


Department: Education and Children's Services		RISK ASSESSMENT	Aberdeenshire COUNCIL 
Process/Activity: COVID-19 Infection Prevention & Control	Location: All ECS Establishments		Date: 17.08.20 V003
Describe activity: ECS establishments opening August 2020 to children, young people, staff, visitors and contractors.			
Establishment Name and Location:		Isolation Room Location in Establishment:	

THIS RISK ASSESSMENT NEEDS TO BE TAILORED TO EACH ESTABLISHMENT AND SHARED WITH ALL STAFF.

CONSIDER PUBLISHING ON THE SCHOOL'S WEBSITE.

Hazard	Person/s Affected	Risk	Risk level before controls are in place (delete as appropriate) Low, Medium & High			Control Measures	Risk level after controls are in place (delete as appropriate) Low, Medium & High		
			L	M	H		L	M	H
Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors	L	M	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. There will be supplies of resources including sanitiser, COVID guard, blue roll and wipes in every classroom/office. It is essential diminishing stocks are reported to the SLT team so they are replenished prior to them running out.</p>	L	M	H

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.

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.

(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](#).)

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

					ASN Peripatetic Staff (e.g. Relief PSAs)	Working in more than 2 schools per week & does not have a base school	<ul style="list-style-type: none"> Do not visit more than one school per day Do not work with more than 2 contacts per day A contact is defined as one child, a group of children (may be a class), a single member of staff, a group of staff, a parent or carer, a family group. 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:

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

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PPE

For the majority of staff PPE will not normally be necessary. Use of PPE in school should be based on a clear assessment of the risk and need for an individual child, ie personal care. Where colleagues need to work in close proximity to a child or children 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, mask, apron. Risk of splashing mitigated with the wearing of fluid-resistant surgical mask and eye protection. Gloves and aprons worn when cleaning the area.
- FIRST AID – Gloves, mask and apron.

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.
- Disposable face coverings must be disposed of safely and hygienically. Children and young people should be encouraged not to litter and to place their face coverings in the general waste bin. They are not considered to be clinical waste in the same way that used PPE may be.

Further general advice on face coverings is available [here](#). Contingency measures need to be in place for pupils/staff who have forgotten their face covering or in instances where anyone is struggling to acquire a face covering.

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

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

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 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](#). We have limited the number of classes NCCT teachers work with – for the majority, this will be 3 classes per day, however on some occasions this may be more. All NCCT teachers will sanitise areas used/hands before working with another group. PE will take place outdoors in the multi and teachers will keep at least 2m distance from pupils at all times.. Exp Arts will take place outdoors in the multi or in the GP room to allow for 2m distancing between teacher/pupils. No physical equipment to be used.

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.

Where possible groups should be kept apart. For example, in open plan areas consider clear demarcation and separation between areas. Reduce the movement of groups across different parts of the school estate where possible.


Schools should avoid assemblies and other large group gatherings. Where this is necessary to do so alternative mitigating actions should be put in place, such as limiting the time spend together. [Assemblies at New Machar School will continue to be delivered virtually.](#)

				<p>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.</p> <p>Consideration given to emergency evacuation procedures/ fire drill & muster point – adjustments to be made locally to emergency evacuation procedures to keep 2m separation where possible for staff. Drill practice to be carried out with staff and pupils lead by the Head Teacher. However, when not a drill all people occupying the site should evacuate as quickly as possible (without panic) and then when at assembly point they can revert to physical distancing. Larger letters now spray painted onto the playground, with clear Muster Point signs. Due to the building work beside the boiler room, P7H and P4E fire exit is not suitable to use. They will now use the bottom fire exit (Door A) for the time being.</p> <p>Consider suggesting that staff hair tied back where appropriate and clothes changed daily. Children encouraged to also tie hair back.</p> <p><u>General Advice - Facilities</u></p> <p>Ensure regular cleaning (at least twice daily) of commonly touched objects and surfaces (e.g. handles, shared surfaces desks / technology surfaces / dining tables), toilet areas, changing rooms and staff areas. Additional cleaning will be provided by Cleaning Services. Where there may be 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. At the moment we currently have 1 hour. Teachers/PSAs should aim to clean surfaces/resources used in class after pupil use.</p> <p>Pre-Covid 19 expectations would apply for cleaning down areas. Cleaning materials to be made available throughout the day for staff and there will be provision of adequate cleaning resources for staff to prepare their own workspaces for working. There is no expectation that teaching or PSA staff to clean communal areas or toilet facilities. The location of materials will be agreed locally, and Janitorial Staff can provide assistance in provision of materials.</p> <p>As a minimum, frequently touched surfaces should be wiped down at the beginning, and, or end of each day, and more frequently during the day depending on the number of people using the space, whether they are entering and exiting the setting, and access to hand washing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens. When cleaning surfaces it is not necessary to wear PPE. Health Protection Scotland documentation can be found 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>			
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					<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 Leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation. Open windows to improve the flow of air where possible.</p> <p>Where centralised or local mechanical ventilation is present, systems should be adjusted to full fresh air. When changing filters enhanced precautions should be taken. Ensure systems do not automatically adjust ventilation levels due to differing occupancy levels.</p> <p>Janitorial Support Teams are able to support with the logging of any calls concerning window opening faults if detected. FES have been advised to prioritise any calls for windows that cannot open / are hard to open.</p> <p>Some schools may require the controlled propping open of fire doors to enable queuing for lunch lines. There are also circumstances where there are internal classroom spaces and offices that do not have ventilation. Advice from Health & Safety colleagues is that under certain circumstances internal fire doors can remain open whilst the space is in use. However, internal fire doors must be close should an evacuation take place, when the space is not in use and a responsible adult must be present if propped opened and the Fire Risk Assessment updated. These temporary procedures are only allowed as a result of the need to ensure ventilation in all spaces where people are present and revised documents must be shared with all relevant parties.</p> <p>External Fire Doors if opened to facilitate lunchtime queues must be supervised by a responsible adult and details of this temporary measure added to the Fire Risk Assessment and revised documents shared with all relevant parties.</p>				
People with symptoms attending ECS sites	Staff Children & young people Visitors	Infection of staff, children and visitors	L	M	H	<p><u>PEOPLE SYMPTOMATIC ATTENDING ECS ESTABLISHMENTS</u></p> <p>Remind staff, pupils and parents that they should not come to school if they or someone in their household has developed symptoms (new persistent cough or increased temperature). Remind all staff and pupils of this each day.</p> <p>Guidance should be followed from NHS Inform and from Test and Protect here. Schools should ensure they understand this process and cases in schools, as complex settings, will be prioritised and escalated to specialist Health Protection Teams.</p> <p>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.</p>	L	M	H

						Remind all staff that if they or pupils develop symptoms, they should be sent home. Have a location where potentially symptomatic pupils can be located until they can be collected.			
Spread of infection. Infection of staff, children & visitors.	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors	L	M	H	<p><u>PROTECTION WHEN DROPPING OFF AND PICKING UP FROM THE ESTABLISHMENT</u></p> <p>Signage and information added to the entrance of the site. Information shared on school websites and social media.</p> <p>Consider staggered drop off/pick up times or locations. Consider where children go when they arrive at the facility. 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.. Consider advising parents not to wait and maintain 2m social distancing. See New Machar – Return to School Guidance.</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. . No volunteers will be permitted into the school building.</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. Sanitisation stations positioned throughout the school at entry/exit points – always an adult at one of the doors to ensure children sanitise hands before entering/leaving the building.</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
Spread of infection. Infection of staff, children & visitors.	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors	L	M	H	<p><u>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>QR code displayed at the front door/kitchen door for any visitors to the school. They will be asked to scan the code and sign in electronically. This will allow SLT to keep a record electronically in the event of track/trace. Staff will also be asked to scan a QR code on arrival. For those who are unable to do this, staff may sign in using the register at the front door. It is essential staff use their own pen/pencil.</p>	L	M	H

						<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> <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. Face covering to be worn by adults where distancing of 2m cannot be achieved.</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. Staff distance of 2m where possible from other adults and pupils. Where this is not possible for a period of 15 minutes or more then a facial cover should be worn as per guidance and will be provided.</p> <p>Reduce the need for people to move around site, and between classrooms 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 their own desk/chair/surfaces before leaving and or, especially, on entering the room, especially in secondary schools.</p> <p>Staff on McCrone should be encouraged to work from home if possible to avoid using shared space to work in. If this is not possible, staff can use the work base, however any workstations should be wiped down when a staff member has finished working at it.</p>	L	M	H
							<p>Not all cases will show symptoms & social distancing challenging to maintain with children so risk assessed as low to medium.</p>		
<p>Risk of infection of children with additional</p>	<p>Children & young people</p>	<p>Risk of not following existing</p>	L	M	H	<p><u>SUPPORT FOR CHILDREN AND YOUNG PEOPLE WITH ADDITIONAL SUPPORT NEEDS</u></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>	L	M	H

support needs		procedures for pupils				<p>Where manual handling / personal care is required, at least two members of appropriately trained staff should be available. It should be established if this additional support is needed and wear PPE where providing direct personal care. Only essential staff should enter the designated room where personal care is being carried out. Please click on link for the correct methods of putting on, and removing PPE.</p> <p>Establish a cleaning routine for specialist equipment for children with additional support needs, 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>			
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>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 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 - Under the age of 16, 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> <div style="text-align: center;">  <p>PDF</p> </div> <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.</p>	L	M	H

				<p>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> <p>Schools should maintain accurate register of absences for staff and pupils – codes for this have been developed in SEEMiS.</p> <p><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, and flowchart here as a guide to the response required. Advice here for people advised to self-isolate.</p> <p><u>With the Individual</u></p> <ol style="list-style-type: none">1. Student / Staff member removed and sent to the designated isolation room/space, putting on the face covering that has been provided.2. School Office phoned to request immediate collection / staff member returns home.3. Parent//carer or staff should be made aware of the Test and Protect process, and the school also consult with local HPT.4. First Aider contacted with COVID related symptom advice, puts on relevant PPE – supervises ill user until collection (supervised outside the room).5. School office notifies supervisory janitor to have the designated isolation room/space and any toilets used deep cleaned. <p><u>With the group/class</u></p> <ol style="list-style-type: none">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. <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>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.</p> <p>If area has been quarantined for 72 hours, then Enhanced cleaning applies.</p>			
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				<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.</p> <p>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</p> <p>Environmental decontamination (cleaning and disinfection) after a possible case has left a workplace or other non-healthcare setting</p> <p>Cleaning and Disinfection</p> <p>Once a possible case has left the premises, the immediate area occupied by the individual, e.g. desk space, should be cleaned with detergent to remove organic matter such as dust or body fluids then a disinfectant to kill pathogens. This should include any potentially contaminated high contact areas such as door handles, telephones and grab-rails. Once this process has been completed, the area can be put back into use.</p> <p>Any public areas where a symptomatic or COVID-19 diagnosed individual has only passed through (spent minimal time in), e.g. corridors, and which are not visibly contaminated with any body fluids, do not need to be further decontaminated beyond routine cleaning processes.</p> <p>Environmental cleaning and disinfection should be undertaken using disposable cloths and mop heads using standard household detergent and disinfectant that are active against viruses and bacteria. Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. All cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. The person responsible for undertaking the cleaning with detergent and disinfectant should be familiar with these processes and procedures.</p> <p>In the event of a blood and body fluid spillage, keep people away from the area. Use a spill-kit if available, using the personal protective equipment (PPE) within the kit or PPE provided by the employer/organisation, and follow the instructions provided with the spill-kit. If no spill- kit is available, place paper towels over the spill, and seek further advice from the local Health Protection Team.</p>			
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<p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p>	<p>Staff</p> <p>Children & young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	H	<p><u>OUTBREAK MANAGEMENT</u></p> <p>Management of outbreaks in schools is led by local Health Protection Teams (HPTs) alongside local partners following established procedures . Ensure you know how to contact local HPT:</p> <ul style="list-style-type: none"> 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 schools have 2 or more confirmed cases of Covid-19 within 14 days they may have an outbreak. In this situation contact HPT and local authority.</p> <p>Increased of respiratory illness should prompt contacting HPT for advice.</p> <p>If outbreak confirmed schools should work with local HPT to manage with local authority. Actions may include:</p> <ul style="list-style-type: none"> 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. Any discussion of possible school closures should take place between school, local authority and local HPTs. Schools should maintain appropriate records.</p>	L	M	H
<p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p>	<p>Staff</p> <p>Children & young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	H	<p><u>CLASSROOM MANAGEMENT</u></p> <p>Staff and pupils reminded at each registration time of social distances rules.</p> <p>Each teacher plans out their teaching spaces to maximise staff physical distancing. Existing furniture can be used effectively to support this.</p> <p>Pupils should be instructed to keep bags on the floor and not placed in their desks or worktops.</p> <p>Reduce the unnecessary sharing of resources as much as possible, including textbooks. Reduce the range of resources to be used in the classroom. Trays of equipment for individual or small groups of children should be created. Re-plan lessons / activities to avoid shared resources.</p> <p>All shared resources to be cleaned after each user (including computers, PE equipment etc). Build this into end of lesson activity routines in each setting. Schools to ensure a suitable disinfection product is available in all 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>	L	M	H

					<p>Additional cleaning will be provided by Cleaning Services and Janitorial Support for touch points in communal areas and will be organised locally.</p> <p>Remove resources which present cleaning challenges, e.g. construction materials and intricate items, fabric materials –beanbags, soft seating, etc.</p> <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p> <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. Non-fire doors should be propped open to reduce the number of touch surfaces (see more detailed guidance under General Guidance).</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> <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/Reading/Accelerated reader 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. At the moment our library will remain closed – class teachers will use MyOn Reading and will set up home reading activities for children to complete – Star reading assessments will be completed in school.</p> <p><u>Marking Jotters</u> 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>				
Spread of infection.	Staff Visitors	Cross contamination of infection.	L	M	H	<u>STAFF AREAS/BASES</u> 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.	L	M	H

Infection of staff, children & visitors.		Infection of staff, children and visitors				<p>Staff should ensure that they use their own eating and drinking utensils. All areas and surfaces should be kept as clear and clean; <u>all dishes should be washed in warm soapy water, dried and tidied away for good hygiene by individuals.</u></p> <p>Safe, hygienic and labelled food storage is necessary for shared fridges by staff.</p> <p>Universal signage should continue into any staff areas/bases and offices. Where there is a sink in the area, soap and paper towels should be available. Bin placed near sink.</p> <p>Areas to be kept well-ventilated where possible. Reduce the range of resources to be used. Reduce the sharing of resources as much as possible. Trays of equipment for individual should be created.</p> <p>Consider the provision of hand sanitiser in each area.</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><u>BREAK AND LUNCHTIME</u></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 and pupils 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>Consider staggered handwashing for snack and lunchtimes. Staggered toilet breaks. Consider staggering break times to reduce congestion and contact at all times. Localised solutions should be agreed at each establishment.</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>All PSAs to carry walkie talkies with them.</p> <p>Canteen use Canteen staff should continue to follow Food Standard Agency's (FSA) in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes. Covid-19 Guidance can be found here.</p> <p>Discuss provision and delivery with Area Catering Officer or Unit Supervisor. Primary school meals will start with a tailored menu for the first two weeks of term and secondary schools will have the opportunity of also using a new app for young people selecting their meal choices. This will assist with the flow of pupil queues.</p> <p>All pupils, except P1 and P3 pupils, will eat in their classrooms. We will review this in October. This minimises the amount of pupils gathering together in one indoor space for a prolonged period of time.</p>	L	M	H

					<p>Payments should be taken by contactless methods wherever possible. Touch pads will be removed from all till points. Payment will be taken by card or look up by catering staff.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>All rubbish and waste should be put straight in the bin by pupils/ the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines etc.</p>			
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Process/Activity: Infection Prevention & Control	Location: All ECS Establishments	Date: 17.08.20
Establishment RA Author: Brian Carle	Date of Review: 19.08.20	

This is a generic Risk Assessment, as such establishments should tailor to suit the needs of their own premises and controls used. Existing Risk Assessments should be reviewed to highlight controls in light of COVID -19 and how they aim to reduce risk as far as is reasonably practical

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>

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:

With the Individual

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.

With the group/class

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).
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.

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](#).

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

		<p>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> <p>Removed: or a negative test is received. (Advice from Health & Safety is that isolation has to be completed even if a negative result is received from testing.)</p> <p>Added: Guidance for PE found here.</p> <p>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.</p> <p>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.</p> <p>Added: Guidance for the ASN team – ASN teachers, Pupil Support Assistants and Workers, Psychologists, School Escorts and Nurses can be found here.</p> <p>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)</p> <p>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.</p> <p>If area has been quarantined for 72 hours, then Enhanced cleaning applies</p> <p>Added: 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>Removed: Continue to complete the online educational setting status form to provide daily updates on how many children and staff are in school.</p> <p>Added: Sector Advice Card found here. Please display in school to signpost to guidance.</p> <p>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> <p>Removed: Only maintenance to take place during normal school hours and; Please access guidance here and see detailed information below. (updated advice added). 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. (Document1: Covid-19 Guidance ASL Teachers, Pupil Support Assistants Pupil Support Workers; Document2: Covid-19Guidance ASN Peripatetic Services; Document 3: Covid-19 Guidance Escorts; Document 4: Guidance on re-opening school age childcare services ASN; Document 5: ASN FAQs).</p>