


Department: Education and Children's Services	RISK ASSESSMENT	Aberdeenshire COUNCIL 
Process/Activity: COVID-19 Infection Prevention & Control	Location: Barthol Chapel School	Date: 11.11.20 - Version 006
Describe activity: Barthol Chapel School opening August 2020 to children, young people, staff, visitors and contractors.		
Establishment Name and Location: Barthol Chapel School	Isolation Room Location in Establishment: Head Teacher Office	

Hazard	Person/s Affected	Risk	Risk level before controls are in place	Control Measures	Risk level after controls are in place
			Low Medium High		Low Medium High
Spread of infection	Staff Children Visitors	Cross contamination of infection. Infection of staff, children and visitors	HIGH	<p><u>GENERAL CONTROL MEASURES</u></p> <p>Encourage and support all children, staff and any others for whom it is necessary to enter the school building to maintain COVID-secure personal hygiene throughout the day and ensure continued rigour about hand hygiene. Clear signage displayed.</p> <p>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. Encourage children and staff to avoid touching their faces including mouth, eyes and nose. Use a tissue or elbow to cough or sneeze, and use bins that are emptied regularly for tissue waste.</p> <p>Provide supplies of resources including tissues, soap and hand sanitisers. Check stock on a daily basis. Hand sanitiser is available at entry/exit points.</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: https://covid19.aberdeenshire.gov.uk/COVID-19 – Guidance for non-healthcare settings is available here. COSLA advice can be found here.</p> <p>Updated advice 'on reducing the risk in schools' released 30.10.20 can be found here.</p> <p>The Sector Advice Card found here. This is displayed in the school office in to signpost to guidance.</p>	LOW

Health and safety advice on latex gloves

Disposable Nitrile gloves are usually the glove of choice, during the Covid-19 Pandemic. Due to known latex allergy risks, latex gloves must only be purchased where there is a reason for them to be used and the [guidance for the use of latex gloves](#) must be followed before staff use the gloves.

Health and safety advice on face masks

All PPE identified by a risk assessment and used to protect employees from infection with COVID-19 must be worn as directed. Type IIR face masks are classed as PPE and as such must not be modified in any way as this would then reduce the protection that the mask offers.

A 3D face bracket not be used when wearing a type IIR mask as the protection offered by the mask cannot then be guaranteed

Face Coverings – Updated guidance from 31 August 2020:

A further [update](#) was published on 30 October. NHS guidance to wearing Type IIR mask in schools found [here](#).

A definition of face coverings (which should not be confused with PPE) can be found in [Covid-19: staying safe and protecting others](#), including Type IIR face masks.

Some individuals are exempt from wearing face coverings and exemption information can be found [here](#).

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 -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):

At Levels 0-2 Type IIR masks should be worn by adults where they are working directly with others and cannot keep two metres 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). **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

See advice below regarding when Type IIR masks should be worn. [Link to ELC guidance doc found here](#)

At Levels 3-4 face coverings should also be worn by adults and young people in classrooms in senior phase.

At all Levels 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);

Face coverings should be worn by parents and other visitors to the school site (whether entering the building or otherwise), including parents at drop-off and pick-up.

Pupil Support Assistants and those supporting children with Additional Support Needs who routinely have to work within two metres of **children and young people** should wear **Type IIR face masks** as a general rule. However, the use of opaque face coverings should be balanced with the wellbeing and needs of the young person - appropriate use of transparent face coverings may help in these circumstances.

In line with the current arrangements for public transport, where adults and children and young people aged 5 and over are travelling on dedicated school transport face masks should be worn (see School Transport section).

Other than where schools are using ELC models and guidance in the early stage (P1-2), where adults cannot keep 2m distance and are interacting face-to-face with other adults and/or children and young people, Type IIR (or, in certain specific circumstances, PPE- see section on PPE and other protective barrier measures, below) should be worn at all times. This applies to all staff including support staff and Pupil Support Assistants. Transparent face-coverings may be supplied where appropriate and used where there is a risk of detriment to the child's health and wellbeing.

In **special schools and units**, and where there are groupings of children with complex additional support needs, the balance of the staffing complement, the groupings of children and young people and their needs, and therefore the staffing and resources required, (PPE, cleaning of equipment), should be considered/assessed throughout the school day and adjusted where

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.

COVID-19 response flowchart on how to deal with suspected case displayed in School Office and in both classrooms.

Additional guidance for all staff who work with and support children 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"> 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 Type IIR 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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.

					<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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

Health and Safety advice available to all staff on Arcadia [here](#), including: How to handwash, Putting on & removing PPE, Decontamination & cleaning processes for facilities, Optional & mandatory wearing of face coverings

Health, Safety and Wellbeing policy is available [here](#).

PPE

For the majority of staff PPE will not normally be necessary. PPE use should be based on a clear assessment of the risk and need for an individual child, i.e. personal care. Where colleagues need to work in close proximity to a child or children, the school will provide Type IIR face mask / PPE for that purpose. A Type IIR mask is not required for moving around communal spaces and corridors, where a standard face covering will suffice as contact within 1m is not face to face for one minute or longer.

Types of PPE required for specific circumstances:

- ROUTINE ACTIVITIES – No PPE required
- SUSPECTED COVID-19 – A fluid-resistant surgical mask (Type IIR) should be worn by staff in they are looking after a child or young person who has become unwell with symptoms of COVID-19 and 2m distancing cannot be maintained while doing so.
- 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.
- 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 Type IIR and eye protection. Gloves and aprons worn when cleaning the area.

Face Coverings – Updated guidance from 31 August 2020:

Definition of face covering found [here](#) (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 [here](#).

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, 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):

- 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 to 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](#). 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.

Special Consideration for Certain Groups

We will 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 maintain plans for remote education for some pupils and will deploy when and where it is necessary.

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

Occupational Risk Assessment from the Scottish Government and recommended by Health & Safety colleagues will be conducted with members of staff returning from shielding. Head Teacher has identified staff who are clinically extremely vulnerable with the Head Teacher prior to them entering the school. The link [here](#) for advice for people with specific medical conditions has been followed.

- ‘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.
- 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.

In Protection Levels 0 – 2, pupils with the highest clinical risk can continue to attend schools and follow the advice to the general population. Staff with the highest clinical risk can continue to work in schools, following a dynamic risk assessment, and arrangements should be made to enable appropriate physical distancing staying 2 metres away from others wherever possible, in line with current advice on maintaining a safe school environment. Enhanced measures apply to children and young people, and staff, at highest clinical risk in schools in local areas at Protection Levels 3 and 4

Protection Level 3 – Enhanced protective measures

All staff and pupils should wear a face covering in classrooms during lessons in the

senior phase. Parents or guardians should discuss with their GP or clinician whether children with the highest clinical risk should still attend. Employers should ensure that individualised risk assessments for school staff members with the highest clinical risk are in place and updated appropriately

Protection Level 4 - enhanced and targeted protective measures

The current advice is that children on the shielding list should not attend in person. Employers should ensure that individualised risk assessments for school staff members with the highest clinical risk are in place and updated appropriately. Schools should be prepared to engage with enhanced testing responses to COVID-19 outbreaks in schools, where recommended by the Incident Management Team. Physical education within school settings should only take place out of doors. Pausing of the provision of non-essential activities or clubs outside the usual school timetable.

Extremely vulnerable staff have the option to work from home, 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 risk assessments for children on EHC plans or up to date, 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

Staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19 to be identified. 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.

Staff movement between schools to 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. Staff who have a closer interaction with pupils to 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](#).

Take twice daily registration to be carried out in both classes and recorded using the appropriate absence codes both existing and COVID-19 related. Absences must be reported to the school office immediately. Registration must be in accordance with [Guidelines on Managing and Promoting Pupil Attendance in Nursery, Primary and Special Schools](#). Continue to complete the online educational setting status form to provide daily updates on how many children and staff are in school.

Classes should be kept apart in the school building where possible. Reduce the movement of classes across different parts of the school estate where possible.

Whole school assemblies and other large group gatherings will not take place. Clear signs displayed as reminders to staff and children regarding social distancing and how to handwash properly. Signage displayed on communal area doors highlighting the room maximum occupancy rate. All staff to follow this strictly. Reinforce messaging regarding handwashing if sneezing or coughing. Children to be supervised and supported to follow guidance.

Emergency evacuation procedures to keep 2m separation where possible for staff. Drill practice will be carried out with staff and pupils termly led by the Head Teacher. However, when not a drill all people occupying the site should evacuate as quickly as possible (without panic) and then when at assembly point they can revert to physical distancing. Staff and children encouraged to tie hair back where appropriate and clothes changed daily..

Discourage hand to hand greetings/hugs. Use all available space to promote distancing where possible. There is a requirement for adults to remain 2m distant from pupils and adults.

Support for minority ethnic children, young people and staff

The concerns within Minority Ethnic communities must be recognised and individual requests for additional protections should be supported wherever possible.

Local authorities should ensure that managers in school have sensitive, supportive conversations with all Minority Ethnic staff, which also consider their health, safety and psychological wellbeing and personal views and concerns about risk. Wellbeing support services should be promoted to all Minority Ethnic staff.

Employers should be mindful of their duties under the [Equality Act 2010](#) at all times. All Minority Ethnic staff from South Asian backgrounds with underlying health conditions and disabilities, who are over 55, or who are pregnant, should be individually risk assessed, and appropriate reasonable adjustments should be made following risk assessment.

General Advice - Facilities

Ensure regular cleaning (at least twice daily) of commonly touched objects and surfaces (e.g. handles, shared surfaces desks / technology surfaces / dining tables), toilet areas and staff areas. Additional cleaning will be provided by Cleaning Services. Where there may be capacity gaps the janitorial team will help support.

Pre-COVID 19 expectations apply for cleaning down areas. Cleaning materials to be made available throughout the day for staff and there will be 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. The location of materials will be agreed locally, and Janitorial Staff to provide assistance in provision of materials.

As a minimum, frequently touched surfaces should 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](#).

When using Covid Guard, 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.

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

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


Measures to improve ventilation should be viewed as just one part of the overall package of control measures in schools. Schools should continue to ensure a focus on implementation and maintenance of wider controls including personal hygiene, symptom vigilance, enhanced cleaning and distancing.

Schools should as a minimum ensure that adequate levels of ventilation and appropriate temperatures are maintained, with reference to the School Premises Regulations. The primary effective method of increasing natural ventilation remains the opening of external doors, vents and windows. Wherever it is practical, safe and secure to do so, and

				<p>appropriate internal temperatures can be maintained in line with statutory obligations, this approach should be adopted.</p> <p>Fire Safety Risk Assessment should always be reviewed before any internal doors are held open</p> <p>Ventilation</p> <ul style="list-style-type: none"> partially opening doors and windows to provide ventilation while reducing draughts opening high level windows in preference to low level to reduce draughts purging spaces by opening windows, vents and external doors (e.g. between classes, <p>during break and lunch, when a room is unused, or at other suitable intervals if a space is occupied for long periods at a time)</p> <p>Temperature</p> <ul style="list-style-type: none"> providing flexibility in permissible clothing while indoors. designing seating plans to reflect individual student/staff temperature preferences adjusting indoor heating to compensate for cold air flow from outside (e.g. higher system settings, increased duration) <p>Centralised or local mechanical ventilation systems should wherever possible be adjusted to full fresh air. Air recirculation should be avoided or minimised. Updated guidance for ventilation can be found here</p> <p>Janitorial Support Teams 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.</p> <p>Advice from Health & Safety colleagues is that under certain circumstances internal fire doors can remain open whilst the space is in use. However, internal fire doors must be close should an evacuation take place, when the space is not in use and a responsible adult must be present if propped open 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.</p>	
People with symptoms attending ECS sites	Staff Children Visitors	Infection of staff, children and visitors	HIGH	<p>PEOPLE SYMPTOMATIC ATTENDING ECS ESTABLISHMENTS</p> <p>Constantly remind staff, pupils and parents that they should not 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 www.nhsinform.scot or the staff referral portal. Remind all staff and pupils of this each day.</p>	LOW

				<p>Guidance followed from NHS Inform and from Test and Protect. School staff understand this process and how to report cases in schools, as complex settings, will be prioritised and escalated to specialist Health Protection Teams.</p> <p>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.</p> <p>Remind all staff that if they or pupils develop symptoms, they should be sent home. Head Teacher Office is the area identified for symptomatic pupils to be located until they can be collected.</p>	
Spread of infection. Infection of staff, children & visitors.	Staff Children Visitors	Cross contamination of infection. Infection of staff, children and visitors	HIGH	<p><u>PROTECTION WHEN DROPPING OFF AND PICKING UP FROM THE ESTABLISHMENT</u></p> <p>Signage and information displayed at the entrance of the school. Information shared on school website. Social distancing should be adhered to.</p> <p>Parents/Carers not to enter the PLAYGROUND or BUILDING unless in an emergency. Parents are not to wait at the school gate after children are dismissed and maintain 2m social distancing.</p> <p>If parents/carers are dropping off children, they should wear face coverings. Face coverings should be worn by parents and other visitors to all school sites (whether entering the building or otherwise), including parents at drop-off and pick-up.</p> <p>Car-sharing with children and young people of other households should be discouraged</p> <p>All staff, parent/carers, children and visitors to wash/sanitise hands before entering and leaving the school building. Hand sanitiser made available at entry and exit points. Everyone should use this before moving to wash their hands thoroughly at the nearest available handwashing area when entering the building. When pupils are leaving the building they should be encouraged to sanitise their hands.</p> <p>No visitors, parents, carers beyond front door where possible. All visitors who need to enter the building to remain within restricted designated areas. Discourage parents/carers from dropping off items for pupils at reception to reduce potential transfer of infection.</p> <p>Children and young people should wherever possible be encouraged not to bring any equipment from home or to share their personal belongings. However, if a child brings their own items from home only they use it to reduce the risk of indirect spread of virus.</p>	LOW
Spread of infection. Infection of staff, children & visitors.	Staff Children Visitors	Cross contamination of infection. Infection of staff, children and visitors	HIGH	<p><u>WHEN CONTRACTORS / VISITORS COME ONTO SITE</u></p> <p>All visitors to complete a compulsory track and trace 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.</p>	LOW

				<p>Minimise person to person contact by putting procedures in place for deliveries and facility management work. ALL visitors who enter the building, including delivery drivers MUST provide track and trace information.</p> <p>There is a legal duty to provide welfare facilities and washing facilities for visiting drivers. The facilities to be used is staff toilet.</p> <p>Contractors arriving at site to report to <u>main</u> entrance and 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. Face covering to be worn by adults where distancing of 2m cannot be achieved.</p> <p>Canteen deliveries to use kitchen entrance and follow same hand sanitising and washing rules as per other visitors and staff. Catering delivery staff to follow social distancing guidance and NOT enter the school site. If they do, 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.</p> <p><u>Instrumental Instructors</u> Instructors should ensure prior arrangements are made for access. A dedicated space is 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. Effective cleaning to take place prior to and after use.</p> <p>Additional breaks of a duration agreed by the school and instructor or IMS Manager, will be timetabled to ventilate the room if 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><u>Individual and Class Photos</u> This will not take place by external photographers during this time.</p>		
Spread of infection. Infection of staff, children & visitors.	Staff Children Visitors	Cross contamination of infection. Infection of staff, children and visitors	HIGH	<p><u>PROTECTION WHEN MOVING AROUND THE DESIGNATED SCHOOL AREAS</u></p> <p>Staff to distance 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 the school and classrooms as far as possible to reduce the potential spread of any contamination through touched surfaces. Children and adults to use the same desk and chair. Where this cannot be avoided, the provision of appropriate cleaning supplies will enable the wipe down desk/chair/surfaces.</p>	L	M

				<p>Not all cases will show symptoms & social distancing challenging to maintain with children so risk assessed as low to medium.</p>		
Risk of infection of children with additional support needs	Staff Children Visitors	Risk of not following existing procedures for pupils	HIGH	<p><u>SUPPORT FOR CHILDREN AND YOUNG PEOPLE WITH ADDITIONAL SUPPORT/HEALTH NEEDS</u></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 area where personal care is being carried out. Please click on link for the correct methods of putting on, and removing PPE.</p>	LOW	
Infected person attending the site	Staff Children Visitors	Risk of infection to other people	HIGH	<p><u>ILLNESSES AND ACCIDENTS DURING ATTENDANCE AT ESTABLISHMENTS</u></p> <p>Guidance document for first responders here that covers the use of PPE and CPR. Please click on link 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 to 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 (Head Teacher Office) 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"> - Parents/Carers contacted and to follow guidance for households. Pupil to wait to be collected in HT Office 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. <p>All First Aid Kits to contain PPE: gloves, aprons and masks.</p> <p style="text-align: center;">  Guidance for School Staff on Personal Prot </p> <p>Additional guidance for staff is available here:</p> <p>Head Teacher to ensure that the school has 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 Meldrum Academy. CSN Support Service Co-</p>	LOW	

ordinators have the lead on this locally. Head Teacher to contact CSN Support Service Co-ordinator regarding stock replenishment.

Facilities team informed of potential case in school and deep clean carried out of areas deemed exposed to potential infection following [covid-19-decontamination-in-non-healthcare-settings](#) guidance. Additional information found [here](#).

Schools should maintain accurate register of absences for staff and pupils – codes for this have been developed in SEEMiS.

COVID related illnesses during attendance at establishments

If a pupil or member of staff presents with COVID related symptoms whilst at school please see the information below and 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.

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 proceeds in situ for the remainder of the class.
2. Staff member notifies line manager and supervisory janitor to enable deep cleaning to take place.

Supervisory Janitor to 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 to 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.

If area has been quarantined for 72 hours, then Enhanced cleaning applies.

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 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.

Staff should be maintaining physical distancing and along with children focusing on hygiene measures.

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 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.

The following advice is available in:

https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf

Environmental decontamination (cleaning and disinfection) after a possible case has left a workplace or other non-healthcare setting

Cleaning and Disinfection:

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

				<p>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.</p> <p>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-Health Protection Scotland kit is available, place paper towels over the spill, and seek further advice from the local Health Protection Team.</p>	
Spread of infection. Infection of staff, children & visitors.	Staff Children Visitors	Cross contamination of infection. Infection of staff, children and visitors	HIGH	<p><u>OUTBREAK MANAGEMENT</u></p> <p>Follow the management and communications steps in the COVID-19 Confirmed Case: School Management and Communications Flowchart: Confirmed Case of COVID-19 Flowchart for Schools 280920.docx. Please note this needs to be used in conjunction with the following advice/guidance:</p> <ul style="list-style-type: none"> • Coronavirus Guide for schools in the NHS Grampian area August 2020 • Coronavirus (Covid-19) in Schools: Communications Protocol • COVID-19: Outbreak Management (Out-of-Hours) • <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. School to contact local HPT:</p> <ul style="list-style-type: none"> • 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 <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 the schools, prompt contact to be made with local HPT and local authority so they can assess the situation an offer advice. Increased of respiratory illness should prompt contacting HPT for advice.</p> <p>If outbreak confirmed, the school will work with local HPT to manage with local authority. Actions may include:</p> <ul style="list-style-type: none"> • 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. 	LOW

				<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.</p> <p>Notification Processes:</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 & Safety Officer f. Include as much information as possible - including any evidence of the infection was work related as this will assist the Health & Safety Team conclude if the case is notifiable by them to the Health & Safety Executive (HSE).</p> <p>If the case is a member staff iTrent also needs to be updated.</p>	
<p>Spread of infection. Infection of staff, children & visitors.</p>	<p>Staff Children Visitors</p>	<p>Cross contamination of infection. Infection of staff, children and visitors</p>	<p>HIGH</p>	<p><u>CLASSROOM MANAGEMENT</u></p> <p>Staff and pupils reminded at each registration time of social distances rules.</p> <p>Each teacher plans out their teaching spaces to maximise staff physical distancing. Existing furniture can be used effectively to support this.</p> <p>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 or small groups of children should be created. Re-plan lessons / activities to avoid shared resources.</p> <p>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 rooms and shared classroom spaces. Teacher to ensure students wipe down resources after use. If student is too young, then arrangements for staff to help pupils with clean to be made locally.</p> <p>Additional cleaning will be provided by Cleaning Services and Janitorial Support for touch points in communal areas and will be organised locally. Resources which present cleaning challenges, e.g. construction materials and intricate items, fabric materials –beanbags, soft seating, etc. removed from each classroom.</p> <p>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>Supplies of soap and paper towels at classroom sink areas to be available and stock checked regularly . Bin placed near sink.</p>	<p>LOW</p>

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 should agree the handwashing routine for the day for their group. Consider 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.

PE Lessons to take place outdoor only.

Library books should be quarantined for 72 hours after use. A dedicated quarantine area set up for the return of books.

Staff should not 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.

Instrumental Instructors

Guidance for Singing, Woodwind and Brass instruments is being developed. Face to face tuition will not take place 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 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 will 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) will 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

Physical Education

- Children aged 11 and under can play organised contact sport both indoors and outdoors.
- Organised outdoor contact sports such as rugby can re-start for people of all ages.
- For outdoor coaching sessions, there is a limit of 30 on the total number of people who can be coached at any one time.
- When in an indoor facility, those aged 12 and over can participate in organised contact and non-contact sport.

Please Note: Where a school is in a community under protection level 4 mitigations, physical education within school settings should only take place out of doors. If weather is extremely bad then schools may use their judgement as to whether it is safe for children to be outside.

Other Curriculum Areas

- Guidance on other subjects with practical experiential learning, such as music and drama has not been altered at this point. All advice is kept under review and will be updated as appropriate.

Updated guidance for PE found [here](#).
Pupils to wear PE kits to school on the day they take this class.

From 2 November 2020, if staff complete risk assessments that reflect the most current advice (all risk assessments should be proportionate to the relevant protection level of the local area), and mitigations are in place, physical education can take place both indoors and outdoors as follows:

Levels 0-3

	<u>Indoors</u>	<u>Outdoors</u>
<u>Primary</u>	Children can participate in contact and non-contact activities.	Children can participate in contact and non-contact activities.
<u>Secondary</u>	Young people can participate in contact and non-contact activities.	Young people can participate in contact and non-contact activities.

Level 4 – Children and young people within school settings can only participate in activities that are non-contact and outdoors.

Practical considerations for PE in schools:

Minimising contact between individuals and groups

The teacher should have an assigned area to ensure 2 m spacing. This should be clearly marked. Staff should wear a face covering out with this designated area when interacting with young people or supporting practical tasks. Coronavirus (COVID-19): Guidance on reducing the risks from COVID-19 in schools Para 92: where adults cannot keep 2 m distance and are interacting face-to-face with other adults and/or children and young people, face coverings should be worn at all times. This applies to all staff including support staff and classroom assistants.

Teacher demonstrations/explanations could be done from an assigned area to ensure they stay an appropriate distance from learners.

Marking Jotters

Guidance 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>There are two potential approaches to mitigating risks from surface contamination of jotters, textbooks and library books. Schools should consider which of these approaches is most appropriate for their circumstances as part of appropriately updated risk assessments.</p> <p>(i) quarantining books for 72 hours remains an effective measure to mitigate the risks of handling them.</p> <p>(ii) Careful hand washing with soap and warm water/use of alcohol-based hand sanitiser before and after handling text books, jotters (or other pieces of equipment) mitigates the need for quarantine for 72 hours before, and 72 hours after</p> <p><u>The provision of activities or clubs outside the usual school timetable</u></p> <p>The COVID-19 Advisory Sub Group on Education and Children’s issues has also published advice on school trips which include an overnight stay. Where a school has a breakfast club which is organised by the third sector, parents and carers or volunteers, rather than by the school itself, the guidance on unregulated children’s services will apply</p>	
<p>Spread of infection. Infection of staff, children & visitors.</p>	<p>Staff Visitors</p>	<p>Cross contamination of infection. Infection of staff, children and visitors</p>	<p>HIGH</p>	<p><u>STAFF AREAS/BASES</u></p> <p>The same social distancing and hand washing hygiene applies to all staff.</p> <p>Staff to ensure that they use their own eating and drinking utensils. 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>The number of people in staff rooms at any one time is limited to 2 to ensure 2m distancing can be maintained and face coverings should also be worn.</p> <p>Social distancing signage displayed in staff areas/bases and offices. Display on door highlight the maximum occupancy of each room and must be followed strictly. Soap and paper towels available in staff room and stock checked regularly. Bin placed near sink.</p> <p>Areas to be kept well-ventilated. 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>	<p>LOW</p>

Spread of infection during canteen use / break and lunchtimes	Staff Children	Cross contamination of infection. Infection of staff, children and visitors	HIGH	<p><u>BREAK AND LUNCHTIME</u></p> <p>Handwashing to take place before and after snack and lunchtimes. Reinforce handwashing prior to eating food. Hand sanitiser available and all pupils/staff to wash/sanitise hands before and after entering lunch hall.</p> <p>Any staff or pupils leaving the school building during break times to wash/sanitise hands when leaving and upon return to building.</p> <p>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.</p> <p>Primary school meals will start with a tailored menu for the first two weeks of term. Provision and delivery discussed with Area Catering Officer or Unit Supervisor. Procedures for lunch sitting agreed with Catering assistant. Member of school staff present in hall during pupil lunch hour.</p> <p>Drinking water should be provided. Enhanced cleaning carried out on tap mechanism. . Ensure that free drinking water is available to children and young people throughout the day</p> <p>All rubbish and waste should be put straight in the bin by pupils and not left for someone else to clear up.</p> <p>Service Counters – all staff working at a service counter are required to wear a face mask during service (unless exempt on medical grounds). 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.</p> <p>Where social distancing is not possible for staff approaching the counter staff should wear a mask.</p> <p>Catering Risk Assessment found here.</p>	LOW
Process/Activity: Infection Prevention & Control	Location: All ECS Establishments		Date: 11.11.20		
Establishment RA Author: Adrian Anderson (Head Teacher)		Date of Review: Weekly			