|  |  |
| --- | --- |
| **ID: RA/COVID-19 PROPERTY** |  **OPERATING PROCEDURE & RISK ASSESSMENT** |
| **Document created:** **01/06/2020** | **Version Number: 2** | **Version Date: 03/08/2020** | **Next Scheduled Review Date: 30/09/2020** |
| **Department of BRP: Education** | **Approved by Document Owner: Bryan McLachlan** |
| **Assessed by: Emma Scoular** *Corporate Health and Safety Officer* |
| **Task:** Management of COVID 19 situation. The coronavirus outbreak is still a rapidly evolving situation. This risk assessment must be kept under review and adapted as required. Up to date guidance is available on the council intranet. The government websites must be consulted for the latest guidance. | **Number of people affected:** Education staff, key worker/vulnerable children attending and Carolside Hub pupils returning from 10th August 2020.  |
| **Property Name: Carolside Primary School and Nursery** |
| **Equipment/Plant:** Statutory compliance and maintenance records sheet available from PATS |
| **PPE –** No additional requirements for the covid risk. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Location** | **List of control methods that must be followed to protect your health and safety.** | **Concerns/comments** |
|  | Entrance/exits – traffic routes | * Hand sanitiser station to be set up at main entrance to building as well as nursery entrance.
* Main entrance to school will be used for staff and for deliveries.
* Clear sign at main door to contact janitor on arrival with contact details.
* Staff advised of need to maintain social distancing at all times.
* Children will enter and exit school directly into their classrooms using existing fire exits, where possible.
* Starting and finishing times for all year groups will be staggered where possible, as well as breaks and lunch times. This will require additional supervision.
* Nursery children are in their own building.
 |  |
|  | Entrance/exits - signage | * Signage posted indicating social distancing, hand hygiene and risk assessment information.
* 2m distancing markers in place from sanitising stations outwards.
* Corridors are over 2m wide. Staff and pupils will be reminded to walk on the left and in single file at all times.
 |  |
|  | Entrance/exits-entry procedures | * Sanitising station required to be in place at main entrance.
* Sign in will be completed by office staff on behalf of person presenting, or they use their own pen, to reduce contact with signing in pens and devices.
* Cleaning arrangements in place for regular cleaning of sign in area and equipment.
* Regular cleaning of entry intercom system and exit buttons will be put in place.
 | Advise staff that sanitiser should be used only on coming into the building or where they are unable to access hand washing facilities. Encourage children to wash hands rather than frequent use of sanitiser |
|  | Reception | * Reception office has windows in place. Staff to report to window entrance.
* Floor marked to indicate 2m distancing when waiting to speak to reception.
 |  |
|  | Access to toilet facilities | * Access to staff toilets managed to allow social distancing.
* Signage posted in toilets advising of hand washing methodology.
* Signage posted on doors for ‘vacant/engaged’ including staff toilets .
 | No social distancing in pupil toilets. All cubicles, urinals and hand basins available for use in pupil toilets (only).  |
|  | Access to kitchen facilities/ Staff room | * Existing kitchens to be marked with number of occupants permitted at one time.
* Staggered breaks will be arranged for breaks and lunchtimes, where possible.
* Notice on staff room door advising how many staff can be in the room at one time (10 max).
* Staff advised to clean down handles of kitchen facilities touched after use.
* Staff advised to bring packed lunches and remove utensils for cleaning at home. If cleaning utensils on site all to be washed, dried and put away immediately after use. No sharing of utensils amongst staff.
* Arrangement of seats that can be used within the staff room identified and marked.
* Staff advised not to leave food items on site, all should be brought daily and removed daily.
 | School Staff room – Max 10 adultsNursery Staff base – Max 2 adultsNursery Foyer - Max 4 adults |
|  | Pedestrian traffic routes in corridors | * Pupils and staff reminded to keep to the left and walk in single file when using corridor.
* Signage on stairs indicating direction.
* Advise staff of need to maintain 2m social distancing in corridors.
 |  |
|  | Classroom and office arrangements | * Number of staff desks that can be used within social distancing requirements identified and marked.
* Advise staff of use of only marked desks.
* No social distancing between pupils required in classrooms.
* Pupils use the same desk on each visit, wherever possible.
* Suitable cleaning products available for cleaning classroom equipment/ resources available.
* Rooms cleared of all unnecessary items to allow for cleaning needs.
* Desks cleaned by cleaning staff at the end of day.
* Limit sharing of resources between children, if possible.
* Suitable cleaning products available for photocopiers/printers e.g. in reprographic room.
* Suitable cleaning products available also for iPads and chromebooks.
* Class registration will be carried out online.
* ICT computer keyboards and equipment will be cleaned between use.
 | Provision of blue roll and spray/ wipes to be provided for all teachers in classrooms and bases. Ensure time is provided to wipe ICT equipment between pupil use groups |
|  | Ancillary room use | * All other rooms signed with maximum number of occupants permitted.
* Layouts amended where necessary to allow for social distancing requirements.
* Cleaning products available for use to clean room equipment before and after use.
 | Meeting Room 1 – Max 5 adultsMeeting room 5 – Max 3 adultsLeadership Base – Max 4 adults |
|  | Building ventilation | * Arrangements in place for opening of some windows before staff arrive and after they leave.
* Staff advised to leave windows as found.
 |  |
|  | Public access | * Parents informed to not to enter school.
* Parents reminded to maintain social distancing in playground at all times.
* Parents advised not to linger outside school gates or in the playground.
* When dropping children off by car, parents should be advised to stay in car, if appropriate.
* Where parent access is required, this must be arranged by appointment and only one person per child family permitted.
* When items need to be dropped off for children, items to be left outside and office advised by use of intercom.
 | Parents will need to wait in the playground to collect pupils from infant school. School to remind parents of need ensure social distancing in the playground at all times.Soft start times to reduce the numbers in the playground. Signage needed at school entrance gates to remind parents and pupils of social distancing.  |
|  | Contractor access | * Contractor access by arrangement only.
* Record of presence in fire register and property log made by staff member on behalf of contractor.
* Contractors to adhere to entry and social distancing requirements.
* Contractor works arranged out of hours where possible.
 |  |
|  | Fire safety and evacuation | * Fire evacuation procedure in place and staff briefed on requirements of evacuation.
* Fire system maintenance checks in place as per fire register requirements.
* Fire doors kept closed unless appropriate devices for holding open are in place.
 | No doorguards required at this time. Local management arrangements in place to managed high  |
|  | Deliveries | * Delivery times by arrangements where possible to avoid high traffic times.
* Hand sanitising provision located at the main entrance.
* Dedicated member of staff for receipt of deliveries.
* Delivered goods located to ensure no blocking of fire exits or escape routes.
* Door for delivery arrival and deliveries signed for outside.
 |  |
|  | First Aid | * First aid procedures in place.
* Signage posted of what to do if a member of staff or a pupil becomes symptomatic while at school.
* PPE provided for this eventuality.
* Ventilated meeting room identified for use if a member of staff or a pupil becomes symptomatic.
 |  |
|  | Cleaning arrangements | * Cleaning arrangements put in place to enhance previous provision, allow for regular cleaning at periods throughout the daytime when pupils and staff are in the building.
* Cleaning staff provided with information on points that require more frequent cleaning i.e. door handles, window handles, entrance intercom, exit and release buttons, printers/copiers, electronic sign in, toilets and kitchen equipment such as kettle, fridge and microwave oven handles.
 | Blue roll and sanitising spray to be made readily available.  |
|  | Outdoor activity areas and equipment | * Encourage use of outdoor space.
* Equipment provided that is easily cleaned.
* Enclosed areas of school grounds – equipment cleaned down between user groups.
* Identify areas of the playground where cohorts of children can play without mixing with other groups.
* Off site activity – hand washing for children and staff will take place on return to the building
 |  |

|  |  |
| --- | --- |
| **Actions – signage** | **Responsibility** |
| 1 | Signage posted at front entrance indicating social distancing, hand hygiene and risk assessment information. - **Complete**  | Head Teacher |
| 2 | Arrangement of seats that can be used within the staff room identified and marked - **Complete** | Head Teacher |
| 3 | All other rooms signed with maximum number of adult/staff occupants permitted - **Complete** | Head Teacher |
| **Actions - other** |
| 4 | New Red Sanitising station to be in place at staff main entrance being used | Head Teacher |
| 5 | All staff briefed on fire evacuation procedures and records of such briefing held | Head Teacher |
| 6 | Brief staff on the content of this risk assessment and hold a record of such briefings | Head Teacher  |
| 7 | Signage at gates and information to parents regarding access to playground and maintaining 2m distance | Head Teacher |