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| Department: Education and Children's Services   |                                  | <b>RISK ASSESSMENT</b>                              | Aberdeenshire<br>COUNCIL  |
| Process/Activity: COVID-19 Infection Prevention & Control   | Location: All ECS Establishments |   | Date: 20.08.21   |
| 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 |  |

**THIS RISK ASSESSMENT TAILORED TO TOUGH SCHOOL AND MUST BE SHARED WITH ALL STAFF.**

**All changes highlighted yellow.**

| Hazard              | Person/s Affected                                    | Risk   | Risk level before controls are in place (delete as appropriate) |   |          | Control Measures  | Risk level after controls are in place (delete as appropriate) |   |   |
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|                     |  |  | Low, Medium & High  |   |          |   | Low, Medium & High   |   |   |
| Spread of infection | Staff<br><br>Children & young people<br><br>Visitors | Cross contamination of infection.<br><br>Infection of staff, children and visitors | L   | M | <b>H</b> | <p>Schools should continue to apply the mitigations that were in place at the end of last term, with the exceptions of the modifications highlighted in this risk assessment. This approach to retaining mitigations is expected to remain in place for a period of up to 6 weeks, following which further advice will be given.</p> <p>Advice in this template takes into account that only a minority of children and young people will be vaccinated by 16 August. This means that large numbers of unvaccinated children and young people will come together in a way that is unlikely to happen in other parts of society. The adult population required to mix with this unvaccinated population in schools will have high and increasing levels of protection from vaccination. Evidence continues to indicate that children and young people are at lower risk of infection and transmission than the adult population. Mitigations are in place to avoid, wherever possible, disruption to education and will be kept under review, particularly whether there is an ongoing requirement for face coverings in classrooms.</p> <p>2m distancing should be put in place at the current time between all secondary-aged learners, in addition to continuing to be in place for staff in secondary schools. This applies to all learners in secondary schools including vulnerable children and the children of key workers. Physical distancing requirements in primary schools remain unchanged e.g., 2m distancing between adults not from the same household should be maintained. There should also be 2m distancing between adults and children whenever possible.</p> <p>Recommended that 1m distancing should apply on school transport for secondary schools. Requirement for strict 2m distancing in secondary schools may be relaxed when young people are outdoors for outdoor activities and learning.</p> | L  | M | H |

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|                      |       |   |   |   | <p>Senior phase pupils studying SCQF level 6 Foundation Apprenticeships in Engineering and Scientific Technologies can start a limited return to college sites for essential practical coursework.</p> <p>Line managers should ensure that individualised risk assessments for school staff members with the highest clinical risk are in place and updated appropriately. Each situation should be discussed on an individual basis, ensuring that the appropriate measures are in place to mitigate the risk factors. For complex cases and situations, the HR Operational Team or the Health &amp; Safety &amp; Wellbeing Team can be contacted for further advice and support if required.</p> <p><b>Updated advice 'on reducing the risk in schools' updated 03.08.21 can be found here.</b></p> <p>Additional guidance: <a href="#">Coronavirus (COVID19): Advisory Sub-Group on Education and Children's Issues – advice on mitigations to minimise transmission during phased return to in-person learning - gov.scot (www.gov.scot)</a></p> <p><b><u>Lateral Flow Testing</u></b></p> <p>All staff attending school have the option of testing at home twice weekly. Tests will be provided by the school and results should be entered online as described in the letter emailed to all staff. If test is positive, or if two void tests are completed, member of staff should book in for a test and inform LM or KP as soon as possible.</p> <p>The current asymptomatic testing offer is for school staff and senior phase pupils. Asymptomatic testing does not replace other mitigations. Symptomatic staff, student teachers and learners should not use lateral flow tests and must not attend school sites. PCR test must be accessed. If symptomatic person has a LFD negative test result they should still self-isolate and arrange a PCR test.</p> <p><i>Additional guidance for all staff who work with and support children and young people with additional support needs can be found <a href="#">here</a>. 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 as well as guidance for schools on the use of 'Near Me' and ASN FAQs.</i></p> <p><i>Risk Assessment EPS for visiting schools can be found <a href="#">here</a></i></p> |   |          |   |   |
| People with symptoms | Staff | Infection of staff, children and visitors | L | M | <b>H</b>   | <p><b><u>PEOPLE SYMPTOMATIC ATTENDING ECS ESTABLISHMENTS</u></b></p> <p>Remind staff, pupils and parents that they <b>should not</b> come to school if they or someone in their household has developed symptoms (new persistent cough, fever or loss of, or change in, sense of smell or taste) They should self-isolate straight away, stay at home and arrange a test via <a href="http://www.nhsinform.scot">www.nhsinform.scot</a> or the staff referral portal. Remind all staff and pupils of this each day.</p> | <b>L</b> | M | H |

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| attending ECS sites                             | Children & young people<br><br>Visitors              |                                   |   |   |          | <p>Remind staff, pupils and parents that they should not come to school if they or someone in their household has developed symptoms.</p> <ul style="list-style-type: none"> <li>- Laminated sign on front door and next to IWB.</li> <li>- Weekly email to parents.</li> </ul> <p>Guidance should be followed from NHS Inform and from <a href="#">Test and Protect</a> 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 <b>within the school pupil or staff population</b>. 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.</p> <p>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.</p> <p>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 <a href="#">here (document located in HT Office on pinboard)</a> and see detailed information below.</p> <p>Staff, children and young people are strongly encouraged to inform their schools of any positive tests when reporting absences and follow advice from Test and Protect or local HPT on isolation requirements. <b>Individuals who have been vaccinated or under 18's who are identified as close contacts, should isolate and book a PCR test. If they return a negative test AND are feeling well or no symptoms, they can end their self-isolation.</b> 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 and have been advised to isolate by Test and Protect.</p> |          |   |   |
| Spread of infection.<br><br>Infection of staff, | Staff<br><br>Children & young people<br><br>Visitors | Cross contamination of infection. | L | M | <b>H</b> | <p><b><u>PROTECTION WHEN DROPPING OFF AND PICKING UP FROM THE ESTABLISHMENT</u></b><br/>Signage and information added to the entrance of the site.</p> <p>Families encouraged to come as close to 9.00am as possible, including bus pupils.</p> <p>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.</p>   | <b>L</b> | M | H |

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| children & visitors.  |   | Infection of staff, children and visitors   |   |   |   | <p>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.</p> <p>On entering the building, all staff and pupils proceeds handsfree to their allocated washing sink.</p> <p>No visitors, parents, carers beyond front door where possible.</p> <p>Parents/carers are discouraged from dropping off items for pupils at reception to reduce potential transfer of infection.</p> <p>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.</p>   |   |   |   |
| <p>Spread of infection.</p> <p>Infection of staff, children &amp; visitors.</p> | <p>Staff</p> <p>Children &amp; young people</p> <p>Visitors</p> | <p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p> | L | M | H | <p><b><u>WHEN CONTRACTORS / VISITORS COME ONTO SITE</u></b></p> <p><b><u>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.</u></b> Please find a copy of the Data Collection Sheet <a href="#">here</a> &amp; GDPR Template <a href="#">here</a>.<br/>Guidance on Collection of Visitor Details <a href="#">here</a>.</p> <p>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.</p> <p>There is a legal duty to provide welfare facilities and washing facilities for visiting drivers. This is the Staff Toilet.</p> <p>Contractors arriving at site are directed by signs to <u>main entrance</u> 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.</p> <p>Canteen deliveries to use <u>separate entrance where possible</u>. 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.</p> <p>Social distancing should be adhered to. Staff/ volunteer / visitor distance of 2m where possible. Type IIR Face masks to be worn by adults where distancing of 2m cannot be achieved. <b>Schools and local authorities should, in partnership with related partners and local public health teams, pay very close attention to any evidence suggesting emerging bridges of transmission between settings. If this is identified, they should consult immediately with local public health teams on any requirement to pause or further reduce such movement between schools.</b></p> | L | M | H |

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|  |  |  |   |   |          | <p><b><u>Instrumental Instructors</u></b></p> <p>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.</p> <p>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.</p> <p>Instructors must familiarise themselves with Scottish Government Track and Trace guidance as well as school Track and Trace policies and procedures</p> <p>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.</p> <p>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.</p> <p>Instructors must familiarise themselves with Scottish Government Track and Trace guidance as well as school Track and Trace policies and procedures.</p> <p>Updated guidance for HE found <a href="#">here</a> (08.03.2021) version 4<br/>Updated guidance for PE found <a href="#">here</a> (22.03.2021) version 11</p> <p><b><u>Individual and Class Photos</u></b></p> <p>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.</p> |          |          |   |
| Spread of infection.<br><br>Infection of staff, children & visitors. | Staff<br><br>Children & young people<br><br>Visitors | Cross contamination of infection.<br><br>Infection of staff, children and visitors | L | M | <b>H</b> | <p><b><u>PROTECTION WHEN MOVING AROUND THE DESIGNATED SCHOOL AREAS</u></b></p> <p><b>HEALTH &amp; SAFETY ADVICE ON MINIMISING CONTACTS &amp; DISTANCING:</b><br/>In both primary and secondary settings, wherever possible, physical distancing of at least 1m between adults, and between adults and children and young people, should remain in place in the school estate. <b>It is expected that most schools will wish to retain the existing 2m distancing arrangements for logistical reasons.</b> This reduces the likelihood of direct transmission, allows for quicker identification of those who need to self-isolate and may reduce the overall number of people who need to isolate in the event of a positive test of COVID-19. <b>Retain 2 metres between adults in schools who do not yet meet the criteria for exemption from self-isolation to help to reduce the risk that they are identified as a close contact</b></p>  | <b>L</b> | <b>M</b> | H |

Not all cases will show symptoms & social distancing challenging to maintain with children so risk assessed as low to medium.

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|   |                                  |  |   |   |          | <p>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 Type IIR face mask should be worn as per guidance. should take steps to have a contingency supply available to meet such needs.</p> <p><b>FACE COVERINGS</b> should be worn by adults where they are working directly with others and cannot keep <b>one metre</b> from other adults and / or children and young people across primary and secondary (but with ELC models permitted for early stage, P1-2, as before) and current guidance advises face coverings should also be worn by adults and young people in classrooms in secondary schools.</p> <p><b>At all Levels face coverings</b> should be used by adults when not working directly with children, for example <b>when moving around settings</b> or when in staff rooms, administrative areas or canteens across all school settings. At all times when adults in primary schools, and adults and young people in secondary schools, including special schools are moving around the school in corridors, office and admin areas, canteens (except when dining) and other confined communal areas, (including staff rooms and toilets). Face coverings should be used by adults when not working directly with children, for example when moving around settings or when in staff rooms, administrative areas or canteens across all school settings. At all times when adults in primary schools, and adults and young people in secondary schools, including special schools are moving around the school in corridors, office and admin areas, canteens (except when dining) and other confined communal areas, (including staff rooms and toilets). Cleaning teams working in all schools will wear Type IIR face masks at all times, rather than a standard face covering and will be provided with access to Type IIR masks from stocks on the site they are working.</p> <p>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.</p> |          |   |   |
| Risk of infection of children with additional support needs | Children & young people          | Risk of not following existing procedures for pupils | L | M | <b>H</b> | <p><b><u>SUPPORT FOR CHILDREN AND YOUNG PEOPLE WITH ADDITIONAL SUPPORT NEEDS</u></b></p> <p>Update the Fire Evacuation Procedure to reflect any changes and share information with all staff. Please note to shut all doors.</p> <p>Where manual handling is required, at least two members of appropriately trained staff should be available.</p>  | <b>L</b> | M | H |
| Infected person attending the site                          | Staff<br>Children & young people | Risk of infection to other people                    | L | M | <b>H</b> | <p><b><u>ILLNESSES AND ACCIDENTS DURING ATTENDANCE AT ESTABLISHMENTS</u></b></p> <p>Guidance document for first responders <a href="#">here</a> that covers the use of PPE and CPR. Please click on <a href="#">link</a> 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.</p>  | <b>L</b> | M | H |

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| Visitors |  |  |  | <p>The symptomatic individual may also be asked to wear a Type IIR face mask to reduce environmental contamination where this can be tolerated</p> <p>First aid trained staff to wear masks and normal PPE when attending to injuries.</p> <p>If using PPE with children symptomatic of COVID-19, COVID-19 PPE box will be under HT Office desk for easy access.</p> <p>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).</p> <p>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:</p> <ul style="list-style-type: none"> <li>- If over age of 16 they should go home as soon as symptoms noticed</li> <li>- Under the age of 16, parents/cares contacted and to follow guidance for households.</li> <li>- HT Office designated for the pupil to wait to be collected with appropriate adult supervision.</li> <li>- A separate bathroom should be designated for the individual to use. (Staff Toilet)</li> <li>- Private transport to reach home should be used where possible.</li> <li>- If an individual is so unwell they need an ambulance advise the call handler of 999 you are concerned about Covid-19.</li> </ul> <p>All First Aid Kits to contain PPE: gloves, aprons and masks.</p> <p>Additional guidance for staff is available here:</p> <div style="text-align: center;">  <p>Guidance for School Staff on Personal Prot</p> </div> <p>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.</p> <p>Facilities informed and deep clean carried out of areas deemed exposed to potential infection following <a href="#">covid-19-decontamination-in-non-healthcare-settings</a> guidance. Additional information found <a href="#">here</a>.</p> <p>Schools should maintain accurate register of absences for staff and pupils – codes for this have been developed in SEEMiS.</p> <p>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</p> |  |  |
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|   |   |   |   |   | <p>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. Advice from the Health &amp; Safety team is that once a symptomatic person has left the premises the area/room where they have been needs undergo an enhanced clean as soon as possible.</p> <p>If area has been quarantined for 72 hours, then Enhanced cleaning applies.</p> |   |   |   |   |
| <p>Spread of infection.</p> <p>Infection of staff, children &amp; visitors.</p> | <p>Staff</p> <p>Children &amp; young people</p> <p>Visitors</p> | <p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p> | L | M | H   | <p><b>OUTBREAK MANAGEMENT SECTION WILL BE SUBJECT TO SIGNIFICANT CHANGE</b></p> <p><b>This is subject to change with updated guidance to follow from the local HPT</b></p> <p>Please note this needs to be used in conjunction with the following advice/guidance <b>that is subject to change with updated guidance to follow from the local HPT</b>. Arrangements for joint working between schools, local authorities and local Health Protection Teams (HPTs) remain as before. The definitions of clusters and outbreaks are unchanged. However, guidance has now been updated to make clear that schools are <b>no longer to contact HPTs</b> to notify them of every single confirmed case in a school setting. Single cases will be identified by Test and Protect and close contacts will be identified through them too. .</p> <p>Coronavirus Guide for schools in the NHS Grampian area August 2020 - found <a href="#">here</a>.</p> <p><b>This is subject to change with updated guidance to follow from the local HPT</b></p> <ul style="list-style-type: none"> <li>• Coronavirus (Covid-19) in Schools: Communications Protocol found <a href="#">here</a>.</li> <li>• COVID-19: Outbreak Management (Out-of-Hours) found <a href="#">here</a>.</li> <li>• Public Health Risk Assessment for Confirmed Positive Cases V2.0 found <a href="#">here</a>.</li> <li>• NHS Letter will be provided to the school by HPT</li> <li>• <u>Template letters for Head Teachers to use found here: Close Contact Letter / Rest of School Letter</u> <b>subject to change – updated guidance to follow</b></li> </ul> <p>Management of outbreaks in schools ( if schools have two or more confirmed cases of COVID-19 within 14 days) and cases is led by local Health Protection Teams (HPTs) alongside local partners following established procedures . Ensure you know how to contact local HPT:</p> <ul style="list-style-type: none"> <li>• 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: gram.healthprotection@nhs.scot</li> </ul> <p>If there is either a single confirmed (test positive) case of COVID-19 or any suspicion that there may be an outbreak of cases in a setting schools should make prompt contact with their local HPT and local authority so they can assess the situation an offer advice. Increased of respiratory illness should prompt contacting HPT for advice. <b>Only those close contacts aged under 18 who are at the highest risk of being exposed to infection will be directly contact traced by Test and Protect, and asked to self-isolate until they have received a negative PCR test. Test and Protect will focus on identification of household, overnight (sleepover) or clear, prolonged close contacts. Schools will no longer be as extensively involved in supporting contact tracing. They may be requested by Test and Protect to support identification of any adult staff or clinically vulnerable U18s who are not fully vaccinated and who have had unusually close or prolonged contact with an index case, so that tailored public health advice can be provided.</b></p> | L | M | H |

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|   |   |   |   |   |          | <p>If outbreak confirmed schools should work with local HPT to manage with local authority. Actions may include:</p> <ul style="list-style-type: none"> <li>• Attendance at multi-agency incident management team meetings</li> <li>• Communications with pupils, parents/carers, and staff</li> <li>• Provide records of school layout / attendance / groups</li> <li>• Implementing enhanced infection, prevention and control measures.</li> </ul> <p>HPT will make recommendations on self-isolation, testing and the arrangements to do this. The IMT will discuss and agree additional measures to deal with the specific situation faced in a school. These may include reviewing risk assessments and compliance with existing guidance, the greater use of face coverings, reviewing and reducing higher risk activities, and/or a move to blended learning. Any discussion of possible school closures should take place between school, local authority and local HPTs. Schools should maintain appropriate records.</p> <p><b>Notification Processes:</b></p> <p><u>ALL</u> confirmed cases must be reported through adding the details to the Accident/Incident reporting system on Arcadia and by notifying the school's Health &amp; Safety Officer f. Include as much information as possible - including any evidence of the infection was work related as this will assist the Health &amp; Safety Team conclude if the case is notifiable <b>by them</b> to the Health &amp; Safety Executive (HSE).</p> <p>If the case is a member staff iTrent also needs to be updated.</p> <p><u>Template letters for Head Teachers to use found here: <a href="#">Close Contact Letter</a> / <a href="#">Rest of School Letter</a></u></p> |          |   |   |
| <p>Spread of infection.</p> <p>Infection of staff, children &amp; visitors.</p> | <p>Staff</p> <p>Children &amp; young people</p> <p>Visitors</p> | <p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p> | L | M | <b>H</b> | <p><b><u>CLASSROOM MANAGEMENT</u></b></p> <p>Wherever possible, efforts should be made to keep children and young people within the same groups (P1-4 and P5-7) for the duration of the school day, although they are officially one bubble in total, so can mix at designated times, such as in the playground. This reduces the likelihood of direct transmission, allows for quicker identification of those who need to self-isolate and may reduce the overall number of people who need to isolate in the event of a positive test of COVID-19.</p> <p>Poster of social distancing rules next to IWB in each classroom.</p> <p>Pupils should be instructed to keep bags on pegs. Reading books taken in to class in the morning and put in their tray.</p> <p>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.</p>  | <b>L</b> | M | H |

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|  |  |  |  | <p>ICT equipment to be cleaned after each use by individual pupils. PSAs use desktop computer with touchscreen in P1-4. Wipe between use.</p> <p>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.</p> <p>Additional cleaning will be provided by Cleaning Services and Janitorial Support for touch points in communal areas and will be organised locally.</p> <p>Remove resources which present cleaning challenges, e.g. fabric materials –beanbags, soft seating.</p> <p>Where there is a sink in the classroom, soap and paper towels should be available. Bin placed near sink.</p> <p>Keep surfaces clear to make cleaning easier.</p> <p>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.</p> <p><b>Greater emphasis should be placed on ventilation, by keeping windows open as much as possible, and doors open when feasible and safe to do so.</b> 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).</p> <p>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.</p> <p>Updated guidance for practical activities found <a href="#">here</a> (09.08.2021) in line with the move to Level 0 and beyond, <b>children and young people can now engage in all drama, music, PE and dance activity in schools</b>, indoors and outdoors. Safety mitigations continue to apply in relevant settings where these activities are taking place (e.g. good ventilation, enhanced hygiene etc.).</p> <p><i>The following practical guidelines will remain as a reference for 6 weeks.</i></p> <ul style="list-style-type: none"> <li>• <b>Music (low risk - i.e. percussion, keyboards, strings and guitars).</b> Activity indoors and outdoors is permitted subject to risk assessment and with appropriate mitigations.</li> <li>• <b>Music (higher risk, including singing) for ELC and primary aged children</b> Activity outdoors and indoors is permitted subject to risk assessment and with appropriate mitigations. Where singing in groups, outside activity is recommended</li> </ul> |  |  |  |
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|   |                       |   |   |   | <p>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.</p> <p>Guidance for Home Economics, Science and Technologies, Art, Design and Photography found <a href="#">here</a>.</p> <p><b>Marking Jotters</b></p> <p>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.</p> <p>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.</p> <p><b>School Jotters/Library Books</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><b>visits</b></p> <p>Guidance on school visits (available at <a href="#">Coronavirus (COVID-19): guidance for school visits and trips</a>) - school day visits can now take place and that school residential visits to outdoor education centres can recommence from 31 May 2021 at the earliest, subject to a number of mitigating actions being put in place. This includes the requirement that residential visits are allowed only when virus prevalence is equivalent to new Covid-19 Protection Levels 0, 1 and 2 at both the school and destination.</p> |   |   |   |   |
| <p>Spread of infection.</p> <p>Infection of staff, children &amp; visitors.</p> | <p>Staff Visitors</p> | <p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p> | L | M | H   | <p><b>STAFF AREAS/BASES</b></p> <p>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.</p> <p>Staff should ensure that they use their own eating and drinking utensils which should be taken home each day and not left in school.</p> <p>All areas and surfaces should be kept as clear and clean.</p> <p>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.</p> <p>Universal signage should continue into any staff areas/bases and offices.</p> | L | M | H |

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|   |                                      |  |   |   |          | <p>Where there is a sink in the area, soap and paper towels should be available. Bin placed near sink.</p> <p>Areas to be kept well-ventilated where possible.</p> <p>Reduce the range of resources to be used. Staff to have own trays of equipment and locations identified.</p> <p>All staff provided with hand sanitiser.</p>  |   |   |   |
| Spread of infection during canteen use / break and lunchtimes | Staff<br><br>Children & young people | Cross contamination of infection.<br><br>Infection of staff, children and visitors | L | M | <b>H</b> | <p><b>BREAK AND LUNCHTIME</b></p> <p>Allocated sink for handwashing for snack and lunchtimes.</p> <p>Reinforce handwashing prior to eating food.</p> <p>Separate tables for P1-4 and P5-7.</p> <p>PSAs have separate bags and wipe key between individuals' use.</p> <p><b>Canteen use</b><br/>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 <a href="#">here</a>.</p> <p>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<br/>This menu will run for the time being and be reviewed as guidelines change. Week 3 will commence 7<sup>th</sup> September.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced. All pupils bring own water bottle.</p> <p>Where social distancing is not possible for staff approaching the counter staff should wear a mask.</p> <p>All rubbish and waste should be put straight in the bin by pupils/ the user and not left for someone else to clear up.</p> <p><b>Service Counters – all staff working at a service counter are required to wear a face mask during service (unless exempt on medical grounds).</b> In addition, visors can be used at staff member's discretion.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines etc.</p> <p>Catering Risk Assessment found <a href="#">here</a>.</p> | L | M | H |

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|   |  |  |  |  |  | All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines etc. |  |                       |  |  |
| <b>Process/Activity:</b> Infection Prevention & Control           |  |  |  |  |  | <b>Location:</b> All ECS Establishments  |  | <b>Date:</b> 15.08.21 |  |  |
| <b>Establishment RA Author:</b> Kerry Porter and Laura McAllister |  |  |  |  |  | <b>Date of Review:</b> 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**