


Department: Education and Children's Services		<b>RISK ASSESSMENT</b>	Aberdeenshire COUNCIL 
Process/Activity:	COVID-19 Infection Prevention & Control	Location: All ECS Establishments	Date: 31.08.20
Describe activity: ECS establishments opening August 2020 to children, young people, staff, visitors and contractors.			
Establishment Name and Location: New Pitsligo & St. John's School		Isolation Room Location in Establishment: MEDICAL ROOM	

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

**CONSIDER PUBLISHING ON THE SCHOOL'S WEBSITE.**

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		
			L	M	H		L	M	H
Spread of infection	Staff Children & young people Visitors	Cross contamination of infection.  Infection of staff, children and visitors	L	M	<b>H</b>	<p><b><u>GENERAL CONTROL MEASURES</u></b></p> <p>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. This will begin with hand gel on entry to the school building.</p> <ul style="list-style-type: none"> <li>• frequent washing/sanitising of hands for 20 seconds and drying thoroughly, and always when entering/leaving the building, before/after eating and after using the toilet.</li> <li>• encouraging children, young people and staff to avoid touching their faces including mouth, eyes and nose.</li> <li>• using a tissue or elbow to cough or sneeze, and use bins that are emptied regularly for tissue waste.</li> </ul> <p>In line with national guidance, hand sanitiser stocks have been provided to all schools to allow for provision at entry/exit points and a small number of key areas to complement existing hand washing facilities. There is currently no expectation that sanitiser will be made available in classrooms and/or other areas. While sanitiser can be made available for the purposes of convenience, regular hand washing with soap and water should remain the preferred method of hand hygiene for all.</p> <p>Provide supplies of resources including tissues, soap and hand sanitisers.</p> <p>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 COVID-19 site:</p>	L	M	H

Commented [SS1]: New guidance added

<https://covid19.aberdeenshire.gov.uk/> Sector Advice Card found [here](#). And displayed in school to signpost to guidance, at front door and bottom door.

Additional guidance is listed below for Early Learning and Childcare Services with links: [here](#). And good infection control guidance specifically for nurseries: [Infection Prevention and Control in Childcare Settings \(Day Care and Childminding Settings\)](#) and put in place the guidance from Health Protection Scotland. ELC Risk assessment [here](#).

Additional guidance for all staff who work with and support children and young people with additional support needs can be found [here](#). 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](#); [Document2: Covid-19 Guidance ASN Peripatetic Services](#); [Document 3: Covid-19 Guidance Escorts](#); [Document 4: Guidance on re-opening school age childcare services ASN](#); Document 5: [ASN FAQs](#)).

**Visiting Staff Guidance:**

Staff Type	Working Location	Guidance
ASN Pupil Escorts	Transport	<ul style="list-style-type: none"> <li>Do not work with more than 2 contacts per day</li> <li>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.</li> <li>Schools using ASN transport should provide <b>Type IIR</b> 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.</li> </ul>
ASN Staff (e.g. ASN Teachers, PSAs, PSWs)	Base school only location	<ul style="list-style-type: none"> <li>Follow school's own guidance and risk assessment as other school staff</li> </ul>
ASN Peripatetic Staff (e.g. ASN Teachers, PSAs, PSWs)	Base school & one other location per week	<ul style="list-style-type: none"> <li>Follow the school guidelines in their base school (i.e. the school that the staff member works most of the week in)</li> <li>Only visit one school per day on days not in base school</li> <li>Do not work with more than 2 contacts per day in schools that are not base school</li> <li>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.</li> </ul>

**Commented [SS2]:** Displayed in office, staffroom and medical room

					ASN Peripatetic Staff (e.g. Relief PSAs)	Working in more than 2 schools per week & does not have a base school	<ul style="list-style-type: none"> <li>Do not visit more than one school per day</li> <li>Do not work with more than 2 contacts per day</li> <li>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.</li> <li>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.</li> </ul>		
					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	<ul style="list-style-type: none"> <li>Continue to offer a service remotely where possible</li> <li>Do not visit more than one school per day</li> <li>Do not work with more than 2 contacts in a school</li> <li>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.</li> </ul>		
					Visiting Specialists	Various schools across clusters	<ul style="list-style-type: none"> <li>Maximum of 2 schools per day, no limit on number of groups but staff advised to reduce the number of interactions</li> <li>Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc</li> <li>Reduce number of visits where practical, i.e. if usually 3 schools per day – reduce to maximum of 2</li> <li>Undertake risk assessment for each staff member</li> </ul>		
					Supply Teacher	Various schools across clusters	<ul style="list-style-type: none"> <li>Maximum of 1 school per day, no limit on number of groups but staff advised to reduce the number of interactions</li> <li>Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc</li> <li>Reduce number of visits where practical, i.e. if usually 3 schools per week – reduce to maximum of 2</li> <li>Undertake risk assessment for each staff member</li> </ul>		



					<p>If the child or young person who has become unwell with symptoms of COVID_19 needs direct personal care, gloves, aprons and a fluid-resistance surgical mask (Type IIR) should be worn by staff.</p> <ul style="list-style-type: none"> <li>• INTIMATE CARE – Gloves and apron. Risk of splashing mitigated with the wearing of fluid-resistant surgical mask Type IIR and eye protection. Gloves and aprons worn when cleaning the area.</li> </ul> <p><b>Face Coverings – Updated guidance from 31 August 2020:</b>  Definition of face covering found <a href="#">here</a> (should not be confused with PPE , including Type IIR face masks), Some individuals are exempt from wearing face coverings and exemption information can be found <a href="#">here</a>.  Face coverings should not be required for most children in classrooms, or other learning. Where adults cannot keep 2m distance and are interacting face-to-face -a Type IIR face mask 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):</p> <ul style="list-style-type: none"> <li>• In schools when moving in corridors and confined communal areas, inc toilets.</li> <li>• For public and dedicated school transport, where all those travelling are above the age of 5 years of age</li> <li>• For parents and carers when collecting or dropping off at school.</li> </ul> <p>Instructions on how to put on, remove, store and dispose of face coverings must be provided to staff and pupils:</p> <ul style="list-style-type: none"> <li>• Face coverings must not be shared</li> <li>• Hands should be cleaned by appropriate washing or hand sanitiser before putting on or removing the face covering</li> <li>• Face covering of an appropriate size should be worn</li> <li>• 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.</li> <li>• 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.</li> <li>• Re-usable face coverings should be washed after each day of use in school at 60 degrees centigrade or in boiling water.</li> <li>• 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.</li> </ul> <p>Further general advice on face coverings is available <a href="#">here</a>. Contingency measures are 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.</p>			
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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](#).

Advice is available [here](#) 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.

Link [here](#) for an occupational risk assessment from the Scottish government and recommended by Health & Safety colleagues for managers with members of staff returning from shielding.

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 with the Head Teacher prior to them entering the school. Link [here](#) for advice for people with specific medical conditions.

- '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.

Consider the possibility of clinically extremely vulnerable staff working 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.

Ensure up to date risk assessments for children on EHC plans, carried out with educational providers, parents/carers and appropriate health practitioners, to ensure child is at no more risk in the school setting than at home.

Parents and carers may wish to have a discussion with their child's healthcare team if they are unsure or have queries about returning to school because of their health condition.

**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. **The clear message to parents and carers is that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test.** [Aberdeenshire Council staff can access testing advice here.](#), with NHS advice [here](#).

Movement between schools by staff will be kept to a minimum until further notice, e.g. temporary/supply staff, visiting teachers, psychologists, nurses, and social workers. 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 and pupil support staff. 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](#). [ASN FAQs](#).

There are adapted working practices for administration staff. These include: stagger times at which work is done in the school office, or breaks are taken; restructure workflows to allow for physical distancing of 2m to be implemented. Consider rota of staff to provide reception cover, allow enough staff cover in school offices. Minimise movement of individuals between workstations. Where they are shared make sure there is cleaning between use.

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](#) and [secondary schools](#). Continue to complete the online educational setting status form to provide daily updates on how many children and staff are in school.

Reduce the movement of groups across different parts of the school estate where possible. This means we will not be moving for maths groups etc.

Schools should avoid assemblies and other large group gatherings so our assemblies will be streamed live into classrooms. Benchmark information regarding numbers can be found [here](#) in guidance for the safe use of places for worship.

Clear signs are 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.

**Commented [SS3]:** Printed and issued to ASN, PSAs and VS

Regular fire drill practice to be carried out with staff and pupils led by the Head Teacher where adults are appropriately distancing at usual muster point.

Hair, staff and pupils, should if necessary, be tied back and clothes should be clean every day.

**General Advice - Facilities**

There will be regular cleaning (at least twice daily) of commonly touched objects and surfaces (e.g. handles, shared surfaces desks / technology surfaces / dining tables), toilet areas, changing rooms and staff areas. Additional cleaning will be provided by Cleaning Services. Our school will have a cleaner in the building over lunch time in addition to the other cleaning duties.

Pre-Covid 19 expectations would apply for cleaning down areas. Cleaning materials to be made available throughout the day for staff and there is provision of adequate cleaning resources for staff to prepare their own workspaces for working. There is no expectation that teaching or PSA staff to clean communal areas or toilet facilities.

As a minimum, frequently touched surfaces will be wiped down at the beginning, and, or end of each day, and more frequently during the day depending on the number of people using the space, whether they are entering and exiting the setting, and access to hand washing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens. When cleaning surfaces it is not necessary to wear PPE. Health Protection Scotland documentation can be found [here](#).

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.

**Ventilation**

Leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation. Open windows to improve the flow of air where possible.

Where it's not possible to keep doors and windows open centralised or local mechanical ventilation is present, systems should, where possible, be adjusted to full fresh air. When changing filters enhanced precautions should be taken. Ensure systems do not automatically adjust ventilation levels due to differing occupancy levels.

Janitorial Support Teams are able to support with the logging of any calls concerning window opening faults if detected.




People with symptoms attending ECS sites	Staff Children & young people Visitors	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.</p> <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.</p> <p>We will use existing methods and channels of communication with parents/carers to reduce the need for face to face meetings/contact: Expressions App; text; email; phone; Website; and other social media as used by the school.</p> <p>If staff or pupils develop symptoms, they will be sent home. The medical room will be used for any symptomatic pupil until they can be collected. Please access guidance <a href="#">here</a> and see detailed information below.</p>	<b>L</b>	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	<b>H</b>	<p><b><u>PROTECTION WHEN DROPPING OFF AND PICKING UP FROM THE ESTABLISHMENT</u></b></p> <p>Signage and information added to the entrance of the site will show parents which gate pupil should use. Miss Stevenson and Mrs I Watson's class will use the infant end gate. Mrs Davidson and Miss Cordiner's class will use the ramp, Mrs Biffen, Mrs Elrick and Mrs. A Watson's class will use the upper stages playground gate. Staff will be there to direct. Only P1 parents will enter the playground. Staff will be in the playground to greet pupils on arrival. Pupils should arrive as close to 9am as possible. Parents must leave the school pavement area to make space for others so that social distancing can be used at all times.</p> <p>At the moment the afternoon will not be staggered at 3pm but this will be monitored. Parents should leave as soon as they have their child. Only p1 parents will ever be on site at pick-up time and information has been issued regarding how this will be conducted. Initially p1 will be collected at lunch time. Parents should not be in school unless unavoidable and will be encouraged to wear masks if necessary.</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</p> <p>Handwashing in daily routine for all children – at least every time they enter and leave the classroom. Parents may provide pupils with appropriate soap if they wish (to keep in child's own tray) this must be named. Hand cream is also allowed.</p> <p>On entering the building, adults must use hand sanitiser before moving to wash hands.</p>	<b>L</b>	M	H

						<p>No visitors, parents, carers beyond front gate where possible. All participants to remain within restricted designated areas. Parents and carers to wear face coverings at the school gate and within the playground if p1 or nursery parents.</p> <p>Parents should not deliver items into school for children during the school day – if a packed lunch is not brought in, children will be asked to choose a school meal.</p> <p>Children and young people should not bring toys from home or share their personal belongings. Occasionally children will bring items that are part of a wider plan (e.g. a chew necklace). These must only be handled by the owner.</p> <p>School bags are allowed if the child has a lot to carry but should be avoided if possible. Packed lunches are allowed as long as they arrive with the child.</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 QR Code 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></p> <p>A QR code to the questionnaire has been completed. Please find a copy of the Data Collection Sheet <a href="#">here</a> &amp; GDPR Template <a href="#">here</a>. 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 will be the medical room toilet.</p> <p>Contractors arriving at site are directed by signs to <u>main entrance</u>. 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</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. Face covering to be worn by adults where distancing of 2m cannot be achieved.</p> <p><b><u>Instrumental Instructors</u></b> 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</p>	L	M	H

						<p>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. Instructors must familiarise themselves with Scottish Government Track and Trace guidance as well as school Track and Trace policies and procedures</p> <p><b><u>Individual and Class Photos</u></b> 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>			
<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>PROTECTION WHEN MOVING AROUND THE DESIGNATED SCHOOL AREAS</u></b></p> <p>To help with maintaining distancing for young people in secondary schools use of marker tape on the floor and consider the implementation of one-way systems to assist movement around school buildings and site. Social distancing should be adhered to. Staff distance of 2m where possible from other adults and pupils. Where this is not possible a Type IIR face mask should be worn as per guidance and will be provided.</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. Where this cannot be avoided, the provision of appropriate cleaning supplies to enable them to wipe down their own desk/chair/surfaces before leaving and or, especially, on entering the room, especially in secondary schools</p>	L	M	H
<p>Risk of infection of children with additional support needs</p>	<p>Children &amp; young people</p>	<p>Risk of not following existing procedures for pupils</p>	L	M	H	<p><b><u>SUPPORT FOR CHILDREN AND YOUNG PEOPLE WITH ADDITIONAL SUPPORT NEEDS</u></b></p> <p>Where manual handling / personal care is required, at least two members of appropriately trained staff should be available. It should be established if this additional support is needed and wear PPE where providing direct personal care. Only essential staff should enter the designated room where personal care is being carried out. Please click on <a href="#">link</a> for the correct methods of putting on, and removing PPE.</p> <p>Establish a cleaning routine for specialist equipment for children with additional support needs, sensory rooms, to ensure safe use.</p>	L	M	H

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

<p>Infected person attending the site</p>	<p>Staff Children &amp; young people Visitors</p>	<p>Risk of infection to other people</p>	<p>L</p>	<p>M</p>	<p><b>H</b> <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.</p> <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>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 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 if able to do so</li> <li>- Under the age of 16, (or otherwise unable to travel by themselves), parents/cares contacted and to follow guidance for households.</li> <li>- A room or area should be 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.</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> <p> Guidance for School Staff on Personal Prot <a href="#">PPE stock will be held on site and 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.</a></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><b><u>COVID related illnesses during attendance at establishments</u></b></p>	<p><b>L</b></p>	<p><b>M</b></p>	<p><b>H</b></p>
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If a pupil or member of staff presents with Covid related symptoms whilst at school please see the information below, and NHS guidance and flowchart [here](#) with NHS FAQs [here](#) as a guide to the response required. Advice [here](#) for people advised to self-isolate. See below for OUTBREAK MANAGEMENT

With the Individual

1. Student / Staff member removed and sent to the designated isolation room/space, putting on the face covering that has been provided.
2. School Office phoned to request immediate collection / staff member returns home.
3. Parent/carer or staff should be made aware of the Test and Protect process and also consult with local HPT.
4. First Aider contacted with COVID related symptom advice, puts on relevant PPE – supervises ill user until collection (supervised outside the room).
5. School office notifies supervisory janitor to have the designated isolation room/space and any toilets used deep cleaned.

With the group/class

1. Where student/staff has been identified displaying COVID related symptoms, lesson can proceed in situ for the remainder of that period or the class decanted to another area (local decision from dynamic risk assessment undertaken – SLT informed).
2. When decanting the staff member adds sign to the outside of the door putting the room out of use for that day and a sign on the relevant workstation.
3. Staff member notifies line manager and supervisory janitor to enable deep cleaning to take place.
4. Alternative locations are found for classes due to be in that room/area.

*Supervisory Janitor should be informed and deep clean carried out of areas deemed exposed to potential infection following [covid-19-decontamination-in-non-healthcare-settings](#) guidance.*

Advice from the Health & 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. Building management 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. Building management should affix signage notifying the area is out of use. Investigation as to where the individual has been needs to be identified by building management and reported to Cleaning Services

The remaining pupils and staff member are not symptomatic and the person who has left is not a positive case until deemed so from test results. Until such time as the class / environment is clean then the school should manage the class in looking at suitable options for the class to be relocated if this is deemed to be the most suitable course of action, for example the pupil or member of staff has been moving around the room. This needs to be undertaken with sensitivity as to not cause unnecessary alarm or identify the reason why the pupil or staff member has left the space. It may be decided if the period is near its end that it is appropriate to remain in the class until the change of period, especially if the pupil has been sat in one space and not interacted with other pupils. A local decision through completing a dynamic risk assessment of the situation would determine the course of action.

It is only if a positive result is confirmed then steps are taken to Test and Protect. Test and Protect in education, which is considered complex, allows for rapid testing of symptomatic children or staff

					<p>for that matter. Until that result is confirmed positive then there is no need for others to self-isolate until either showing symptoms or being contacted by contact tracers.</p> <p>The following advice is available in:  <a href="https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf">https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf</a>  <b>Environmental decontamination (cleaning and disinfection) after a possible case has left a workplace or other non-healthcare setting</b>  <b>Cleaning and Disinfection</b>  Once a possible case has left the premises, the immediate area occupied by the individual, e.g. desk space, should be cleaned with detergent to remove organic matter such as dust or body fluids then a disinfectant to kill pathogens. This should include any potentially contaminated high contact areas such as door handles, telephones and grab-rails. Once this process has been completed, the area can be put back into use.  Any public areas where a symptomatic or COVID-19 diagnosed individual has only passed through (spent minimal time in), e.g. corridors, and which are not visibly contaminated with any body fluids, do not need to be further decontaminated beyond routine cleaning processes.  Environmental cleaning and disinfection should be undertaken using disposable cloths and mop heads using standard household detergent and disinfectant that are active against viruses and bacteria. Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. All cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. The person responsible for undertaking the cleaning with detergent and disinfectant should be familiar with these processes and procedures.  In the event of a blood and body fluid spillage, keep people away from the area. Use a spill-kit if available, using the personal protective equipment (PPE) within the kit or PPE provided by the employer/organisation, and follow the instructions provided with the spill-kit. If no spill-<b>Health Protection Scotland</b> kit is available, place paper towels over the spill, and seek further advice from the local Health Protection Team.</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</b></p> <p><b>Please follow the management and communications steps in the COVID-19 Confirmed Case: School Management and Communications Flowchart: <a href="#">Confirmed Case of COVID-19 Flowchart for Schools 280920.docx</a></b> (it will need to be uploaded onto Sharepoint). Please note this needs to be used in conjunction with the following advice/guidance:</p> <ul style="list-style-type: none"> <li>• Coronavirus Guide for schools in the NHS Grampian area August 2020</li> <li>• Coronavirus (Covid-19) in Schools: Communications Protocol</li> <li>• COVID-19: Outbreak Management (Out-of-Hours)</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>	L	M	H

					<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: <a href="mailto:grampian.healthprotection@nhs.net">grampian.healthprotection@nhs.net</a></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 and offer advice. Increased respiratory illness should prompt contacting HPT for advice.</p> <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. 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>				
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	<b>H</b>	<p><b><u>CLASSROOM MANAGEMENT</u></b></p> <p>Staff and pupils reminded at each registration time of social distancing rules.</p> <p>Each teacher has planned out their teaching spaces to maximise staff physical distancing. Existing furniture can be used effectively to support this.</p> <p>Pupils should be instructed to keep bags on the floor and not placed in their desks or worktops. <b>Avoid bringing bags if possible.</b></p> <p>We will reduce the unnecessary sharing of resources as much as possible, including textbooks. Reduce the range of resources to be used in the classroom. Trays of equipment for individual children have been created. Re-plan lessons / activities to avoid shared resources.</p>	<b>L</b>	M	H

All shared resources to be cleaned after each user (including computers, PE equipment etc). Build this into end of lesson activity routines in each setting. Schools to ensure a suitable disinfection product is available in all IT rooms and shared classroom spaces. Teacher to ensure students wipe down desk area, chair and resources after use if a shared space/resource. If student is too young, then arrangements for staff to help pupils with clean to be made locally.

Additional cleaning will be provided by Cleaning Services and Janitorial Support for touch points in communal areas and has been organised locally.

We have removed resources which present cleaning challenges, e.g. construction materials and intricate items, fabric materials –beanbags, soft seating, etc.

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.

In the classroom, soap and paper towels are available. Bin placed near sink.

Keep surfaces clear to make cleaning easier. Box of tissues in each class.

Classrooms to be kept well-ventilated. Non-fire doors should be propped open to reduce the number of touch surfaces (see more detailed guidance under General Guidance).

Children and teacher will agree the handwashing routine for the day for their group. There is the provision of hand sanitiser at the entrance of each classroom.

Further consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment. Any equipment used to be properly cleaned after use.

**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.



					<p>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.</p> <p>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</p> <p>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 <a href="#">here</a>. Consider pupils wearing PE kits to school on the day they take this class to reduce to close interaction in PE changing rooms. Local arrangements need to be made regarding the cleaning schedule for changing areas.</p> <p>Library books will 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.</p>			
					<p><b>Marking Jotters</b> It is recommended that guidance should be in place to reduce or stop the need for teachers 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. School staff should be encouraged to discuss and agree approaches within the school which mitigate against teachers handling jotters.</p>			
Spread of infection. Infection of staff,	Staff Visitors	Cross contamination of infection.	L	M	<p><b>H</b></p> <p><b>STAFF AREAS/BASES</b></p> <p>The same social distancing and hand washing hygiene applies to all staff. Different playgrounds will be used by pupils.</p> <p>Staff should ensure that they use their own eating and drinking utensils.</p>	L	M	H

Commented [SS4]: Please note this new guidance.

children & visitors.		Infection of staff, children and visitors				<p>All areas and surfaces should be kept as clear and clean; <u>all dishes should be washed in warm soapy water, dried and tidied away for good hygiene by individuals.</u></p> <p>Safe, hygienic and labelled food storage is necessary for shared fridges by staff.</p> <p>Universal signage continues 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.</p> <p>Areas to be kept well-ventilated where possible. Reduce the range of resources to be used. Reduce the sharing of resources as much as possible. Trays of equipment for individual should be created.</p>			
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	<p><b>BREAK AND LUNCHTIME</b></p> <p>Where possible all people will stay on site once they have entered it and not use local shops etc. It is recognised where staff have dual roles that this is not always possible. If staff and pupils go off site, they should follow rules in place for wider society. Hand hygiene needs to be addressed on return and the sanitisation of hands followed by appropriate washing needs to be undertaken.</p> <p>Reinforce handwashing before and after eating.</p> <p><b>Canteen use</b> 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 This menu will run for the time being and be reviewed as guidelines change. Week 3 will commence 7<sup>th</sup> September. This will assist with the flow of pupil queues.</p> <p>Payments should be taken by contactless methods wherever possible. Touch pads will be removed from all till points. Payment will be taken by card or look up by catering staff.</p> <p>Drinking water will still be provided The water fountain will be for filling water bottles only.</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>	L	M	H

					<p>Catering Risk Assessment found <a href="#">here</a>.</p> <p>Thorough cleaning of areas after use.</p> <p>P1 and P2-p4 will use the canteen The eldest two classes will eat in their classrooms. Use of the canteen will be staggered within the normal lunch time.</p> <p>Catering Risk Assessment found <a href="#">here</a>.</p>			
<b>Process/Activity:</b> Infection Prevention & Control				<b>Location:</b> All ECS Establishments		<b>Date:</b> 02.11.20		
<b>Establishment RA Author:</b> Mrs H James				<b>Date of Review:</b> 1.12.20				