with surface contacts in schools.</b></p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>The risk from sharing resources such as library books or bringing schoolbags into school is extremely small.</p> <p>School Campuses are not required to advise children not to bring in items such as schoolbags or pencil cases. The small risk presented by sharing resources such as pens and computers in school can be further reduced by regular hand hygiene and regular surface cleaning practices.</p> <p>Schools are not required to quarantine items either after shared use in the classroom or after they have been in a pupil's home. In circumstances where an individual who has tested positive has used resources while symptomatic, taking those resources out of use for a few days further reduces the already small risk of infection from surfaces.</p> <p>Use of school specific minibuses – due to numbers and arrangements, the whole school will act as a single bubble. On occasion where students mix outside their usual group or bubble, and are over the age of 11, the use of face coverings should be considered.</p>
		<b>SOCIAL DISTANCING – (UPDATED)</b>
		<p>This section provides a summary, and guidance on Social Distancing, across the UK regions.</p> <p>In line with the government strategies for hygiene and social distancing, and in line with the advice from WHO, where possible and required, everyone should follow the social distancing rules and maintain 2 m/6ft gap from other people.</p> <div style="background-color: #d8bfd8; padding: 5px;"> <b>IN CLASSROOMS / COMMUNAL STAFF SPACES:</b> </div> <ul style="list-style-type: none"> <li> <b>Teaching Staff</b> – should maintain a 2m social distance from students.            Floor markings should in place until the end of Sep 2021 to remind staff and help maintaining safe distances.         </li> </ul>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>• <b>Students</b> - If possible, students should attempt to maintain 2m social distance from staff and 1m from other students. If required, markings or other suitable arrangements should be in place to remind students and help maintaining safe distances.</p> <p><b>Further review on school measures is due at the end of Sep/Oct 2021, OSG UK will update the current measures accordingly.</b></p> <p><b>ENGLAND</b></p> <p>Almost all legal restrictions have been lifted on the number of people you can meet - at home and in a public place - whether indoors or outdoors.</p> <p><b>Capacity limits at private or public events no longer apply.</b></p> <p>The government says people should still "consider the risks of close contact", particularly if someone is clinically extremely vulnerable, or not fully vaccinated.</p> <p><b>Social distancing is still required in certain circumstances:</b></p> <ul style="list-style-type: none"> <li>• When travellers enter the country, before border control</li> <li>• Hospitals and care homes may use it to reduce the chance of infections</li> </ul> <p>There is no legal requirement to wear a face covering in enclosed public spaces, but the government says it "expects and recommends" people wear them in crowded areas.</p> <p><b>WALES</b></p> <p><b>Formal social distancing rules came to an end in Wales on 7 August 2021.</b></p> <p>There is no limit to the number of people who can meet indoors or outdoors.</p>



What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p data-bbox="1086 268 2152 316"><b>SCOTLAND</b></p> <p data-bbox="1086 331 2152 363">Most rules on social distancing and limits to the size of gatherings have now been lifted.</p> <p data-bbox="1086 395 2152 491">The law does not require people keep a certain distance from each other in most public places. But advice remains to keep a safe distance from those in other households - especially indoors - and to avoid crowded places.</p> <p data-bbox="1086 523 2152 587">Face coverings are still compulsory in most public indoor settings, such as shops and public/school transport.</p> <p data-bbox="1086 619 2152 683"><b>In schools</b> - for at least the first six weeks of term - staff will still be required to keep at least 1m from each other and from children.</p> <ul data-bbox="1131 715 1635 754" style="list-style-type: none"> <li>• <a href="#">What are Scotland's new Covid rules?</a></li> </ul> <p data-bbox="1086 786 2152 834"><b>NORTHERN IRELAND</b></p> <p data-bbox="1086 866 2152 930">In indoor settings such as restaurants, workplaces, retail outlets and shopping centres, social distancing of 1m (3ft) is still required.</p> <p data-bbox="1086 962 2152 1026">Social distancing is not now required for any outdoor activities. However, it's recommended that people keep 1m from people not in their households, where possible.</p> <p data-bbox="1086 1058 2152 1121"><b>Ten people from three households</b> can now meet inside a private home (not including children under 12), but any number can meet outdoors, including in a private garden.</p> <p data-bbox="1086 1153 2152 1217">Face coverings must still be worn on public/school transport, in shops and a number of other settings, unless you are exempt.</p>
		<p data-bbox="1086 1283 2152 1315"><b>LIMIT CLOSE CONTACT (NEW / UPDATED)</b></p>
		<p data-bbox="1086 1342 2152 1374">The main way of spreading COVID-19 is through close contact with an infected person.</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>When someone with COVID-19 breathes, speaks, coughs or sneezes, they release particles containing the virus that causes COVID-19. These particles can be breathed in by another person.</p> <p>You may choose to limit the close contact you have with people you do not usually live with. You may also choose to take a free test before being in close contact and also encourage those people you are meeting with to do so also which will help to manage the periods of risks.</p> <p>This includes returning to the workplace, close contact in a higher risk environment or when spending prolonged periods of time with a vulnerable individual.</p> <p>These are personal choices which can help reduce your risk of catching or spreading COVID-19.</p> <p>It is important to consider that others may wish to take a more cautious approach as the UK opens up/lifts its COVID restrictions. We should all be considerate of this and provide the opportunity and space for others to reduce close contacts if they wish.</p>
		<p><b>HAND HYGIENE – GENERAL (TO BE REVIEWED IN OCTOBER 2021)</b></p>
<p><b>Hand Hygiene</b></p>		<p>The school will ensure that students clean their hands regularly, including:</p> <ul style="list-style-type: none"> <li>• when they arrive at school</li> <li>• when they return from breaks</li> <li>• when they change rooms</li> <li>• before and after eating.</li> </ul> <p>Hand washing facilities are located throughout the school, in particular, in toilets and disabled toilets.</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>Hand sanitiser stations will be provided: at school entrance, in each classroom, office and learning space.</p> <p>Hand sanitiser will also be provided on school transport vehicles for use by students and staff members when getting onto and off the vehicle.</p> <p>Non-alcohol-based hand sanitisers will be used within science labs where open flames may be used.</p> <p>Small children will be supervised when using hand sanitiser to ensure that hands are cleaned safely, and the risk of hand sanitiser ingestion is minimised.</p> <p>Posters will be displayed around the school site showing a good hand washing technique i.e., 20 seconds with soap and water followed by drying with a paper towel.</p> <p>Members of staff are briefed on good hand hygiene practices via e-learning and/or toolbox talks and are encouraged to use hand sanitiser or hand washing stations at frequent intervals throughout the day.</p> <p>Staff members are informed to avoid physically greeting others for example by the shaking of hands and nudging elbows. A simple 'good morning' or 'good afternoon' will suffice and will also adhere to the 2-metre clear social distancing measures.</p>
		<b>ENHANCED CLEANING (TO BE REVIEWED IN OCTOBER 2021)</b>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
<p><b>Cleaning</b></p>		<p><b>A cleaning schedule has been implemented for all areas of the school.</b></p> <p>Cleaning Specification and Schedule implemented, signage must be displayed within cleaning cupboards and on other notice boards.</p> <p>Resources are available for download on the <a href="#">Return to School Management Portal</a>.</p> <p><b>Frequently touched surfaces will be cleaned more often than normal, and these include:</b></p> <ul style="list-style-type: none"> <li>• stair rails</li> <li>• door handles</li> <li>• desks</li> <li>• light switches</li> <li>• kitchen surfaces</li> <li>• photocopier and printer control pads</li> </ul> <p><b>Rooms or areas shared by a number of groups will be cleaned more frequently, and these include:</b></p> <ul style="list-style-type: none"> <li>• sports facilities</li> <li>• science labs</li> <li>• D&amp;T labs</li> </ul> <p><b>OTHER FACILITIES</b></p> <ul style="list-style-type: none"> <li>• Shared classroom resources such as books and games will be cleaned regularly.</li> <li>• Musical instruments (brass and wind) will not be shared between students. Other musical instruments e.g., pianos will be thoroughly cleaned between uses.</li> <li>• Outdoor playground equipment will be more frequently cleaned.</li> <li>• Students and teachers can take books and shared resources home, but unnecessary sharing will be avoided. Good hand hygiene when handling these resources is emphasised.</li> </ul>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<ul style="list-style-type: none"> <li>• Lab coats which may be shared in D&amp;T, Art and Science will not be used. Disposable aprons for wet work within these subjects will be used or individual aprons/coats may be issued.</li> <li>• Arrangements will be made to thoroughly clean lunch and break tables between uses by different groups.</li> </ul> <p><b>SCIENCE</b></p> <p>PPE such as eye protection used in D&amp;T and Science will be cleaned before and after use by the use of non-alcohol based sanitising wipes; preferably all staff and students should have their own set of eye protection.</p> <p>Please consult information provided by the <b>Consortium of Local Education Authorities for the Provision of Science Services - CLEAPSS</b>, in relation to the cleaning of eye protection:</p> <ul style="list-style-type: none"> <li>• <a href="#">CLEAPSS - GL362-Sanitising Eye Protection</a></li> </ul> <p>The use of microscopes at the present time has been minimised. Microscope eyepieces should be cleaned with non-alcohol based sanitising wipes.</p> <p>Further specific guidance is available through CLEAPSS service/bulletins.</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<b>SCHOOL CAMPUS VISITORS (UPDATED)</b>
		<p>Updated guidance is available for download on the <a href="#">Return to School Management Portal</a>.</p> <p>The guidance sets out the protocols for OSG UK campus visits for RTLs, RPs, Aps, HRBPs, other NSO staff, and external consultants acting on behalf of OSG UK.</p> <p>OSG UK external Campus visitors must comply with the OSG UK, DfE/Public Health/ Government requirements.</p> <p><b>OSG UK</b> will require visitors to complete the COVID-19 Questionnaire and to scan the QR code from the poster displayed at the reception.</p> <p>The above measures are implemented and follow the current guidance on the NHS test and trace (England) /Test Trace Protect (Wales) / Test &amp; Protect (Scotland) and StopCOVID NI proximity app (Northern Ireland)</p> <p>New guidance has been produced in line with current advice, however the DfE/Governments has announced that further reviews will be announced at the end of September/October, therefore OSG UK will be reviewing the current measures and reflect the advice from DfE/Public Health.</p>
		<b>OUTBREAK MANAGEMENT (NEW / UPDATED)</b>
		<p>Outbreak management in all settings is led by Local Health Protection Teams (LHPTs).</p> <p>This document sets out the DfE requirements for managing COVID outbreaks in schools.</p> <p>OSG UK School campuses must ensure that they know how to contact their local LHPT and their designated person for doing so is often the Campus Principal.</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		Consult the <b>OSG UK COVID-19 Outbreak Management Plan</b> for further details and arrangements, available for download on the <a href="#">Return to School Management Portal</a> .
		<b>STAFF ROOMS / STUDENT COMMON ROOMS - USE OF EQUIPMENT (TO BE REVIEWED IN OCTOBER 2021)</b>
<b>Staff Rooms / Student common rooms - Use of equipment.</b>		<p>The purpose of this section is to implement some operational rules on arrangements for the use of Staff Rooms / Student common rooms, and to avoid the cross-contamination from common touch surfaces.</p> <p><b>Please adopt/implement the following rules:</b></p> <ul style="list-style-type: none"> <li>• Create sanitising stations near/next to each coffee machine (ensure these are kept properly stocked, clean and tidy).</li> <li>• Sanitising stations should contain disposable sanitising tissues, hand gel and signage.</li> </ul> <p><b>Room signage should state the following rules:</b></p> <ul style="list-style-type: none"> <li>→ Individuals must disinfect their hands before touching cups, sugar, stirrers and operating the coffee machine/kettle.</li> <li>→ Straight after using the coffee machine/kettle – everyone must wipe common touch points, such as – surfaces, buttons, levers, handles, etc. to ensure that common touch points/areas are disinfected.</li> <li>→ The signage should also promote good hand hygiene, to ensure that students regularly clean their hands, avoid touching their face, etc.</li> </ul> <p>(Should you need to order tissues, free standing Sanitisation stations, contact the NSO and forward your request to the relevant persons who will arrange the delivery of the goods directly to your campus.)</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
<p style="text-align: center;"><b>OneBus School Transport</b></p>		<b>FACE COVERINGS - ONEBUS SCHOOL TRANSPORT (UPDATED)</b>
		<p>This section provides a summary, and guidance on the use of face covering in school transport, across the UK regions.</p> <p>In accordance with the advice from DfE/Regional Governments, as outlined below, some areas/regions drivers and students need to wear a face covering when travelling on the dedicated transport to school campus. Other regions will only require that driver wear a face covering. This does not apply to those who are exempt from wearing face coverings.</p>
		<b>ENGLAND</b>
		<p style="background-color: #00b0c0; color: white; padding: 2px;"><b>STUDENTS</b></p> <p><b>Do not require face coverings</b> while traveling on dedicated school transport.</p> <p style="background-color: #00b0c0; color: white; padding: 2px;"><b>DRIVERS</b></p> <p>Will <b>Require Face coverings</b> while traveling/operating the school service.</p>
<b>WALES</b>		
<p style="background-color: #00b0c0; color: white; padding: 2px;"><b>STUDENTS</b></p> <p>Will <b>require face coverings</b> while traveling on dedicated school transport.</p> <p style="background-color: #00b0c0; color: white; padding: 2px;"><b>DRIVERS</b></p> <p>Will <b>Require Face coverings</b> while traveling/operating the school service.</p>		



What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p data-bbox="1081 272 2152 328"><b>SCOTLAND</b></p> <p data-bbox="1081 427 2152 464"><b>STUDENTS</b></p> <p data-bbox="1081 475 2152 512">Will <b>require face coverings</b> while traveling on dedicated school transport.</p> <p data-bbox="1081 539 2152 576"><b>DRIVERS</b></p> <p data-bbox="1081 587 2152 624">Will <b>Require Face coverings</b> while traveling/operating the school service.</p> <p data-bbox="1081 722 2152 802"><b>NORTHERN IRELAND</b></p> <p data-bbox="1081 879 2152 1018">It is <b>mandatory for all post-primary school age pupils to wear a face covering on all public and school transport</b> unless they have a <a href="#">reasonable excuse</a> not to. Schools should also be aware that some persons (including children) are exempt from wearing face coverings and this should be treated sensitively.</p> <p data-bbox="1081 1050 2152 1086"><b>STUDENTS</b></p> <p data-bbox="1081 1098 2152 1134">Will <b>require face coverings</b> while traveling on dedicated school transport.</p> <p data-bbox="1081 1161 2152 1198"><b>DRIVERS</b></p> <p data-bbox="1081 1209 2152 1246">Will <b>Require Face coverings</b> while traveling/operating the school service.</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<b>FIRST AID ARRANGEMENTS</b>
First Aid		<ul style="list-style-type: none"> <li>• Wherever possible when giving first aid, 2m distance will be maintained.</li> <li>• In the unlikely event of cardiac arrest in an adult, rescue breaths will not be performed: <a href="#">Adult CPR - Symptoms &amp; First Aid Advice</a> <ul style="list-style-type: none"> <li>→ Do not place your face close to the casualty to hear for breathing. Watch the chest.</li> <li>→ If possible, lay a towel or similar over the nose and mouth.</li> <li>→ Ensure that CPR is performed using chest compressions and if possible, a defibrillator if available and trained to do so.</li> <li>→ Ensure that there is enough PPE for first aiders to utilise including a fluid resistant surgical mask, gloves, and disposable aprons, as required. Where there is a risk of splashing to eyes, for example, from spitting, coughing, or vomiting, a face shield or goggles will also be worn.</li> </ul> </li> </ul> <p><b>In the event of cardiac arrest in a child, rescue breaths must be performed because cardiac arrest in children is likely to be caused by respiratory problems: <a href="#">Child CPR - Paediatric First Aid</a> You must:</b></p> <ul style="list-style-type: none"> <li>• Use a face shield or pocket mask over the child's mouth when performing rescue breaths.</li> <li>• When dealing with first aid incidents, always be aware of the risks to yourself and others.</li> <li>• Wear gloves when dealing with injured persons, particularly those with open wounds.</li> <li>• Cover cuts or grazes on your hands or arms with a waterproof dressing.</li> </ul> <p><b>Always dispose of all medical waste safely in a medical waste bin.</b></p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<b>EXAMS (TO BE REVIEWED IN OCTOBER 2021)</b>
Exams		<p>DfE and the Government have cancelled the statutory Key Stage 1 and Key Stage 2 tests and key teacher assessments planned for summer 2021, including the Key Stage 2 tests in reading and mathematics.</p> <p>In the meanwhile, the advice is that we should continue to use assessment during the summer term, using past test papers if we wish. This will inform teaching, enable us to give information to parents on their child's attainment in their annual report, and support transition to secondary school.</p> <p>GCSE, A and AS levels exams will not go ahead this summer as planned.</p> <p>Students taking GCSE, AS and A levels, will receive grades based on teacher assessment, with teachers supported to reach their judgements by guidance and training from the exam boards.</p> <p><b>FACE COVERINGS</b></p> <p>Based on the current state of the pandemic and the positive progress being made, the additional precautionary measures relating to the wearing of face coverings in educational settings, put in place from the 8 March for public health reasons, are no longer recommended.</p> <p><b>IN ENGLAND</b></p> <p>From 17 May, in line with Step 3 of the roadmap, face coverings will no longer be recommended for pupils and students in classrooms, exam rooms or communal areas in all schools.</p> <p>Face coverings will also no longer be recommended for staff in classrooms.</p> <p>In all education settings, we continue to recommend that face coverings should be worn by staff and visitors in situations outside of classrooms and exam rooms where social</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>distancing is not possible (for example, when moving around in corridors and communal areas).</p> <p><b>Candidates and invigilators do not need to wear face coverings during exams where social distancing can be maintained, but they may wear them if they wish to. Where social distancing cannot be maintained, for example, in some practical assessment situations, candidates and invigilators should wear face coverings.</b></p> <p>In simple terms if the exam centre cannot be set out to facilitate social distancing, then face coverings will have to be worn. However, the guidance also sets out the following in relation to setting up the exam room.</p> <p><b>SET UP OF THE EXAM ROOM</b></p> <p>Because of the practical nature of some assessments, not all external assessments will use an exam room. Where an exam room is used, desks should not be set up face to face. All candidates should be seated 2 metres apart from each other. These candidates can be seated in the same room.</p> <p>Each setting will differ in its layout and build. There is, therefore, no specific overall limit that can be provided in this guidance on the number of candidates who can sit in a room, but desks must be correctly spaced and there should be adequate ventilation. The upper limit to the number of candidates who can take an exam in a room together will depend broadly on the desk spacing requirements.</p> <p>The importance of adequate ventilation should be carefully considered when selecting the room for exams. Good ventilation is important, and you should maximise this wherever possible, for example, opening windows and propping open doors (not fire doors) where safe to do so (bearing in mind safeguarding in particular). For more advice, read the Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus (COVID-19) outbreak</a>.</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		Invigilators may walk up and down aisles between desks, but there must also be points in the room where an invigilator can stand at least 2 metres from the nearest desks and see all the candidates in the room.
		<p><b>CORONAVIRUS (COVID-19) ASYMPTOMATIC TESTING PROGRAMME COVID-19 ASYMPTOMATIC TESTING IN SCHOOLS (UPDATED)</b></p>
<p><b>Coronavirus (Covid-19) Asymptomatic Testing Programme</b></p>	<p>Transmission of COVID19 during mass testing process</p>	<p>Rapid testing using Lateral Flow Devices (LFDs) helps to identify people who are infectious but do not have any COVID-19 symptoms. For secondary school staff and pupils, we have moved to a home testing model. The lateral flow devices used have received regulatory approval from the MHRA for self-use. Home test kits are available for all staff.</p> <p><b>Testing remains voluntary but strongly encouraged.</b></p> <p><b>HOME TESTING</b></p> <p>Both pupils and staff in secondary schools will be supplied with LFD test kits to self-swab and test themselves twice a week at home. Staff and pupils must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit.</p> <p>Staff and pupils should also share their result, whether void, positive or negative, with their school to help with contact tracing.</p> <p><b>Staff and Students should also report the results of their testing to their campus by completing the <a href="#">OneSchool Global COVID-19 Asymptomatic Testing form</a></b></p> <p>Pupils aged 18 and over should self-test and report the result, with assistance if needed.</p> <p>Adolescents aged 12 to 17 should self-test and report with adult supervision.</p> <p>The adult may conduct the test if necessary.</p> <p>Children aged 11 attending a secondary school should be tested by an adult.</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p data-bbox="1088 272 2141 336"><b>SECONDARY SCHOOL TESTING ON-SITE THROUGH AN ASYMPTOMATIC TESTING SITE (ATS)</b></p> <p data-bbox="1088 363 2141 400"><b>IN ENGLAND</b></p> <p data-bbox="1088 416 2141 472">in September Secondary schools have been asked to offer pupils testing at an on-site ATS.</p> <p data-bbox="1088 488 2141 544"><b>Further information on this matter is available for download on the <a href="#">Return to School Management Portal</a> – lines 24-28.</b></p> <ul data-bbox="1144 584 1995 799" style="list-style-type: none"> <li>• Return to School - Arrangements &amp; Required Actions (Sep. 2021)</li> <li>• Summary of changes to the current guidelines in line with the Step 4</li> <li>• POS-002 Easy Read _ SEND Schools How to Test</li> <li>• POS-009 LFD-Covid-Self-Test</li> <li>• RP60-7 ORANGE - Why Who What When - Secondary Schools</li> </ul>
<b>CHEMICALS USED WITHIN ASYMPTOMATIC TESTING</b>		
<b>Chemicals used within Asymptomatic Testing</b>	Contact with extraction solution (which contains disodium hydrogen phosphate $\text{Na}_2\text{HPO}_4$ and sodium phosphate monobasic $\text{NaH}_2\text{PO}_4$ and sodium chloride $\text{NaCl}$ ). These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	<ul data-bbox="1088 943 2141 1270" style="list-style-type: none"> <li>• Information supplied by NHS Test and Trace indicates that these chemicals are not hazardous.</li> <li>• PPE will be worn when handling the extract solution including nitrile gloves, safety glasses, and impervious clothing (i.e., disposable apron).</li> <li>• Solution will not be used past expiry date.</li> <li>• Users will be given training on safe handling of the extraction solution.</li> <li>• Product will not be allowed to enter drains.</li> <li>• Safety data sheet will be supplied by Innova with chemicals and procedures followed to mitigate against inhalation, skin contact or ingestion of these chemicals</li> </ul>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
<b>LEGIONELLA</b>		
<b>Legionella</b>	Development of high numbers of legionella bacteria within the water system, leading to increased risk of legionellosis.	<p>The school has a <b>legionella risk assessment</b> in place. Plans for recommissioning of water system following a period of absence will be implemented; the recommendation is that where complex* systems have been allowed to stagnate for 3-4 weeks they should be recommissioned**.</p> <p>Flushing of complex systems may not be enough of a control measure.</p> <p>* complex systems are those with water storage, shower heads and other sprays and long lengths of pipework.</p> <p>** recommissioning involves the cleaning and disinfection of the water system.</p>
<b>FIRE SAFETY</b>		
<b>Fire Safety</b>	Changes to emergency evacuation plan; numbers of marshals; and inadequate use of fire precautions may lead to increase in evacuation time and promote fire spread throughout the building	<p>The school will return to normal operations, and existing fire safety procedures will be reviewed and implemented if deemed appropriate.</p> <p><b>Fire drills will continue termly. Social distancing is not essential during an emergency evacuation (short duration of contact), but it is required during fire drills.</b></p> <p>Fire doors will not be propped open, even as a measure to minimise surface contact. Door handles and touch points will be cleaned on-a-daily-basis as per government guidance.</p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p><b>CONTRACTOR MANAGEMENT (TO BE REVIEWED IN OCTOBER 2021)</b></p>
<p><b>Contractor Management</b></p>		<p>Essential visits such as those concerned with the management of fire Safety, legionella, gas safety, electrical safety, and examinations of ventilation systems will be pre-arranged with the relevant contractor.</p> <p><b>The following measures will be adopted, where possible:</b></p> <ul style="list-style-type: none"> <li>• The contractor will attend the site out of hours to minimise opportunity for contact between all parties.</li> <li>• Where contractor visits attend site during hours of school operation, contractors will work in rooms that are not in use by teaching staff or pupils.</li> <li>• The room will be well ventilated, where possible.</li> <li>• Contractors will be issued with additional site rules at reception, including expectations in terms of cleaning, respiratory hygiene, and hand hygiene. The contractor must confirm that they are not symptomatic.</li> <li>• Hand sanitiser gel will be provided for use upon entry to the site.</li> </ul> <p><b>Emergency visits may be undertaken but are subject to the following measures:</b></p> <ul style="list-style-type: none"> <li>• contractors must book in at reception.</li> <li>• they must confirm that they are not symptomatic (for COVID-19).</li> <li>• they will be issued with site rules regarding hand hygiene, cleaning, and respiratory hygiene.</li> <li>• Where possible, pupils and members of staff will be moved from the work location, also in accordance with safeguarding principles.</li> <li>• Hand sanitiser gel will be provided for use upon entry to the site.</li> </ul>



What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
<p style="text-align: center;"><b>Visitor Management</b></p>		<p style="text-align: center;"><b>VISITOR MANAGEMENT (UPDATED)</b></p>
		<p style="text-align: center;"><b>SAFETY CONSULTANT AND ENFORCEMENT OFFICER</b> (e.g., food safety officers)</p> <ul style="list-style-type: none"> <li>• visits may be unannounced. The following control measures will be implemented:</li> <li>• Visitors must book in at reception</li> <li>• Requested to complete the COVID-19 Questionnaire.</li> <li>• Scan the Test &amp; Trace QR Code at reception.</li> <li>• They must confirm that they are not symptomatic (for COVID-19)</li> <li>• They will be issued with site rules regarding hand hygiene, cleaning, and respiratory hygiene.</li> <li>• Hand gel will be provided at reception for use.</li> <li>• Social distancing measures will be adopted.</li> <li>• Screens will separate receptionists from visitors to the site, where social distancing cannot be maintained.</li> <li>• Cold calls (sales) will not be processed beyond the reception area of the school.</li> <li>• Gate and door control pads will be regularly cleaned.</li> </ul> <p style="text-align: center;"><b>CAMPUS VISIT COVID-19 SAFETY ARRANGEMENTS – OSG STAFF + SOUTHALLS</b></p> <p><b>As part of the relaxation of the COVID-19 measures and restrictions, OSG is following the provided guidance and relaxing some of the implemented COVID-19 measures.</b></p> <p><b>However, these rules may be subject to revisions and adjustments as a result of local COVID outbreaks, higher infection rates, COVID variants, government updates, announcements, and DfE Schools COVID-19 operational advice. Outbreaks will be managed in accordance with the Local Health Protection Team and the OSG UK COVID-19 Outbreak Management Plan.</b></p>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<p>During the Autumn Term 2021 RTLs, RPs, Aps, HRBPs, other NSO staff, and external consultants acting on behalf of OSG UK, will recommence a managed schedule of campus visits to perform necessary governance responsibilities.</p> <p>These visits will follow carefully considered guidelines around nationally recognised COVID-19 safety measures as follows:</p> <p><b>Approval</b></p> <ul style="list-style-type: none"> <li>• Where possible, <b>visits must be planned and organised</b> with the campus.</li> <li>• Staff must check if there are any <b>live COVID-19 cases</b> at the campus they are planning to visit.</li> <li>• Any external consultants acting on behalf of OSG UK, <b>must follow this protocol</b> and adhere to the OSG UK Safety Measures below.</li> </ul> <p><b>Safety Measures</b></p> <ul style="list-style-type: none"> <li>• All personnel will follow national guidelines around self-isolation and will not attend any campus or other site if they or any of their household have tested positive for COVID-19, or if they have been identified as a close contact of someone who has tested positive for COVID-19.</li> <li>• No person will attend more than their usual place of work and one other campus without a <b>24-hour gap</b>.</li> <li>• All personnel will carry out Lateral Flow Tests on the evening before the scheduled date of the visit, or on the evening before the first day of the visit if it extends beyond one day. – Free NHS Rapid Lateral Flow test packs can be ordered <a href="#">online</a> or obtained from your local Chemist (<a href="#">Find where to get rapid lateral flow tests</a>).</li> <li>• The link to the <b>asymptomatic lateral flow testing reporting smartsheet</b> for the campus will be shared by the campus with the visiting persons beforehand so that they can report their lateral flow test results for any required follow up if a positive case is reported on campus within 48 hours of the visit having taken place.</li> <li>• Visitors <b>must scan the NHS Test &amp; Trace QR Code</b> at the campus reception.</li> </ul>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<ul style="list-style-type: none"> <li>• All attendees will book in at reception on arrival and complete any required forms to confirm that they have not been in contact with any person who has tested positive with COVID-19 within the previous 10 days.</li> <li>• The campus will provide all personnel visiting with any updated fires safety / safeguarding / first aid arrangements that accurately reflect the current provision on the campus.</li> <li>• All personnel will follow campus hygiene rules around regular hand washing and use of hand gel.</li> <li>• Maximum room occupancy designated by size will be observed throughout the campus visit for any meetings arranged or observations.</li> <li>• All personnel visiting will bring their own laptops, pens, writing pads etc. and will take them with them at the end of the day.</li> </ul> <p><b>Catering</b></p> <ul style="list-style-type: none"> <li>• Provision of Catering / Refreshments is not currently allowed until after the October half-term.</li> <li>• Visitors can carry their own personal refreshments, while visiting the campus.</li> </ul>

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
		<b>MENTAL HEALTH</b>
<b>Mental Health</b>	The mental health of both pupils and staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general.	<p><b>STUDENTS:</b></p> <p>There are sufficient numbers of trained staff available to support pupils with mental health issues.</p> <p>There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</p> <p>Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings).</p> <p>Resources/websites to support the mental health of pupils are provided.</p> <p><b>STAFF:</b></p> <p>Staff are encouraged to focus on their wellbeing.</p> <p>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</p> <ul style="list-style-type: none"> <li>• Staff can access school counsellors via phone.</li> <li>• Staff briefings / training on wellbeing are provided as part of return-to-work schedule.</li> <li>• Staff have been signposted to useful websites and resources.</li> </ul>

**Please contact Rui Martins at NSO and/or Caroline Lee at Southalls in the event any of the controls within this risk assessment require updating or changing so amendments can be recorded.**