

# COVID-19 Risk Assessment

ISCA Scotland Trip 2021

26/12/21 – 04/01/22

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## Edinburgh

Apex Waterloo Place Hotel

23-27 Waterloo Place

Edinburgh

EH1 3BG

For 39 years we have prided ourselves on providing an exceptional experience for students and their families. To provide you with peace of mind, we have put together a package of measures to minimise the risk of COVID-19 transmission when your child joins us on the ISCA Scotland programme.

As you are aware, the situation is dynamic in the UK, meaning guidance constantly evolves and changes in line with the scientific data. The guidance and measures outlined here has been prepared so that we could deliver our programme within current COVID-19 mitigation requirements. Please be assured that we shall carefully respond to the latest government guidance, and prioritise the wellbeing, safety and learning of all students and staff at all times throughout the programme.

Thank you again for all of your support,

Luke, Freya and the ISCA Team

## Risk Ranking

The following quantitative method has been designed as a measure of the total risk evident:

**RISK = LIKELIHOOD OF OCCURANCE AND SEVERITY OF RISK**

### Likelihood of Risk

1. Improbable
2. Remote
3. Occasional
4. Probable
5. Frequent

### Severity of Risk

1. Negligible
2. Marginal
3. Critical
4. Severe

### Overall Risk

1. Low Risk
2. Moderate Risk
3. Medium Risk
4. High Risk

## Risk Assessment: Flights

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
COVID-19 Transmission in the airport, on the plane and on arrival into the UK	All members of party	<ul style="list-style-type: none"> <li>All participants will have to take a supervised antigen test on 24 December, and obtain a negative result in order to be allowed to travel to the UK. ISCA also asks participants to take a self-administered antigen test on the 26 December, with a negative result required before travelling to the airport.</li> <li>Everyone should wear face coverings on the aeroplane and in the airport.</li> <li>It is recommended face coverings are changed regularly throughout the journey.</li> <li>Physical distancing between passengers who travel on an aeroplane is not required, but it remains important to be cautious and exercise personal responsibility when moving around the airport. Participants should be supported to understand that, where possible, it is safer to keep a distance from other people.</li> <li>Airlines have implemented important mitigations including: ventilation and improved cleaning regimes including regular and thorough cleaning of surfaces between flights.</li> <li>Prior to the trip, ISCA will encourage students to sanitise their seat with the provided antibacterial wipe and wash their hands regularly throughout the flight, especially before/after eating and after going to the toilet.</li> <li>Where hand washing is not possible, hand sanitiser should be used regularly throughout the journey, in particular before/after eating and after performing any tasks that involve touching a surface that may have been touched by someone else.</li> <li>Hand sanitising will be recommended for everyone after they disembark from the aeroplane.</li> <li>All students and staff will be vaccinated against COVID-19</li> </ul>	2	3	2

## Risk Assessment: Arrival at Edinburgh Airport

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
COVID-19 Transmission	All members of party	<ul style="list-style-type: none"> <li>ISCA will also ask every participant to take a self-administered antigen test on arrival at the airport. The result will be shown within 15 minutes and, on a negative result, students and staff will be admitted into the programme. During this time, all staff and students will be asked to wear face coverings and maintain distancing.</li> <li>Following the antigen test, all arrivals will take a PCR test, complying with UK Health Directives. This PCR test will be sent to a lab and the result will be returned within 24 hours. All staff who have travelled into the UK will self-isolate at the hotel until their result is proven negative. Students do not need to self-isolate whilst they await their results.</li> <li>Hand sanitiser stations and handwashing facilities are located throughout the airport for students and staff to use on arrival.</li> </ul>	1	3	2

**Risk Assessment: Arrival at the hotel**

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
COVID-19 Transmission	All members of party	<ul style="list-style-type: none"> <li>• ISCA will use a separate entrance to the hotel that leads directly to our Common Room and Dining Room.</li> <li>• As participants have tested negative on arrival at the airport they will be permitted to remove face coverings in the communal ISCA area.</li> <li>• Face coverings must be worn at all times when moving around the other parts of the hotel.</li> <li>• ISCA will hand out key cards to students and staff upon arrival, to limit the amount of contact with hotel staff.</li> <li>• Hand sanitiser stations and handwashing facilities are located throughout the hotel for students and staff to use on arrival.</li> <li>• All students and staff will be vaccinated against COVID-19.</li> </ul>	1	3	2

## Risk Assessment: Accommodation

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
COVID-19 Transmission in the hotel	All members of party	<ul style="list-style-type: none"> <li>Enhanced hygiene and environmental cleaning is carried out throughout the hotel.</li> </ul> <p>These include:</p> <ul style="list-style-type: none"> <li>Hand sanitiser stations and handwashing facilities are located throughout the hotel.</li> <li>The hotel team will wear face masks and a 2-metre distance should be maintained between the ISCA Bubble and hotel staff.</li> <li>Key cards and credit card terminals are disinfected after every use.</li> <li>Screens are up at the front desk for extra provision.</li> <li>Apex Waterloo Place Hotel has been granted the COVID-19 Industry Standard 'We're Good To Go', in recognition of following the government and public health guidelines, by ensuring processes are in place to maintain cleanliness and safety at all times.</li> </ul> <p>ISCA precautions include:</p> <ul style="list-style-type: none"> <li>Face coverings for ISCA staff and students will be mandatory whilst moving around the hotel.</li> <li>ISCA will have our own dedicated space within the hotel for dining and activities to minimise contacts with hotel staff and other hotel guests.</li> <li>All students and staff will use the ISCA entrance to the hotel to minimise contact with other hotel guests.</li> <li>All other areas of the hotel, apart from the ISCA entrance which leads directly to the ISCA Common Rooms on Floor 7 and the ISCA corridor (also on Floor 7), will be out of bounds to all staff and students to minimise contact with other hotel guests.</li> </ul>	1	3	1

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
COVID-19 Transmission in the hotel	All members of party	<ul style="list-style-type: none"> <li>• ISCA staff and students will be encouraged to wash/sanitise hands for 20 seconds and dry thoroughly. This will always occur when entering/leaving the hotel, before/after eating, before/after activity and after using the toilet.</li> <li>• Doors will be wedged open (other than fire doors), where appropriate to increase fresh air and reduce touchpoints.</li> <li>• To increase ventilation, ISCA will partially open doors and windows to provide ventilation where possible.</li> <li>• Careful consideration will be given to the layout of the ISCA dedicated space to allow for social distancing, if needed.</li> <li>• Hotel staff will clean touchpoints and other surfaces throughout the day, but as an added measure, ISCA staff will also sanitise touchpoints and other surfaces twice a day.</li> <li>• All staff and students to wear a face mask when getting food and drink from the buffet or hot drinks station.</li> <li>• Students and staff will be encouraged to use cutlery to eat their meals.</li> <li>• Students and staff should not share food.</li> <li>• All students and staff will be vaccinated against COVID-19.</li> </ul>	1	3	1



## Risk Assessment: Restaurants and Food Venues

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
COVID-19 Transmission	All members of party	<ul style="list-style-type: none"> <li>• ISCA staff will supervise lunch options to ensure the venue is not overcrowded.</li> <li>• All students and staff to wear face coverings when entering a restaurant.</li> <li>• All students and staff will be given bottles of hand sanitiser to use when entering the restaurant, before and after eating at the restaurant and when leaving the restaurant.</li> <li>• All restaurants and food venues have been chosen prior to the programme and have been granted the COVID-19 Industry Standard 'We're Good To Go', in recognition of following the government and public health guidelines, by ensuring processes are in place to maintain cleanliness and safety at all times.</li> <li>• All restaurants and food venues follow social distancing measures for indoor seating and provide options for outdoor seating and takeaway food as well.</li> <li>• Students and staff will be encouraged to use cutlery to eat their meals.</li> <li>• Students and staff should not share food.</li> <li>• Packed lunches will be provided when we cannot ensure socially distanced, COVID-secure food venues.</li> <li>• Staff will carry appropriate resources to support good personal hygiene (e.g. spare tissues, hand sanitiser and a waste bag).</li> <li>• All students and staff will be vaccinated against COVID-19.</li> </ul>	2	3	3

## Risk Assessment: Private Bus Journeys

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
COVID-19 Transmission	All members of party	<ul style="list-style-type: none"> <li>• Our private bus company, Edinburgh Coach Lines, have been accredited as 'We're Good to Go' by Visit Scotland and the National Tourist Organisation of Scotland.</li> <li>• The driver will have to provide a negative antigen test every morning before they collect our group.</li> <li>• The driver will wear a face covering throughout the journey.</li> <li>• The coaches are deep cleaned every day before the start of service, using virucidal fogging. This process permeates the entire vehicle air-conditioning system to reduce the chance of any infection recirculating.</li> <li>• Drivers clean touchpoints and exposed surfaces throughout the day.</li> <li>• All students and staff to wear face coverings on the bus</li> <li>• Social distancing is not required on the bus but students and staff should be aware that it is safer to keep a distance from the bus driver. As a precautionary measure, we recommend that 1m+ distancing between driver and ISCA should be observed where possible. Edinburgh Coach Lines also recommends that students and staff do not sit on the first row of the bus.</li> <li>• Hand sanitising is required for everyone on entry and exit of the bus. All students and staff will be provided with hand sanitiser which should be used regularly.</li> <li>• Drivers, adults and students should follow general hygiene guidance throughout the journey, in particular during toilet and eating stops.</li> <li>• No food or drink to be consumed on the bus, except for water.</li> <li>• Students will remain seated at all times during transit.</li> </ul>	1	3	1

		<ul style="list-style-type: none"><li>• Staff will carry appropriate resources to support good personal hygiene (e.g. spare tissues, hand sanitiser and a waste bag).</li><li>• All students and staff will be vaccinated against COVID-19.</li></ul>			
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## Risk Assessment: Sight Visits & Shops

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
COVID-19 Transmission	All members of party	<ul style="list-style-type: none"> <li>ISCA staff will have the final say on entry to retail outlets, ensuring social distancing can be observed and overcrowding avoided.</li> <li>All students and staff to wear face coverings when walking around an indoor sight and in all shops.</li> <li>All students and staff will be given bottles of hand sanitiser to use when entering and when leaving the indoor sight or shop.</li> <li>Every indoor sight and shop we visit has been granted the COVID-19 Industry Standard 'We're Good To Go', in recognition of following the government and public health guidelines, by ensuring processes are in place to maintain cleanliness and safety at all times.</li> <li>Entrance to sights and shops will be staggered to reduce queueing and to maintain social distancing measures.</li> <li>All students and staff will be encouraged to keep a 2-metre distance from other people in sights and shops.</li> <li>All students and staff will be vaccinated against COVID-19.</li> </ul>	1	3	1

### Risk Assessment: Torchlight Procession

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
COVID-19 Transmission	All members of party	<ul style="list-style-type: none"> <li>The organisers of the torchlight procession require every participant to take an antigen test with a negative test and to be able to prove vaccination status before they take part in the event.</li> <li>All students and staff to wear face coverings throughout the torchlight procession.</li> <li>All students and staff will be encouraged to use their hand sanitiser regularly.</li> <li>All students and staff will be vaccinated against COVID-19.</li> </ul>	1	3	1

### Risk Assessment: Pantomime Theatre Trip

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
COVID-19 Transmission	All members of party	<ul style="list-style-type: none"> <li>All students and staff to wear face coverings throughout the theatre performance.</li> <li>The ISCA group will be sat altogether in one area of the theatre and will encourage social distancing with other theatre goers and theatre staff.</li> <li>ISCA will follow on-the-day guidance around social distancing, appreciating that this could all change at the last minute.</li> <li>All students and staff will be encouraged to use their hand sanitiser regularly.</li> <li>All students and staff will be vaccinated against COVID-19.</li> </ul>	1	3	2

## Risk Assessment: Ice Skating

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
COVID-19 Transmission	All members of party	<ul style="list-style-type: none"> <li>All students and staff to wear face coverings when collecting and putting on skates.</li> <li>Entrance to the ice skating rink will be staggered to reduce queuing and to maintain social distancing.</li> <li>All students and staff will be encouraged to use their hand sanitiser regularly.</li> <li>All students and staff will be vaccinated against COVID-19.</li> </ul>	1	3	1

## Risk Assessment: Walking Journey/Trip

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
COVID-19 Transmission	All members of party	<ul style="list-style-type: none"> <li>All students and staff to wear face coverings when entering an indoor location and when walking in a busy outdoor location, for example, the torchlight procession and participating in the Edinburgh Ghost Walk led by Mercat Tours.</li> <li>The ISCA Group will be split into smaller groups with designated group leaders for each group.</li> <li>Students must remain with the group at all times.</li> <li>All students and staff will be vaccinated against COVID-19.</li> </ul>	1	3	1

## Risk Assessment: Public Bathrooms

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
COVID-19 Transmission	All members of party	<ul style="list-style-type: none"> <li>All students and staff to wear face coverings when entering a public bathroom.</li> <li>All students and staff will be encouraged to wash their hands thoroughly for at least 20 seconds with soap and water after going to the bathroom.</li> <li>All students and staff will be given bottles of hand sanitiser to use when entering and when leaving the bathroom.</li> <li>Staff will carry appropriate resources to support good personal hygiene (e.g. spare tissues, hand sanitiser and a waste bag).</li> <li>All students and staff will be vaccinated against COVID-19.</li> </ul>	1	3	2

## Risk Assessment: COVID-19 Transmission within the ISCA Group

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
COVID-19 Transmission	All members of party	<p>ISCA have implemented measures to ensure all participants arrive onto the programme without being infectious with COVID-19:</p> <ul style="list-style-type: none"> <li>All students and staff will have to provide a supervised negative antigen test on the 24 December to enter the UK.</li> <li>ISCA recommends that each participant takes a self-administered antigen test on the 26 December before arriving at the airport.</li> <li>All participants will take a self-administered antigen test on arrival at Edinburgh Airport, before entering the ISCA Bubble with a negative result.</li> <li>All participants will take a Day 2 PCR test on arrival at the airport which will be sent to a laboratory to be tested. Results will be returned within 24 hours.</li> </ul> <p>ISCA have implemented the following measures to ensure that the risk of transmission is reduced in the event that a participant tests positive during the programme:</p> <ul style="list-style-type: none"> <li>ISCA encourages all participants to take an antigen test at the beginning of each day throughout the programme to reduce the risk of transmission within the ISCA Bubble.</li> <li>Hand sanitiser stations and handwashing facilities are located throughout the hotel for students and staff to use throughout the programme.</li> <li>All staff and students will be encouraged to change their face covering frequently, especially if it becomes damp. ISCA will provide disposable face coverings to all participants.</li> <li>All students and staff will be vaccinated against COVID-19.</li> </ul>	1	3	2



<p>COVID-19 Transmission - Symptom Vigilance</p>	<p>All members of party</p>	<ul style="list-style-type: none"> <li>• Everyone should be vigilant for the symptoms of COVID-19, and to understand what actions they should take if someone develops them, either onsite or offsite.</li> <li>• Daily symptom surveillance (asking the questions) with low threshold for isolation and testing will be implemented.</li> <li>• The most common symptoms (taking into account the new Omicron variant) are:             <ul style="list-style-type: none"> <li>○ New continuous cough</li> <li>○ Sore throat</li> <li>○ Runny nose</li> <li>○ Fever/high temperature</li> <li>○ Loss of, or change in, sense of smell or taste (anosmia)</li> </ul> </li> <li>• Guiding principles to support the response to COVID-19 symptoms:             <ul style="list-style-type: none"> <li>○ Everyone will be encouraged to inform a member of ISCA staff if they feel unwell with symptoms of COVID-19.</li> <li>○ Physical distancing is maintained – 2m plus wherever possible.</li> <li>○ The symptomatic person will wear a face covering wherever possible.</li> <li>○ Those displaying symptoms should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze, and then put the tissue in the bin.</li> <li>○ A member of staff will be available to support an affected individual where required.</li> <li>○ Staff will liaise to find somewhere safe for a symptomatic person to sit which is at least 2 metres away from other people.</li> <li>○ If onsite, a separate bathroom will be designated for the individual to use.</li> <li>○ Individuals should wash their hands thoroughly and with soap for at least 20 seconds after any contact with someone who is unwell.</li> </ul> </li> </ul>	<p>1</p>	<p>3</p>	<p>2</p>
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		<ul style="list-style-type: none"> <li>An antigen test will be administered to an individual who presents COVID-19 symptoms. In the event of a positive result our case outbreak and management plan will be implemented, with a follow-up PCR test.</li> </ul>			
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### Risk Assessment: Medical Emergencies

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
COVID-19 Transmission - Guidance for First Aiders	All members of party	<ul style="list-style-type: none"> <li>First aiders should still consider the precautions set out in this guidance to reduce the risk of COVID-19 infection.</li> <li>PPE should be worn if at all possible.</li> <li>Try to assist at a safe distance from the casualty as much as you can. Minimise the time you share a breathing zone.</li> <li>Although treating the casualty properly should be your first concern, you should instruct them to do things for you if they are capable.</li> <li>Remember the 3P model - Preserve Life, Prevent Worsening, Promote Recovery.</li> <li>Staff must never move between students in PPE or wear PPE moving around the hotel.</li> <li>You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible.</li> </ul>	1	3	1
COVID-19 Transmission - CPR	All members of party	<ul style="list-style-type: none"> <li>Call 999 immediately - tell the call handler if the patient has any COVID-19 symptoms</li> <li>Ask for help. If a portable defibrillator is available, ask for it.</li> </ul>			

		<ul style="list-style-type: none"> <li>• Before starting CPR, use a cloth or towel to cover the patient’s mouth and nose. This should minimise the risk of transmission while still permitting breathing to restart following successful resuscitation.</li> <li>• If available, you should use: <ul style="list-style-type: none"> <li>○ A fluid-repellent surgical mask</li> <li>○ Disposable gloves</li> <li>○ Eye protection</li> <li>○ Apron or other suitable covering</li> <li>○ Only deliver CPR by chest compressions and use a defibrillator (if available) <ul style="list-style-type: none"> <li>- don’t do rescue breaths</li> </ul> </li> </ul> </li> </ul>	1	4	1
COVID-19 Transmission - After delivering any first aid	All members of party	<ul style="list-style-type: none"> <li>• Make sure you discard disposable items safely and clean reusable ones thoroughly.</li> <li>• Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible.</li> <li>• Staff must never go between students in PPE or wear PPE moving around the hotel.</li> </ul>	1	3	1

## Case Outbreak and Management

In the event of a positive case of COVID-19, ISCA will take the following measures.

For the individual who has tested positive:

- Any suspected cases will immediately be isolated from others within the group. Under current UK guidance, the person who tests positive will have to isolate for 10 days from the onset of symptoms.
- The individual affected will be designated a single room, toilet and non-shared facilities. If the individual is already in a single en-suite room which can be isolated from their group, it will not be necessary to move them.
- Two members of ISCA staff, wearing PPE, will check up on the individual throughout the day and will provide them with food and drink. These members of staff will also be able to assist the participant with entertainment options, health advice and accessing online learning (if required).
- The mental health and wellbeing of our students is a priority. With this in mind, ISCA will provide a number of activities for individuals to do whilst isolating, including ensuring the individual has access to their school's online learning; reading books; watching films; and playing board games.
- ISCA will monitor physical symptoms and contact the parent / guardian to discuss the medical management of symptoms and prescription of over-the-counter medication (paracetamol and ibuprofen) if required. ISCA has a remote Doctor on call 24/7 in the event of more severe symptoms developing and will take further steps as required.
- In the event of a family member wishing to fly over to Scotland to look after their child, ISCA will help facilitate this.
- Flights home will be rebooked for the individual once their 10-day isolation is over.
- Luke and Freya Liddle will stay at the hotel for the 10-day isolation period and will look after the individual.

Measures for the rest of the ISCA Bubble after a positive case:

- Cleaning staff will clean the area in which the suspected/confirmed case has been and clean any shared facilities within the ISCA Bubble.
- If the participant who tests positive was sharing a room with another participant they will be required to take twice daily tests. This reflects the fact that they are at a greater risk of contracting COVID-19 due to close proximity.
- All other participants will take lateral flows every day during the programme. Participants can carry on with the programme if they produce a negative test result each day.

## Implementation of Further Restrictions

In light of the new Omicron variant we should be prepared for further restrictions to be introduced, without such restrictions leading to a full lockdown. If this occurs a hybrid approach of the mitigations set out below will be implemented.

## Lockdown Plan

In the event of the Scottish government imposing a lockdown during our trip, ISCA will communicate two options to parents (depending on timing of any such announcement):

1. We can follow the timeline of the trip but focus on activities that remain open and accessible.
2. Arrange immediate transport home.

Remaining on the trip / awaiting return flight to home country:

- An amended programme that does not rely on sights being open has been created, with a 'Plan B' for each of our days in Scotland. This includes touring sights that require outdoor only exploration, such as Loch Lomond, The Highlands, St Andrews and Edinburgh.
- Our coach company, Edinburgh Coach Lines, will transport our group to and from places (as planned) as they will remain operational as a transport provider in the event of a lockdown. A 50% capacity limit will be imposed on coaches, meaning we will use a larger coach for our group.
- The hotel will remain open and students and staff will be able to socialise in the ISCA Common Rooms with food and drink available.
- ISCA will provide a number of activities for everyone to get involved in including reading books; watching films; playing board games; and playing video games.

Returning participants to their home country:

1. Our Travel Director will change flights for students to be able to return home at an earlier date.
2. Edinburgh Coach Lines, the private bus company ISCA will use, will get everyone to the airport safely without the need to use public transport.

**Further Information can be found at:**

APEX Waterloo Place Hotel 'We're Good to Go' - <https://www.apexhotels.co.uk/about/apex-assured/>

COVID-19 Industry Standard 'We're Good to Go' Scheme - <https://www.visitscotland.com/about/practical-information/good-to-go-scheme/>

Edinburgh Coach Lines - <https://edinburghcoachlines.com>

Edinburgh Torchlight Procession - <https://www.edinburghshogmanay.com/information/covid-information>

NHS Inform COVID-19 General Advice - <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-general-advice>

Health and Safety Executive, Coronavirus (COVID-19): Working Safely - <https://www.hse.gov.uk/coronavirus/index.htm>

Public Health Scotland - <https://publichealthscotland.scot/our-areas-of-work/covid-19/covid-19-health-protection-guidance/overview-and-latest-guidance/>