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| **Department: Education and Children’s Services** | | **RISK ASSESSMENT** |  |
| **Process/Activity: COVID-19 Infection Prevention & Control** | | **Location:** **All ECS Establishments** | **Date: V2 20/8/20** |
| **Describe activity**: ECS establishments opening August 2020 to children, young people, staff, visitors and contractors. | | | |
| **Establishment Name and Location: Alford Academy** | **Isolation Room Location in Establishment: A0-50** | | |

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| **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** | | | | |
| Spread of infection | Staff  Children & young people  Visitors | Cross contamination of infection.  Infection of staff, children and visitors | L | M | **H** | **GENERAL CONTROL MEASURES**  All children, young people, staff and other campus user are encouraged and supported to maintain COVID-secure personal hygiene throughout the day and ensure continued rigour about hand hygiene on arrival departure and through as appropriate. .  • 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 young people and staff to avoid touching their faces including mouth, eyes and nose.  • encouraging young people and staff to use a tissue or elbow to cough or sneeze, and disposing of their tissue in the bin.  Although supplies of resources including tissues and hand sanitiser will be made available, if staff or pupils wish to bring their own for their own personal use they may do so.  In line with national guidance, hand sanitiser stocks have been provided to all schools to allow for provision at entry/exit points and a number of key areas to complement existing hand washing facilities. At Alford Academy, supplies of hand sanitiser are also available in classrooms/learning spaces. Soap and water should remain the preferred method of hand hygiene for all.  Where to find advice:  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 COVD-19 site: <https://covid19.aberdeenshire.gov.uk/>  **Sector Advice Card** found [here.](https://aberdeenshire.sharepoint.com/sites/covid-19childcarehubstaffinformation/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Fcovid%2D19childcarehubstaffinformation%2FShared%20Documents%2FSchool%20Recovery%20Documents%2Fcovid%2D19%2Dsector%2Dadvice%2Dcard%2Epdf&parent=%2Fsites%2Fcovid%2D19childcarehubstaffinformation%2FShared%20Documents%2FSchool%20Recovery%20Documents)  Health Protection Scotland non-healthcare settings guidance is available here. [Covid 19 Guidance for Non Healthcare Settings](https://www.hps.scot.nhs.uk/web-resources-container/covid-19-guidance-for-non-healthcare-settings/)  Health and Safety advice available on Arcadia by accessing this link, includes: How to handwash, Putting on & removing PPE, Decontamination & cleaning processes for facilities, Optional & mandatory wearing of face coverings: <https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety,%20Wellbeing%20and%20Risk%20Management/Health-and-Safety,-Wellbeing-and-Risk-Management.aspx>.  Health, Safety and Wellbeing policy is available [here](https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Documents/Business%20Services/HR+OD/Health%20and%20Safety/Aberdeenshire%20Council%20Corporate%20H+S%20Policy/Aberdeenshire%20Council%20-%20General%20HS%20Policy%20Statement.pdf).  **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 person 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. Fluid-resistant surgical mask and eye protection should also be worn if a risk assessment determines there is a risk of splashing to the eyes. Gloves and aprons worn when cleaning the area.   **Face Coverings**:  Face coverings should not be required for most children and staff unless clinically advised to do so.  Where adults cannot keep 2m distance and are interacting face-to-face for a sustained period (15 minutes or more) 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.  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 as part of an enhanced system of approaches to reduce transmission.  Impact of wearing face coverings on learners with additional support needs will be carefully considered.  **Anyone (staff or pupil) who wishes to wear their own face covering is free to do so on the proviso that the mask/covering is appropriate for school (ie no logos, graphics, slogans) and that they are removed and stored correctly and washed regularly in accordance with current advice**.    **Special Consideration for Certain Groups**  the latest Scottish Government guidance on attendance for children, young people and staff who have specific health conditions or are pregnant, or who live with individuals who have health conditions or are pregnant. can be found[**here.**](https://www.gov.scot/publications/coronavirus-covid-19-tailored-advice-for-those-who-live-with-specific-medical-conditions/)  Scottish Government advice is available [**here**](https://www.gov.scot/publications/guidance-education-children-unable-attend-school-due-ill-health/) for the education of pupils who are unable to attend school due to ill health. Plans for remote education for individual pupils will be made as required.  Ensure up to date risk assessments for children on EHC plans, carried out with educational providers, parents/carers and appropriate health practioners, 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.  From 1 August advice on shielding and protecting people who are clinically extremely vulnerable changed. All staff who are clinically extremely vulnerable will be identified and a discussion and risk assessment with their line manager or appropriate member of SLT will take place prior to them returning to school. Link to guidance <https://www.gov.scot/publications/coronavirus-covid-19-tailored-advice-for-those-who-live-with-specific-medical-conditions/>  Link [here](https://aberdeenshire.sharepoint.com/sites/covid-19childcarehubstaffinformation/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Fcovid%2D19childcarehubstaffinformation%2FShared%20Documents%2FSchool%20Recovery%20Documents%2FCOVID%2D19%5FOccupational%5FRisk%5FAssessment%5FGuidance%5FInteractive%5F27%2E07%2E20%2Epdf&parent=%2Fsites%2Fcovid%2D19childcarehubstaffinformation%2FShared%20Documents%2FSchool%20Recovery%20Documents) for an occupational risk assessment from the Scottish government and recommended by Health & Safety colleagues for managers with members of staff returning from shielding.  Discussions and risk assessment will also take place as appropriate with other categories of vulnerable staff.   * ‘Clinically extremely vulnerable’ staff who have been shielding prior to 1 August should be able to attend unless given advice from their GP or healthcare provider 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’/formerly shielded should attend and carefully follow guidance on staying alert and safe (social distancing) as per relevant guidance.   Where advice is for clinically extremely vulnerable staff not to attend work, working from home should be considered, (for example, supporting remote education), or where that is not possible, staff should 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.  **General Advice - Staff and Pupils**  Staff and young people will continue to be supported by regular repeated briefings to follow up to date health protection advice on household or self isolation if they or someone in their household exhibits Covid-19 symptoms or if they have been identified by NHS contact tracers as close contact of someone with the virus.  It is essential that people do not attend school if symptomatic but instead self-isolate (along with their household) and follow guidance on NHS inform and from Test and Protect,  Symptomatic staff can be registered as Cat 3 Key workers under the employer referral portal to ensure priority access to testing.  Movement between schools by staff will be kept to a minimum; where it is necessary to deliver school operations, the number of interactions will 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.  An assessment of the office has been undertaken and adjustments are in place to ensure 2m physical distancing. The sharing of work stations has been minimised and where not possible, procedures and resources are in place for cleaning between users.  Period by period registration will be undertaken and appropriate codes used to record absence including that which is covid-19 related. Registration must be in accordance with Guidelines on Managing and Promoting Pupil Attendance in [Nursery, Primary and Special Schools](file:///C:\Users\jwarrand\AppData\Local\Microsoft\Windows\INetCache\IE\KF4J0RW8\attendance-policy-guidance-primary-schools-november-2015.pdf)  and [secondary schools](file:///C:\Users\jwarrand\AppData\Local\Microsoft\Windows\INetCache\IE\C6PLZM60\attendance-policy-guidance-secondary-schools-november-2015.pdf).  A risk assessment will be completed for all pupils attending multiple educational settings.  Senior Phase and BGE pupils will be kept apart as far as possible through planned staggered intervals and lunches and our one way system.  Only virtual assemblies/briefings are being planned to avoid large group gatherings.  Clear signage is in place reminding staff and children about social distancing and personal hygiene, including handwashing/sneezing/coughing and will be reinforced regularly via bulletins and briefings.  In the event of emergency evacuation, the assembly point layout has been reviewed and amended to provide increased distance between groups of pupils and staff. All pupils and staff will be briefed on emergency evacuation procedures and drill practice will be embedded in pupil and staff induction. In the event of an emergency evacuation the site will be evacuated as quickly as possible and physical distancing maintained at the assembly point.  Staff and young people are encouraged to tie hair back. School uniforms and staff clothing should be washed and cleaned as normal.  The scientific advice is that physical distancing between young people in secondary schools is not required to ensure a safe return to school. However as an additional precautionary approach, distancing will be encouraged where possible between young people particularly in the senior phase. Senior Phase and BGE pupils will be kept apart as far as possible through planned staggered intervals and lunches and our one way system.  Young people will be encouraged not to crowd together, social physical contact will be discouraged eg hugs/hand to hand greetings. There is a requirement for adults to remain 2m distant from pupils and other adults. Regular briefings will be carried stressing the need to maintain this 2 metre distancing and having robust early interventions in place should they be required.  **General Advice - Facilities**  An enhanced cleaning regime is in place. Additional cleaning will be provided by Cleaning Services and Janitorial Support at a point during the school day for touch points in communal areas in addition to out of hours school cleaning.  Pre-Covid 19 expectations would apply for cleaning down areas. Cleaning materials are available for staff throughout the day for their own workspaces. There is no expectation that teaching or PSA staff clean communal areas or toilet facilities.  Cleaning caddies will be available in every classroom and learning space to enable pupils to wipe down their own desks, chairs, surfaces before leaving and especially on entering the room. Janitors will monitor supplies – if staff require additional supplies they should contact the janitor.  When cleaning surfaces it is not necessary to wear PPE. Health Protection Scotland documentation can be found [here](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf).  Tissue waste to be disposed in bins provide in classrooms.  Signage, notices, briefings and social media posts to reinforce the importance of physical and environmental hygiene.  *School staff should leave the school building and work from home as soon as possible after children and young people leave for the day.  This will allow cleaners to have access to areas.*  **Ventilation**  To improve flow of air, all classroom doors and windows, as appropriate, will be open  Controlled opening of external and internal fire doors is required to enable our one way system and improve ventilation. The opening of fire doors will be limited to class changeover time only and all fire doors will be closed in the event of a fire alarm activation.  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. | | | | | **L** | M | H | | |
| People with symptoms attending ECS sites | Staff  Children & young people  Visitors | Infection of staff, children and visitors | L | M | **H** | **PEOPLE SYMPTOMATIC ATTENDING ECS ESTABLISHMENTS**  The whole school community should be vigilant for the symptoms of covid-19. Staff, pupils and parents will be reminded regularly that they should not come to school if they or someone in their household has developed symptoms as per current NHS Inform guidance. This will be reinforced with posters, briefings, social media etc. It is essential that staff or pupils do not attend school is symptomatic but instead self-isolate (along with their household) and follow guidance on NHS Inform and from Test and Protect [Test and Protect](https://www.nhsinform.scot/campaigns/test-and-protect) (link).  Parents should not enter school buildings unless required and are discouraged from gathering outside the school entrance. Physical distancing of 2m should be maintained at all times.  Communications will be via all existing channels including texts, emails to parents and social media and the website. Face to face meetings with parents will be replaced by virtual meetings where possible/appropriate.  All young people and staff will be briefed that they must inform a member of staff if they feel unwell with symptoms of covid 19. They will be required to go home and if not leaving school immediately go to the isolation room until they can be collected. The school will follow guidance from NHS Inform Test and Protect [Test and Protect](https://www.nhsinform.scot/campaigns/test-and-protect) (link). | | | | | **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** | **PROTECTION WHEN DROPPING OFF AND PICKING UP FROM THE ESTABLISHMENT**  Signage and information is provided at the pedestrian entrance to the site and at the main entrance and information has been shared with parents via briefings.  Parents should not enter school buildings unless required and are discouraged from gathering outside the school. Physical distancing of 2m should be maintained at all times. No visitors, parents, carers beyond front door where possible.  Any visitors to the school are to remain within restricted designated areas. Any staff or visitors who are required to enter school building should sanitise hands on entering and leaving the building and complete the sign in register and any other information required in line with compulsory track and trace (records to be maintained by school of visitor access and made available to Test and Protect if required). Parents/carers are strongly discouraged from dropping off items for pupils at reception to reduce potential transfer of infection. Any parents that enter the building even to drop off items will be required to follow procedure as per visitors.  Staggered start times have been introduced – bus pupils 08:20-08:40 school transport pupils, 08:40-08:45 village pupils and pupils transported by parents. At end of school day, there is a staggered exit with pupils released in year groups.  Pupils are encouraged to sanitise their hands on entering and leaving the building at the start and finish of the school day and at lunchtimes if going off campus. Hand sanitising stations are situated at the pupil entrance/exit. | | | | | **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** | **WHEN CONTRACTORS / VISITORS COME ONTO SITE**  **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.** Please find guidance [here](https://docs.microsoft.com/en-us/forms-pro/send-survey-qrcode) for QR Code Set Up. Please find a copy of the Data Collection Sheet [here](https://aberdeenshire.sharepoint.com/:w:/r/sites/covid-19childcarehubstaffinformation/_layouts/15/Doc.aspx?sourcedoc=%7B0552E86D-3184-491A-B68E-17FAEC867A6A%7D&file=Contact%20Tracing%20COVID-19%20Visitor%20details%20form.docx&action=default&mobileredirect=true) and GDPR Template [here](https://aberdeenshire.sharepoint.com/:w:/r/sites/covid-19childcarehubstaffinformation/_layouts/15/Doc.aspx?sourcedoc=%7BE98BDE6B-D8E6-4EFA-B939-55E3886A35ED%7D&file=Covid19%20School%20Visitor%20Privacy%20Notice.docx&action=default&mobileredirect=true)  Guidance on Collection of Visitor Details [here](https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2020/07/test-protect-multi-sector-guidance-collection-customer-visitor-contact-details-july-2020/documents/supporting-test-protect-guidance-collection-customer-visitor-details/supporting-test-protect-guidance-collection-customer-visitor-details/govscot%3Adocument/supporting-test-protect-guidance-collection-customer-visitor-details.pdf?forceDownload=true).  Social distancing indicators are in place in the reception areas. Procedures are in place with GTFM with regards to contractors and all delivery drivers to phone janitor on arrival. ALL visitors into the building, including delivery drivers that enter the premises MUST provide track and trace information. Perspex sneeze screen installed at reception  There is a legal duty to provide welfare facilities and washing facilities for visiting drivers. Drivers requiring facilities will be directed to the library toilet and will require to complete a Data Collection Sheet as above.  Revolving door at main entrance – signage to say only one person to access at time and not to touch any part of door with hands.  Contractors arriving at site are directed by signs to main entrance where possible. To follow same hand sanitising and handwashing rules as per other visitors and staff. Only essential maintenance to take place during normal school hours and social distancing must be adhered to at all times.  Canteen deliveries use separate entrance. To follow same hand sanitising and washing rules as per other visitors and staff. Delivery staff to follow social distancing guidance and NOT enter the school site if at all possible. 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.  Social distancing should be adhered to. Staff/ visitor distance of 2m where possible. Face covering to be worn by adults where distancing of 2m cannot be achieved.  No volunteers will be on site as per ECS guidance during this time. | | | | | **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** | **PROTECTION WHEN MOVING AROUND THE DESIGNATED SCHOOL AREAS**  To help with maintaining distancing for young people in secondary schools a one way system has been introduced to assist movement and clearly illustrated by use of marking tape and signage. Staff and pupils have been briefed on one way system and procedures for moving between classes which also include a staggered release and managed release of classes between each lesson and at break, lunchtime and beginning and end of school day.  Staff distance of 2m where possible from other adults and pupils is to be maintained. Where this is not possible for a period of 15 minutes or more then a facial cover should be worn as per guidance and will be provided.  Cleaning caddies are in place in every classroom and learning area to enable sanitisation on leaving and entering rooms. | | | | | **L** | **M**  Not all cases will show symptoms & social distancing challenging to maintain with children so risk assessed as low to medium. | H | | |
| Risk of infection of children with additional support needs | Children & young people | Risk of not following existing procedures for pupils | L | M | **H** | **SUPPORT FOR CHILDREN AND YOUNG PEOPLE WITH ADDITIONAL SUPPORT NEEDS**  Personal Evacuation Emergency Plans (PEEPS) have been reviewed as appropriate to ensure that arrangements are still adequate and relevant. Fire Evacuation Procedure updated to reflect ongoing changes and information shared with all staff.  PPE is in place for all staff providing direct personal care including manual handling. l[ink](https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety,%20Wellbeing%20and%20Risk%20Management/Health-and-Safety,-Wellbeing-and-Risk-Management.aspx) to the correct methods of putting on and removing PPE.  Only essential staff should enter the designated room where personal care is being carried out.  A cleaning routine will be in place for specialist equipment for children with additional support needs including sensory rooms, to ensure safe use.  Risk Assessment created for Special Schools/Community Resource Hubs personal care found [here.](https://aberdeenshire.sharepoint.com/:w:/r/sites/covid-19childcarehubstaffinformation/_layouts/15/Doc.aspx?sourcedoc=%7B4F1FC77E-C0BC-4025-B248-8A2493FA1C76%7D&file=Generic%20RA%20_Guidance%20for%20Special%20Schools.doc&action=default&mobileredirect=true&cid=2a34b085-387a-4215-a137-534fe818bd44) Additional guidance for all staff who work with and support children and young people with additional support needs can be found [here](https://aberdeenshire.sharepoint.com/sites/covid-19childcarehubstaffinformation/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Fcovid%2D19childcarehubstaffinformation%2FShared%20Documents%2FSchool%20Recovery%20Documents&newTargetListUrl=%2Fsites%2Fcovid%2D19childcarehubstaffinformation%2FShared%20Documents&viewpath=%2Fsites%2Fcovid%2D19childcarehubstaffinformation%2FShared%20Documents%2FForms%2FAllItems%2Easpx&viewid=d9eefab0%2D1334%2D4bdb%2Dbfba%2D5ad35be1e920). 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](https://aberdeenshire.sharepoint.com/:w:/r/sites/covid-19childcarehubstaffinformation/_layouts/15/Doc.aspx?sourcedoc=%7B95FA42D4-0129-478A-A715-015710FADB58%7D&file=COVID-19%20Guidance%20ASL%20Teachers%20Pupil%20Support%20Assistants%20Pupil%20Support%20Workers%20Aug%2020.docx&action=default&mobileredirect=true); [Document2: Covid-19Guidance ASN Peripatetic Services](https://aberdeenshire.sharepoint.com/:w:/r/sites/covid-19childcarehubstaffinformation/_layouts/15/Doc.aspx?sourcedoc=%7B10923A08-FD82-4747-A9D5-C1B5540A53B7%7D&file=COVID-19%20Guidance%20ASN%20Peripatetic%20Services%20%20August%202020.docx&action=default&mobileredirect=true); [Document 3: Covid-19 Guidance Escorts](https://aberdeenshire.sharepoint.com/:w:/r/sites/covid-19childcarehubstaffinformation/_layouts/15/Doc.aspx?sourcedoc=%7B10923A08-FD82-4747-A9D5-C1B5540A53B7%7D&file=COVID-19%20Guidance%20ASN%20Peripatetic%20Services%20%20August%202020.docx&action=default&mobileredirect=true); [Document 4: Guidance on re-opening school age childcare services ASN](https://aberdeenshire.sharepoint.com/:w:/r/sites/covid-19childcarehubstaffinformation/_layouts/15/Doc.aspx?sourcedoc=%7B10A8E922-01D8-4B19-A9FD-EB4D3DA364AC%7D&file=COVID-19%20Guidance%20on%20re-opening%20school%20age%20childcare%20services%20ASN%20Summary%20August%202020_.docx&action=default&mobileredirect=true); Document 5: [ASN FAQs](https://aberdeenshire.sharepoint.com/sites/covid-19childcarehubstaffinformation/Shared%20Documents/Forms/AllItems.aspx?viewid=d9eefab0%2D1334%2D4bdb%2Dbfba%2D5ad35be1e920&id=%2Fsites%2Fcovid%2D19childcarehubstaffinformation%2FShared%20Documents%2FSchool%20Recovery%20Documents). | | | | | **L** | M | H | | |
| Infected person attending the site | Staff  Children & young people  Visitors | Risk of infection to other people | L | M | **H** | **ILLNESSES AND ACCIDENTS DURING ATTENDANCE AT ESTABLISHMENTS**  School Nursing Assistant hours have been increased to cover the pupil school day.  Guidance document for first responders [here](https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov) that covers the use of PPE and CPR. Please click on l[ink](https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety,%20Wellbeing%20and%20Risk%20Management/Health-and-Safety,-Wellbeing-and-Risk-Management.aspx) for the correct methods of putting on, and removing PPE.  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).  An Isolation area (A0-50) has been identified in case of any individuals present as unwell during the day with covid 19 symptoms. Procedures to remove from setting where someone becomes unwell are as follows:   * If over age of 16, parents will be contacted and if well enough to do so they should go home immediately * Under the age of 16, parents/carers contacted and asked to collect pupil. * Pupil to wait in isolation room to be collected with appropriate adult supervision. * A separate bathroom will be designated for the individual to use. * Private transport to reach home should be used where possible. * If an individual is so unwell they need an ambulance school to contact 999   All First Aiders have access to PPE: gloves, aprons and masks (First Aid Room, E1-50 and A0-50).  Additional guidance for staff is available here:    It is the responsibility of the Head Teacher to ensure that sufficient stocks of PPE within their school at all times – the current guidance from procurement recommends having 4 weeks stock on site at all times. Stock is 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.  An accurate register of absences will be maintained 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](https://aberdeenshire.sharepoint.com/sites/covid-19childcarehubstaffinformation/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Fcovid%2D19childcarehubstaffinformation%2FShared%20Documents%2FSchool%20Recovery%20Documents%2FECS%20Covid%5F19%20Possible%20Case%20in%20School%20Flowchart%20%28001%29%2Epdf&parent=%2Fsites%2Fcovid%2D19childcarehubstaffinformation%2FShared%20Documents%2FSchool%20Recovery%20Documents) as a guide to the response required. Advice [here](https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/pages/advice-for-employers/) for people advised to self-isolate.  With the Individual   1. Pupil / Staff member removed and sent to the designated isolation room/space, putting on the face covering that has been provided. 2. SLT advised and School Office request immediate collection / staff member returns home. 3. Parent//carer or staff made aware of the Test and Protect process and also consult with local HPT. 4. First Aider contacted with COVID related symptom advice, puts on relevant PPE – supervises ill user until collection (supervised outside the room where possible). 5. School office notifies supervisory janitor to arrange to have the designated isolation room/spaceand 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 a sign is added 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 SLT 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 to contact Cleaning Services and a deep clean will be carried out of areas deemed exposed to potential infection following* [*covid-19-decontamination-in-non-healthcare-settings*](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) *guidance.*  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 options for relocating the class will be considered if this is deemed to be the most suitable course of action, for example the pupil or member of staff has been moving around the room. This needs to be undertaken with sensitivity as to not cause unnecessary alarm or identify the reason why the pupil or staff member has left the space. It may be decided if the period is near its end that it is appropriate to remain in the class until the change of period, especially if the pupil has been sat in one space and not interacted with other pupils. A local decision through completing a dynamic risk assessment of the situation would determine the course of action.  It is only if a positive result is confirmed then steps are taken to Test and Protect. Test and Protect in education, which is considered complex, allows for rapid testing of symptomatic children or staff for that matter. Until that result is confirmed positive then there is no need for others to self-isolate until either showing symptoms or being contacted by contact tracers.  The following advice is available in:  <https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf>  **Environmental decontamination (cleaning and disinfection) after a possible case has left a workplace or other non-healthcare setting**  **Cleaning and Disinfection**  Once a possible case has left the premises, the immediate area occupied by the individual, e.g. desk space, should be cleaned with detergent to remove organic matter such as dust or body fluids then a disinfectant to kill pathogens. This should include any potentially contaminated high contact areas such as door handles, telephones and grab-rails. Once this process has been completed, the area can be put back into use.  Any public areas where a symptomatic or COVID-19 diagnosed individual has only passed through (spent minimal time in), e.g. corridors, and which are not visibly contaminated with any body fluids, do not need to be further decontaminated beyond routine cleaning processes.  Environmental cleaning and disinfection should be undertaken using disposable cloths and mop heads using standard household detergent and disinfectant that are active against viruses and bacteria. Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants. All cloths and mop heads used must be disposed of and should be put into waste bags. The person responsible for undertaking the cleaning with detergent and disinfectant should be familiar with these processes and procedures.  In the event of a blood and body fluid spillage, keep people away from the area. Use a spill-kit if available, using the personal protective equipment (PPE) within the kit or PPE provided by the employer/organisation, and follow the instructions provided with the spill-kit. If no spill-**Health Protection Scotland** kit is available, place paper towels over the spill, and seek further advice from the local Health Protection Team.  Advice from the Health & 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.   If area has been quarantined for 72 hours, then Enhanced cleaning applies | | | | | **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** | **OUTBREAK MANAGEMENT**  Management of outbreaks in schools is led by local Health Protection Teams (HPTs) alongside local partners following established [procedures](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/1673/documents/1_shpn-12-management-public-health-incidents.pdf.) . To contact local HPT:   * 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](mailto:grampian.healthprotection@nhs.net)   If schools have 2 or more confirmed cases of Covid-19 within 14 days they may have an outbreak. In this situation HPT and local authority contacted.  HPT will also be contacted for advice where there is an increase of respiratory illness amongst staff and/or pupils.  If outbreak confirmed schools will work with local HPT to manage with local authority. Actions may include:   * 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.   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. Appropriate records will be maintained. | | | | | **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** | **CLASSROOM MANAGEMENT**  Staff to remind pupils at each registration time of social distancing rules, hygiene and classroom protocols.  Each teacher will have a seating plan for all classes. Pupils should sit in the same desks for each subject/teacher. Rooms have been set out to ensure 2m physical between staff and pupils.  In classroom, pupils will be instructed by class teacher to keep bags on the floor and not place them on desks or worktops.  Sharing of resources, including textbooks, will be minimised. Lessons / activities will be reviewed by class teachers and planned to avoid sharing resources as far as possible.  All teachers will ensure pupils wipe down their desk, chair and any shared resources as part of their routine end of lesson activities. Anti-bacterial wipes are available for IT equipment and cleaning caddies and tissues are in every classroom and learning space.  Teachers will remove any unnecessary resources from learning areas and those which present cleaning challenges.  Where possible, teachers will review their classroom practice and build on the good practice that has been developed in terms of google classrooms including marking work online as appropriate.  This includes minimising photocopying and printing. Protocols are in place for marking working at a faculty level.  Where there is a sink in the classroom, soap and paper towels will be available and a bin placed near sink.  Teachers to ensure surfaces are clear to make cleaning easier.  Classrooms to be kept well-ventilated. All doors open and windows as appropriate  Pupil to sanitise hands on entering classroom, pick up a paper towel to wipe down desk and on leaving classroom they dispose of paper towel in bin.  Pupils should leave bags on floor (not tables) and be prepared for class by bringing and using their own stationery. If a pupil does not have stationery eg pen/pencil this will be supplied. Pupils must not share their own personal resources eg calculators, pencils, mobile phones etc  Advice on practical subjects pending. Any equipment used should be properly cleaned after use.  Guidance for PE can be found [here.](https://education.gov.scot/media/pdgh1rvf/pe-guidelines-aug-2020.pdf)  Textbooks – cannot be shared between pupils. They can however be issued to individual pupils for the course of their study for their own use. On return books are quarantined for 72 hours. Once the library reopens for borrowing, a similar process will be in place for library books.    Classroom layouts have been adjusted to maintain 2 m spacing between pupils and teacher. Pupils will be sitting side by side rather than face to face with a space between each desk. Where 2 pupils sit at a double desk, no direct physical contact should be made.  During lessons, direct physical contact between pupils will be avoided and essential practical activities will be risk assessed.  Social distancing will be encouraged where possible. | | | | | **L** | M | H | | |
| Spread of infection.  Infection of staff, children & visitors. | Staff  Visitors | Cross contamination of infection.  Infection of staff, children and visitors | L | M | **H** | **STAFF AREAS/BASES**  There will be access to the staff lounge. However staff must maintain 2m distance at all times and maintain strict handwashing protocols. If using facilities such as fridge, microwave, hot water geyser etc staff must wash hands for minimum of 20 seconds/sanitise before using the facilities and ensure areas and equipment left clean and tidy. Disinfectant spray, washing up liquid, paper towels, soap and hand sanitiser will be provided.  Staff must use their own eating and drinking utensils and are strongly encouraged to take these home at the end of each day. No dishes should be left out on surfaces/sink. Safe, hygienic and labelled food storage is necessary for shared fridges by staff. Staff must not share food eg cakes. | | | | | **L** | 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 | **H** | **BREAK AND LUNCHTIME**  **Canteen use**  Canteen staff should continue to follow Food Standard Agency’s (FSA) in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes. Covid-19 Guidance can be found [here.](https://www.foodstandards.gov.scot/publications-and-research/publications/covid-19-guidance-for-food-business-operators-and-their-employees)  Staggered break and lunch times are in place to reduce congestion and contact and minimise large gatherings.  Catering is available on campus. A range of indoor and outdoor social spaces will be utilised for eating and distancing is encouraged. High expectations of pupils are in place with regard to hygiene, disposal of waste and general tidying. No take-away/hot food may be brought on campus. Steps have been taken to reduce queues and improve flow by the introduction of one way systems and additional pick up points for pre ordered meals. Pupils and staff are encouraged to use the Fusion app to preorder. Payments are made by contactless methods.  Bags should be placed in lockers or kept with the pupil at all social times. Corridors must be clear of bags to enable cleaning and reducing potential transmission.  Lunchtime: All pupils are encouraged to stay on campus. If young people go offsite for lunch, as they leave and re-enter the building, they must sanitise their hands. Pupils will be expected to follow rules which are in place for wider society, i.e. wearing a face covering when entering a shop, physical distancing and avoiding crowds/gatherings of pupils. Gathering in leisure areas such as the skate/pleasure park should be avoided. S1 pupils are expected to remain on campus during August.  Water fountains will be cleaned regularly and will be for the filling of water bottles only, All pupils are strongly encouraged to bring a water bottle to school with them.  All rubbish and waste must be put straight in the bin and pupils and staff return their trays as to canteen as directed.  All areas used for eating will be thoroughly cleaned at the end of each break. There will be no vending machines in operation on campus. | | | | | **L** | M | H | | |
| **Process/Activity: Infection Prevention & Control** | | | | | | | | **Location:** **All ECS Establishments** | **Date: V2 20/8/20** | | | | |
| **Establishment RA Author: Moira Milne, Head Teacher** | | | | | | | **Date of Review: as required** | | | | | | |