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|  **ID: RA/COVID-19 PROPERTY** |  **OPERATING PROCEDURE & RISK ASSESSMENT** |
| **Document created:** **17/05/2020** | **Version Number: 5** | **Version Date: 03/08/2020** | **Next Scheduled Review Date: 31/08/2020** |
| **Department of BRP: Education**  | **Approved by Document Owner: Bryan McLachlan** |
| **Assessed by: Education H&S Team** |
| **Task:** Management of COVID 19 situation with the return of Pre 5 establishments to full operation over coming weeks. This assessment is aimed at supporting HTs to put in place control to deal with the risk of COVID-19. 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.This assessment takes into account guidance issued 30th July 2020, where no distancing is required between pupils in primary schools or within ELC’s. Guidance states however, the preference would always be to avoid large gatherings and crowded spaces and, wherever possible, to keep children and young people within the same groups for the duration of the school day.**This risk assessment should be read in conjunction with all other current risk assessments in place within your school, made specific to your school and your school H&S representative should be consulted on the contents**. | **Number of people affected:** Staff (incl Teachers, Pupil Support Assistants and Office staff)– Approx 20Pupil – Approx 60Visitors – Can vary – contractors visit for a minimum amount of time.Support staff including Facilities Management/ Catering– approx no 3 |
| **Property Name:** Carolside Primary School ELC Establishment  |
| **Equipment/Plant:** Statutory compliance and maintenance records sheet available from PATS |
| **PPE –** There are no essential PPE requirements for general working in schools. Use of PPE for personal care is further discussed below. If staff desire to wear their own face coverings this should be discussed with line managers on an individual basis to determine the suitability for the setting. |

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| **Number** | **Location/ Task** | **List of control methods that must be followed to protect your health and safety.** | **Concerns/comments** |
|  | Whole Building | * Staff from Property and Technical Services, Facilities Management and external contractors have continued to carry out routine weekly or monthly checks on buildings including fire, water playground equipment and machinery checks were required to have be done to allow schools to reopen
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|  | Start of day – Outdoor and Nursery Gates | * Restriction to outdoor areas at drop off and collection times to minimise any congregation in this area.
* Staggered pick up and drop off times at two different entrances.
* Establish drop off/collection and drop off protocols which minimise adult to adult contact.
* Determine drop off areas and clearly mark or zone these with appropriate signage and markings with 2m intervals to maintain social distancing at the access points to the building.
* Encourage one adult or carer to pick up/drop off only.
* Staggered arrival and departure times of staff.
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|  | Entrance/exits – traffic routes | * Refer to controls detailed within Building Assessment carried out by CHSU
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|  | Entrance/exits - signage | * Refer to controls detailed within Building Assessment carried out by CHSU
* Provide additional support to younger children to follow these measures, for example, routes around nursery marked with meaningful symbols and social stories to support them in understanding how to follow rules.
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|  | Entrance/exits-entry procedures | * Refer to controls detailed within Building Assessment carried out by CHSU
* Where possible, minimise movement of staff around the building and to and from the building during the working day.
 | Sanitiser should be used only on coming into the building or where they are unable to access hand washing facilities. Children are encouraged to wash hands on arrival and before departure, before snack and lunch and when returning indoors from the playground or cabin garden.  |
|  | Playrooms | * Rooms cleared of all unnecessary items to allow for cleaning needs
* Children’s areas to be marked on floor/carpet at 2m intervals to allow staff to social distance from one another
* Our children are split into two cohorts and remain in these groups for their session. These groups will be maintained for all future sessions where possible.
* Children to bring in own water bottle and lunch items only.
* No other items such as toys from home to be brought in where possible
* Resources such as sand, water and playdough can be used with regular cleaning of the equipment used. Water and playdough should be replaced on a daily/sessional basis, when groups change. Consider which resources can be removed to allow space in playrooms. Note that fire exit routes and corridors should remain as clear as possible for emergency egress so unused items should not be stored in these areas.
* Any items remaining which are not in use which cannot be removed should be clearly identified as not in use, this will prevent persons touching items which would then require to be cleaned.
* Where possible windows and doors to remain open to allow ventilation. This should be reviewed if there is a potential for increased flight risk for any child and a specific risk assessment carried out for that child.
* Each group to have own separate resources such as books and craft items.
* Books and resources to be cleaned or ‘quarantined’ before use by other groups.
* No resources to be taken home.
 | Use of sheets/tape/laminate signs as clear visual barrier to prevent usage. |
|  | Outdoor Areas for play and learning | * Outdoor learning activities to be completed as much as possible.
* Children stay in same groups for indoor and outdoor learning.
* Resources such as sand, water and playdough should be used only by consistent groupings of children.
* Designated areas for groups given and marked off with natural barriers.
* If rotation of groups around the outdoor area ensure that any equipment used can be cleaned/wiped down before subsequent group use.
* Each group provided with certain play equipment which can be easily cleaned after use.
* Any sports/fitness equipment used to be wiped down/cleaned between each group such as mats, markers, rackets etc.
* Where possible parents should provide the necessary clothing for outdoor play.  Where this is not possible, children should not share outdoor clothes or footwear.  Items belonging to Carolside ELCC should be allocated to one child within each session and laundered/cleaned before use by another child.
* Staff should take the necessary precautions to protect children from the elements and this should include suitable clothing, head coverings and sunscreen.
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|  | Day visits/ trips | * Nursery day visits and trips are cancelled until further notice
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|  | Hygiene – provision of personal care | * Good hygiene to be promoted by use of appropriate posters located in all key areas such as toilets and areas of personal care.
* Suitable and sufficient soap to be provided and hot water for washing where possible and hand sanitiser to be used in other areas where this is not available for example outdoor play
* Suitable stock of disposable tissues provided and lidded bins in key locations for tissue disposal where present, if not bin liners to be changed regularly and disposed of.
* Good hygiene promoted with hand washing for at least 20 seconds, children encouraged by singing a song for example.
* Suitable support, supervision and monitoring of children to ensure hand washing carried out.
* Guidance given to ensure that hands are washed
* When entering/leaving the venue
* When entering from outside play
* after coughing/sneezing
* after using the toilet
* Children encouraged to cough/sneeze into their elbows.
* Children encouraged to not touch their faces (where appropriate)..
* Consider use of suitable wipes/spray cleaner and disposable roll where pupils are unable to catch/control coughs and sneezes
* Appropriate Personal Protective Equipment (PPE) to be worn when necessary for example when providing personal care and cleaning up of bodily fluids.
* Staff should be aware of safe means of cleaning areas and suitable cleaning products to be used.
* Any door handles/key pads/light switches to be regularly cleaned, staff encouraged to use tissues/sleeves when using these areas.
* Any shared equipment such as phones and IT equipment to be cleaned between users.
* Identify any other “Pinch Points” and consider how to reduce any risk.
* Poster displaying the number of adults able to access each room identified on the door.
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|  | Access to toilet facilities | * Refer to controls detailed within Building Assessment carried out by CHSU
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|  | Access to kitchen facilities | * Refer to controls detailed within Building Assessment carried out by CHSU
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|  | Access to dining hall during break/ lunch times | * Surfaces in dining or snack areas should be wiped down and disinfected in between use by each group of children.
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|  | Pedestrian traffic routes in corridors | * Refer to controls detailed within Building Assessment carried out by CHSU
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|  | Workstation arrangements for pupils and staff – CPD Areas, staff room | * Identify number of workstations that can be used within social distancing requirements.
* Mark desks/ tables for use so they are easily identified by staff. Advise staff to use only marked desks or workstations.
* If possible (storage permitting) remove any workstation, desks/ tables and chairs from rooms.
* Advise staff to use same allocated desk each day unless told otherwise
* In office areas any workstations in use should avoid face to face working
* Suitable cleaning products available for cleaning desks and desk equipment.
* Staff instructed to maintain clear desks at end of day.
* Cleaning arrangements in place for cleaning workstations once staff have left.
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|  | Conference/ Meeting room use | * Refer to controls detailed within Building Assessment carried out by CHSU.
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|  | Building ventilation | * Refer to controls detailed within Building Assessment carried out by CHSU.
* Any issues with ventilation staff should contact Janitor/ SMT.
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|  | Parent access | * Refer to controls detailed within Building Assessment carried out by CHSU.
* Information should be posted at front doors for parents advising of arrangements for visits to include contact numbers and email address.
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|  | Contractor/Visitor access | * Refer to controls detailed within Building Assessment carried out by CHSU.
* Procedure in place for attendance by any essential visitors such as Educational Psychologists, behavioural support, social workers etc.
* Essential visitors should not include parent volunteers at this time.
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|  | Fire safety and evacuation | * Refer to controls detailed within Building Assessment carried out by CHSU.
* Designated Fire Coordinator in place who is fully briefed on requirements of evacuation.
* Ensure suitable number of trained Fire Wardens on site.
* All staff on site should be aware of fire evacuation process in place.
* All staff requiring any refresher training (within 2 years) should complete the online Health & Safety course “Fire Module” which is available to all staff on the online learning platform.
* Consideration of changes to evacuation procedure to account for awareness of social distancing while evacuating.
* Muster points are reviewed to ensure areas for staff in their designated groups remain at least 2m apart.
* Ensure and Personal Emergency Evacuation Plans ( PEEPS) are in place for any staff and pupils requiring these.
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|  | Deliveries | * Refer to controls detailed within Building Assessment carried out by CHSU.
* Deliveries scheduled for out with start and end of the school day.
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|  | First Aid | * First Aid poster(s) to be displayed at key points noting the location of the first aid box(es) and designated First Aider(s).
* First Aid supplies available on site.
* Ensure it is all in date considering closure of schools for some months including pupils medication.
* Establishments should review their first aid needs assessment to ensure that they have sufficient appropriately qualified staff on site, this may include those specifically trained in paediatric first aid.
* Medical information should be available for any specific medical conditions for any children and recorded procedures in place for storing and dispensing of medication as per existing policy at the setting.
* When treating a pupil or staff member distance of 2m should be maintained where possible – where first aiders are required to touch / see wound etc, gloves and apron should be worn and hands washed immediately before and after treatment.
* Where a risk assessment determines there is a risk of splashing from coughing, spitting or vomit, a fluid resistant surgical mask and eye protection can be worn by staff when administering first aid.
* Signage posted of what to do if a member of staff or child becomes symptomatic while at work.
* Head of Establishment to ensure they are aware of current NHS advice regarding COVID symptoms and isolation requirements as these may be subject to change/review.
* Present advice is that it is not necessary to screen children’s temperature whilst at an educational setting. Staff should still remain vigilant to any changes in children’s temperature and/or sign of fever and follow the symptoms protocol if required.
* Full guidance given to staff if they feel unwell with COVID symptoms to follow the current NHS guidelines.
* Any children or staff developing COVID symptoms whilst present at the setting should be isolated as per NHS guidelines in a designated area.
* The parent/carer should be contacted to collect the pupil as soon as possible.
* The designated area should be a room where they can be isolated behind a closed door, with appropriate adult supervision. Ideally a window should be opened for ventilation. If it is not possible to isolate them, they should be moved to an area which is at least 2m away from other people. If they require to use the bathroom whilst waiting to be collected they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
* Cleaning any affected area after someone with symptoms has left will reduce the risk of passing the infection on to other people. In particular if the bathroom was used this should be cleaned and disinfected before being used by anyone else.
* If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves.
* If a child becomes unwell with symptoms of COVID while in their setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask can be worn by the supervising adult.
* Eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting and staff are within the isolation room with suspected pupil with Covid.
 | A small stock of masks, aprons are required to be used in the event a child has symptoms of the virus and requires Personal Care. |
|  | Mental Health and Wellbeing | * Provision of newsletters, communication with parents and stakeholders providing clear information on what school life will look like on return will help reduce anxiety.
* Share information with the school community on the measures in place to protect children.
* Support and advice/resources to be provided for staff returning. Ensure staff have opportunities to raise their concerns, fears.
* Pastoral care and bereavement support should be in place to identify and support staff and children who exhibit signs of distress.
* Workload and workplace should be monitored to minimise overload or stress inducing situations.
* All staff should have appropriate training and instruction to be fully aware of their role and work situation.
* Staff health and wellbeing should be supported by their supervisor and line manager.
* Staff should be signposted to Health & Wellbeing resources to support them such as the Employee Assistance Programme
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