

Email: See body of letter

To: Local Authority Directors of Education and Heads of Property

Copied to: Chief Executives
ADES Resources
Health and safety teams
Independent and GASS Schools
Teaching and Wider Workforce Unions

Sent by email on 12th October 2020

Dear colleague,

Revised Ventilation and Heating Guidance

Following discussions in the COVID-19 Education Recovery Group, an update to the School Reopening Guidance is expected in the coming weeks.

In the meantime, I am writing to inform you of an important update specifically in relation to the ventilation and heating sections of the current guidance.

The revised section aims to strike an appropriate balance between providing adequate heating and ventilation in schools whilst minimising the risks of Covid transmission as we head into the late autumn and winter period.

It has been informed by the latest expert scientific and public health advice from organisations including Health Protection Scotland, the advisory sub-group on education and children's issues, the Health & Safety Executive (HSE) and Health Facilities Scotland (HFS).

The Covid-19 Education Recovery Group (CERG) also reviewed/approved revisions to this section at its meeting on Thursday 8th October.

In view of the need for local authority teams to consider and act upon this update as soon as possible, the revised guidance is attached with this letter. This update will be incorporated into the next version of the school reopening guidance when published.

This section of the guidance is intended primarily for relevant local authority teams – it is not expected that headteachers or teachers should have the expertise to apply it independently. The key requirement for relevant local authority teams is to work with schools to identify and implement local approaches that balance the need for fresh air in key parts of the school estate with the maintenance of adequate temperatures.

Schools should as a minimum ensure that adequate levels of ventilation and appropriate temperatures are maintained with reference to the [School Premises Regulations](#). While minimum requirements vary depending on the specific part of the school estate, for classrooms the regulations stipulate 2 air changes per hour and a temperature of 17°C. Reference should also be made to the [Workplace \(Health, Safety and Welfare\) Regulations 1992](#) minimum temperatures. More detail on these points can be found in within the revised guidance.

This guidance will be kept under careful review in the coming months and updated on the basis of evidence and experience.

Thank you in advance for your cooperation. If you have any questions about this update to the guidance, please contact HeadSFIO@gov.scot and Stephen.Long@scottishfuturetrust.org.uk.

Yours sincerely,



Andrew Drought
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Scottish Government