


Department: Education and Children's Services					RISK ASSESSMENT			Aberdeenshire COUNCIL 				
Process/Activity: COVID-19 Infection Prevention & Control					Location: All ECS Establishments			Date: 05.10.20 V005				
Describe activity: ECS establishments opening August 2020 to children, young people, staff, visitors and contractors.												
Establishment Name and Location: CARRONHILL					Isolation Room Location in Establishment: LEFT MOST CHANGING 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		
Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors	L	M	H	<p><u>GENERAL CONTROL MEASURES</u></p> <p>Encourage and support all children, young people, staff and any others for whom it is necessary to enter the school estate to maintain COVID-secure personal hygiene throughout the day and ensure continued rigour about hand hygiene.</p> <ul style="list-style-type: none"> • frequent washing/sanitising of hands for 20 seconds and drying thoroughly, and always when entering/leaving the building, before/after eating and after using the toilet. • encouraging children, young people and staff to avoid touching their faces including mouth, eyes and nose. • using a tissue or elbow to cough or sneeze, and use bins that are emptied regularly for tissue waste. <p>In line with national guidance, hand sanitiser stocks have been provided to all schools to allow for provision at entry/exit points and a small number of key areas to complement existing hand washing facilities. There is currently no expectation that sanitiser will be made available in classrooms and/or other areas. While sanitiser can be made available for the purposes of convenience, regular hand washing with soap and water should remain the preferred method of hand hygiene for all.</p> <p>Provide supplies of resources including tissues, soap and hand sanitisers.</p> <p>The response to the coronavirus COVID-19 outbreak is complex and fast moving. Advice from Government sources will be shared with staff daily on the Aberdeenshire Council staff COVID-19 site: https://covid19.aberdeenshire.gov.uk/. Sector Advice Card found here. Please display in school to signpost to guidance.</p>				L	M	H

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

Additional guidance for all staff who work with and support children and young people with additional support needs can be found [here](#). This includes ASL Teachers, Pupils Support Assistants, Pupil Support Workers, School Escorts, Aberdeenshire Specialist Technology Service (ASPECTS), Educational Psychology Service, English as an Additional Language (EAL) Service, School Counsellors, Sensory Support Service.

(Document 1: [Covid-19 Guidance ASL Teachers, Pupil Support Assistants Pupil Support Workers](#); Document 2: [Covid-19 Guidance ASN Peripatetic Services](#); Document 3: [Covid-19 Guidance Escorts](#); Document 4: [Guidance on re-opening school age childcare services ASN](#); Document 5: [ASN FAQs](#).)

Visiting Staff Guidance:

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

						not have a base school	<ul style="list-style-type: none"> • 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. • A school will need to know whether a PSA has worked in other schools within the last 7 days, and whether they are working with any other schools, as that will influence whether they need to take into account the number of contacts that that PSA can have during their time in the school. 			
						ASN Support Services (e.g. EPS, EAL Service, Sensory Support Service, Counselling Service) and Allied Health Professionals	Working in more than 2 schools per week & does not have a base school	<ul style="list-style-type: none"> • Continue to offer a service remotely where possible • Do not visit more than one school per day • Do not work with more than 2 contacts in a school • A contact is defined as one child, a group of children (may be a class), a single member of staff, a group of staff, a parent or carer, a family group. 		
						Visiting Specialists	Various schools across clusters	<ul style="list-style-type: none"> • Maximum of 2 schools per day, no limit on number of groups but staff advised to reduce the number of interactions • Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc • Reduce number of visits where practical, i.e. if usually 3 schools per day – reduce to maximum of 2 • Undertake risk assessment for each staff member 		
						Supply Teacher	Various schools across clusters	<ul style="list-style-type: none"> • Maximum of 1 school per day, no limit on number of groups but staff advised to reduce the number of interactions • Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc • Reduce number of visits where practical, i.e. if usually 3 schools per week – reduce to maximum of 2 • Undertake risk assessment for each staff member 		

Music Instructors	Various schools across clusters	<ul style="list-style-type: none"> Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc Maximum of 2 schools per day, reduce number of visits where practical to ideally 1 school per day where possible (originally was in the region of 3-4 schools per day) Consider fortnightly visits so 1 school per day can be achieved Consider online learning using Glow or Goggle platform No brass or woodwind physical instruction at the moment. Consider talking through lesson instead or online learning. See whole school risk assessment template for more information
Janitorial Staff	Cluster Schools	<ul style="list-style-type: none"> Where possible a maximum of 2 schools per day, this can be extended at the discretion of the Supervisory Janitor on the undertaking of a dynamic risk assessment Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc Reduce number of visits where practical

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

Health and Safety advice available on Arcadia [here](#) by accessing this link, including: How to handwash, Putting on & removing PPE, Decontamination & cleaning processes for facilities, Optional & mandatory wearing of face coverings: This is available on Carronhill Teams.

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

PPE

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

Types of PPE required for specific circumstances:

- DISTANCED ACTIVITIES – No PPE required
- SUSPECTED COVID-19 – A fluid-resistant surgical mask (Type IIR) should be worn by staff in they are looking after a child or young person who has become unwell with symptoms of COVID-19 and 2m distancing cannot be maintained while doing so. If the child or young person who has become unwell with symptoms of COVID_19 needs direct personal care, gloves, aprons and a fluid-resistance surgical mask (Type IIR) should be worn by staff.

of
Eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting. Gloves and aprons should be used when cleaning the areas where a person suspected of having COVID-19 has been.

- INTIMATE CARE – Gloves and apron. Risk of splashing mitigated with the wearing of fluid-resistant surgical mask – Type IIR and eye protection. Gloves and aprons worn when cleaning the area.

Face Coverings – Updated guidance from 31 August 2020:

Definition of face covering found [here](#) (should not be confused with PPE, including Type IIR face masks), Some individuals are exempt from wearing face coverings and exemption information can be found [here](#).

Face coverings should not be required for most children and staff in classrooms, or other learning and teaching environments, unless clinically advised to do so.

Where adults cannot keep 2m distance and are interacting face-to-face a Type IIR face mask should be worn. Face covering should be worn in the following circumstances (except where an adult or child/young person is exempt from wearing a covering):

- For public and dedicated school transport, where all those travelling are above the age of 5 years of age- In Carronhill this is largely deemed to be exempt.

Instructions on how to put on, remove, store and dispose of face coverings must be provided to staff and pupils:

- Face coverings must not be shared
- Hands should be cleaned by appropriate washing or hand sanitiser before putting on or removing the face covering
- Face covering of an appropriate size should be worn
- Children should be taught how to wear the face covering properly, including not touching the front and not pulling it under the chin or into their mouth.
- When temporarily storing a face covering (e.g. during classes), it should be placed in a washable, sealed bag or container. Avoid placing it on surfaces, due to the possibility of contamination.
- Re-usable face coverings should be washed after each day of use in school at 60 degrees centigrade or in boiling water.
- Disposable face coverings must be disposed of safely and hygienically. Children and young people should be encouraged not to litter and to place their face coverings in the general waste bin. They are not considered to be clinical waste in the same way that used PPE may be.

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

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

Should the prevalence of the virus in the population start rising schools may wish to encourage adults and older young people in secondary schools to wear face coverings in classrooms as part of an enhanced system of approaches to reduce transmission.
Impact of wearing face coverings on learners with additional support needs and learners who are acquiring English as a language should be considered, and possible clear alternatives explored.

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

Special Consideration for Certain Groups

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

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

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

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

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

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

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

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

General Advice - Staff and Pupils

Identify those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19. They cannot return to school until self-isolation is over. Set up clear, repeated messaging to parents/carers that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test. [Aberdeenshire Council staff can access testing, with NHS advice here.](#)

Movement between schools should be kept to a minimum until further notice. Consider lower risk methods for some input – digital/virtual means, or outdoor settings. Where movement across locations is necessary to deliver school operations the number of interactions should be minimised. It is recommended that staff who have a closer interaction with pupils limit their movement between schools to two sites per day, for example teaching 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. Consider rota of staff to provide reception cover, allow enough staff cover in school offices. Minimise movement of individuals between workstations. Where they are shared make sure there is cleaning between use.

Plan to resume taking twice daily registration and record the appropriate absence codes both existing and COVID-19 related. Registration must be in accordance with Guidelines on Managing and Promoting Pupil Attendance in [Nursery, Primary and Special Schools](#) and [secondary schools](#).

A risk assessment needs to be completed for all pupils attending multiple educational settings and consideration needs to be given to groupings. [Young people in the senior phase may require to spend time in college environments. They should ensure that they follow the guidance on the appropriate approach to these specific circumstances while on campus. This has now been included in updated guidance for colleges.](#)

Where possible groups should be kept apart. Reduce the movement of groups across different parts of the school estate where possible.

Schools should avoid assemblies and other large group gatherings.

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

Consideration given to emergency evacuation procedures/ fire drill & muster point – adjustments to be made locally to emergency evacuation procedures to keep 2m separation where possible for staff.

Consider suggesting that staff hair tied back where appropriate and clothes changed daily. Children encouraged to also tie hair back.

In secondary schools the advice is to 'encourage' distancing for pupils particularly in the senior phase. Encourage pupils to not crowd together or touch their peers. Discourage hand to hand greetings/hugs. Use all available space to promote distancing where possible. There is a requirement for adults to remain 2m distant from pupils and adults.

General Advice - Facilities

Ensure regular cleaning (at least twice daily) of commonly touched objects and surfaces (e.g. handles, shared surfaces desks / technology surfaces / dining tables), toilet areas, changing rooms and staff areas. Additional cleaning will be provided by Cleaning Services. Where there may be capacity gaps the janitorial team will help support where there is capacity to do so. The allocation of this will be based on formula based on school size.

Pre-Covid 19 expectations would apply for cleaning down areas. Cleaning materials to be made available throughout the day for staff and there will be provision of adequate cleaning resources for staff to prepare their own workspaces for working. There is no expectation that teaching or PSA staff to clean communal areas or toilet facilities. The location of materials will be agreed locally, and Janitorial Staff can provide assistance in provision of materials.

This product is available for any member of staff to use to disinfect resources, surfaces, etc – anyone who will use this product **MUST** watch the video at the below link (2min 46s) before they do so.

** [Covid Guard training video](#) **

Pelican pumps have been provided for correct dosing of the concentrated product – 2 pumps into a spray bottle topped up to 600ml with water.

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

					<p>bathrooms and communal kitchens. When cleaning surfaces it is not necessary to wear PPE. Health Protection Scotland documentation can be found here.</p> <p>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.</p> <p>Janitorial staff will be able to support with the provision of bins for tissue waste in classrooms. Highlight missed opportunities for social distancing and appropriate handwashing where staff, pupils or parents forget the safety rules.</p> <p>All toilet areas to contain signage highlighting good handwashing routines.</p> <p>Ventilation Open windows to improve the flow of air where possible.</p> <p>Where it's not possible to keep doors and windows open centralised or local mechanical ventilation is present, systems should, where possible, be adjusted to full fresh air. When changing filters enhanced precautions should be taken. Ensure systems do not automatically adjust ventilation levels due to differing occupancy levels.</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>				
Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors	L	M	H	<p><u>Staff entering and exiting site</u></p> <p>Staff to use own personal transport and not share vehicles. Staff to be mindful of others in carpark.</p> <p>PPE apron, gloves and mask should be collected when entering the school. All staff should be trained in the use of PPE before coming into school. PPE should be worn when 2m rule cannot be adhered otherwise staff should use their discretion.</p> <p>Staff should be mindful that gloves will need to be regularly changed alongside regular handwashing.</p> <p>Staff to bring minimum personal belongings into school and where possible keep them on the floor and not workspaces</p> <p>Staff: Hands should be washed in designated wash hand area on entry to building. Wash hand area should be sprayed down after each use.</p>	L	M	H

Staff should attend site at latest opportunity to be prepared for day with staggered arrival times, where possible.

No need for staff to change clothing when entering building as long as they have not visited other premises after leaving home.

Staff will have the opportunity to use right hand side changing room. Clothing worn by staff when carrying out personal care should be transported home in a disposable plastic bag. Clothing worn by staff when carrying out personal care should be laundered daily, and:

- separately from other household linen
- in a load not more than half the machine capacity
- at 60 degrees if the material allows.

Washable red bags (and scrub bags) are available in shower room should staff want to change in school.

PUPIL ENTRY/EXIT

Each Child's individual risk assessments will be reviewed before children come to school. This will be regularly reviewed and updated as necessary.

Staff to move children directly to classrooms from bus on a 1: 1 basis. (Buses will have staggered start and finish times where possible) SMT will coordinate entry and exit of pupils and escorts

Staff in school to assist in transfer by taking children at designated entrance door.

Wheelchairs etc to be wiped down by escort on bus before coming into building. Wheelchairs to be wiped down in classroom before leaving.

Any accessories for children including school bags should not be brought unless deemed essential by school.

Toys/incentives/persuaders that are required for transition to school should be wiped down at entrance.

Paper home/link books to be replaced by Seesaw notes where this does not cause major issues. **Can you highlight this to SMT if you think it will be a problem**

If possible and safe to do so, children will enter and exit via fire door.


Children's hands will be hand sanitised/cleaned with a wipe before entering and leaving the school. Encourage children to wash hands when in the classroom.

					Children to leave building one at a time were possible. Member of staff to meet escort at exit point and hand over child. If the staff member takes the child to the bus they should replace PPE on returning to school.			
People with symptoms attending ECS sites	Staff Children & young people Visitors	Infection of staff, children and visitors	L	M	H <u>PEOPLE SYMPTOMATIC ATTENDING ECS ESTABLISHMENTS</u> Remind staff, pupils and parents that they should not come to school if they or someone in their household has developed symptoms: <ul style="list-style-type: none"> • new persistent cough, fever or • increased temperature - infrared thermometers are available in school. • loss of, or change in, sense (of smell or taste) They should self-isolate straight away, stay at home and arrange a test via www.nhsinform.scot or the staff referral portal. (anosmia) Remind all staff and pupils of this each day. Guidance should be followed from NHS Inform and from Test and Protect here. Schools should ensure they understand this process and cases in schools, as complex settings, will be prioritised and escalated to specialist Health Protection Teams. Promote the use of Test and Protect to parents. If child is not able to use it then full 10day isolation is required with 14 day for household. Establishment to use existing methods and channels of communication with parents/carers to reduce the need for face to face meetings/contact: Expressions App; text; email; phone; Website; and other social media as used by the school. Remind all staff that if they or pupils develop symptoms, they should be sent home. Potentially symptomatic pupils will be kept in the left hand changing room until they can be collected. Area identified will be supervised to avoid unnecessary distress to a child/ young person. Windows will be opened for ventilation. Please access guidance here and see detailed information below. <u>PLEASE READ THE LINK IT IS IMPORTANT!</u>	L	M	H

<p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p>	<p>Staff</p> <p>Children & young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	H	<p><u>PROTECTION WHEN DROPPING OFF AND PICKING UP FROM THE ESTABLISHMENT</u></p> <p>Signage and information added to the entrance of the site. Information shared on school websites and social media.</p> <p>Social distancing should be adhered to. Staff/ volunteer / visitor distance of 2m where possible. All staff, parent/carers, children and visitors to wash hands before coming to setting, build handwashing into daily routine.</p> <p>On entering and leaving the building, hand sanitiser should be made available. Everyone should use this before moving to wash their hands thoroughly at the nearest available handwashing area when entering the building.. When pupils are leaving the building they should be encouraged to sanitise their hands.</p> <p>No visitors, parents, carers beyond front door where possible. All participants to remain within restricted designated areas.</p> <p>Consider discouraging parents/carers from dropping off items for pupils at reception to reduce potential transfer of infection.</p> <p>Children and young people should wherever possible be encouraged to not bring toys from home or to share their personal belongings. However, if a child brings their own items from home only they use this to not increase the risk of indirect spread of virus.</p>	L	M	H
<p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p>	<p>Staff</p> <p>Children & young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	H	<p><u>WHEN CONTRACTORS / VISITORS COME ONTO SITE</u></p> <p><u>All visitors to complete a compulsory track and trace QR Code data sharing procedure or sheet before gaining access to site. This is separate to signing in sheet to follow GDPR guidance. This information is retained by the school office.</u></p> <p>Please find guidance here for QR Code Set Up. Please find a copy of the Data Collection Sheet here & GDPR Template here. Guidance on Collection of Visitor Details here.</p> <p>Set up social distancing at reception areas. Minimise person to person contact by putting procedures in place for deliveries and facility management work. ALL visitors into the building, including delivery drivers MUST provide track and trace information. Reception windows should remain closed where possible.</p> <p>There is a legal duty to provide welfare facilities and washing facilities for visiting drivers. Establish what facilities visitors would be directed to for this activity in your setting.</p>	L	M	H

						<p>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.</p> <p>Canteen deliveries to use <u>separate entrance where possible</u>. To follow same hand sanitising and washing rules as per other visitors and staff. Delivery staff to follow social distancing guidance and NOT enter the school site. If this is not avoidable then a track and trace data sharing sheet must be completed in all cases and given to the school office.</p> <p>Social distancing should be adhered to. Staff/ volunteer / visitor distance of 2m where possible. Type IIR Face masksto be worn by adults where distancing of 2m cannot be achieved.</p> <p><u>Instrumental Instructors including Kodaly</u></p> <p><u>To ensure that bubbles are maintained as best as we can, Kodaly should continue to be taught through digital channels.</u></p>			
<p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p>	<p>Staff</p> <p>Children & young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	H	<p><u>PROTECTION WHEN MOVING AROUND THE DESIGNATED SCHOOL AREAS</u></p> <p>To help with maintaining distancing for young people in secondary schools use of marker tape on the floor and consider the implementation of one-way systems to assist movement around school buildings and site. Social distancing should be adhered to as much as possible from other adults and pupils. Where this is not possible a Type IIR face mask should be worn as per guidance and will be provided.</p> <p>Reduce the need for people to move around site, as far as possible to reduce the potential spread of any contamination through touched surfaces. Where this cannot be avoided, the provision of appropriate cleaning supplies to enable them to wipe down resources/surfaces before leaving a room.</p>	L	M	H
<p>Risk of infection of children with additional support needs</p>	<p>Children & young people</p>	<p>Risk of not following existing procedures for pupils</p>	L	M	H	<p><u>EMERGENCY SUPPORT FOR CHILDREN AND YOUNG PEOPLE WITH ADDITIONAL SUPPORT NEEDS</u></p> <p>Named Child Protection Officer in place and First Aid trained staff on site</p> <p>Review any Personal Evacuation Emergency Plans (PEEPS) to ensure that arrangements are still adequate and relevant. Update the Fire Evacuation Procedure to reflect any changes and share information with all staff.</p> <p>Staff to adhere to health and safety guidelines</p> <ul style="list-style-type: none"> - Clear information about individual circumstances and meeting needs from current records on SEEMIS 	L	M	H

						<ul style="list-style-type: none"> - Emergency contacts double checked - Staff with relevant training in place: first aid, epi-pen etc - Named Child Protection Officer in place for each setting - First aiders on site at all times <p>Evacuation of rooms will be to Dining Hall or external playgrounds (green, Yellow, Purple). Before moving around school other rooms must check the route is clear to avoid cross contamination and ask other class to move back to their class if urgent. Breakout area will have touch points cleaned after use.</p> <p>If CALM is deemed unavoidable and the grab bag cannot be received quick enough, trained personnel should intervene and avoid touching face until hand wash or sanitation. PPE grab bag for CALM should be located in central area (equipment store) and be called upon if CALM move required. PPE bag should include PPE for the CALM personnel (2) and for the person fitting it to the CALM personnel (1). PPE SHOULD BE FITTED BY OTHER PERSONNEL TO CALM PERSONNEL ONLY IF SAFE TO DO SO.</p> <p>ABOVE PARAGRAPH SHOULD ALSO BE READ SAME FOR SITUATIONS THAT INVOLVE ANY PERSONNEL STEPPING IN TO PROTECT LIFE OR LIMB.</p>			
Risk of infection of children with additional support needs	Children & young people	Risk of not following existing procedures for pupils	L	M	H	<p><u>Personal and intimate care</u></p> <p>Where manual handling / personal care/Hoisting is required, at least two members of appropriately trained staff should be available. It should be established if this additional support is needed and wear PPE where providing direct personal care. Only essential staff should enter the designated room where personal care is being carried out. Please click on link for the correct methods of putting on, and removing PPE.</p> <p>Establish a cleaning routine for specialist equipment for children with additional support needs, sensory rooms, to ensure safe use.</p> <p>Risk Assessment created for Special Schools/Community Resource Hubs personal care found here. Guidance on re-opening school age childcare services - Additional Support Needs Summary can be found here. ASN FAQs.</p> <p>PLEASE READ THIS VERY IMPORTANT: Risk Assessment created for Special Schools personal care found here.</p>			

						All children are supervised going to the toilet and encouraged to use the same toilet through the day. Staff then ensure children have wash hands before leaving.			
Infected person attending the site	Staff Children & young people Visitors	Risk of infection to other people	L	M	H	<p><u>ILLNESSES AND ACCIDENTS DURING ATTENDANCE AT ESTABLISHMENTS</u></p> <p>Guidance document for first responders here that covers the use of PPE and CPR. Please click on link for the correct methods of putting on, and removing PPE.</p> <p>The symptomatic individual may also be asked to wear a Type IIR face mask to reduce environmental contamination where this can be tolerated</p> <p>Staff use dynamic risk assessments through process due to needs/ conditions of pupils, staff member or contractor. Appropriate care taken when treating individuals presenting with illness, PPE equipment used as required – bodily spills kits (each kit contains mask, apron and gloves).</p> <p>Isolation area where possible set up within the building identified (left hand changing room) in case of any individuals who present as unwell during the day. Follow procedures to remove from setting where someone becomes unwell:</p> <ul style="list-style-type: none"> - If over age of 16 they should go home as soon as symptoms noticed if able to do so - Under the age of 16 (or otherwise unable to travel by themselves), parents/cares contacted and to follow guidance for households. - A room or area should be designated for the pupil to wait to be collected with appropriate adult supervision. - A separate bathroom should 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 advise the call handler of 999 you are concerned about Covid-19. <p>All First Aid Kits to contain PPE: gloves, aprons and masks.</p> <p>Additional guidance for staff is available here:</p> <p> Guidance for School Staff on Personal Prot</p> <p>It is the responsibility of the Head Teacher to ensure that they have sufficient stocks of PPE within their school at all time – the current guidance from procurement is having approximately 4 weeks stock on site Stock will be ordered by, and held at, the Cluster Academy. CSN Support Service Co-ordinators have the lead on this locally. Head Teachers notified of local procedures.</p> <p>Facilities informed and deep clean carried out of areas deemed exposed to potential infection following covid-19-decontamination-in-non-healthcare-settings guidance. Additional information found here.</p>	L	M	H

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

COVID related illnesses during attendance at establishments

If a pupil or member of staff presents with Covid related symptoms whilst at school please see the information below, and [NHS guidance and flowchart here with NHS FAQs here](#) as a guide to the response required. Advice [here](#) for people advised to self-isolate. [See below for OUTBREAK MANAGEMENT](#)

With the Individual

1. Student / Staff member removed and sent to the designated isolation room/space, 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. Key contact member of staff 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](#).

Advice from the Health & Safety team is that once a symptomatic person has left the premises the area/room where they have been [needs undergo an enhanced clean as soon as possible](#). 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.

The remaining pupils and staff member are not symptomatic and the person who has left is not a positive case until deemed so from test results. Until such time as the class / environment is clean then the school should manage the class in looking at suitable options for the class to be

relocated if this is deemed to be the most suitable course of action, for example the pupil or member of staff has been moving around the room. This needs to be undertaken with sensitivity as to not cause unnecessary alarm or identify the reason why the pupil or staff member has left the space. It may be decided if the period is near its end that it is appropriate to remain in the class until the change of period, especially if the pupil has been sat in one space and not interacted with other pupils. A local decision through completing a dynamic risk assessment of the situation would determine the course of action. Also remember that staff should be maintaining physical distancing and along with children focusing on hygiene measures.

It is only if a positive result is confirmed then steps are taken to Test and Protect. Test and Protect in education, which is considered complex, allows for rapid testing of symptomatic children or staff for that matter. Until that result is confirmed positive then there is no need for others to self-isolate until either showing symptoms or being contacted by contact tracers.

The following advice is available in:

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

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

Cleaning and Disinfection

Once a possible case has left the premises, the immediate area occupied by the individual, e.g. desk space, should be cleaned with detergent to remove organic matter such as dust or body fluids then a disinfectant to kill pathogens. This should include any potentially contaminated high contact areas such as door handles, telephones and grab-rails. Once this process has been completed, the area can be put back into use.

Any public areas where a symptomatic or COVID-19 diagnosed individual has only passed through (spent minimal time in), e.g. corridors, and which are not visibly contaminated with any body fluids, do not need to be further decontaminated beyond routine cleaning processes. Environmental cleaning and disinfection should be undertaken using disposable cloths and mop heads using standard household detergent and disinfectant that are active against viruses and bacteria. Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. All cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. The person responsible for undertaking the cleaning with detergent and disinfectant should be familiar with these processes and procedures.

In the event of a blood and body fluid spillage, keep people away from the area. Use a spill-kit if available, using the personal protective equipment (PPE) within the kit or PPE provided by the employer/organisation, and follow the instructions provided with the spill-kit. If no spill-kit is available, place paper towels over the spill, and seek further advice from the local Health Protection Team.

<p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p>	<p>Staff</p> <p>Children & young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	H	<p>OUTBREAK MANAGEMENT</p> <p>Please follow the management and communications steps in the COVID-19 Confirmed Case: School Management and Communications Flowchart: Confirmed Case of COVID-19 Flowchart for Schools 280920.docx (it will need to be uploaded onto Sharepoint). Please note this needs to be used in conjunction with the following advice/guidance:</p> <ul style="list-style-type: none"> • Coronavirus Guide for schools in the NHS Grampian area August 2020 • Coronavirus (Covid-19) in Schools: Communications Protocol • COVID-19: Outbreak Management (Out-of-Hours) <p>Management of outbreaks in schools (if schools have two or more confirmed cases of COVID-19 within 14 days) and cases is led by local Health Protection Teams (HPTs) alongside local partners following established procedures . Ensure you know how to contact local HPT:</p> <ul style="list-style-type: none"> • Grampian Health Protection Office Hours Tel No. 01224 558520; Out of Hours Tel No. 0345 456 6000 (Ask for Public Health on Call) Email Address: grampian.healthprotection@nhs.net <p>If there is either a single confirmed (test positive) case of COVID-19 or any suspicion that there may be an outbreak of cases in a setting schools should make prompt contact with their local HPT and local authority so they can assess the situation offer advice. .</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"> • Attendance at multi-agency incident management team meetings • Communications with pupils, parents/carers, and staff • Provide records of school layout / attendance / groups • Implementing enhanced infection, prevention and control measures. <p>HPT will make recommendations on self-isolation, testing and the arrangements to do this. The IMT will discuss and agree additional measures to deal with the specific situation faced in a school. These may include reviewing risk assessments and compliance with existing guidance, the greater use of face coverings, reviewing and reducing higher risk activities, and/or a move to blended learning. Any discussion of possible school closures should take place between school, local authority and local HPTs. Schools should maintain appropriate records.</p> <p>Notification Processes:</p>	L	M	H
---	---	---	---	---	---	---	---	---	---

						<p><u>ALL</u> confirmed cases must be reported through adding the details to the Accident/Incident reporting system on Arcadia and by notifying the school's Health & Safety Officer f. Include as much information as possible - including any evidence of the infection was work related as this will assist the Health & Safety Team conclude if the case is notifiable by them to the Health & Safety Executive (HSE).</p> <p>If the case is a member staff iTrent also needs to be updated.</p>			
<p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p>	<p>Staff</p> <p>Children & young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	H	<p><u>CLASSROOM MANAGEMENT.</u></p> <p>Each teacher plans out their teaching spaces to maximise staff physical distancing. Existing furniture can be used effectively to support this.</p> <p>Pupils and staff 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. Trays of equipment for individual or small groups of children should be created. Re-plan lessons / activities to avoid shared resources.</p> <p>All shared resources to be cleaned after each user (including computers, PE equipment etc). Build this into end of lesson activity routines in each setting. Schools to ensure anti-bacterial wipes are available in all rooms and shared classroom spaces.</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>Children should ideally access toys and equipment that are easy to clean. Resources such as sand, water and playdough should be used only by consistent groupings of children and should be part of relevant risk assessments. 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.</p> <p>Where there is a sink in the classroom, soap and paper towels should be available. Bin placed near sink.</p> <p>Keep surfaces clear to make cleaning easier. Box of tissues in each class.</p> <p>Classrooms to be kept well-ventilated.</p> <p>Children and teacher should agree the handwashing routine for the day for their group. Consider the provision of hand sanitiser at the entrance of each classroom.</p>	L	M	H

					<p>Further consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment. Any equipment used to be properly cleaned after use.</p> <p>Guidance for PE found here. Consider pupils wearing PE kits to school on the day they take this class to reduce to close interaction in PE changing rooms. Local arrangements need to be made regarding the cleaning schedule for changing areas.</p> <p>Library books should be quarantined for 72 hours upon return to the library and a procedure needs to be developed by school libraries. A dedicated quarantine area can be set up.</p> <p>Where appropriate, children to bring minimum bags, jackets etc to school. Children to be given coats and bags, one at a time to avoid crowding at door.</p> <p>Consider the provision of hand sanitiser at the entrance of each classroom. Community walks can continue based on individual need and risk assessment</p> <p><u>Secondary Schools Only</u> Adjust class space if required, and where possible to maintain spacing between desks and individuals. Consider seating pupils side by side and facing forward, rather than face to face. Avoid situations that require young people to sit/stand in direct physical contact with others. Where they need to move to perform activities this should be organised to minimise congregation.</p>				
<p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p>	<p>Staff</p> <p>Children & young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	H	<p>SHARED AREAS AND RESOURCES:</p> <p>Hand washing when leaving/entering new areas of school including outside.</p> <p>Good use should be made of the outdoor areas to support social distancing. If outdoor equipment is being used, we should ensure that multiple groups do not use it simultaneously, as well as considering appropriate cleaning between groups of children using it.</p> <p>Timetables should be created for shared areas that limits cross contamination.</p> <p>Windows should be open, if possible</p> <p>All rooms should be locked when in use or out of use, thus avoiding any learners entering them when they should not and then physical contact needing to be made to remove them.</p> <p>Reduce or remove the likelihood of sharing resources unless they can be cleaned between each user. Paper resources including books should be quarantined for 72hrs for uses between rooms.</p>	L	M	H

Children access toys and equipment that are easy to clean. Resources such as sand, water and playdough should be used only by consistent groupings of children and should be part of relevant risk assessments

QUIET ROOM

Quiet room can be used to support de escalation but must be cleaned after each use. Toys or paper based resources should be taken out and stored for each child.

GYM HALL, HOBBIT HUT AND SENSORY ROOM will be timetabled for use. Any equipment will need to be cleaned between use or kept with class. The curtain can be pulled across the hall however the hygienic nature of this will be reviewed. Windows to be kept open to aid ventilation where possible.

HE and Kitchen

Regular handwashing encouraged

Children to work at separate stations with their own cooking equipment (stations have been set up and should be left the same way). Children not to share utensils

Surfaces cleaned after use and left to air dry. Utensils put though dishwasher in line with snack/lunch guidance.

If eating onsite see Snack/lunch guidance.

Further advice can be found: <https://www.sserc.org.uk/health-safety/covid-19-back-to-school/>

BIKES

Bikes removed from container by first class and wiped down. Not to be returned until last on timetable and not before wiping down again.

All bikes should be cleaned before and after use.

All helmets should be cleaned and foam sprayed and air dried.

20 min break between use of bikes and users.

Timetables to be created to limit cross contamination

Swimming Pool

Timetables will be in place to reduce the cross contamination of bubbles.

Staff in the pool will be on a voluntary basis and this will decide the availability of the pool for that class.

Staff have the option to wear face visors to protect from spray.

Any users with signs of COVID should not attend school.

Lifeguards should follow [Lifeguard Risk assessment](#) (click for link). Also available on Glow Teams, H&S, Risk Assessments, COVID, Supporting Documents

Staff should maintain 2m distance from each other and the lifeguards.

Lifeguards should change clothing on entry to school if they have visited other establishments and follow the procedures set in this risk assessment.

Lifeguards should carry a mask for times where our ASN children may approach them, but it is not expected that these are worn at all times due to the environment.

Lifeguards should take part in the COVID induction training for Carronhill on their first day of entry or before.

In the event that the COVID isolation room requires to be used (left hand changing room) then the door will be locked and the pool session suspended until a clean of all areas takes place (due to fan extraction and ventilation covering the whole swimming pool area).

Windows should be open when practical.

Pool cover must be used at end of day to reduce water contaminants

Management of pool chemicals should follow Aberdeenshire Council policies.

COVID Guard should be used to clean all contact points in the changing room before and after a session by the room staff. Good hygiene protocol should be used as per the toilet training video. Clean from cleanest contact point to dirtiest. E.g. changing room door, push button, poolside door, shower handles and roses, toilet door, paper towel, taps, bed, benches, toilet roll, toilet.

Pool staff should clean contact points at pool side with Covid Guard between sessions.

When operating the hoist, adults should be wearing face masks if within 2 m of each other or the children.

					<p>Pool attendants should schedule breaks according to the demand in the pool and the demand of the staffroom (if they wish to use it).</p> <p>Schools to ensure a suitable disinfection product is available in all IT rooms and shared classroom spaces. Teacher to ensure students wipe down desk area, chair and resources after use if a shared space/resource. If student is too young, then arrangements for staff to help pupils with clean to be made locally.</p> <p>).</p> <p>Guidance for PE found here. Guidance for Home Economics, Science and Technologies, Art, Design and Photography found here.</p> <p>Consider altering class size composition to create more space by evening out class sizes. Encourage social distancing where possible.</p> <p>Marking Jotters</p> <p>It is recommended that guidance should be in place to reduce or stop the need for teachers to handle pupil jotters. Alternative strategies include - individual whiteboards; oral responses; self-assessment; group/class marking of own jotters with group/class discussion to support; a visual response through physical activity; using IT, etc. School staff should be encouraged to discuss and agree approaches within the school which mitigate against teachers handling jotters.</p>				
<p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p>	<p>Staff</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	H	<p><u>STAFF AREAS/BASES</u></p> <p>The same social distancing and hand washing hygiene applies to all staff. Consider breaks being staggered as per children’s breaks to avoid congestion/contact.</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.</p> <p>Consider the provision of hand sanitiser in each area. Staff to remove classroom PPE, wash hands before entering.</p> <p>Remove some chairs from staff room to increase physical distancing.</p>	L	M	H

						<p>Provide outdoor space – picnic benches.</p> <p>Shared foods such as cakes etc should not be permissible</p> <p>All surfaces to be wiped down after each user uses.</p> <p>STAFF TOILETS Toilets should be disinfected by each member of staff after use using the OXIVIR cleaning spray.</p>			
Spread of infection during canteen use / break and lunchtimes	Staff Children & young people	Cross contamination of infection. Infection of staff, children and visitors	L	M	H	<p>BREAK AND LUNCHTIME</p> <p>Consider all persons staying on site once they have entered it and not use local shops etc, where possible. It is recognised where staff have dual roles that this is not always possible. If staff go off site, they should follow rules in place for wider society. Hand hygiene needs to be addressed on return and the sanitisation of hands followed by appropriate washing needs to be undertaken.</p> <p>Staggered handwashing for snack and lunchtimes. Staggered toilet breaks.</p> <p>Staggered break times and lunch times to reduce congestion and contact at all times..</p> <p>Reinforce handwashing prior to eating food. Hand sanitiser should be where people eat and should be used by all persons when entering and leaving the area.</p> <p>Snack: PPE kit should be worn during snack/lunch time including facemasks where possible.</p> <p>All crockery, utensils for snack should be used once and then cleaned in dishwasher in staff room. No sharing plates. Children to be given snack on their own plate. Staff to check for damaged crockery and replace if necessary.</p> <p>Children's crockery should be placed in a carrier bag and tied before being taken to the dishwasher and put on FULL wash. They should then be put in another clean bag and returned to room.</p> <p>PECS etc should be used but kept for the child that it is intended- no sharing symbols.</p> <p>Snack for children should be provided from home bought or as a whole school 'click and collect' at the beginning of the week to avoid unnecessary shopping by staff.</p>	L	M	H

Staff to sit 2m from pupils where possible. PPE to be worn and hand washing, if this is not possible.

In the event of a child spitting food it may be appropriate for staff to change their t shirt. Staff to bring spare clothes but T shirts will be available in school.

LUNCH

Children will have lunches at staggered times. The class will use the same table each day which will be put away when not in use. Consider Purple and Yellow eating either in classroom or school hall.

Staff to wear full PPE where physical distancing is not possible.

All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles etc.

Good hand hygiene throughout with hand gel available with a staff member.

Food will be brought to the table to start and will be reviewed as we move forward.

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](#).

Discuss provision and delivery with Area Catering Officer or Unit Supervisor. A tailored This menu will run a [tailored menu](#) for the time being and be reviewed as guidelines change. Week 3 will commence 7th September.

Secondary schools will have the opportunity first two weeks of also using a new app for young people selecting their meal choices. This will assist with the flow of pupil queues.

Payments should be taken by contactless methods wherever possible. Touch pads will be removed Consider risks from all till points. Payment will be taken by card or look up by catering staff.fingerprint contact payment.

Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.

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>Service Counters – all staff working at a service counter are required to wear a face mask during service (unless exempt on medical grounds). In addition, visors can be used at staff member's discretion.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines etc.</p> <p>Catering Risk Assessment found here.</p>			
Spread of infection on school transport	Staff Children & young people	Cross contamination of infection. Infection of staff, children and visitors	L	M	H	<p>School transport will provide a Risk Assessment and will consider: hygiene, ventilation, improved cleaning regimes including regular and thorough cleaning of surfaces, and regular handwashing</p> <p>Children to have hands wiped with patient wipes on entering bus and on entering building and reverse on way home</p> <p>Adults to wear masks, gloves and apron. No need to change between children if transferring from same room.</p> <p>Have a flexible start and finish of about 1 hour - 8.30-9.30 in the morning and 2.30 -3.30 in the afternoon.</p> <p>Escort to ask pre-screen questions to each child's parents before hand over.</p> <p>Bus wiped down by transport provider before travel and after travel.</p> <p>Handle wiped after each service user handling it.</p> <p>SCHOOL MINIBUS</p> <p>Timetabled for specified use</p> <p>Bus to be wiped down thoroughly after each use. Hand rail can be wiped as each child enters and exits the bus. A thorough clean will be needed between each session.</p> <p>Staff to wear full PPE. Children to wear facemask, were possible.</p> <p>No food or drink will be allowed on the bus</p>	L	M	H

Process/Activity: Infection Prevention & Control		Location: All ECS Establishments	Date: 02.08.20
Establishment RA Author:		Date of Review:	

Version Reference	Date	Updates
Version 1	02.08.2020	
Version 2	06.08.2020	<p>Added: 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.</p> <p>Added: Link here for advice for people with specific medical conditions, and wording in this section updated.</p> <p>Added: It is recommended that staff who have a closer interaction with pupils limit their movement between schools to two sites per day, for example teaching and pupil support staff. Members of the janitorial team who have a more limited interaction with pupils and other staff can consider undertaking additional site visits to undertake facility management tasks following recommended control measures of social distancing and handwashing/hand sanitising.</p> <p>Added: Pre-Covid 19 expectations would apply for cleaning down areas. Cleaning materials to be made available throughout the day for staff and there will be provision of adequate cleaning resources for staff to prepare their own workspaces for working. There is no expectation that teaching or PSA staff to clean communal areas or toilet facilities. The location of materials will be agreed locally, and Janitorial Staff can provide assistance in provision of materials.</p> <p>Added: When pupils are leaving the building they should be encouraged to sanitise their hands.</p> <p>Amended Text: Risk Assessment created for Special Schools/Community Resource Hubs personal care found here.</p> <p>Added: <u>COVID related illnesses during attendance at establishments</u></p> <p>If a pupil or member of staff presents with Covid related symptoms whilst at school please see the information below as a guide to the response required:</p> <p><u>With the Individual</u></p> <ol style="list-style-type: none"> 6. Student / Staff member removed and sent to the designated isolation room/space, putting on the face covering that has been provided. 7. School Office phoned to request immediate collection / staff member returns home. 8. Parent//carer or staff should be made aware of the Test and Protect process, and the school also consult with local HPT. 9. First Aider contacted with COVID related symptom advice, puts on relevant PPE – supervises ill user until collection (supervised outside the room). 10. School office notifies supervisory janitor to have the designated isolation room/space and any toilets used deep cleaned. <p><u>With the group/class</u></p> <ol style="list-style-type: none"> 5. 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).

		<p>6. 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. 7. Staff member notifies line manager and supervisory janitor to enable deep cleaning to take place. 8. Alternative locations are found for classes due to be in that room/area.</p> <p><i>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.</i></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 manage the class in looking at suitable options for the class to be relocated if this is deemed to be the most suitable course of action, for example the pupil or member of staff has been moving around the room. This needs to be undertaken with sensitivity as to not cause unnecessary alarm or identify the reason why the pupil or staff member has left the space. It may be decided if the period is near its end that it is appropriate to remain in the class until the change of period, especially if the pupil has been sat in one space and not interacted with other pupils. A local decision through completing a dynamic risk assessment of the situation would determine the course of action. Also remember that staff should be maintaining physical distancing and along with children focusing on hygiene measures.</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: 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 as outlined below. The person responsible for undertaking the cleaning with detergent and disinfectant should be familiar with these processes and procedures. In the event of a blood and body fluid spillage, keep people away from the area. Use a spill-kit if available, using the personal protective equipment (PPE) within the kit or PPE provided by the employer/organisation, and follow the instructions provided with the spill-kit. If no spill-Health Protection Scotland kit is available, place paper towels over the spill, and seek further advice from the local Health Protection Team.</p>
Version 3	17.08.2020	<p>Removed: Please access guidance here and see detailed information below. (as hub-based information)</p> <p>Added: In line with national guidance, hand sanitiser stocks have been provided to all schools to allow for provision at entry/exit points and a small number of key areas to complement existing hand washing facilities. There is currently no expectation that sanitiser will be made available in classrooms and/or other areas. While sanitiser can be made available for the purposes of convenience, regular hand washing with soap and water should remain the preferred method of hand hygiene for all.</p>

Removed: or a negative test is received.

Added: Guidance for PE found [here](#).

Updated: Movement between schools should be kept to a minimum until further notice. Consider lower risk methods for some input – digital/virtual means, or outdoor settings. Where movement across locations is necessary to deliver school operations the number of interactions should be minimised. It is recommended that staff who have a closer interaction with pupils limit their movement between schools to two sites per day, for example teaching 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.

Added: 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.

b

Added: Guidance for the ASN team – ASN teachers, Pupil Support Assistants and Workers, Psychologists, School Escorts and Nurses can be found [here](#).

Added: Guidance for the ASN team – ASN teachers, Pupil Support Assistants and Workers, Psychologists, School Escorts and Nurses can be found [here](#). (Document1: Covid-19 Guidance ASL Teachers, Pupil Support Assistants Pupil Support Workers; Document2: Covid-19 Guidance ASN Peripatetic Services; Document 3: Covid-19 Guidance Escorts; Document 4: Guidance on re-opening school age childcare services ASN)

Added: 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

Added: Marking Jotters

It is recommended that guidance should be in place to reduce or stop the need for teachers to handle pupil jotters. Alternative strategies include - individual whiteboards; oral responses; self-assessment; group/class marking of own jotters with group/class discussion to support; a visual response through physical activity; using IT, etc. School staff should be encouraged to discuss and agree approaches within the school which mitigate against teachers handling jotters.

Removed: Continue to complete the online educational setting status form to provide daily updates on how many children and staff are in school.

Added: Sector Advice Card found [here](#). Please display in school to signpost to guidance.

Flowchart Added: 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.

		<p>Removed: Only maintenance to take place during normal school hours and; Please access guidance here and see detailed information below. (updated advice added).</p> <p>Benchmark information regarding numbers can be found here in guidance for the safe use of places for worship. (advice for adults attending places of worship, not children who fall under different category regarding social distancing).</p> <p>Amended: Consider the arrangement of parents not to enter the PLAYGROUND or BUILDING unless in an emergency unless this is not possible due to restricted external space on pavements – each site needs to be assessed to establish the practicalities of restricting parents from the playground.</p> <p>Amended: Additional guidance for all staff who work with and support children and young people with additional support needs can be found here. This includes ASL Teachers, Pupils Support Assistants, Pupil Support Workers, School Escorts, Aberdeenshire Specialist Technology Service (ASPECTS), Educational Psychology Service, English as an Additional Language (EAL) Service, School Counsellors, Sensory Support Service.</p> <p>(Document1: Covid-19 Guidance ASL Teachers, Pupil Support Assistants Pupil Support Workers; Document2: Covid-19 Guidance ASN Peripatetic Services; Document 3: Covid-19 Guidance Escorts; Document 4: Guidance on re-opening school age childcare services ASN; Document 5: ASN FAQs).</p>
Version 4	25.08.2020	<p>Amended Lunchtime Info: A tailored menu will continue, with another 2 weeks menu being added to the current 2 weeks. This menu will run for the time being and be reviewed as guidelines change. Week 3 will commence 7th September.</p> <p>Added: Catering Info: Catering Risk Assessment found here.</p> <p>Added: Where social distancing is not possible for staff approaching the counter staff should wear a mask.</p> <p>Added: <u>Instrumental Instructors</u> 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>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.</p> <p>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.</p> <p>Where ensemble work is being considered, social distancing measures must be implemented. An upper limit placed on the number of people who can be involved, including staff and pupils should be agreed between instructors, IMS and the school. Conductors should be able to stand 3-5 metres beyond the front row of the ensemble. Plexiglass screens or similar should be considered by instructors and school departments. Each player (including strings) will require their own music stand.</p>

Where pupils 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

AHP	Working Location	Guidance
ASN Pupil Escorts	Transport	<ul style="list-style-type: none"> Can schools using ASN transport please 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.
ASN Teacher	Base school only location	<ul style="list-style-type: none"> Follow school's own guidance and risk assessment as other school staff
ASN Peripatetic Staff & Allied Health Staff	Base school & one other location per week	<ul style="list-style-type: none"> Follow the school guidelines in their base school but must only work with 2 contacts (an individual, a group or class) in the other school. Only one school per day and must follow contact rules Whichever school a staff member works in most will be their base school. In their base school they should follow school guidance in the same way that other staff do.
ASN Peripatetic Staff (e.g. Relief PSA)& Allied Health Staff	Working in more than 2 schools per week & does not have a base school	<ul style="list-style-type: none"> Only work with 2 contacts (an individual, a group or class) in each school. Not more than one school per day and follow contact rules A school will need to know whether a PSA has worked in other schools within the last 7 days 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. Support Services (EAL, EPS, Sensory Support) will continue to work remotely wherever possible, with physical visits in schools being by exception for just now Inclusion, Equity & Wellbeing Team are working with Allied Health Professionals to produce guidance for them visiting schools – guidance will follow similar principles to the guidance for our own peripatetic services – Link here

		<ul style="list-style-type: none"> • They are also exploring how we can introduce the NHS “Near Me” video consulting system to schools so that Health colleagues can offer a service whilst keeping physical visits to school to a minimum
Visiting Specialists	Various schools across clusters	<ul style="list-style-type: none"> • Maximum of 2 schools per day, no limit on number of groups but staff advised to reduce the number of interactions • Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc • Reduce number of visits where practical, i.e. if usually 3 schools per day – reduce to maximum of 2 • Undertake risk assessment for each staff member
Music Instructors	Various schools across clusters	<ul style="list-style-type: none"> • Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc • Maximum of 2 schools per day, reduce number of visits where practical to ideally 1 school per day where possible (originally was in the region of 3-4 schools per day) • Consider fortnightly visits so 1 school per day can be achieved • Consider online learning using Glow or Goggle platform • No brass or woodwind physical instruction at the moment. Consider talking through lesson instead or online learning. • See whole school risk assessment template for more information
Janitorial Staff	Cluster Schools	<ul style="list-style-type: none"> • Where possible a maximum of 2 schools per day, this can be extended at the discretion of the Supervisory Janitor on the undertaking of a dynamic risk assessment • Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc • Reduce number of visits where practical

Face Coverings – Updated guidance from 31 August 2020:

Definition of face covering found [here](#) (should not be confused with PPE), Some individuals are exempt from wearing face coverings and exemption information can be found [here](#).

Face coverings should not be required for most children and staff in classrooms, or other learning and teaching environments, unless clinically advised to do so.

Where adults cannot keep 2m distance and are interacting face-to-face for a sustained period (more than 15 minutes) a face covering should be worn. Face covering should be worn in the following circumstances (except where an adult or child/young person is exempt from wearing a covering):

- In Secondary schools when moving in corridors and confined communal areas, inc toilets.
- For public and dedicated school transport, where all those travelling are above the age of 5 years of age

Instructions on how to put on, remove, store and dispose of face coverings must be provided to staff and pupils:

- Face coverings must not be shared
- Hands should be cleaned by appropriate washing or hand sanitiser before putting on or removing the face covering
- Face covering of an appropriate size should be worn
- Children should be taught how to wear the face covering properly, including not touching the front and not pulling it under the chin or into their mouth.
- When temporarily storing a face covering (e.g. during classes), it should be placed in a washable, sealed bag or container. Avoid placing it on surfaces, due to the possibility of contamination.
- Re-usable face coverings should be washed after each day of use in school at 60 degrees centigrade or in boiling water.

		<ul style="list-style-type: none"> Disposable face coverings must be disposed of safely and hygienically. Children and young people should be encouraged not to litter and to place their face coverings in the general waste bin. They are not considered to be clinical waste in the same way that used PPE may be. <p>Further general advice on face coverings is available here. Contingency measures need to be in place for pupils/staff who have forgotten their face covering or in instances where anyone is struggling to acquire a face covering.</p> <p>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 <u>secondary schools</u> to wear face coverings in classrooms as part of an enhanced system of approaches to reduce transmission.</p> <p>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.</p> <p>Anyone (staff or pupil) who wishes to wear a face covering is free to do so.</p> <p>Added: Individual and Class Photos QIM advises schools to make decisions based on local circumstances regarding individual and class photos resuming in schools. Previous routine may not be able to take place. School RA should be updated to include this activity. Social distancing, good hand hygiene to be included as appropriate.</p>
	09.09.2020	<p>Updated: COVID related illnesses during attendance at establishments</p> <p>If a pupil or member of staff presents with Covid related symptoms whilst at school please see the information below, and NHS guidance and flowchart here with NHS FAQs here as a guide to the response required. Advice here for people advised to self-isolate.</p>
Version 5	23.09.20	<p>Updated advice ref Type IIR face masks: Schools using ASN transport should provide Type IIR face covering/PPE to Pupil Escort.</p> <p>Update: Definition of face covering found here (should not be confused with PPE, including Type IIR face masks).</p> <p>Updated: Where colleagues need to work in close proximity to a child or children, the school will provide Type IIR face mask / PPE for that purpose. A Type IIR mask is not required for moving around communal spaces and corridors, where a standard face covering will suffice as contact within 1m is not face to face for one minute or longer.</p> <p>Update: 15 minutes face to face timeframe removed: Where adults cannot keep 2m distance and are interacting face-to-face -a Type IIR face mask should be worn.</p> <p>Updated: Remind staff, pupils and parents that they should not come to school if they or someone in their household has developed symptoms (new persistent cough, fever or loss of, or change in, sense of smell or taste) They should self-isolate straight away, stay at home and arrange a test via www.nhsinform.scot or the staff referral portal</p> <p>Updated: Where it's not possible to keep doors and windows open centralised or local mechanical ventilation is present, systems should, where possible, be adjusted to full fresh air. When changing filters enhanced precautions should be taken</p> <p>Updated PPE advice: SUSPECTED COVID-19 – A fluid-resistant surgical mask should be worn by staff in they are looking after a child or young person who has become unwell with symptoms of COVID-19 and 2m distancing cannot be maintained while doing so. If the child or young person who has become unwell with symptoms of COVID_19 needs direct personal care, gloves, aprons and a fluid-resistance surgical mask should be worn by staff.</p>

Added: The symptomatic individual may also be asked to wear a Type IIR face mask to reduce environmental contamination where this can be tolerated.

Updated: Isolation area where possible set up within the building identified in case of any individuals who present as unwell during the day. Follow procedures to remove from setting where someone becomes unwell:

- If over age of 16 they should go home as soon as symptoms noticed [if able to do so](#)
- Under the age of 16 ([or otherwise unable to travel by themselves](#)), parents/cares contacted and to follow guidance for households.

Updated cleaning advice: Advice from the Health & Safety team is that once a symptomatic person has left the premises the area/room where they have been needs undergo an enhanced clean as soon as possible.

Updated: Management of outbreaks in schools ([if schools have two or more confirmed cases of COVID-19 within 14 days](#)) and cases is led by local Health Protection Teams (HPTs) alongside local partners following established procedures

Added: The IMT will discuss and agree additional measures to deal with the specific situation faced in a school. These may include reviewing risk assessments and compliance with existing guidance, the greater use of face coverings, reviewing and reducing higher risk activities, and/or a move to blended learning.

Added: If there is either a single confirmed (test positive) case of COVID-19 or any suspicion that there may be an outbreak of cases in a setting schools should make prompt contact with their local HPT and local authority so they can assess the situation and offer advice

Link to update NHS OH document: [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

- Updated with link: Inclusion, Equity & Wellbeing Team are working with Allied Health Professionals to produce guidance for them visiting schools – guidance will follow similar principles to the guidance for our own peripatetic services – [Link here](#)

Updated advice available through links: [Guidance for PE found here.](#) Consider pupils wearing PE kits to school on the day they take this class to reduce to close interaction in PE changing rooms. Local arrangements need to be made regarding the cleaning schedule for changing areas.

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

Added: [Catering Risk Assessment found here.](#)

Updated: **Service Counters – all staff working at a service counter are required to wear a face mask during service (unless exempt on medical grounds).** In addition, visors can be used at staff member's discretion.

Updated advice for testing: [Aberdeenshire Council staff can access testing advice here.](#), with NHS advice [here.](#)

Added: **[COVID-19 COMMUNICATIONS PROTOCOL](#)**

[Please follow the steps outlined in the communications protocol in relation to suspected cases, single confirmed cases and suspected outbreaks](#)

Term 2