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| **Department: Education and Children’s Services** | | **RISK ASSESSMENT** |  |
| **Process/Activity: COVID-19 Infection Prevention & Control** | | **Location:** **All ECS Establishments** | **Date: 28.08.20 V004** |
| **Describe activity**: ECS establishments opening August 2020 to children, young people, staff, visitors and contractors. | | | |
| **Establishment Name and Location: Tough School** | **Isolation Room Location in Establishment: HT Office** | | |

**Change THIS RISK ASSESSMENT NEEDS TO BE TAILORED TO EACH ESTABLISHMENT AND SHARED WITH ALL STAFF.**

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| **Hazard** | **Person/s Affected** | **Risk** | **Risk level before controls are in place (delete as appropriate)**  **Low, Medium & High** | | | **Control Measures** | | | | **Risk level after controls are in place**  **(delete as appropriate)**  **Low, Medium & High** | | | | |
| Spread of infection | Staff  Children & young people  Visitors | Cross contamination of infection.  Infection of staff, children and visitors | L | M | **H** | **GENERAL CONTROL MEASURES**  Encourage and support all children, young people, staff and any others for whom it is necessary to enter the school estate to maintain COVID-secure personal hygiene throughout the day and ensure continued rigour about hand hygiene.  • 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. Children will have allocated sinks   * 2 toilets and 2 sinks for little class, 2 toilets and 2 sinks for big class for toileting and coughing washes * Children should take in their own handcream to keep in their tray/bag * 9.00am, 10.30am and 12.30pm – handwash with soap and water (P5-7 boys in class sink, P5-7 girls in toilets, P1-4 girls in class sink, P1-4 boys in toilets). * 10.45am, after eating lunch, 1.45pm and 3.15pm – choice of handwash and hand sanitiser. * Boys only use urinal at either end. Signs will indicate.   • encouraging children, young people and staff to avoid touching their faces including mouth, eyes and nose.  • using a tissue or elbow to cough or sneeze, and use bins that are emptied regularly for tissue waste. Children asked to bring own tissues.  Provide some supplies of resources including tissues, soap and hand sanitisers.  The response to the coronavirus COVID-19 outbreak is complex and fast moving. Advice from Government sources will be shared with staff daily on the Aberdeenshire Council staff COVD-19 site: <https://covid19.aberdeenshire.gov.uk/>  Additional guidance is listed below for Early Learning and Childcare Services with links: [Staff should follow separate guidance for the reopening of early learning and childcare services](https://aberdeenshire-my.sharepoint.com/personal/karen_tucker_aberdeenshire_gov_uk/Documents/) here. And good infection control guidance specifically for nurseries:  [Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2448/documents/1_infection-prevention-control-childcare-2018-05.pdf)  and put in place the guidance from Health Protection Scotland.  Additional guidance for all staff who work with and support children and young people with additional support needs can be found [here](https://aberdeenshire.sharepoint.com/sites/covid-19childcarehubstaffinformation/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Fcovid%2D19childcarehubstaffinformation%2FShared%20Documents%2FSchool%20Recovery%20Documents&newTargetListUrl=%2Fsites%2Fcovid%2D19childcarehubstaffinformation%2FShared%20Documents&viewpath=%2Fsites%2Fcovid%2D19childcarehubstaffinformation%2FShared%20Documents%2FForms%2FAllItems%2Easpx&viewid=d9eefab0%2D1334%2D4bdb%2Dbfba%2D5ad35be1e920). This includes ASL Teachers, Pupils Support Assistants, Pupil Support Workers, School Escorts, Aberdeenshire Specialist Technology Service (ASPECTS), Educational Psychology Service, English as an Additional Language (EAL) Service, School Counsellors, Sensory Support Service.  ([Document1:Covid-19 Guidance ASL Teachers, Pupil Support Assistants Pupil Support Workers](https://aberdeenshire.sharepoint.com/:w:/r/sites/covid-19childcarehubstaffinformation/_layouts/15/Doc.aspx?sourcedoc=%7B95FA42D4-0129-478A-A715-015710FADB58%7D&file=COVID-19%20Guidance%20ASL%20Teachers%20Pupil%20Support%20Assistants%20Pupil%20Support%20Workers%20Aug%2020.docx&action=default&mobileredirect=true); [Document2: Covid-19Guidance ASN Peripatetic Services](https://aberdeenshire.sharepoint.com/:w:/r/sites/covid-19childcarehubstaffinformation/_layouts/15/Doc.aspx?sourcedoc=%7B10923A08-FD82-4747-A9D5-C1B5540A53B7%7D&file=COVID-19%20Guidance%20ASN%20Peripatetic%20Services%20%20August%202020.docx&action=default&mobileredirect=true); [Document 3: Covid-19 Guidance Escorts](https://aberdeenshire.sharepoint.com/:w:/r/sites/covid-19childcarehubstaffinformation/_layouts/15/Doc.aspx?sourcedoc=%7B10923A08-FD82-4747-A9D5-C1B5540A53B7%7D&file=COVID-19%20Guidance%20ASN%20Peripatetic%20Services%20%20August%202020.docx&action=default&mobileredirect=true); [Document 4: Guidance on re-opening school age childcare services ASN](https://aberdeenshire.sharepoint.com/:w:/r/sites/covid-19childcarehubstaffinformation/_layouts/15/Doc.aspx?sourcedoc=%7B10A8E922-01D8-4B19-A9FD-EB4D3DA364AC%7D&file=COVID-19%20Guidance%20on%20re-opening%20school%20age%20childcare%20services%20ASN%20Summary%20August%202020_.docx&action=default&mobileredirect=true); Document 5: [ASN FAQs](https://aberdeenshire.sharepoint.com/sites/covid-19childcarehubstaffinformation/Shared%20Documents/Forms/AllItems.aspx?viewid=d9eefab0%2D1334%2D4bdb%2Dbfba%2D5ad35be1e920&id=%2Fsites%2Fcovid%2D19childcarehubstaffinformation%2FShared%20Documents%2FSchool%20Recovery%20Documents).  **Visiting Staff Guidance:**     |  |  |  | | --- | --- | --- | | **Staff Type** | **Working Location** | **Guidance** | | ASN Pupil Escorts | Transport | * Do not work with more than 2 contacts per day * A contact is defined as one child, a group of children (may be a class), a single member of staff, a group of staff, a parent or carer, a family group. * Schools using ASN transport should provide face covering/PPE to Pupil Escort. Schools also to support Pupil Escort in their understanding of their responsibilities in adhering to the infection control procedures. | | ASN Staff (e.g. ASN Teachers, PSAs, PSWs) | Base school only location | * Follow school’s own guidance and risk assessment as other school staff | | ASN Peripatetic Staff (e.g. ASN Teachers, PSAs, PSWs) | Base school & one other location per week | * Follow the school guidelines in their base school (i.e. the school that the staff member works most of the week in) * Only visit one school per day on days not in base school * Do not work with more than 2 contacts per day in schools that are not base school * A contact is defined as one child, a group of children (may be a class), a single member of staff, a group of staff, a parent or carer, a family group. | | ASN Peripatetic Staff (e.g. Relief PSAs) | Working in more than 2 schools per week & does not have a base school | * Do not visit more than one school per day * Do not work with more than 2 contacts per day * A contact is defined as one child, a group of children (may be a class), a single member of staff, a group of staff, a parent or carer, a family group. * A school will need to know whether a PSA has worked in other schools within the last 7 days, and whether they are working with any other schools, as that will influence whether they need to take into account the number of contacts that that PSA can have during their time in the school. | | ASN Support Services (e.g. EPS, EAL Service, Sensory Support Service, Counselling Service) and Allied Health Professionals | Working in more than 2 schools per week & does not have a base school | * Continue to offer a service remotely where possible * Do not visit more than one school per day * Do not work with more than 2 contacts in a school * A contact is defined as one child, a group of children (may be a class), a single member of staff, a group of staff, a parent or carer, a family group. | | Visiting Specialists | Various schools across clusters | * Maximum of 2 schools per day, no limit on number of groups but staff advised to reduce the number of interactions * Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc * Reduce number of visits where practical, i.e. if usually 3 schools per day – reduce to maximum of 2 * Undertake risk assessment for each staff member | | Supply Teacher | Various schools across clusters | * Maximum of 1 school per day, no limit on number of groups but staff advised to reduce the number of interactions * Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc * Reduce number of visits where practical, i.e. if usually 3 schools per week – reduce to maximum of 2 * Undertake risk assessment for each staff member | | Music Instructors | Various schools across clusters | * Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc * Maximum of 2 schools per day, reduce number of visits where practical to ideally 1 school per day where possible (originally was in the region of 3-4 schools per day) * Consider fortnightly visits so 1 school per day can be achieved * Consider online learning using Glow or Goggle platform * No brass or woodwind physical instruction at the moment. Consider talking through lesson instead or online learning. * See whole school risk assessment template for more information | | Janitorial Staff | Cluster Schools | * Where possible a maximum of 2 schools per day, this can be extended at the discretion of the Supervisory Janitor on the undertaking of a dynamic risk assessment * Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc * Reduce number of visits where practical |   [Covid-19 Guidance for Non-healthcare Settings](https://aberdeenshire-my.sharepoint.com/personal/karen_tucker_aberdeenshire_gov_uk/Documents/.https:/hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf) is available here.  Health and Safety advice available on Arcadia by accessing this link, including: How to handwash, Putting on & removing PPE, Decontamination & cleaning processes for facilities, Optional & mandatory wearing of face coverings: <https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety,%20Wellbeing%20and%20Risk%20Management/Health-and-Safety,-Wellbeing-and-Risk-Management.aspx>. Staff will watch this video on Inservice Day One.  Health, Safety and Wellbeing policy is available [here](https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Documents/Business%20Services/HR+OD/Health%20and%20Safety/Aberdeenshire%20Council%20Corporate%20H+S%20Policy/Aberdeenshire%20Council%20-%20General%20HS%20Policy%20Statement.pdf).  **PPE**  For the majority of staff PPE will not normally be necessary. Use of PPE in school should be based on a clear assessment of the risk and need for an individual child, ie personal care. Where colleagues need to work in close proximity to a child or children for over 15 mins, the school will provide face coverings/PPE for that purpose.  **Types of PPE required for specific circumstances:**   * ROUTINE ACTIVITIES – No PPE required * SUSPECTED COVID-19 – Gloves, apron and a fluid-resistant surgical mask when direct personal care needed. Eye protection if a risk assessment determines there is a risk of splashes to the eyes. Gloves and aprons worn when cleaning the areas where suspected case has been. * INTIMATE CARE – Gloves and apron. Risk of splashing mitigated with the wearing of fluid-resistant surgical mask and eye protection. Gloves and aprons worn when cleaning the area.   **Face Coverings**:  Definition of face covering found [here](https://www.gov.scot/publications/coronavirus-covid-19-phase-3-staying-safe-and-protecting-others/pages/face-coverings/) (should not be confused with PPE), Some individuals are exempt from wearing face coverings and exemption information can be found [here.](https://www.gov.scot/publications/coronavirus-covid-19-phase-3-staying-safe-and-protecting-others/pages/face-coverings/)  Face coverings should not be required for most children and staff in classrooms, or other learning and teaching environments, unless clinically advised to do so.  Where adults cannot keep 2m distance and are interacting face-to-face for a sustained period (more than 15 minutes) a face covering should be worn. Face covering should be worn in the following circumstances (except where an adult or child/young person is exempt from wearing a covering):   * In Secondary schools when moving in corridors and confined communal areas, inc toilets. * For public and dedicated school transport, where all those travelling are above the age of 5 years of age     Instructions on how to put on, remove, store and dispose of face coverings must be provided to staff and pupils:   * Face coverings must not be shared * Hands should be cleaned by appropriate washing or hand sanitiser before putting on or removing the face covering * Face covering of an appropriate size should be worn * Children should be taught how to wear the face covering properly, including not touching the front and not pulling it under the chin or into their mouth. * When temporarily storing a face covering (e.g. during classes), it should be placed in a washable, sealed bag or container. Avoid placing it on surfaces, due to the possibility of contamination. * Re-usable face coverings should be washed after each day of use in school at 60 degrees centigrade or in boiling water. * Disposable face coverings must be disposed of safely and hygienically. Children and young people should be encouraged not to litter and to place their face coverings in the general waste bin. They are not considered to be clinical waste in the same way that used PPE may be.     Further general advice on face coverings is available [here](https://www.gov.scot/publications/coronavirus-covid-19-phase-3-staying-safe-and-protecting-others/pages/face-coverings/). Contingency measures need to be in place for pupils/staff who have forgotten their face covering or in instances where anyone is struggling to acquire a face covering.  Adults in school in other circumstances should not need to wear face coverings as long as they can maintain 2m distancing.  Should the prevalence of the virus in the population start rising schools may wish to encourage adults and older young people in secondary schools to wear face coverings in classrooms as part of an enhanced system of approaches to reduce transmission.  Impact of wearing face coverings on learners with additional support needs and learners who are acquiring English as a language should be considered, and possible clear alternatives explored.  **Anyone (staff or pupil) who wishes to wear a face covering is free to do so.**    **Special Consideration for Certain Groups**  All schools should follow the latest guidance on attendance for children, young people and staff who have health conditions or are pregnant, or who live with individuals who have health conditions or are pregnant. Information can be found[**here.**](https://www.gov.scot/publications/coronavirus-covid-19-tailored-advice-for-those-who-live-with-specific-medical-conditions/)  Advice is available [**here**](https://www.gov.scot/publications/guidance-education-children-unable-attend-school-due-ill-health/) for the education of pupils who are unable to attend school due to ill health. Schools will wish to maintain plans for remote education for some pupils.  Ensure that all clinically extremely vulnerable staff (those who have had organ transplants, are undergoing cancer treatment, have lung disease, suffer from certain conditions or are pregnant with heart disease) are enabled to work from home, (for example, supporting remote education), or where that is not possible, carry out the lowest-risk roles on site, with social distancing of at least 2m. Clinically extremely vulnerable staff electing to waive this right must have discussed it with their doctor and head teacher.  From 1 August advice on shielding and protecting people who are clinically extremely vulnerable changed. Identify (and record that this has been carried out for every individual) all staff who are [clinically extremely vulnerable](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version)(link) with the Head Teacher prior to them entering the school.   * ‘Clinically extremely vulnerable’ staff should be able to attend unless advice from their GP is not to. * Those with a ‘clinically vulnerable’ household member can attend following a dynamic risk assessment. * Those who are ‘clinically extremely vulnerable’ should discuss their options with their Head Teacher/line manager * Those who live with someone ‘clinically extremely vulnerable’/shielded should attend and carefully follow guidance on staying alert and safe (social distancing) as per online guidance listed above.   Ensure up to date risk assessments for children on EHC plans, carried out with educational providers and parents/carers, to ensure child is at no more risk in the school setting than at home.  **General Advice - Staff and Pupils**  Identify those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19. They cannot return to school until self-isolation is over, or a negative test is received. Set up clear, repeated messaging to parents/carers that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test. Schools will be able to register symptomatic staff as Cat 3 Key workers under the employer referral portal to ensure priority access to testing.  Movement between schools should be kept to a minimum until further notice. Consider lower risk methods for some input – digital/virtual means, or outdoor settings. Where movement across locations is necessary to deliver school operations the number of interactions should be minimised. It is recommended that staff who have a closer interaction with pupils limit their movement between schools to two sites per day, for example teaching staff, temporary/supply staff and visiting specialists. Members of the janitorial team who have a more limited interaction with pupils and other staff can consider undertaking additional site visits to undertake facility management tasks following recommended control measures of social distancing and handwashing/hand sanitising.  Guidance for ASL Teachers, Pupils Support Assistants, Pupil Support Workers, School Escorts, Aberdeenshire Specialist Technology Service (ASPECTS), Educational Psychology Service, English as an Additional Language (EAL) Service, School Counsellors, Sensory Support Service can be found [here](https://aberdeenshire.sharepoint.com/sites/covid-19childcarehubstaffinformation/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Fcovid%2D19childcarehubstaffinformation%2FShared%20Documents%2FSchool%20Recovery%20Documents&newTargetListUrl=%2Fsites%2Fcovid%2D19childcarehubstaffinformation%2FShared%20Documents&viewpath=%2Fsites%2Fcovid%2D19childcarehubstaffinformation%2FShared%20Documents%2FForms%2FAllItems%2Easpx&viewid=d9eefab0%2D1334%2D4bdb%2Dbfba%2D5ad35be1e920). [ASN FAQs](https://aberdeenshire.sharepoint.com/sites/covid-19childcarehubstaffinformation/Shared%20Documents/Forms/AllItems.aspx?viewid=d9eefab0%2D1334%2D4bdb%2Dbfba%2D5ad35be1e920&id=%2Fsites%2Fcovid%2D19childcarehubstaffinformation%2FShared%20Documents%2FSchool%20Recovery%20Documents).  Consider changes in working practices for administration staff**.**  Use intercom for initial communation with visitors. Keep reception window shut or cracked if speaking to an individual. Social distancing sign posted for any visitors. Staff room will be located in GP Room.  Plan to resume taking twice daily registration and record the appropriate absence codes both existing and COVID-19 related.  Registration must be in accordance with Guidelines on Managing and Promoting Pupil Attendance in [Nursery, Primary and Special Schools](file:///C:/Users/jwarrand/AppData/Local/Microsoft/Windows/INetCache/IE/KF4J0RW8/attendance-policy-guidance-primary-schools-november-2015.pdf)  and [secondary schools](file:///C:/Users/jwarrand/AppData/Local/Microsoft/Windows/INetCache/IE/C6PLZM60/attendance-policy-guidance-secondary-schools-november-2015.pdf).  Continue to complete the online educational setting status form to provide daily updates on how many children and staff are in school. Admin will take register from school dinners online information and Teachers will inform Admin of any reasons for absence.  Where possible “groups” should be kept apart. At Tough School, our whole school is a group of 22 children, which means it can operate as one group.  When gathering in one group of 22 children, time will be limited and alternative mitigating actions should be put in place.  Clear signs displayed as reminders to staff and children regarding social distancing and how to handwash properly. Reinforce messaging regarding handwashing if sneezing or coughing. Children should be supervised and supported to follow guidance.  Staff toilet tap and door handles are sanitised before leaving.  Consideration given to emergency evacuation procedures/ fire drill & muster point – will be adjusted for closing internal doors before exiting.  Staff and children tie long hair back where appropriate.  **General Advice - Facilities**  Ensure regular cleaning (at least twice daily) of commonly touched objects and surfaces   * Teaching staff to clean at lunch with anti-bac wipe/spray – door handles and light swithes * ICT equipment to be cleaned by children and staff after each use. ICT equipment not shared between classes in the same day. * Telephones and door entry handsets – cleaned after each use by staff using it. * Remote controls, keyboards and mouses – cleaned at end of each day by teaching staff. * Fridge handle – Admin cleans after lunchtime, HT to do on days Admin isn’t in school. * Front door handle – PSA cleans after break and lunch. * Water fountain tap and faucet – PSA cleans after break and lunch.   PSAs close gate at start of lunch and break.  Cleaning staff responsibilities continue at the end of each school day.  Janitorial staff will be able to support with the provision of bins for tissue waste in classrooms. Highlight missed opportunities for social distancing and appropriate handwashing where staff, pupils or parents forget the safety rules.  All toilet areas to contain signage highlighting good handwashing routines.  When using Covid Guard please ensure that all surfaces are wiped down after the contact time has passed. Other products may be used on the same surfaces and while not dangerous the effectiveness of the disinfection process may be reduced if the guidance is not adhered to.  In its undiluted form Covid Guard should not be stored with Oxivir or Sani 4 in 1.  **Ventilation**  Leave as many doors open as possible (class doors, HT Office, School Office, Corridor Doors and GP Room Door) to reduce the amount of contact with doors and also potentially improve workplace ventilation. Open windows (at least one in each room) to improve the flow of air where possible.  Janitorial Support Teams are able to support with the logging of any calls concerning window opening faults if detected. FES have been advised to prioritise any calls for windows that cannot open / are hard to open.  Internal fire doors **must** be closed should an evacuation take place, when the space is not in use and a responsible adult must be present if propped opened and the Fire Risk Assessment updated. These temporary procedures are only allowed as a result of the need to ensure ventilation in all spaces where people are present and revised documents must be shared with all relevant parties. | | | | | **L** | M | H | | |
| People with symptoms attending ECS sites | Staff  Children & young people  Visitors | Infection of staff, children and visitors | L | M | **H** | **PEOPLE SYMPTOMATIC ATTENDING ECS ESTABLISHMENTS**  Remind staff, pupils and parents that they should not come to school if they or someone in their household has developed symptoms.   * Laminated sign on front door and next to IWB. * Weekly email to parents.   Guidance should be followed from NHS Inform and from [Test and Protect](https://www.nhsinform.scot/campaigns/test-and-protect) here. Schools should ensure they understand this process and cases in schools, as complex settings, will be prioritised and escalated to specialist Health Protection Teams. The process flowchart will be shared with all alongside this Risk Assessment and will be in HT Office and Staff Room. Please note families will be contacted by the school, should there be a confirmed case of COVID-19 **within the school pupil or staff population**. This does not include a confirmed COVID-19 case of a family member. In that instance, the child or staff member would self-isolate for 14 days or be tested – families in the school would only be informed if it were a confirmed case of COVID-19 in the pupil or staff member. This relies on cooperation of all families and staff members with the Test and Protect procedure.  Establishment to use existing methods and channels of communication with parents/carers to reduce the need for face to face meetings/contact: email; phone; Website; Twitter, Facebook and Seesaw as used by the school.  Remind all staff that if they or pupils develop symptoms, they should be sent home. HT Office to be used where potentially symptomatic pupils can be located until they can be collected. Please access guidance [here](https://aberdeenshire.sharepoint.com/sites/covid-19childcarehubstaffinformation/Shared%20Documents/School%20Recovery%20Documents/School%20guidance%20on%20symptomatic%20or%20confirmed%20cases%20of%20Covid%2019.docx?web=1) (document located in HT Office on pinboard) and see detailed information below. | | | | | **L** | M | H | | |
| Spread of infection.  Infection of staff, children & visitors. | Staff  Children & young people  Visitors | Cross contamination of infection.  Infection of staff, children and visitors | L | M | **H** | **PROTECTION WHEN DROPPING OFF AND PICKING UP FROM THE ESTABLISHMENT**  Signage and information added to the entrance of the site.  Families encouraged to come as close to 9.00am as possible and leave promptly at 3.15pm, including bus pupils.  Parents strongly advised not to enter the PLAYGROUND or BUILDING unless in an emergency. Parents should not wait or spend time outside their vehicle. If necessary, 2m social distancing should be maintained.  Social distancing should be adhered to. Staff/ volunteer / visitor distance of 2m where possible.  All staff, parent/carers, children and visitors to wash hands before coming to setting, build handwashing into daily routine.  On entering the building, all staff and pupils proceeds handsfree to their allocated washing sink.  No visitors, parents, carers beyond front door where possible.  Parents/carers are discouraged from dropping off items for pupils at reception to reduce potential transfer of infection.  Children should not bring toys from home or share their personal belongings. However, if a child brings their own items from home only they use this to not increase the risk of indirect spread of virus. | | | | | **L** | M | H | | |
| Spread of infection.  Infection of staff, children & visitors. | Staff  Children & young people  Visitors | Cross contamination of infection.  Infection of staff, children and visitors | L | M | **H** | **WHEN CONTRACTORS / VISITORS COME ONTO SITE**  **All visitors to complete a compulsory track and trace data sharing procedure or sheet before gaining access to site. This is separate to signing in sheet to follow GDPR guidance. This information is retained by the school office.** Please find a copy of the Data Collection Sheet [here](https://aberdeenshire.sharepoint.com/sites/covid-19childcarehubstaffinformation/Shared%20Documents/Forms/AllItems.aspx?viewid=d9eefab0%2D1334%2D4bdb%2Dbfba%2D5ad35be1e920&id=%2Fsites%2Fcovid%2D19childcarehubstaffinformation%2FShared%20Documents%2FSchool%20Recovery%20Documents) & GDPR Template [here](https://aberdeenshire.sharepoint.com/sites/covid-19childcarehubstaffinformation/Shared%20Documents/Forms/AllItems.aspx?viewid=d9eefab0%2D1334%2D4bdb%2Dbfba%2D5ad35be1e920&id=%2Fsites%2Fcovid%2D19childcarehubstaffinformation%2FShared%20Documents%2FSchool%20Recovery%20Documents).  Guidance on Collection of Visitor Details [here](https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2020/07/test-protect-multi-sector-guidance-collection-customer-visitor-contact-details-july-2020/documents/supporting-test-protect-guidance-collection-customer-visitor-details/supporting-test-protect-guidance-collection-customer-visitor-details/govscot%3Adocument/supporting-test-protect-guidance-collection-customer-visitor-details.pdf?forceDownload=true).  Set up social distancing at reception areas. Minimise person to person contact by putting procedures in place for deliveries and facility management work. ALL visitors into the building, including delivery drivers MUST provide track and trace information. Reception windows should remain closed where possible.  There is a legal duty to provide welfare facilities and washing facilities for visiting drivers. This is the Staff Toilet.  Contractors arriving at site are directed by signs to main entrance where possible. To follow same hand sanitising and handwashing rules as per other visitors and staff. Only essential maintenance to take place during normal school hours and social distancing must be adhered to at all times.  Canteen deliveries to use separate entrance where possible. To follow same hand sanitising and washing rules as per other visitors and staff. Delivery staff to follow social distancing guidance and NOT enter the school site. If this is not avoidable then a track and trace data sharing sheet must be completed in all cases and given to the school office.  Social distancing should be adhered to. Staff/ volunteer / visitor distance of 2m where possible. Face covering to be worn by adults where distancing of 2m cannot be achieved.  **Instrumental Instructors**  Instructors should ensure prior arrangements are made for access to school buildings. A dedicated space for the day of attendance should be made available for the provision of Instrumental Music Tuition within the school to be used solely for the provision of Instrumental Music Tuition with adequate ventilation where possible. Where this is not possible effective cleaning should take place prior to and after use.    Additional breaks of a duration agreed by the school/department and instructor or IMS Manager, should be timetabled for each room to ventilate rooms as a range of different pupils will be taught in the same room during the day.  Instructors must familiarise themselves with Scottish Government Track and Trace guidance as well as school Track and Trace policies and procedures    **Individual and Class Photos**  QIM advises schools to make decisions based on local circumstances regarding individual and class photos resuming in schools. Previous routine may not be able to take place. School RA should be updated to include this activity. Social distancing, good hand hygiene to be included as appropriate. | | | | | **L** | M | H | | |
| Spread of infection.  Infection of staff, children & visitors. | Staff  Children & young people  Visitors | Cross contamination of infection.  Infection of staff, children and visitors | L | M | **H** | **PROTECTION WHEN MOVING AROUND THE DESIGNATED SCHOOL AREAS**  Social distancing should be adhered to. Staff distance of 2m where possible from other adults and pupils. Where this is not possible for a period of 15 minutes or more then a facial cover should be worn as per guidance and will be provided.  Reduce the need for people to move around site, and between classrooms as far as possible to reduce the potential spread of any contamination through touched surfaces. | | | | | **L** | **M**  Not all cases will show symptoms & social distancing challenging to maintain with children so risk assessed as low to medium. | H | | |
| Risk of infection of children with additional support needs | Children & young people | Risk of not following existing procedures for pupils | L | M | **H** | **SUPPORT FOR CHILDREN AND YOUNG PEOPLE WITH ADDITIONAL SUPPORT NEEDS**  Update the Fire Evacuation Procedure to reflect any changes and share information with all staff. Please note to shut all doors.  Where manual handling is required, at least two members of appropriately trained staff should be available. | | | | | **L** | M | H | | |
| Infected person attending the site | Staff  Children & young people  Visitors | Risk of infection to other people | L | M | **H** | **ILLNESSES AND ACCIDENTS DURING ATTENDANCE AT ESTABLISHMENTS**  Guidance document for first responders [here](https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov) that covers the use of PPE and CPR. Please click on l[ink](https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety,%20Wellbeing%20and%20Risk%20Management/Health-and-Safety,-Wellbeing-and-Risk-Management.aspx) for the correct methods of putting on, and removing PPE. Used, contaminated, disposable PPE to go into bin bag in Office or HT Office bin, tied off and put in sanitary bin in Staff Toilet.  First aid trained staff to wear masks and normal PPE when attending to injuries.  If using PPE with children symptomatic of COVID-19, COVID-19 PPE box will be under HT Office desk for easy access.  Staff use dynamic risk assessments through process due to needs/ conditions of pupils, staff member or contractor. Appropriate care taken when treating individuals presenting with illness, PPE equipment used as required – bodily spills kits (each kit contains mask, apron and gloves).  Isolation area where possible set up within the building identified (HT Office) in case of any individuals who present as unwell during the day. Follow procedures to remove from setting where someone becomes unwell:   * If over age of 16 they should go home as soon as symptoms noticed * Under the age of 16, parents/cares contacted and to follow guidance for households. * HT Office designated for the pupil to wait to be collected with appropriate adult supervision. * A separate bathroom should be designated for the individual to use. (Staff Toilet) * Private transport to reach home should be used where possible. * If an individual is so unwell they need an ambulance advise the call handler of 999 you are concerned about Covid-19.   All First Aid Kits to contain PPE: gloves, aprons and masks.  Additional guidance for staff is available here:  It is the responsibility of the Head Teacher to ensure that they have sufficient stocks of PPE within their school at all time – the current guidance from procurement is having 4 weeks stock on site at all times. Stock will be ordered by, and held at, the Cluster Academy. CSN Support Service Co-ordinators have the lead on this locally. Head Teachers notified of local procedures.  Facilities informed and deep clean carried out of areas deemed exposed to potential infection following [covid-19-decontamination-in-non-healthcare-settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) guidance. Additional information found [here.](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf)  Schools should maintain accurate register of absences for staff and pupils – codes for this have been developed in SEEMiS.  Once a symptomatic person has left the premises the HT office where they have been can either be quarantined/closed for 72 hours or if it has to be used before the 72 hours is up then the area has to be cleaned before use. HT should quarantine immediate work area and any area the individual has spent more than 15 minutes in. These areas should be cordoned off to a 2m radius. HT should affix signage notifying the area is out of use. Investigation as to where the individual has been needs to be identified by HT and reported to Cleaning Services.  If area has been quarantined for 72 hours, then Enhanced cleaning applies. | | | | | **L** | M | H | | |
| Spread of infection.  Infection of staff, children & visitors. | Staff  Children & young people  Visitors | Cross contamination of infection.  Infection of staff, children and visitors | L | M | **H** | **OUTBREAK MANAGEMENT**  Management of outbreaks in schools is led by local Health Protection Teams (HPTs) alongside local partners following established [procedures](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/1673/documents/1_shpn-12-management-public-health-incidents.pdf.) . Ensure you know how to contact local HPT:   * Grampian Health Protection Office Hours Tel No. 01224 558520; Out of Hours Tel No. 0345 456 6000 (Ask for Public Health on Call) Email Address: [grampian.healthprotection@nhs.net](mailto:grampian.healthprotection@nhs.net)   If schools have 2 or more confirmed cases of Covid-19 within 14 days they may have an outbreak. In this situation contact HPT and local authority. We will call HPT if there is 1 confirmed case of COVID-19, due to the small size of our school.  Increased cases of respiratory illness should prompt contacting HPT for advice.  If outbreak confirmed schools should work with local HPT to manage with local authority. Actions may include:   * Attendance at multi-agency incident management team meetings * Communications with pupils, parents/carers, and staff * Provide records of school layout / attendance / groups * Implementing enhanced infection, prevention and control measures.   HPT will make recommendations on self-isolation, testing and the arrangements to do this. Any discussion of possible school closures should take place between school, local authority and local HPTs. Schools should maintain appropriate records. | | | | | **L** | M | H | | |
| Spread of infection.  Infection of staff, children & visitors. | Staff  Children & young people  Visitors | Cross contamination of infection.  Infection of staff, children and visitors | L | M | **H** | **CLASSROOM MANAGEMENT**  Poster of social distancing rules next to IWB in each classroom.  Pupils should be instructed to keep bags on pegs. Reading books taken in to class in the morning and put in their tray.  Trays of equipment for small groups of children should be created. Tables of up to 4 pupils are recommended. There will be resources shared between a class, but this will be decided on a case-by-case basis, using proportionate judgement.  ICT equipment to be cleaned after each use by individual pupils. PSAs use desktop computer with touchscreen in P1-4. Wipe between use.  Cleaning is not specifically required for all other resources shared within a class. When resources move to the other class, cleaning takes place beforehand. If resources are exposed to bodily fluids through poor cough etiquette etc, cleaning is carried out on a case-by-case basis by staff. Build this into end of lesson activity routines in each setting. Quarantine area in each class for appropriate resources to stay for 72h.  Additional cleaning will be provided by Cleaning Services and Janitorial Support for touch points in communal areas and will be organised locally.  Remove resources which present cleaning challenges, e.g. fabric materials –beanbags, soft seating.  Where there is a sink in the classroom, soap and paper towels should be available. Bin placed near sink.  Keep surfaces clear to make cleaning easier.  Each pupil has a pack of tissues and each tissue goes in the bin after each use. They do not go in pockets to keep.  Classrooms to be kept well-ventilated (at least one window in each room). Doors should be propped open to reduce the number of touch surfaces (see more detailed guidance under General Guidance).  Children and teacher should agree the handwashing routine for the day for their group.  Further consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure only necessary contact with equipment. Any equipment used to be properly cleaned after use, if required.  **Instrumental Instructors**  Guidance for Singing, Woodwind and Brass instruments is being developed. Face to face tuition should be avoided until further advice emerges. For other instruments the normal social distancing of 2 metres may be considered sufficient provided there is appropriate ventilation in the room.    The practical nature of the subject may mean that there are exceptional situations in which the 2 metres distancing cannot be observed for a short period of time for a specific purpose. In these instances, face coverings should be worn by instructors.    Where ensemble work is being considered, social distancing measures must be implemented. An upper limit placed on the number of people who can be involved, including staff and pupils should be agreed between instructors, IMS and the school. Conductors should be able to stand 3-5 metres beyond the front row of the ensemble. Plexiglass screens or similar should be considered by instructors and school departments. Each player (including strings) will require their own music stand.  Where pupil attend a virtual lesson in a designated area, the area will require suitable cleaning to the required standard, following each lesson, by a member of staff. Consideration to be given to pupils receiving training with a view to cleaning the area with staff supervision. In addition, time should be allowed following each lesson to allow for adequate ventilation.    Shared instruments such as piano, drumkit, tuned percussion, audio equipment and music stands should be cleaned between pupils  Pupils should clean their own instruments under the guidance and instruction of the instructor  Pupils should not be allowed to blow or tip water from instruments in the teaching room. Newspaper or paper towels (or anti-bacterial paper) should be provided for the venting of water keys and pupils should remove and dispose of their own at the end of the lesson    Current guidelines state that Brass, Woodwind and Singing lessons should be avoided in school  Mouthpieces must not be shared (in the event of Brass and Woodwind lessons being delivered face to face. These activities are currently to be avoided)  Drumsticks should not be shared  Bows should not be shared  Each pupil should have their own copies of sheet music.  Handheld instruments should be cleaned before and after use and issued to one pupil for the duration of a lesson  Consideration should be given to the use/cleaning of Timpani regarding different players using the instrument during a rehearsal, or whether one pupil should remain on the instrument for the entire session  Guidance for PE found [here.](https://education.gov.scot/media/pdgh1rvf/pe-guidelines-aug-2020.pdf)  P5-7 to wear PE kits to school and change after break. P5-7 boys to change in class area, P5-7 girls to change in girl’s toilets. P1-4 boys to change in classroom, P1-4 girls to change in classroom or girl’s toilets if they prefer.  Library books should be quarantined for 72 hours upon return to the library and a procedure needs to be developed by school libraries. A dedicated quarantine area can be set up.  **Marking Jotters**  Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.  Teachers/PSAs should use alternative strategies to reduce or stop the need for staff to handle pupil jotters. Alternative strategies include - individual whiteboards; oral responses; self-assessment; group/class marking of own jotters with group/class discussion to support; a visual response through physical activity; using IT, etc. PSAs to use a separate copy of what they are working on with individual children to avoid cross-contamination. Pupil work should only be handled by Teachers/PSAs if there is no alternative and in this case they should wash or sanitise their hands before or touching any books or worksheets. | | | | | **L** | M | H | | |
| Spread of infection.  Infection of staff, children & visitors. | Staff  Visitors | Cross contamination of infection.  Infection of staff, children and visitors | L | M | **H** | **STAFF AREAS/BASES**  Staff room located in corner of GP Room, with space for social distancing of 2m. The same social distancing and hand washing hygiene applies to all staff.  Staff should ensure that they use their own eating and drinking utensils which should be taken home each day and not left in school.  .  All areas and surfaces should be kept as clear and clean.  All drinks to be brought in by staff. Use of microwave and toaster kept to a minimum and wiped down after use. These will remain in the school office. All food to be consumed in Staff Room area in GP Room. Safe and hygienic food storage is necessary for shared fridges by staff.  Universal signage should continue into any staff areas/bases and offices.  Where there is a sink in the area, soap and paper towels should be available. Bin placed near sink.  Areas to be kept well-ventilated where possible.  Reduce the range of resources to be used. Staff to have own trays of equipment and locations identified.  All staff provided with hand sanitiser. | | | | | **L** | M | H | | |
| Spread of infection during canteen use / break and lunchtimes | Staff  Children & young people | Cross contamination of infection.  Infection of staff, children and visitors | L | M | **H** | **BREAK AND LUNCHTIME**  Allocated sink for handwashing for snack and lunchtimes.  Reinforce handwashing prior to eating food.  Separate tables for P1-4 and P5-7.  PSAs have separate bags and wipe key between individuals’ use.  **Canteen use**  Canteen staff should continue to follow Food Standard Agency’s (FSA) in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes. Covid-19 Guidance can be found [here.](https://www.foodstandards.gov.scot/publications-and-research/publications/covid-19-guidance-for-food-business-operators-and-their-employees)  Discuss provision and delivery with Area Catering Officer or Unit Supervisor. A tailored menu will continue, with another 2 weeks menu being added to the current 2 weeks  This menu will run for the time being and be reviewed as guidelines change. Week 3 will commence 7th September.  Payments should be taken by contactless methods wherever possible. Consider risks from fingerprint contact payment.  Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced. All pupils bring own water bottle.  Where social distancing is not possible for staff approaching the counter staff should wear a mask.  All rubbish and waste should be put straight in the bin by pupils/ the user and not left for someone else to clear up.  All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines etc. | | | | | **L** | M | H | | |
| **Process/Activity: Infection Prevention & Control** | | | | | | | | **Location:** **All ECS Establishments** | **Date: 28.08.20** | | | | |
| **Establishment RA Author: Kerry Porter and Laura McAllister** | | | | | | | **Date of Review: Ongoing** | | | | | | |

**Existing Risk Assessments should be reviewed to highlight controls in light of COVID -19**

**and how they aim to reduce risk as far as is reasonably practical**