


<b>Department:</b> Education and Children's Services		<b>RISK ASSESSMENT</b>	<b>Aberdeenshire</b> COUNCIL 
<b>Process/Activity:</b> COVID-19 Infection Prevention & Control		<b>Location:</b> All ECS Establishments	<b>Date:</b> 9.9.20 V006
<b>Describe activity:</b> ECS establishments opening August 2020 to children, young people, staff, visitors and contractors.			
<b>Establishment Name and Location:</b> Fraserburgh Academy		<b>Isolation Room Location in Establishment:</b> Nursing Assistant's Room	

Hazard	Person/s Affected	Risk	Risk level before controls are in place (delete as appropriate) Low, Medium & High			Control Measures	Risk level after controls are in place (delete as appropriate) Low, Medium & High		
			L	M	H		L	M	H
Spread of infection	Staff  Children & young people  Visitors	Cross contamination of infection.  Infection of staff, children and visitors	L	M	<b>H</b>	<p><b><u>GENERAL CONTROL MEASURES</u></b></p> <p>All young people, young people, staff and any others for whom it is necessary to enter the school estate will be encouraged and supported to maintain COVID-secure personal hygiene throughout the day and ensure continued rigour about hand hygiene.</p> <ul style="list-style-type: none"> <li>• frequent washing/sanitising of hands for 20 seconds and drying thoroughly, and always when entering/leaving the building, before/after eating and after using the toilet.</li> <li>• encouraging young people, young people and staff to avoid touching their faces including mouth, eyes and nose.</li> <li>• using a tissue or elbow to cough or sneeze, and use bins that are emptied regularly for tissue waste.</li> </ul> <p>Supplies of resources including soap and hand sanitisers will be provided.</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: <a href="https://covid19.aberdeenshire.gov.uk/">https://covid19.aberdeenshire.gov.uk/</a>. <b>Sector Advice Card</b> found <a href="#">here</a>. This will be displayed in school to signpost to guidance.</p> <p>Additional guidance for all staff who work with and support children and young people with additional support needs can be found <a href="#">here</a>. This includes ASL Teachers, Pupils Support Assistants, Pupil Support Workers, School Escorts, Aberdeenshire Specialist Technology Service</p>	L	M	H

(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-19Guidance ASN Peripatetic Services](#); Document 3: [Covid-19 Guidance Escorts](#); Document 4: [Guidance on re-opening school age childcare services ASN](#); Document 5: [ASN FAQs](#).)

**Visiting Staff Guidance:**

Staff Type	Working Location	Guidance
ASN Pupil Escorts	Transport	<ul style="list-style-type: none"> <li>Do not work with more than 2 contacts per day</li> <li>A contact is defined as one child, a group of children (may be a class), a single member of staff, a group of staff, a parent or carer, a family group.</li> <li>Schools using ASN transport should provide face covering/PPE to Pupil Escort. Schools also to support Pupil Escort in their understanding of their responsibilities in adhering to the infection control procedures.</li> </ul>
ASN Staff (e.g. ASN Teachers, PSAs, PSWs)	Base school only location	<ul style="list-style-type: none"> <li>Follow school's own guidance and risk assessment as other school staff</li> </ul>
ASN Peripatetic Staff (e.g. ASN Teachers, PSAs, PSWs)	Base school & one other location per week	<ul style="list-style-type: none"> <li>Follow the school guidelines in their base school (i.e. the school that the staff member works most of the week in)</li> <li>Only visit one school per day on days not in base school</li> <li>Do not work with more than 2 contacts per day in schools that are not base school</li> <li>A contact is defined as one child, a group of children (may be a class), a single member of staff, a group of staff, a parent or carer, a family group.</li> </ul>
ASN Peripatetic Staff (e.g. Relief PSAs)	Working in more than 2 schools per week & does not have a base school	<ul style="list-style-type: none"> <li>Do not visit more than one school per day</li> <li>Do not work with more than 2 contacts per day</li> <li>A contact is defined as one child, a group of children (may be a class), a single member of staff, a group of staff, a parent or carer, a family group.</li> <li>A school will need to know whether a PSA has worked in other schools within the last 7 days, and whether they are working with any other schools, as that will influence whether they need to take into account the number of contacts that that PSA can have during their time in the school.</li> </ul>

					ASN Support Services (e.g. EPS, EAL Service, Sensory Support Service, Counselling Service) and Allied Health Professionals	Working in more than 2 schools per week & does not have a base school	<ul style="list-style-type: none"> <li>• Continue to offer a service remotely where possible</li> <li>• Do not visit more than one school per day</li> <li>• Do not work with more than 2 contacts in a school</li> <li>• A contact is defined as one child, a group of children (may be a class), a single member of staff, a group of staff, a parent or carer, a family group.</li> </ul>			
					Supply Teacher	Various schools across clusters	<ul style="list-style-type: none"> <li>• Maximum of 1 school per day, no limit on number of groups but staff advised to reduce the number of interactions</li> <li>• Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc</li> <li>• Reduce number of visits where practical, i.e. if usually 3 schools per week – reduce to maximum of 2</li> <li>• Undertake risk assessment for each staff member</li> </ul>			
					Music Instructors	Various schools across clusters	<ul style="list-style-type: none"> <li>• Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc</li> <li>• 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)</li> <li>• Consider fortnightly visits so 1 school per day can be achieved</li> <li>• Consider online learning using Glow or Goggle platform</li> <li>• No brass or woodwind physical instruction at the moment. Consider talking through lesson instead or online learning.</li> <li>• See whole school risk assessment template for more information</li> </ul>			
					Janitorial Staff	Cluster Schools	<ul style="list-style-type: none"> <li>• 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</li> <li>• Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc</li> <li>• Reduce number of visits where practical</li> </ul>			
<p>Covid-19 – Guidance for non-healthcare settings is available <a href="#">here</a>.</p> <p>Health and Safety advice available on Arcadia <a href="#">here</a> by accessing this link, including: How to handwash, Putting on &amp; removing PPE, Decontamination &amp; cleaning processes for facilities, Optional &amp; mandatory wearing of face coverings:</p>										

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 young people for over 15 mins, face coverings should be worn.

Where colleagues need to work in close proximity to a child or children for over 15 mins, the school will provide face coverings/PPE for that purpose.

**Types of PPE required for specific circumstances:**

- ROUTINE ACTIVITIES – No PPE required
- SUSPECTED COVID-19 – Gloves, apron and a fluid-resistant surgical mask when direct personal care needed. Eye protection if a risk assessment determines there is a risk of splashes to the eyes. Gloves and aprons worn when cleaning the areas where suspected case has been.
- INTIMATE CARE – Gloves and apron. Risk of splashing mitigated with the wearing of fluid-resistant surgical mask and eye protection. Gloves and aprons worn when cleaning the area.

**Face Coverings:**

Face coverings should be worn where adults and young people in secondary schools are moving about the school in corridors and confined communal areas (including toilets) where physical distancing is particularly difficult to maintain and on dedicated school transport. Face coverings should cover the wearer's nose, mouth and chin. A definition of face coverings (which should not be confused with PPE) can be found [here](#). This information also contains general guidance relating to face coverings. Some individuals are exempt from wearing face coverings. Further information on exemptions can be found in wider [Scottish Government guidance](#).

Face coverings should not generally be required by learners in classrooms or other learning and teaching environments.

When temporarily storing a face covering (e.g. during classes), it should be placed in a washable, sealed bag or container. 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.

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.

If a learner has forgotten or lost their face covering, they may obtain one from the library.

Where adults cannot keep 2m distance and are interacting face-to-face for a sustained period (more than 15 minutes) a face covering should be worn and will be provided.

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

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**

The school will follow the latest guidance on attendance for young people, young people and staff who have health conditions or are pregnant, or who live with individuals who have health conditions or are pregnant. Information can be found [here](#).

Advice is available [here](#) for the education of pupils who are unable to attend school due to ill health. Schools will wish to maintain plans for remote education for some pupils.

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

From 1 August advice on shielding and protecting people who are clinically extremely vulnerable changed. Identify (and record that this has been carried out for every individual) all staff who are clinically extremely vulnerable with the Head Teacher prior to them entering the school. Link [here](#) for advice for people with specific medical conditions.

- 'Clinically extremely vulnerable' staff should be able to attend unless advice from their GP is not to.
- Those with a 'clinically vulnerable' household member can attend following a dynamic risk assessment.
- Those who are 'clinically extremely vulnerable' should discuss their options with their Head Teacher/line manager
- Those who live with someone 'clinically extremely vulnerable'/shielded should attend and carefully follow guidance on staying alert and safe (social distancing) as per online guidance listed above.

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

The school will endeavour not to staff in vulnerable groups to cover for absent colleagues.

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

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

Behavioural risk assessments for individual pupil have been completed where necessary and are available in Sharepoint.

**General Advice - Staff and Pupils**

Staff or pupils should be identified 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. Clear 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 will be repeated regularly. Pupils will be given the same message every morning.. The School will register symptomatic staff as Cat 3 Key workers under the employer referral portal to ensure priority access to testing.. [Aberdeenshire Council staff can access testing here.](#)

Movement between schools should be kept to a minimum until further notice. Lower risk methods for some input – digital/virtual means, or outdoor settings will be considered. Where movement across locations is necessary to deliver school operations the number of interactions should be minimised. It is recommended that staff who have a closer interaction with pupils limit their movement between schools to two sites per day, for example teaching staff, temporary/supply staff and visiting specialists. Members of the janitorial team who have a more limited interaction with pupils and other staff can consider undertaking additional site visits to undertake facility management tasks following recommended control measures of social distancing and handwashing/hand sanitising.

Guidance for ASL Teachers, Pupils Support Assistants, Pupil Support Workers, School Escorts, Aberdeenshire Specialist Technology Service (ASPECTS), Educational Psychology Service, English as an Additional Language (EAL) Service, School Counsellors, Sensory Support Service can be found [here](#). [ASN FAQs](#).

Consider adapting working practices for administration staff. For example, stagger times at which work is done in the school office, or breaks are taken; restructure workflows to allow for physical distancing of 2m to be implemented. Minimise movement of individuals between workstations in the school office. Limit the number of non-admin staff entering the office. Erect plastic screens beside working area. Where they are shared make sure there is cleaning between use. Some office staff will work in an adjacent room to allow for physical distancing.

Teaching staff may consider work from home but must first discuss with their line manager and the Support Services Coordinator and sign out in the school office.

					<p>Plan to resume taking twice daily registration and record the appropriate absence codes both existing and COVID-19 related. Registration will be in accordance with Guidelines on Managing and Promoting Pupil Attendance in <a href="#">secondary schools</a>.</p> <p>A risk assessment will be completed for all pupils attending multiple educational settings ie NESCOL, and consideration needs to be given to groupings.</p> <p>Where possible groups will be kept apart. The movement of groups across different parts of the school estate will be reduced where possible. Class teachers are reminded not to allow pupils to leave class early, or to stand outside rooms towards the end of periods.</p> <p>Year group and House assemblies are suspended until further notice. Assemblies will take place virtually during registration using Glow Teams or other digital platform.</p> <p>All staff meetings will be conducted using digital technology such as Teams or Skype.</p> <p>Clear signs will be displayed around the school as reminders to staff and learners regarding physical distancing and how to handwash properly. The messaging regarding handwashing if sneezing or coughing will be reinforced regularly. Young people will be supported to follow guidance.</p> <p>The emergency evacuation procedures/ fire drill has been revised to keep 2m separation where possible for staff. Drill practice will be carried out with staff and pupils led by the Head Teacher. In the event of an emergency all people occupying the site should evacuate as quickly as possible (without panic) and then when at assembly points revert to physical distancing.</p> <p>It is suggested that young people and staff consider tying up long hair and changing clothing daily.</p> <p>Distancing will be encouraged will all pupils, particularly in the senior phase. Pupils will be encouraged and supported not to crowd together or touch each other.</p> <p>For all year groups hand to hand greetings/hugs will be discouraged.. All available space to promote distancing where possible will be used. There is a requirement for adults to remain 2m distant from pupils and adults.</p> <p>All pupils will be asked to bring their own essential items for their individual use – pen, pencil, rubber, ruler, calculator, hand sanitiser, tissues. Packs for PEF pupils will be available.</p> <p><b><u>General Advice - Facilities</u></b></p> <p>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. Where there may be</p>			
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				<p>capacity gaps the janitorial team will help support where there is capacity to do so. The allocation of this is based on formula according to school size.</p> <p>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. Instructions regarding cleaning of staff work areas and equipment will be available in each room. 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.</p> <p>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 <a href="#">here</a>.</p> <p>When using Covid Guard please ensure that all surfaces are wiped down after the contact time of 5 minutes 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.</p> <p>Janitorial staff will be able to support with the provision of bins for waste in classrooms. Missed opportunities for social distancing and appropriate handwashing where staff, pupils or parents forget the safety rules should be highlighted.</p> <p>All toilet areas to contain signage highlighting good handwashing routines.</p> <p><b>Ventilation</b> Leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation. <b>Fire doors without mag locks should not be wedged open</b>. Open windows to improve the flow of air where possible. Principal Teachers Faculty are asked to make sure all faculty staff keep doors and windows open as much as possible. When considering classroom activities and external noise, staff may consider partial closure of door but ensuring the door is still open and allows for circulation of air.</p> <p>Where centralised or local mechanical ventilation is present, systems should be adjusted to full fresh air. When changing filters enhanced precautions should be taken. Ensure systems do not automatically adjust ventilation levels due to differing occupancy levels.</p> <p>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.</p>			
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<p>People with symptoms attending ECS sites</p>	<p>Staff Children &amp; young people Visitors</p>	<p>Infection of staff, children and visitors</p>	<p>L</p>	<p>M</p>	<p><b>H</b></p>	<p><b><u>PEOPLE SYMPTOMATIC ATTENDING ECS ESTABLISHMENTS</u></b></p> <p><b><u>Staff, pupils and parents should not come to school if they or someone in their household has developed symptoms (new persistent cough, increased temperature or changes in sense of taste or smell.).</u></b> All staff and pupils will be reminded of this each day when asking question regarding COVID symptoms during registration.</p> <p>Guidance should be followed from NHS Inform and from <a href="#">Test and Protect</a> here. The school will ensure this process is understood and cases in schools, as complex settings, will be prioritised and escalated to specialist Health Protection Teams.</p> <p>All class teachers should have a seating plan for every class which is regularly updated.</p> <p>The school will use existing methods and channels of communication with parents/carers to reduce the need for face to face meetings/contact: Group Call; text; email; phone; Website; Facebook and Twitter.</p> <p>All staff and pupils will be reminded that if they develop symptoms, they will be sent home. Protocol has been established to deal with staff or pupils displaying possible COVID 19 symptoms.</p> <p>Office staff routinely check with parents of pupils returning from overseas about countries visited and to check if the necessary testing and self-isolation has been carried out.</p>	<p><b>L</b></p>	<p>M</p>	<p>H</p>															
<p>Spread of infection.  Infection of staff, children &amp; visitors.</p>	<p>Staff Children &amp; young people Visitors</p>	<p>Cross contamination of infection.  Infection of staff, children and visitors</p>	<p>L</p>	<p>M</p>	<p><b>H</b></p>	<p><b><u>PROTECTION WHEN DROPPING OFF AND PICKING UP FROM THE ESTABLISHMENT</u></b> Information will be shared on school websites and social media.</p> <p>Pupils who travel to school on school transport should go to their period 1 class on the bell at 8.35 am and be there by the second bell at 8.40 am.</p> <p>Pupils who travel to do not travel on school transport should go to their period 1 class on the 8.45 am bell and be there by the bell at 8.50 am.</p> <p>A process to stagger the release of learners at break, lunch and at the end of the school day is in place.</p> <table border="1" data-bbox="788 1230 1980 1481"> <tr> <td data-bbox="788 1230 1090 1294">End of period 4 (Before break)</td> <td data-bbox="1090 1230 1485 1294">Odd numbered classrooms</td> <td data-bbox="1485 1230 1980 1294">Leave at 11.25 am</td> </tr> <tr> <td data-bbox="788 1294 1090 1326"></td> <td data-bbox="1090 1294 1485 1326">Even numbered classrooms</td> <td data-bbox="1485 1294 1980 1326">Leave at 11.30 am</td> </tr> <tr> <td data-bbox="788 1326 1090 1390">End of period 6 (before lunch)</td> <td data-bbox="1090 1326 1485 1390">Odd numbered classrooms</td> <td data-bbox="1485 1326 1980 1390">Leave at 1 pm</td> </tr> <tr> <td data-bbox="788 1390 1090 1422"></td> <td data-bbox="1090 1390 1485 1422">Even numbered classrooms</td> <td data-bbox="1485 1390 1980 1422">Leave at 1.05 pm</td> </tr> <tr> <td data-bbox="788 1422 1090 1481">End of period 8 (end of school day)</td> <td data-bbox="1090 1422 1485 1481">Odd numbered classrooms</td> <td data-bbox="1485 1422 1980 1481">Leave at 3.20 pm</td> </tr> </table>	End of period 4 (Before break)	Odd numbered classrooms	Leave at 11.25 am		Even numbered classrooms	Leave at 11.30 am	End of period 6 (before lunch)	Odd numbered classrooms	Leave at 1 pm		Even numbered classrooms	Leave at 1.05 pm	End of period 8 (end of school day)	Odd numbered classrooms	Leave at 3.20 pm	<p><b>L</b></p>	<p>M</p>	<p>H</p>
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						Classrooms without a number ie gyms should leave at the earlier times.	All pupils who arrive by car must be dropped off in Alexandra Terrace or Dennyduff Road. Parents must not enter the school grounds unless by appointment or in an emergency. Clear signs are displayed outside the school building to this effect, and information has been given to parents via the school newsletter, the school website and social media.	Social distancing should be adhered to. Staff/ volunteer / visitor distance of 2m where possible.	Visitors to the building will be kept to a minimum and restricted to the area at the front of the school.	On entering and leaving the building, hand sanitiser should be made available and everyone should use this.
Spread of infection.  Infection of staff, children & visitors.	Staff  Children & young people  Visitors	Cross contamination of infection.  Infection of staff, children and visitors	L	M	<b>H</b>	<b><u>WHEN CONTRACTORS / VISITORS COME ONTO SITE</u></b>  <b><u>All visitors to complete a compulsory track and trace QR Code data sharing procedure or sheet before gaining access to site. This is separate to signing in sheet to follow GDPR guidance. This information is retained by the school office.</u></b>  Please find guidance <a href="#">here</a> for QR Code Set Up. Please find a copy of the Data Collection Sheet <a href="#">here</a> & GDPR Template <a href="#">here</a> . Guidance on Collection of Visitor Details <a href="#">here</a> .  Appropriate social distancing will be indicated at reception. ALL visitors into the building, including delivery drivers MUST provide track and trace information. Reception windows should remain closed where possible.  There is a legal duty to provide welfare facilities and washing facilities for visiting drivers. The toilets within the main office suite should be used.  Contractors arriving at site are directed by signs to <u>main entrance</u> where possible. To follow same hand sanitising and handwashing rules as per other visitors and staff. Social distancing must be adhered to at all times.  Canteen deliveries will use <u>separate entrance where possible</u> . The same hand sanitising and washing rules as per other visitors and staff must be followed. Delivery staff will follow social distancing guidance and NOT enter the school site. If this is not avoidable then a track and trace data sharing sheet must be completed in all cases and given to the school office.  Face covering to be worn by adults where distancing of 2m cannot be achieved. Social distancing should be adhered to.	<b>L</b>	M	H	

						<p><b><u>Instrumental Instructors</u></b></p> <p>Instructors should ensure prior arrangements are made for access to school buildings. A dedicated space for the day of attendance should be made available for the provision of Instrumental Music Tuition within the school to be used solely for the provision of Instrumental Music Tuition with adequate ventilation where possible. Where this is not possible effective cleaning should take place prior to and after use.</p> <p>Additional breaks of a duration agreed by the school/department and instructor or IMS Manager, should be timetabled for each room to ventilate rooms as a range of different pupils will be taught in the same room during the day.</p> <p>Instructors must familiarise themselves with Scottish Government Track and Trace guidance as well as school Track and Trace policies and procedures</p> <p><b><u>Visit of Photographer</u></b></p> <p><b><u>Only individual photos should be taken at this time.</u></b></p> <p>During photo sessions 2 metre social distancing should be observed between the photographer and learners. Any seating should be wiped down after each use. Good hand hygiene should be maintained and hand sanitiser should be available for this purpose. Classes should attend at their appointed time, accompanied by their teacher, and stand in a socially distanced line before and after their photograph is taken.</p>			
<p>Spread of infection.</p> <p>Infection of staff, children &amp; visitors.</p>	<p>Staff</p> <p>Children &amp; young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	<b>H</b>	<p><b><u>PROTECTION WHEN MOVING AROUND THE DESIGNATED SCHOOL AREAS</u></b></p> <p>To help with maintaining distancing for young people in secondary schools marker tape will be placed on the floor and the use of one-way systems and outdoor corridor to assist movement around school buildings and site will be encouraged Social distancing should be adhered to. All staff should maintain a distance of 2m where possible from other adults and pupils. Where this is not possible for a period of 15 minutes or more, then a facial cover should be worn as per guidance.</p> <p>Pupils should use the outdoor corridor whenever possible. When moving through the school all pupils and staff should keep to the left – this is clearly indicated on signs. A one-way system has been put in place in the ground floor. Pupils should follow the signs to move anti-clockwise around the ground floor.</p> <p>Three extra entrances/exits have been created at Music, the Library and by using the gate at Maths. Pupils should use the closest entrance and exit.</p> <p>The need for people to move around site, and between classrooms has been reduced as far as possible to reduce the potential spread of any contamination through touched surfaces. Anti-bacterial spray and paper wipes will be provided to each classroom to enable pupils to wipe down their own desk/chair/surfaces before leaving and or, especially, on entering the room, especially in secondary schools. The registration period has been merged with period 1 to minimise pupil movement.</p>	<b>L</b>	<b>M</b>	H
<p>Not all cases will show symptoms &amp; social distancing challenging to maintain with children so risk assessed as low to medium.</p>									

						Pupil movement around the school will be monitored daily by the Senior Leadership Team and necessary adjustments made.			
Risk of infection of children with additional support needs	Children & young people	Risk of not following existing procedures for pupils	L	M	<b>H</b>	<p><b><u>SUPPORT FOR CHILDREN AND YOUNG PEOPLE WITH ADDITIONAL SUPPORT NEEDS</u></b></p> <p>All Personal Evacuation Emergency Plans (PEEPS) have been reviewed to ensure that arrangements are still adequate and relevant. The Fire Evacuation Procedure has been updated to reflect any changes and share information with staff.</p> <p>Where manual handling / personal care is required, at least two members of appropriately trained staff will be available, who will wear PPE when providing direct personal care. Only essential staff should enter the designated room where personal care is being carried out. Please click on <a href="#">link</a> for the correct methods of putting on, and removing PPE.</p> <p>A cleaning routine for specialist equipment for young people with additional support needs, sensory rooms, is in place to ensure safe use.</p>	<b>L</b>	M	H
Infected person attending the site	Staff Children & young people Visitors	Risk of infection to other people	L	M	<b>H</b>	<p><b><u>ILLNESSES AND ACCIDENTS DURING ATTENDANCE AT ESTABLISHMENTS</u></b></p> <p>Guidance document for first responders <a href="#">here</a> that covers the use of PPE and CPR. Please click on <a href="#">link</a> for the correct methods of putting on, and removing PPE.</p> <p>Staff will use dynamic risk assessments through process due to needs/ conditions of pupils, staff member or contractor. Appropriate care will be taken when treating individuals presenting with illness, PPE equipment will used as required – bodily spills kits (a kit contains mask, apron and gloves has been issued to all staff).</p> <p>The Nursing Assistant’s room has been identified as an isolation area for any individuals who present as unwell during the day. Follow procedures to remove from setting where someone becomes unwell:</p> <ul style="list-style-type: none"> <li>- If over age of 16 they should go home as soon as symptoms noticed</li> <li>- Under the age of 16, parents/cares contacted and to follow guidance for households.</li> <li>- The Nursing Assistant’s room is designated for young people to wait to be collected with appropriate adult supervision.</li> <li>- A separate toilet is designated for the individual to use.</li> <li>- Private transport to reach home should be used where possible.</li> <li>- If an individual is so unwell they need an ambulance advise the call handler of 999 you are concerned about Covid-19.</li> </ul> <p>All First Aid Kits to contain PPE: gloves, aprons and masks.</p> <p>Additional guidance for staff is available here:</p>	<b>L</b>	M	H



Guidance for School  
Staff on Personal Prot

It is the responsibility of the Head Teacher to ensure that we have sufficient stocks of PPE within their school at all time – the current guidance from procurement is having approximately 4 weeks stock on site. A dedicated member of the admin team monitors this on a daily basis. 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.

Following a suspected case of COVID-19 in school Facilities will be 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](#).

The school will 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 flowchart [here](#) as a guide to the response required. Advice [here](#) for people advised to self-isolate.

##### With the Individual

1. Student / Staff member removed and sent to the designated isolation room/space, putting on the face covering that has been provided.
2. School Office phoned to request immediate collection / staff member returns home.
3. Parent//carer or staff should be made aware of the Test and Protect process, and the school 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 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.
3. Staff member notifies line manager and supervisory janitor to enable deep cleaning to take place.
4. Alternative locations are found for classes due to be in that room/area.

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

				<p>Advice from the Health &amp; Safety team is that once a symptomatic person has left the premises the area/room where they have been can either be quarantined/closed for 72 hours or if the area has to be used before the 72 hours is up then the area has to be cleaned before use. 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.</p> <p>If area has been quarantined for 72 hours, then Enhanced cleaning applies.</p> <p>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 will look at suitable options for classes 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.</p> <p>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.</p> <p>The following advice is available in: <a href="https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf">https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf</a></p> <p><b>Environmental decontamination (cleaning and disinfection) after a possible case has left a workplace or other non-healthcare setting</b></p> <p><b>Cleaning and Disinfection</b></p> <p>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.</p> <p>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> <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. Follow manufacturer's instructions for dilution, application and contact times for all</p>			
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						<p>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 &amp; visitors.</p>	<p>Staff</p> <p>Children &amp; young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	H	<p><b><u>OUTBREAK MANAGEMENT</u></b></p> <p>Management of outbreaks in schools is led by local Health Protection Teams (HPTs) alongside local partners following established procedures . Ensure you know how to contact local HPT:</p> <ul style="list-style-type: none"> <li>Grampian Health Protection Office Hours Tel No. 01224 558520; Out of Hours Tel No. 0345 456 6000 (Ask for Public Health on Call) Email Address: <a href="mailto:grampian.healthprotection@nhs.net">grampian.healthprotection@nhs.net</a></li> </ul> <p>If schools have 2 or more confirmed cases of Covid-19 within 14 days they may have an outbreak. In this situation contact HPT and local authority.</p> <p>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"> <li>Attendance at multi-agency incident management team meetings</li> <li>Communications with pupils, parents/carers, and staff</li> <li>Provide records of school layout / attendance / groups</li> <li>Implementing enhanced infection, prevention and control measures.</li> </ul> <p>HPT will make recommendations on self-isolation, testing and the arrangements to do this. Any discussion of possible school closures should take place between school, local authority and local HPTs. Schools should maintain appropriate records.</p>	L	M	H
<p>Spread of infection.</p> <p>Infection of staff, children &amp; visitors.</p>	<p>Staff</p> <p>Children &amp; young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	H	<p><b><u>CLASSROOM MANAGEMENT</u></b></p> <p>Staff and pupils will be reminded at the start of period 1 each day about physical distancing rules. All staff and pupils will be asked if they have any of the three symptoms of COVID -19.</p> <p>A 2m buffer zone has been established at the front of each room. Tape has been issued to each faculty to be used to mark this if necessary. Staff should adjust class space if required, and where possible to maintain spacing between desks and individuals. Pupils should be seated side by side and facing forward, rather than face to face. Avoid situations that require young people to sit/stand</p>	L	M	H

				<p>in direct physical contact with others. Where they need to move to perform activities this should be organised to minimise congregation.</p> <p>Principal Teachers should consider altering class size composition to create more space by evening out class sizes. Encourage social distancing where possible.</p> <p>Pupils should be instructed to keep bags on the floor and not placed in their desks or worktops</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. Re-plan lessons / activities to avoid shared resources.</p> <p>Teachers are reminded to ensure that all shared resources to be cleaned by each user after use(including computers, PE equipment etc), and this should be built into end of lesson activity routines in each setting. The school will ensure that anti-bacterial spray and paper wipes are available in all rooms. Teachers should ensure that students wipe down desk area, chair and resources after use if a shared space/resource.</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.</p> <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p> <p>Where there is a sink in the classroom, soap and paper towels should be available. The bin should be placed near the sink.</p> <p>Keep surfaces clear to make cleaning easier.</p> <p>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) and windows opened.</p> <p>Hand sanitiser will be available in every classroom and young people encouraged to use this on entering the room.</p> <p>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.</p> <p>Guidance for PE found <a href="#">here</a>. Arrangements are in place for the cleaning of changing areas.</p> <p>Library books should be quarantined for 72 hours upon return to the library.</p>			
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**Instrumental Instructors**

Guidance for Singing, Woodwind and Brass instruments is being developed. Face to face tuition should be avoided until further advice emerges. For other instruments the normal social distancing of 2 metres may be considered sufficient provided there is appropriate ventilation in the room.

The practical nature of the subject may mean that there are exceptional situations in which the 2 metres distancing cannot be observed for a short period of time for a specific purpose. In these instances, face coverings should be worn by instructors.

Where ensemble work is being considered, social distancing measures must be implemented. An upper limit placed on the number of people who can be involved, including staff and pupils should be agreed between instructors, IMS and the school. Conductors should be able to stand 3-5 metres beyond the front row of the ensemble. Plexiglass screens or similar should be considered by instructors and school departments. Each player (including strings) will require their own music stand.

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

Shared instruments such as piano, drumkit, tuned percussion, audio equipment and music stands should be cleaned between pupils

Pupils should clean their own instruments under the guidance and instruction of the instructor  
Pupils should not be allowed to blow or tip water from instruments in the teaching room. Newspaper or paper towels (or anti-bacterial paper) should be provided for the venting of water keys and pupils should remove and dispose of their own at the end of the lesson

Current guidelines state that Brass, Woodwind and Singing lessons should be avoided in school  
Mouthpieces must not be shared (in the event of Brass and Woodwind lessons being delivered face to face. These activities are currently to be avoided)

Drumsticks should not be shared

Bows should not be shared

Each pupil should have their own copies of sheet music.

Handheld instruments should be cleaned before and after use and issued to one pupil for the duration of a lesson

Consideration should be given to the use/cleaning of Timpani regarding different players using the instrument during a rehearsal, or whether one pupil should remain on the instrument for the entire session

**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. Teachers should be encouraged to discuss and agree approaches within the school which mitigate against teachers handling jotters.			
Spread of infection.  Infection of staff, children & visitors.	Staff  Visitors	Cross contamination of infection.  Infection of staff, children and visitors	L	M	<b>H</b>	<p><b><u>STAFF AREAS/BASES</u></b></p> <p>Social distancing and hand washing hygiene protocol should be followed by all staff.</p> <p>Staff should 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>Universal signage should continue into any staff areas/bases and offices. Where there is a sink in the area, soap and paper towels should be available. Bin placed near sink.</p> <p>Areas to be kept well-ventilated where possible. Reduce the range of resources to be used. Reduce the sharing of resources as much as possible. Trays of equipment for individual should be created.</p> <p>Hand sanitiser should be available in each staff area.</p>	<b>L</b>	M	H
Spread of infection during canteen use / break and lunchtimes	Staff  Children & young people	Cross contamination of infection.  Infection of staff, children and visitors	L	M	<b>H</b>	<p><b><u>BREAK AND LUNCHTIME</u></b></p> <p>If staff and pupils go off site at lunchtime, they should follow rules in place for wider society. Sanitisation of hands will be encouraged on their return to the school building.</p> <p>The need for handwashing/hand sanitisation prior to eating food will be reinforced. Hand sanitiser will be available where people eat and should be used by all persons when entering and leaving the area.</p> <p><b>Canteen use</b> Canteen staff should continue to follow Food Standard Agency's (FSA) in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes. Covid-19 Guidance can be found <a href="#">here</a>.</p> <p>Use of the new Catering Services app will be encouraged. This will assist with the flow of pupil queues.</p> <p>Payments should be taken by contactless methods wherever possible. Touch pads will be removed from all till points. Payment will be taken by card or look up by catering staff.</p> <p>Drinking water is provided in the social area and canteen, with enhanced cleaning measures of the tap mechanism introduced.</p>	<b>L</b>	M	H

					<p>All rubbish and waste should be put straight in the bin by pupils/ the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines etc.</p>			
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<b>Process/Activity:</b>	<b>Infection Prevention &amp; Control</b>	<b>Location:</b>	<b>All ECS Establishments</b>	<b>Date:</b>	<b>9.9.20</b>
<b>Establishment RA Author:</b>	<b>Irene Sharp</b>	<b>Date of Review:</b>			