


Department: Education and Children's Services		RISK ASSESSMENT	Aberdeenshire COUNCIL 
Process/Activity: COVID-19 Infection Prevention & Control	Location: Auchterless		Date: 24.10.20
Describe activity: ECS establishments opening August 2020 to children, young people, staff, visitors and contractors.			
Establishment Name and Location: Auchterless School		Isolation Room Location in Establishment: Front Lobby	

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)			Control Measures	Risk level after controls are in place (delete as appropriate)		
			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	H	<p><u>GENERAL CONTROL MEASURES</u></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.</p> <ul style="list-style-type: none"> • 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. • encouraging children, young people and staff to avoid touching their faces including mouth, eyes and nose. • using a tissue or elbow to cough or sneeze, and use bins that are emptied regularly for tissue waste. <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: https://covid19.aberdeenshire.gov.uk/.</p> <p>Sector Advice Card found here. Please display in school to signpost to guidance.</p>	L	M	H

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 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 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 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 member of staff, a group of staff, a parent or carer, a family group. A school will need to know whether a PSA has worked in other schools the last 7 days, and whether they are working with any other schools, as this 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 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 by visiting schools in rotation eg once every 2 or 3 weeks 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 May be requested to wear a face mask/covering 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
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

Covid-19 – Guidance for non-healthcare settings is available [here](#).

Health and Safety advice available on Arcadia [here](#) by accessing this link, 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. Use of PPE in school should be based on a clear assessment of the risk and need for an individual child, ie personal care. **Where colleagues need to work in close proximity to a child or children, 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 **Type IIR** mask and eye protection. Gloves and aprons worn when cleaning the area.

Face Coverings – Updated guidance from 05/10/ 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](#).

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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 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.

Contingency measures need to be in place for pupils/staff who have forgotten their face covering or in instances where anyone is struggling to acquire a face covering.

Adults in school in other circumstances should not need to wear face coverings as long as they can maintain 2m distancing.

Should the prevalence of the virus in the population start rising schools may wish to encourage adults and older young people in secondary schools to wear face coverings in classrooms as part of an enhanced system of approaches to reduce transmission.

Impact of wearing face coverings on learners with additional support needs and learners who are acquiring English as a language should be considered, and possible clear alternatives explored.

Anyone (staff or pupil) who wishes to wear a face covering is free to do so.

Special Consideration for Certain Groups

All schools should follow the latest guidance on attendance for children, young people and staff who have health conditions or are pregnant, or who live with individuals who have health. 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. We may maintain plans for remote education for some pupils in exceptional circumstances.

[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.

Clinically extremely vulnerable staff (currently we do not have any) may work from home, (for example, supporting remote education), or where that is not possible, carry out the lowest-risk roles on site, with social distancing of at least 2m. Clinically extremely vulnerable staff electing to waive this right must have discussed it with their doctor and head teacher.

Risk assessments for children on EHC plans will be carried out and updated 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 school attendance 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. 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. [Aberdeenshire Council staff can access testing advice here.](#), with NHS advice [here](#).

Movement between schools should be kept to a minimum until further notice.

Consider lower risk methods for some input – digital/virtual means, or outdoor settings. Where movement across locations is necessary to deliver school operations the number of interactions should be minimised. It is recommended that staff who have a closer interaction with pupils limit their movement between schools to

two sites per day, for example teaching and pupils support staff, temporary/supply staff and visiting specialists. Members of the janitorial team who have a more limited interaction with pupils and other staff can consider undertaking additional site visits if required by supervisory janitor 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](#).

Adapt working practices for administration staff eg re-allocate to staffroom if admin and HT need to work alongside. Re-position Xerox in lobby and restructure workflows to allow for physical distancing of 2m to be implemented. Provide sanitiser for Xerox control panel.

As office and workstation are shared, make sure there is cleaning between use, especially of phone and keyboards and each staff member has a box of own supplies/equipment where possible. Use individual keyboards where possible.

No more than 2 staff members permitted in office at any one time to allow for 2 m distance; Where appropriate, allow admin staff to work from home.

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](#) .

Where possible groups should be kept apart. For example, in indoor open plan areas such as the canteen, pupils are required to sit as far as is possible in their class bubbles. The movement of groups across different parts of the school estate is reduced where possible and follow floor markings to avoid crowding. Changing is kept to a minimum as pupils are required to wear PE kit on the days when they do PE in school.

Schools should where possible avoid assemblies and other large group gatherings. In the canteen, pupils are seated in their class groupings as far as is possible

Clear signs are displayed as reminders to staff and children regarding social distancing and how to handwash properly. Messages regarding handwashing if sneezing or coughing are reinforced daily. Children should be supervised and supported to follow guidance.

Consideration given to emergency evacuation procedures/ fire drill & muster point – adjustments to be made locally to emergency evacuation procedures to keep 2m separation where possible for staff. Drill practice to be carried out with staff and pupils lead 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 pupils have been requested to ensure hair is tied back where reasonably possible and clothes changed daily.

General Advice - Facilities

Staff will 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, changing rooms and staff areas. Additional cleaning will be provided by Cleaning Services with a midday refresh. The janitorial team will help support where there is capacity to do so. The allocation of this will be based on formula based on school size.

Pre-Covid 19 expectations would 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 can provide assistance in provision of materials.

Staff to inform HT if supplies are running low so appropriate order can be made in time.

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.

Midday refresh cleaning carried out between 12.30 - 1.30pm daily during the working week .

When cleaning surfaces it is not necessary to wear PPE. Health Protection Scotland documentation can be found [here](#).

When using Covid Guard please ensure that all surfaces are wiped down after the contact time has passed. Other products may be used on the same surfaces and while not dangerous the effectiveness of the disinfection process may be reduced if the guidance is not adhered to.

In its undiluted form Covid Guard should not be stored with Oxivir or Sani 4 in 1.

Janitorial staff will be able to support with the provision of bins for tissue waste in classrooms.

Staff and pupils to remember FACTS. Highlight missed opportunities for social distancing and appropriate handwashing where staff, pupils or parents forget the safety rules.

All toilet areas contain signage highlighting good handwashing routines.

Ventilation

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

Janitorial Support Teams are able to support with the logging of any calls concerning window opening faults if detected. FES have been advised to prioritise any calls for windows that cannot open / are hard to open.

Some schools may require the controlled propping open of fire doors to enable queuing for lunch lines. There are also circumstances where there are internal classroom spaces and offices that do not have ventilation. Advice from Health & Safety colleagues is that under certain circumstances internal fire doors can remain open whilst the space is in use.

						<p>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 opened and the Fire Risk Assessment updated. These temporary procedures are only allowed as a result of the need to ensure ventilation in all spaces where people are present and revised documents must be shared with all relevant parties.</p> <p>External Fire Doors, if opened to facilitate lunchtime one way system, must be supervised by a responsible adult and details of this temporary measure added to the Fire Risk Assessment and revised documents shared with all relevant parties.</p>			
People with symptoms attending ECS sites	Staff Children & young people Visitors	Infection of staff, children and visitors	L	M	H	<p><u>PEOPLE SYMPTOMATIC ATTENDING ECS ESTABLISHMENTS</u></p> <p>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.</p> <p>Remind all staff and pupils of this each day.</p> <p>Guidance should be followed from NHS Inform and from Test and Protect here. Schools should ensure they understand this process and cases in schools, as complex settings, will be prioritised and escalated to specialist Health Protection Teams.</p> <p>Staff will use existing methods and channels of communication with parents/carers to reduce the need for face to face meetings/contact: Seesaw App; email; phone; and other social media as used by the school.</p> <p>Staff or pupils who develop symptoms, will be sent home. Potentially symptomatic pupils/staff will remain in the front school lobby until they can be collected. This area will be deep cleaned before it can be accessed again.</p>	L	M	H
Spread of infection. Infection of staff, children & visitors.	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors	L	M	H	<p><u>PROTECTION WHEN DROPPING OFF AND PICKING UP FROM THE ESTABLISHMENT</u></p> <p>Staff, pupils and parents to follow signage and/or information advice on entrance of the site shared by email and seesaw.</p> <p>Pupils in P5-7 to enter by bottom playground door. Pupils in P1-4 to enter by top playground door.</p> <p>Drop off/pick up times changed slightly to allow for social distancing between staff/pupils and parents.</p> <p>Buses to arrive at 8.50am; all other pupils to arrive after 8.50am where possible to minimise time spent in playground before school starting.</p> <p>Pupils to enter the building immediately, remove jackets, store as instructed and proceed to classroom where they will wash hand/sanitise.</p>	L	M	H

					<p>Bus pupils to be released at 3pm then pupils released in stages thereafter – P1/2s, P2-4s , P5-7s</p> <p>Parents are respectfully asked to remain outside the school premises unless attending a previously arranged appointment, and to adhere to 2m social distancing, particularly where children of a different household need to pass; we would prefer parents to remain in their cars at pick-up times, if transporting pupils, who will be released in classes.</p> <p>Social distancing should be adhered to - Staff, visitor distance of 2m maintained where possible. All staff, parent/carers, children and visitors to wash hands before coming to setting; handwashing must be part of daily routine.</p> <p>On entering and leaving the building, hand sanitiser is available. 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 parents, carers or visitors beyond front door where possible; they should contact the school office if needing to call, before arriving at the front door.</p> <p>Parents/carers should not drop off forgotten items for pupils at reception.</p> <p>Children and young people should wherever possible be encouraged to leave toys or other personal belongings at home. If a pupil needs to bring items from home, it will be for personal use only, and only that child is permitted to use them.</p>				
<p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p>	<p>Staff</p> <p>Children & young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	H	<p><u>WHEN CONTRACTORS / VISITORS COME ONTO SITE</u></p> <p><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></p> <p>Please find guidance here for QR Code Set Up. Please find a copy of the Data Collection Sheet here & GDPR Template here. Guidance on Collection of Visitor Details here.</p> <p>ALL visitors into the building, including delivery drivers MUST provide track and trace information, and adhere to 2m social distancing guidelines. Admin staff will meet deliveries at the door where possible. If pre-arranged visitors arrive, reception windows should remain closed where possible.</p> <p>Face coverings will be used if 2m social distancing is not achievable.</p> <p>There is a legal duty to provide welfare facilities and washing facilities for visiting drivers. The staff toilet will be used in this instance, and if necessary the canteen toilet may be used by staff until the staff toilet is cleaned.</p> <p>Contractors arriving at site are directed by signs to <u>main entrance</u> where possible. To follow same hand sanitising / handwashing rules as per other visitors and staff. Social distancing must be adhered to at all times.</p>	L	M	H

						<p>Canteen deliveries use separate entrance and follow same hand sanitising and washing rules as per other visitors and staff. Food delivery staff to follow social distancing guidance and NOT enter the school site.</p> <p>Social distancing should be adhered to. Staff/ volunteer / visitor distance of 2m where possible. Type IIR masks to be worn by adults where distancing of 2m cannot be achieved.</p> <p>Individual and Class Photos As agreed with ASPC, these will be delayed till Term 4 and then a reassessment of risk will be made. Photos taken by pupils of their own work in order to post this on seesaw will make use of the ipads used in each class with appropriate regular cleaning and refresh.</p>			
<p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p>	<p>Staff</p> <p>Children & young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	H	<p>PROTECTION WHEN MOVING AROUND THE DESIGNATED SCHOOL AREAS</p> <p>Marker tape on the floor or the main corridor is used to make pupils aware of the need to walk in single file and/or to wait at one side where there are areas of potential blockages/overcrowding to assist safe 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 for a period of 15 minutes or more then a face covering should be worn.</p> <p>Reduce the need for people to move around site, and between classrooms as far as possible. Where this cannot be avoided, ensure appropriate cleaning is undertaken.</p>	L	M	H
<p>Risk of infection of children with additional support needs</p>	<p>Children & young people</p>	<p>Risk of not following existing procedures for pupils</p>	L	M	H	<p>SUPPORT FOR CHILDREN AND YOUNG PEOPLE WITH ADDITIONAL SUPPORT NEEDS</p> <p>Review any Personal Evacuation Emergency Plans (PEEPS) to ensure that arrangements are still adequate and relevant. Update the Fire Evacuation Procedure to reflect any changes and share information with all staff.</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 link 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, to ensure safe use.</p>	L	M	H
<p>Infected person attending the site</p>	<p>Staff</p> <p>Children & young people</p> <p>Visitors</p>	<p>Risk of infection to other people</p>	L	M	H	<p>ILLNESSES AND ACCIDENTS DURING ATTENDANCE AT ESTABLISHMENTS</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 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>Front school lobby identified in case of any individuals who present as unwell during the day.</p>	L	M	H

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

Follow procedures to remove from setting where someone becomes unwell:

- Parents/carer contacted and to follow guidance for households.
- Pupil to wait to be collected in front lobby with appropriate adult supervision.
- Staff toilet designated for the individual to use if required; staff then to use canteen toilet until staff toilet has been deep cleaned.
- If an individual is so unwell they need an ambulance advise the call handler of 999 you are concerned about Covid-19.

All First Aid Kits to contain PPE: gloves, aprons and masks.

Additional guidance for staff is available here:



Guidance for School
Staff on Personal Prot

It is the responsibility of the Head Teacher to ensure that they have sufficient stocks of PPE within their school at all time – the current guidance from procurement is having approximately 4 weeks stock on site. Stock will be ordered by, and held at, the Cluster Academy. CSN Support Service Co-ordinators have the lead on this locally. Head Teachers notified of local procedures.

Facilities informed and deep clean carried out of areas deemed exposed to potential infection following [covid-19-decontamination-in-non-healthcare-settings](#) 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 [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 (front school lobby), putting on the face covering that has been provided.
2. Staff to phone individual's emergency contact to request immediate collection / staff member returns home.
3. Parent//carer or staff made aware of the Test and Protect process, and the school also consult with local HPT.
4. First Aider contacted with COVID related symptom advice, puts on relevant PPE – supervises unwell individual until collection (supervised in front lobby).
5. Admin/HT 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 that period or the class decanted to another area (local decision from dynamic risk assessment undertaken).
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 of the individual.
3. Staff member notifies HT 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, to undergo an enhanced cleaning as soon as possible.** Building management should quarantine immediate work area and any area where the individual has spent more than 15 minutes. 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 / 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.

Also remember that staff should be maintaining physical distancing and along with children focusing on hygiene measures.

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 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.

						<p>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. Staff have undergone training with regard to 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.</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- 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 & visitors.</p>	<p>Staff</p> <p>Children & young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	H	<p><u>OUTBREAK MANAGEMENT</u></p> <p>Please 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 (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"> • 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 . Ensure you know how 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 a setting schools should make prompt contact with their local HPT and local authority so they can assess the situation an offer advice. Increased of respiratory illness should prompt contacting HPT for advice.</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"> • 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. <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</p>	L	M	H

						<p>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>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.</p> <p>Infection of staff, children & visitors.</p>	<p>Staff</p> <p>Children & young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	H	<p><u>CLASSROOM MANAGEMENT</u></p> <p>Staff and pupils reminded at start of morning and afternoon lessons of social distancing 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>Pupils should be instructed to keep outdoor clothing and bags in the cloakroom (for P1-2 on pegs). Pupils will attend school in PE kit on the Tuesdays when Mrs Cruickshank is in school, and every Wednesday, when they have PE with Miss Le Quesne. Pupils should only bring a waterbottle, pencil case and necessary clothing to school. Each pupil will have a tray in which to keep their equipment, jotters and personal equipment. A pencil case may be brought to school but must then be left in school. Home school books will not be used; reading records will not be used. Communications about reading and any other work will be sent via Seesaw (or possibly email) Reading books may be sent home but will be quarantined for 72 hours on return before being re-distributed. Support resources for pupils will be stored in box/tray for their use; alternatively, if they need to be shared, those resources will be removed from circulation for 72 hours (eg PE equipment) or will be sanitised with Covid Guard as per guidance (eg i pads)</p> <p>If student is too young, then staff will assist.</p> <p>Additional cleaning will be provided by Cleaning Services and Janitorial Support for touch points in communal areas and will be organised locally.</p> <p>Remove resources which present cleaning challenges, e.g. construction materials and intricate items, fabric materials –beanbags, soft seating, etc.</p> <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p>	L	M	H

Books returned to school or to be used by another reading group must be quarantined for 72 hours.

All classes have a sink, soap and towels available for pupils to use. Bin placed near sink.

Surfaces kept as clear as possible 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).

Handwashing routines managed throughout the day by staff. Hand sanitiser at the entrance of each classroom. Pupils may bring their own sanitiser and soap if they have sensitive skin but IT MUST BE CLEARLY NAMED

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.

Guidance for Music/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 pupil attend a virtual lesson in a designated area, the area will require suitable cleaning to the required standard, following each lesson, by a member of staff. Consideration to be given to pupils receiving training with a view to cleaning the area with staff supervision. In addition, time should be allowed following each lesson to allow for adequate ventilation.

Shared instruments such as piano, drumkit, tuned percussion, audio equipment and music stands should be cleaned between pupils. Each pupil should use their own sheet music if it is required.

Current guidelines state that Brass, Woodwind and Singing lessons should be avoided in school

Where a pupil is permitted to practise the piano, provision of sanitising wipes are provided to be used before and after use on the keys.

Guidance for PE found [here](#).

Pupils to wear PE kits to school on the day they take this class to reduce to close interaction in PE changing rooms.

Equipment is kept to a minimum and plans incorporate the 72 hr quarantining.

Guidance for Home Economics, Science and Technologies, Art, Design and Photography found [here](#).

						<p>Marking Jotters 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 have discussed and agreed approaches within the school which mitigate against teachers handling jotters.</p>			
<p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p>	<p>Staff</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	H	<p><u>STAFF AREAS/BASES</u></p> <p>Social distancing and hand washing hygiene guidelines apply to all staff.</p> <p>All staff required to wash hands/sanitise on entry to the building.</p> <p>Only 3 staff permitted in staffroom to maintain social distancing so staff may eat in classroom to maintain social distancing requirements. Staff should ensure that they use their own eating and drinking utensils. All areas and surfaces should be kept as clear and clean; all dishes/cups should be washed in warm soapy water, dried and tidied away for good hygiene by individuals. Safe, hygienic and labelled food storage is necessary for shared fridges by staff.</p> <p>Sink in the staff area, soap and paper towels is available. Bin placed near sink.</p> <p>Areas to be kept well-ventilated where possible. Reduce the sharing of resources as much as possible. Boxes of equipment for individuals should be created. Hand sanitiser provided in all staff areas and outside staff toilet.</p>	L	M	H
<p>Spread of infection during canteen use / break and lunches</p>	<p>Staff</p> <p>Children & young people</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	H	<p><u>BREAK AND LUNCHTIME</u></p> <p>If staff and pupils go off site, they should follow rules for re-entering school as per morning. Hand hygiene needs to be addressed on return and the sanitisation of hands followed by appropriate washing needs to be undertaken.</p> <p>Handwashing done in class for snack, and in class or in the cloakrooms at lunchtimes. Toilet breaks managed by individual class teacher to reduce congestion and contact at all times.</p> <p>Handwashing prior to eating food. Hand sanitiser available on entry to canteen and should be used by all persons when entering and leaving the area.</p> <p>Staggered entry and exit from the canteen to avoid congestion. Pupils to remain in designated seating once in the canteen and food is served to pupils by staff in PPE to minimise movement in open area. Plates, cutlery and cups remain on the table to be collected by staff.</p> <p>Canteen use</p>	L	M	H

					<p>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>Food delivered following appropriate protocols. Catering supervisor suitably suited and booted and masked.</p> <p>Updated menus will be available for parent/carer to view on Aberdeenshire website and on the school website.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>All rubbish and waste should be put straight in the bin by staff 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 etc.</p> <p>Catering Risk Assessment found here.</p>			
Process/Activity:	Infection Prevention & Control	Location:	All ECS Establishments	Date:	24.10.20			
Establishment RA Author:	Freda Evans	Date of Review:	next update from Aberdeenshire/SG.....					

This is adapted from the Aberdeenshire Council generic Risk Assessment sent out **on 05.10.20; as such Auchterless School has tailored this to suit the needs of the school and controls used. Existing Risk Assessments should be reviewed to highlight controls in light of COVID -19 and how they aim to reduce risk as far as is reasonably practical**