# Appendix 1 – Generic Risk Assessment

**Argyll & Bute Council Risk Assessment Form**

* Form to be completed only by competent, trained assessors.
* Use in conjunction with Guidance on Risk Assessment and flow process chart – calculate risk rating from matrix, Likelihood x Severity = Risk Rating.
* Insert photographs where appropriate or available.
* Once completed pass form to line management for implementation of any new control measures identified.
* Copy to be retained within service.
* If you require additional guidance refer to the Health and Safety SharePoint via The Hub (<https://fios.argyll-bute.gov.uk/sites/heathandsafety/_layouts/15/start.aspx#/SitePages/RISK.aspx>) or email [healthandsafety@argyll-bute.gov.uk](mailto:healthandsafety@argyll-bute.gov.uk)

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|  | | | **LIKELIHOOD** | | | | |
| **1** | **2** | **3** | **4** | **5** |
| **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost Certain** |
| **SEVER** | **1** | **Insignificant** | **1L** | **2L** | **3L** | **4L** | **5M** |
| **2** | **Minor** | **2L** | **4L** | **6M** | **8M** | **10M** |
| **3** | **Moderate** | **3L** | **6M** | **9M** | **12M** | **15H** |
| **4** | **Major** | **4L** | **8M** | **12M** | **16H** | **20H** |
| **5** | **Catastrophic** | **5M** | **10M** | **15H** | **20H** | **25H** |

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| **Hierarchy of Controls** | |
| **a**. **Elimination** | **d. Otherwise controlled** (e.g. safe systems of work, signage, warnings, procedures, training, supervision, etc. ) |
| **b**. **Substitution** **with a safer alternative** (e.g. mains tools substituted with battery operated | **e.** **Reduced effectively by using** **Personal Protective Equipment** |
| **c. Made safer through using engineering controls** (e.g. guarding) |

Identify Task and who could be affected

Identify hazards at each step within task – refer to guidance appendix 2

Identify existing controls

Rank risk using matrix

Are additional controls required, if so identify

Ensure additional controls put in place

Rank residual risk using matrix if needed

Sign risk assessment off

Copy to be retained within service

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| --- | --- |
| **< 5** | **Low** |
| **5 <15** | **Med** |
| **15 < 25** | **High** |

Review periodically

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| **Argyll & Bute Council**  **Risk Assessment Form** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Work Task: ELCC – P7** | **Argyll and Bute Schools returning after lockdown**  Staying in schools as before: Key worker children, [vulnerable children](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people)  Mainstream schools: nursery, reception, ELC – P7  Nurseries and EL providers (incl childminders): all children, subject to numbers that can be safely accommodated. | | | | | | | | | | | | | | | | **Assessment Undertaken By:** | | | | | | | | **Kelly Girling** | | | | | | |
| **Designation:** | | Head Teacher | | | | | **Assessment Date:** | | | | | **10/08/2020** | | | | | **Review Date:** | | September 2020 | | | | | | **Service:** | **Education Services** | | | | | |
| **Signature:** | |  | | | | | | | | **Department/School** | | | | | **Generic for school estate** | | | | | | | | | | | | | | | | |
| **Who may be affected?** | | | **Staff** | | **\*** | **Contractors** | | **\*** | **Visitors** | | **\*** | | **Public** | **\*** | **Pupils** | | | **\*** | | | **Others** | |  | **Volunteers** | | |  | **Ref No:** | **Edu /COV 001** | | |
| **Hazards** | | | | **Controls**  **(List existing controls in place – link to policy etc)** | | | | | | | | | | | | **Risk Rating**  **Use Matrix** | | | | | | **Additional Controls**  **Required? (List)** | | | | | | | **Residual Risk Rating** | | |
| **L** | | **S** | | **R** | | **L** | **S** | **R** |
| **CINICAL RISK TO INDIVIDUALS FROM COVID-19**  Staff, wider contacts, school partners  Spread of COVID 19 | | | | Identify staff who can’t return to school at this point and how they can work from home (for example, supporting remote education). | | | | | | | | | | | | 4 | | 3 | | **12** | | Headteacher to ascertain from staff who can return to school fulltime. | | | | | | | 3 | 3 | 9 |
| It is important to consider phasing the re-opening of the schools to allow plans and procedures to be assessed, staff to be trained and levels of supplies actually needed to be fully ascertained. It is important to consider that plans are about ‘working towards’ the re-integration of pupils. Allowing time to review plans and carrying out regular review means that schools can judge how pupils can safely return to school. Consider starting with a manageable / sustainable plan and building from there rather than removing provision. | | | | | | | | | | | | 4 | | 3 | | 12 | | Phased return of pupils over 2 days, to allow staff to reassess and review new procedures and make any necessary changes for safe return of pupils and staff. | | | | | | | 3 | 3 | 9 |
| Identify (and record that this has been carried out for every individual) all staff and students who are either [clinically vulnerable](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#protecting-different-groups-of-people), [clinically extremely vulnerable/shielded](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version) or have household members who are shielded, with the Head teacher prior to them entering the school.   * ‘Clinically vulnerable’ children and staff should follow the advice of their doctor. * Those with a ‘clinically vulnerable’ household member can attend. * Those who are ‘clinically extremely vulnerable’/shielded should not attend. * Those who live within someone ‘clinically extremely vulnerable’/shielded should only attend if stringent social distancing can be adhered to, and the individual understands and can comply. | | | | | | | | | | | | 4 | | 3 | | 12 | | Use information from parents to establish if they have a child or member of their household in any of these categories, work with school nurses or/and medical professionals. | | | | | | | 3 | 3 | 9 |
| 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, or a negative test is received. [Self-isolation guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) | | | | | | | | | | | | 4 | | 3 | | 12 | | Ensure procedure for self-isolation and test and trace is understood by all staff and families | | | | | | | 3 | 3 | 9 |
| Ensure that all clinically vulnerable staff are enabled to work from home, or where that is not possible, to carry out the lowest-risk roles on site, with social distancing of at least 2m. Clinically vulnerable staff electing to waive this right must have discussed it with their doctor and head teacher. | | | | | | | | | | | | 4 | | 3 | | 12 | | Headteacher to identify staff and enable them to work from home or lowest-risk roles in school. | | | | | | | 3 | 3 | 9 |
| Ensure up to date risk assessments for children on child plans, carried out with educational providers and parents/carers, to ensure child is at no more risk in the school setting than at home. (for August Return) | | | | | | | | | | | | 4 | | 3 | | 12 | | Identify pupils who need risk assessments and share with parents/carer. | | | | | | | 3 | 3 | 9 |
| 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. | | | | | | | | | | | | 4 | | 3 | | 12 | | Regular weekly communication with parents reminding them of this. | | | | | | | 3 | 3 | 9 |
| **Staff Wellbeing**  **staff levels**  Direct transmission of coronavirus in the school environment through person-to-person contact/ coughing etc    physical arrangements for Staff,  Students / pupils / wider contacts  Spread of COVID 19 | | | | Consult with and involve staff in the setting up of individual school plans and systems as far as possible and discuss / share this risk assessment.  Building in familiarisation time, training time and practice time for staff before opening the school to pupils.  Consider if employee risk assessments need to be amended or new ones carried out for staff experiencing mental health issues. | | | | | | | | | | | | 3 | | 3 | | 9 | | Share risk assessment and new procedures with staff on in-service day and make changes as necessary  Share presentation with staff relating to staff returning to work. | | | | | | | 2 | 2 | 4 |
| Regular staff meetings (via skype etc. or following social distancing rules) are undertaken with staff on site and that regular telephone, skype etc. communication is held with staff who are not present to maintain contact and assist wellbeing | | | | | | | | | | | |
| Setting up closed groups etc. may help (staff will still need to follow Safer Working practices and adhere to the guidelines on the use of social media)  Identify Mental Health and give guidance to help or assistance (use Council information on the Hub). Inform staff about support via Education Support Partnerships and HR or H&S. | | | | | | | | | | | |  | |  | |  | |  | | | | | | |  |  |  |
|  | | | | Framework requirement:  Decide the physical structures needed to limit risks and limit movement around the building(s) (for example, classroom layouts, entry and exit points, class sizes, lunch queues, use of communal staff areas.  Agree how safety measures and messages will be implemented and displayed around school.  Agree whether breakfast clubs, lunch clubs and after-school clubs can operate (in line with the implementing protective measures in education and childcare settings guidance), and under what terms  Ensure that children, and staff where possible, only mix in a small, consistent group (Bubbles) and that small group stays away from other people and groups or bubbles within the school premises. | | | | | | | | | | | | 4 | | 3 | | 12 | | Staggered break and lunch breaks for pupils and staff.  One way system around school, separate entrance and exit doors.  Safety messages displayed around school.  No Clubs  Pupils to be kept in class bubble groups, no movement from one end of school to other. | | | | | | | 2 | 2 | 4 |
| **Arranging rooms & limiting proximity**  Staff, Students / pupils / wider contacts  Spread of COVID 19 | | | | Consider if ‘unnecessary’ equipment can be removed from classrooms. If so this must be stored suitably (not in electrical intake rooms, plant rooms etc.)  Staff are to maintain a safe distance between each other (2 metres)  Re-plan lessons / activities to avoid shared resources.  Consider opportunities for outdoor learning to assist in social distancing.  Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc. and should not use offices / rooms where 2m distancing cannot be maintained  **Meetings/1-2-1s/training**  Limit face-to-face meetings to those that are essential. Ensure these are conducted in large enough areas to maintain 2m distancing; or via electronic means (Microsoft Teams etc.)  **Offices / IT suites etc.**  Workstations acceptable distance apart (2m) / alternate workstations occupied;  Business Computers to be regularly cleaned or Keyboards and Mice removed if not possible.  **Corridors**  Minimise transitions as far as possible to ensure brief contact.  Implement one-way system (where possible e.g. multiple routes / stairs)  Avoiding multiple groups queuing in same-shared areas/ narrow corridors etc.  **Toilets**  Pupils to be encouraged to use closest toilet to class  **Break / Playgrounds**  Avoid any group activities that require pupils to be in close physical contact with each other.  Limit numbers zone areas. Increased supervision to aid enforcement of social distancing as far as is reasonable.  Reduce use of outdoor equipment, ensure it is cleaned between groups of children people using it, and that multiple groups do not use it simultaneously. | | | | | | | | | | | | 4 | | 3 | | 12 | | Unnecessary equipment removed and stored elsewhere in school.  Staff reminded of 2m distancing rule  Outdoor learning planned for all classes  School office restricted to office staff only  Child planning meetings to be carried out online.  Staff to clean own IT equipment at start, throughout and end of day.  One way system in place.  Staggered break times to allow room in corridor  Staggered break times to reduce number of pupils using toilets during lunch and break times,  Staggered break time and lunch time to enable zoning of playground.  Each class group to have own equipment. | | | | | | | 2 | 2 | 4 |
|  |
| **Direct transmission of coronavirus in the school environment through person-to-person contact/ coughing etc.**    **organisational arrangements - timetabling**  **Access to & egress from site**  Staff, Students / pupils / wider contacts  Spread of COVID 19 | | | | Decide the organisational structures needed to limit risks and limit movement around the building(s) eg staggered starts and break times, lunch queues, use of communal staff areas. Agree how safety measures and messages will be implemented and displayed around school.  Schedule handwashing times for all pupils and staff to ensure this occurs on arrival, before departure, when coming in from break, before and after eating. Before using a toilet and after hands should be sanitised. Hands should also be washed after going to the toilet.  Clearly communicate to parents/ carers the arrangements for before and after school, and request them to maintain social distancing of 2m while in public.  Do not hold any event or activity where large groups will be required to mix. Determine whether interventions are essential, and ensure delivery in line with social distancing guidelines.  Suspend hiring and lettings.  Afterschool clubs suspend. | | | | | | | | | | | | 3 | | 2 | | 6 | | One way system in place.  Staggered break times to allow room in corridor and staff communal areas  Staggered break times to reduce number of pupils using toilets during lunch and break times,  Staggered break/lunch times to reduce number of staff in communal areas at one time  Signage put on school railings asking parents to maintain social distancing outside school grounds.  Assemblies and school events cancelled for time being. | | | | | | | 2 | 2 | 4 |
| **Ensure all arrangements are clearly communicated to staff, parents/ carers and pupils.**  Monitor site access points to facilitate social distancing by SLT or Janitorial staff  Discourage parents picking up their children in the car parking area or gathering at the School gates.  **Visitors**  Only essential visitors are allowed onto the school site.  Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.  Signage in reception regarding good hygiene.  **Staff**  On arrival, all staff are also required to wash hands using nearest available toilet or use the sanitiser provided in reception / staff room. All staff must sign in and out. | | | | | | | | | | | | 3 | | 3 | | 9 | | Staff meeting and HR presentation on first day. Parents sent communication with arrangements. Pupils regularly reminded of rules and procedures.  SLT to monitor gates of a morning and at home time.  Social distancing markers to be in place on school fence.  Visitors to school to be discouraged,  Signage in place for visitors.  Sign in book to be filled in with entry time, where in building visited and time left and contact number.  Hand sanitizing station in reception area | | | | | | | 2 | 2 | 4 |
| **Indirect transmission of coronavirus through surface contamination**  Personal hygiene | | | | framework requirement:  Decide the approach to enhance hygiene (for example, toilet use, hand washing) and decide on policy related to usually shared items (for example, books, toys, practical equipment). | | | | | | | | | | | | 3 | | 3 | | 9 | | Each pupil to have own stationary set which remains in school.  Each class teacher to have a box where shared items are to go after use to be cleaned and then put away for a week before being used again.  Jotters to remain in school, teachers to leave for at least 72 hours before marking.  Pupils allowed to take reading books home but to be left for a week before going back into circulation.  Each class to have bin which will be emptied at regular intervals during the day by school janitor.  Hand sanitising stations to be marked with appropriate signage.  School janitor to regularly clean the hand washing facilities throughout the day.  Pupils to be reminded of good hygiene and respiratory hygiene. | | | | | | | 2 | 2 | 4 |
| Actions (hygiene)  Ensure adequate supplies of soap, paper hand towels and hand sanitiser, with stock monitoring and re-ordering procedures set up.  Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.  Ensure proper handwashing and hand sanitiser technique are prominently displayed at all stations, as directed by NHS guidance.  Site staff to regularly clean the hand washing facilities.  Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving if have not washed hands on entry.  Tissues/wipes will be provided for classrooms. Staff to replenish as needed.  Ensure bins are provided for tissues in every classroom.  Ensure catch it, bin it, kill it message is displayed, discussed and understood in each class.  Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. | | | | | | | | | | | |
| **Cleaning**  Staff, Students / pupils / wider contacts  Spread of COVID 19 | | | | Follow revised framework for A&BC Cleaning Service Risk assessments  Clarify with A&BC Cleaning Service what an enhanced cleaning schedule looks like and how it will be implemented in the school (for example, how often, when/if an additional clean is necessary) and how you will ensure sufficiency of supplies. | | | | | | | | | | | | 3 | | 2 | | 6 | | Cleaning staff to follow enhanced cleaning schedule.  School Janitor to to undertake additional spot cleaning during the day of high volume areas such as door handles, toilet areas and taps. | | | | | | | 2 | 2 | 4 |
| Actions (cleaning)  A cleaning schedule will be implemented throughout the site by A&BC Cleaning Services ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, etc. are all thoroughly cleaned and disinfected regularly.  Cleaning protocol In line with advice the [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)  Manufacturer’s instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed | | | | | | | | | | | |
| When cleaning a contaminated area  Cleaning staff to:   * Wear disposable gloves and apron * Wash their hands with soap and water once they remove their gloves and apron * Fluid resistant surgical mask if splashing likely * Hands should be washed with soap and water for 20 seconds and dried thoroughly, after all PPE has been removed.   Any mop heads and cloths must also be double bagged and disposed of in the same way as single use items.  Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.  Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.  Only cleaning products supplied by the school / contract cleaners are to be used.  School to obtain the risk assessment for all cleaning for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc. | | | | | | | | | | | |
| **Contact points**  **Equipment use, printers, workstations, apparatus, machinery etc.**  Staff,  Students / pupils / wider contacts    Spread of COVID 19 | | | | 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.  All shared resources to be cleaned after use (including computers, PE equipment etc.). Build into end of lesson activity routines.  Schools to ensure wipes are available in all IT rooms and teacher to ensure students wipe down after use. If student is too young then arrangements for staff to clean.  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. | | | | | | | | | | | | 3 | | 3 | | 9 | | Minimal resources to be shred where possible. Any resources used to be cleaned and left for a week before being used by different group.  Photocopier to only be used by designated staff to ensure only necessary staff in photocopier room.  Wipes to be used to clean photocopier after use.  Marking of jotters to be undertaken after 72 hours. | | | | | | | 2 | 2 | 4 |

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| **Canteen use / lunchtimes**  Staff,  Students / pupils / wider contacts  Spread of COVID 19 | **Framework requirements:**  **Work with your catering team to ensure meals are available for all children in school. Also, consider your arrangements for those year groups still out of school and eligible for benefits related free school meals.**  All persons should be required to stay on site once they have entered it and not use local shops etc.  Reinforce handwashing prior to eating food.  Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.  **Canteen use**  Canteen staff should continue to follow Food Standard Agency’s (FSA) [guidance on good hygiene practices](https://www.food.gov.uk/business-hygiene) in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.  Pupils to enter canteens in their allocated groups..  Discuss provision and delivery with Catering Manager/staff. Consider change to meal provision, delivery of lunches to groups in classes etc. This could include a change in menu provision, amount of drinks and food in chillers and how to avoid touching neighbouring products. An increase in pre-prepared and wrapped food to reduce use of crockery, utensils etc.  Payments should be taken by contactless methods wherever possible.  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.  All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles. | 2 | 2 | 4 | Catering staff to provide school meal service.  This will be clearly communicated to all staff parents and pupils. This will mean no home lunches advised for staff or pupils.  Staggered lunch times to limit number of pupils in dining hall.  Tables and seats to be cleaned between class groups coming in to dining hall. | 2 | 2 | 4 |
| **Travel off site**  Staff,  Students / pupils / wider contacts  Road traffic accident  Other road users  Spread of COVID 19 | Travel is only required for essential purposes.  No offsite visits run.  All persons urged to consider all other forms of transport before public transport. If public transport cannot be avoided, in addition to social distancing and hygiene practices, individuals may consider wearing a non-medical face covering, if it can be done safely.  Children should only do this under informed adult supervision as unsafe handling of face masks can increase the risk of transmission.  Where travel is essential, use private single occupancy where possible. | 2 | 1 | 2 | Wherever possible parents will be encouraged to transport their own child to school. | 2 | 1 | 2 |
| **Contractors**  Contractors, Staff,  Students / pupils / wider contacts,  Spread of COVID 19 | Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding social distancing and good hygiene.  Staff and contractors are to maintain a safe distance between themselves and others (2 metres).  All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering and leaving the site.  Agree approach to scheduled / ongoing building works.  Site inductions are to be carried out following social distancing principles (2m separation).  School’s to seek confirmation of the contractors method statement / risk assessment. All contractors have to submit a Covid 19 risk assessment to contract managers/company before works can proceed. | 2 | 1 | 2 | Signage in place for visitors and they will only sign in after all procedures adhered to. |  |  |  |
| **Lack of awareness / school controls**  Staff,  Students / pupils / wider contacts    Spread of COVID 19 | Posters will be displayed in the reception, welfare areas and in suitable places around the school.  Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.  **Ensure good, clear communications with parents/carers and wider school community** | 3 | 2 | 6 | Argyll and Bute will provide signage |  |  |  |
| **Provision of first aid and ASN care**  Staff,  Students / pupils / wider contacts  Spread of COVID 19 | Framework requirement:  Make arrangements for the very small number of cases where personal protective equipment (PPE) supplies will be needed: if your staff provide intimate care for any children or young people and for cases where a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.  Establish procurement route, stock monitoring and ordering system.  Ensure staff know the whereabouts of PPE, and are trained to use it safely.  PPE is only needed in a very small number of cases:  children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way  PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms  Guidance:  PPE is required if a child or staff falls ill and requires direct personal care on site/isolate the child until collection by the child’s parents  Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings.  Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.  The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:  Children, whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.  If a child, becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then gloves, an apron and a face mask should be worn by the supervising adult  Review PPE protocols for routine provision of intimate care and ensure adequate supply. | 4 | 3 | 12 | Trained first aiders on site  ASN Staff to be aware of procedures and have access to PPE.  PPE box in each room.  Identified area for isolation of staff or pupils.  PPE to be worn by staff undertaking first aid. | 3 | 2 | 6 |
| **Emergency procedures (Fire alarm activations etc)**  Staff,  Students / pupils / wider contacts  Spread of COVID 19 | Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period).  Try to maintain 2m separation at assembly areas (where space permits). Increased supervision and reiteration of messages to occupants. Do not delay evacuation in order to keep the distancing rules.  Review any Personal Evacuation Emergency Plans (PEEPS) to ensure that arrangements are still adequate and relevant.  Ensure that all fire emergency related issues e.g. plan, evacuation etc. are explained to all on site.  Ensure that any change to the plan is noted in the Fire Safety Management folder. | 3 | 3 | 9 | Follow existing Fire Evacuation procedures with 2m distancing .  Amend procedures if required.  Action as appropriate |  |  |  |
| **Deliveries Mail & Waste collection**  Staff,  Students / pupils / wider contacts  Spread of COVID 19 | Do not approach delivery staff, allow packages to be left in a safe place.  Wash hands before opening mail  Distribute unopened mail to appropriate mail locations/trays on school premises.  Clear appropriate table/surface where mail will be sorted.  Lay some A4 paper (or similar) on part of the table/surface leaving some of the table/surface bare.  Collect mail from appropriate mail tray and place it on the previously laid out paper on the table/surface.  Open mail one piece at a time. Put envelope/packaging in bin and put mail/contents of packaging onto bare area of table/surface.  Once all mail is sorted wash hands.Refrain from touching your face, mouth or eyes and maintain good respiratory hygiene.  Attend to mail following the usual arrangements for the premises for date stamping, recording, scanning etc. using separate paper and pen as required.  On completion of attending to mail put A4 paper from table/surface into same bin as envelopes.  Clean pen/other equipment.  Empty bin into external bin/wheelie bin.  Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).  Hands are to be thoroughly washed after handling all deliveries or waste materials. | 3 | 2 | 6 | Box placed outside main door for delivery of mail. Only allocated staff to handle mail.  Large deliveries left outside and brought in by member of staff wearing appropriate PPE ( ie gloves)  Area to be cleaned in line with cleaning guidance. | 2 | 2 | 4 |
| **Premises safety**  Staff,  Students / pupils    Wider safeguarding / safety risks | Ensure all ‘normal’ tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc.  Ensure all key services are operational  Flush all water outlets thorough in areas of the school which have been closed for period of time.  Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.) | 3 | 3 | 9 | Allow fire doors to be wedged open to assist with ventilation but must be closed in event of fire alarm sounding and when room is vacated at any point in the day. | 2 | 1 | 2 |
| **Suspected case on-site**  Staff,  Students / pupils / wider contacts  Spread of COVID 19 | Framework requirement:   * Plan the school level response should someone fall ill on site (in line with relevant local authority/government guidance). * Main symptoms of COVID-19 are a temperature (37.5°C or chest/back feeling hot to the touch) and/ or new, continuous cough (*plus loss of smell and taste*). * **Actions:** * Establish protocol and train all staff on swift and safe response to suspected cases on site. * Communicate protocol clearly to parents and carers. * Designate waiting room/s for symptomatic child/children waiting to be collected. * Acquire PPE[[1]](#footnote-1) for staff to use if supervising a child waiting to be collected, train staff on whereabouts and safe use of PPE. Set up PPE stock record/ ordering system. * Consider information leaflet for parents on isolation, testing and notification procedure * Set up log of symptomatic individuals, tests taken, test results.   **Considerations for protocol:**   * Ensure all children are reminded daily to inform their teacher if they feel poorly * Establish clear communication protocol in school, for quickly notifying key staff and parent/carer * Set up COVID-19 risk/ incident log, for oversight by the Head Teacher/PTand further debrief/ training * Child/ staff member with symptoms should go home as soon as possible. * While waiting for collection, the child should wait in a well-ventilated room with a closed door, or if they cannot be isolated then move them to an area which is at least 2m away from others * PPE is required if a child or staff falls ill with coronavirus symptoms (young child or with complex needs) and requires direct personal care on site: * Parents/ carers/ symptomatic staff provided with self-isolation advice, and information about seeking help * Advise that testing is available for symptomatic staff <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> and children (aged 5 or over, via [111 online service](https://111.nhs.uk/covid-19); aged under 5 by calling 111) to ensure that cases of coronavirus are identified promptly * Safe disposal of PPE and areas occupied and equipment used by the affected person cleaned and disinfected, as per guidance<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings> * Headteacher follow up if test result is not received. * Log completed * Testing is available for all staff, pupils who are eligible to return to school, and their households. | 3 | 4 | 12 | Suspected cases – Pupil/staff with suspected symptoms should be sent home immediately and self-isolation advice given and to arrange testing.  Where there has been a confirmed COVID-19 case, Commercial Services should be advised, and the cleaning regime undertaken will be in accordance with strict rules outlined |  |  |  |
|  |  |  |  |  |  |  |  |  |

# Appendix 2 – School Sanitation Measures

## Cleaning Schedule and Standards - Schools

All cleaning activites are carried out in accordance with Health Protection Scotland guidance[[2]](#footnote-2).

Routine cleaning of all shared areas will be carried out by cleaning staff out of hours and are subject to available cleaning resource. These areas are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Area | Daily | Weekly | |
| Foyer/Office Entrance | * Clean interior glass e.g. door panel * Damp wipe all desks that have been fully cleared * Damp wipe door handles, light switches, finger plates and sanitiser stations | * Vacuum * Full mop hard floors | |
| Technical or Specialist Classroom | * Damp wipe all desks/work surfaces that have been fully cleared * Spot brush floor * Damp wipe door handles, light switches, finger plates * Empty Bin | * Full sweep * Full mop hard floors * Spray clean any mirrored surfaces | |
| Standard Classroom | * Damp wipe all desks that have been fully cleared * Damp wipe chair backs * Spot vacuum if required * Damp wipe door handles, light switches, finger plates * Empty bin | * Vacuum | |
| Stairways | * Spot vacuum/spot mop * Damp wipe door handles, hand rails, light switches, finger plates, banisters | * Vacuum/full mop | |
| Home Economics Classroom | * Damp wipe all desks/work surfaces that have been fully cleared * Wipe down kitchen equipment exteriors only (not cooker tops, ovens, grills, etc.) * Spot brush floor * Spot mop floor * Damp wipe door handles, light switches, finger plates * Empty Bin | * Full sweep * Full mop hard floors | |
| Gym Halls | * Spot sweep * Spot mop * Damp wipe door handles, light switches, finger plates | * Full sweep * Full mop * Scrub floor | |
| Dining Hall | * Full sweep * Full mop * Damp wipe door handles, light switches, finger plates | * Scrub/Polish floor | |
| Assembly Hall | * Spot sweep * Spot mop * Damp wipe door handles, light switches, finger plates | * Full sweep * Full mop * Scrub/Polish floor | |
| Shower Rooms/changing rooms | * Damp wipe all surrounding wall/tile areas using appropriate cleaning agent * Rinse thoroughly * Damp wipe door handles, light switches, finger plates, bannisters and frequently touched surfaces * Full mop floors * Empty and damp wipe bins | * Remove shower head and clean, replace and run shower to rinse thoroughly | |
| Toilets | * Flush all toilets * Damp wipe all sinks and surrounding areas using appropriate cleaning agent, paying particular attention to the base of taps and the drains. Rinse thoroughly * Damp wipe all dispensers paying particular attention to underneath * Damp wipe all surrounding walls/tiles, door handles, light switches, finger plates, toilet flush, door locks and all touch surfaces * Scrub all toilet bowl interiors with the use of a toilet brush and flush * Damp wipe interior and exterior of toilet seat and lid * Damp wipe exterior of toilet bowl including pipework to rear * Full mop floors * Empty and damp wipe bins | * Damp wipe surrounding walls of cubicles including doors | |
| Lift | * Damp wipe and polish lift inside and out * Damp wipe buttons and touch surfaces | * Spot mop flooring | |
| Offices/staff rooms | * Damp wipe door handles, light switches, finger plates, bannisters and frequently touched surfaces * Damp wipe desks/tables that are fully cleared | * Full vacuum | |
| Kitchens/Sink facilities within offices | * If clear scrub sink and surrounding draining areas and work surfaces, door handles with the use of a scrubber and appropriate cleaning agent, paying particular attention to the base of taps and the drain. Rinse thoroughly * Damp wipe all dispensers paying particular attention to underneath * Damp wipe bin exterior * Damp wipe door handles, light switches, finger plates, bannisters and frequently touched surfaces * Full brush and mop |  |

Staff responsibilities

School staff are responsible for cleaning the following:

* Own desk, chair and filing cabinets
* All telephones and IT equipment
* Any personal belongings
* Work vehicles and pool cars
* Crockery and cutlery

What if someone becomes unwell at work?

Should a member of staff or student become unwell at school the immediate area e.g. the classroom/office they work in should be closed off until cleaning can be arranged. There is no requirement for additional cleaning of other areas such as corridors or hallways.

Colleagues should contact the Catering and Cleaning Admin Team as soon as possible on **01546 604799** to report the location. A cleaning team will be deployed as soon as possible to clean and sanitise the area prior to its reuse. Please note that this cleaning may be undertaken out of hours. All cleaning to reinstate the area will be undertaken in line with Health Protection Scotland advice.

Notes for Cleaning Staff:

* Correct colour coding must be used at all times
* Damp wipe with appropriate disinfectant chemical as advised by the Catering and Cleaning Co-Ordinator
* Correct protective clothing and equipment must be used at all times, including disposable gloves
* All machinery should be checked daily for safety at the start of your shift, and faults should be reported
* All machinery should be emptied and cleaned daily, at the end of the shift
* Correct chemicals must be dispensed to the correct dilutions and used only in the correct areas
* All cleaning must be carried out as advised by your Catering and Cleaning Co-Ordinator

When cleaning an area where someone has been suspected of having Coronavirus, all cloths and mop heads must be placed in waste bags, sealed and then placed inside another waste bag. All equipment must be thoroughly cleaned, and the cloths used to carry out this clean must also be placed inside the waste bags for disposal. When complete, the double-bagged waste must be stored in a secure cleaning cupboard for 72 hours before being placed in an outside bin for collection.

1. Obtain through local PPE chains, or if difficult to obtain, approach local resilience forum. [↑](#footnote-ref-1)
2. <https://www.hps.scot.nhs.uk/web-resources-container/covid-19-guidance-for-non-healthcare-settings/> [↑](#footnote-ref-2)