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| **ID: RA/COVID-19 PROPERTY** |  **OPERATING PROCEDURE & RISK ASSESSMENT** |
| **Document created:** **17/05/2020** | **Version Number: 7** | **Version Date: 5 Nov 2020** | **Next Scheduled Review Date: 20 Jan 21** |
| **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 primary schools to full operation. 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, Guidance states however “In both primary andsecondary settings, 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 60Pupil – Approx 750Visitors – Can vary – contractors visit for minimum amount of timeSupport staff including Facilities Management/ Catering– approx no 10 |
| **Property Name: Carolside** Primary School |
| **Equipment/Plant:** Statutory compliance and maintenance records sheet available from PATS |
| **PPE –** There are no essential PPE requirements for general working in schools. If staff desire to wear their own face coverings this will be permitted |

| **Number** | **Location or Task** | **List of control methods that must be followed to protect your health and safety.** | **Concerns/comments** |
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|  | 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
* Ensure that all staff are aware of the physical distancing requirements and, particularly, the ‘close contact’ definitions – 2m distance required between adults and where possible adults and pupils.
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|  | Car Park incl. Bus Bays | * Parents encouraged to walk pupils to school where possible
* Parents who drive pupils to school to park and bring pupils as close as possible to their agreed arrival time if staggered times or locations are in operation to school gate or where pupils are older and can safely be dropped off, they are dropped off at a safe point to access school where possible to do so
* Drop off bays, parents will be reminded not to park in these bays but to use as stated, drop off and allow next car in
* Where pupils arrive and depart on school buses – Where it is possible with transport providers to continue to provide transport then social distancing measures will be put in place between pupils and the driver of the bus
* Liaise with Parent Council to ask for assistance in communicating to other parents and to gain support in measures in place in car park and within school
* **Where staff and pupils aged 5 and over are travelling on dedicated school transport a face covering should also be worn**
* Member(s) of staff supervise car park
 | Congestion as parents drop offConsider updating school travel planSchools should familiarise themselves with transport risk assessment |
|  | Start of day and end of day – Playground and School Gates | * Communication issued to all parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)
* School gates may require to be closed until reasonable time agreed by school to prevent pupils obtaining access and congregating and parents congregating at end of the day
* One parent only takes pupil(s) to school
* Pupils arrival staggered if this does not reduce the overall learning time in school.
* Pupils finish times staggered if this does not reduce the overall learning time in school
* Face coverings are to be worn by parents and other visitors to the school site, even when not entering the building.  This includes parents picking up and dropping off children
* Not all pupils and staff in school grounds or building at the same time
* Parents remain outside school gates – drop off points will be marked out with tape/ chalk or signed
* Conversations with parents/ carers will take place 2m apart outside, by email or by phone
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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
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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.
* Staff advised not to come and go from school during school day unless necessary to do so
* Where at main entrance two doors the final exit is left open during times of arrival and departure of pupils when manned to avoid touching of door if this is not the case hands are cleaned when entered building and door system cleaned at regular intervals
 | Comment – 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** |
|  | School Office Reception and foyer areas | * Refer to controls detailed within Building Assessment carried out by CHSU
* Digital screens within foyer area show clear message if ill do not attend work/ school, social distancing reminder and good hygiene message also posted on this forum
* Parents/ carers are not to enter school building during the day – children will be taken to parent/ carer at the door if have to leave during the school day to avoid risk of infection
* Staff use their own items such as phones, calls should be transferred or call picked up from own phone – to avoid using others phone handsets
* 2m distance between staff desks and staff desks to printers.
* Teaching staff will be called or emailed with messages to avoid visiting school main office
* Offices with large staff numbers – certain staff may be required to work elswehere in another appropriate part of the school to allow social distancing to happen
* Regular santising of desks, computers and phones takes place
* Clear desk policy in place to allow Facilities Management to undertake cleaning
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|  | Classrooms | * Rooms cleared of all unnecessary items to allow for cleaning needs
* Pupils desks to staff desk set at 2m distance from one another to allow social distancing to take place
* Where staff cannot keep 2m distance and are interacting face-to-face for a sustained period (about 15 minutes or more) face coverings should be worn.
* Use of mobile phones to be restricted – parents asked to ensure pupils leave mobile phones at home to ensure phones are not passed around and virus is not spread from hands onto phone onto user.
* Where staff are using their own mobile – hands are washed before touching their phone to make a call.Children, young people and staff should be instructed to keep bags on the floor and not on their desks or worktops.
* Pupils can bring their own book/bag/personal device that only they use however consideration should be given to providing pupils with own labelled plastic zipped wallet with pencils, rubber, coloured pencils, glue stick and scissors which remains in school
* No use of sand tables, play dough, water play areas unless used by a consistent grouping of pupils
* Soft furnishings and items/ toys hard to be cleaned removed from classrooms and around school
* Consider what resources used for Playful Pedagogy can be be removed or cleaned on a daily basis to allow this approach to continue.
* Consider your use of space both in the classroom and corridor and how you set up lay experiences to to allow for social distancing
* Excess furniture removed from class to allow pupils to utilise more space within the room
* Consider group work and plan activities to avoid close physical proximity to staff. (15 minute caveat removed)
* Pupils work submitted electronically where possible
* Classroom to be cleared of excess chairs/ tables and resources such as games to allow more space for social distancing and prevent persons touching items.If storage is not available resources should be cleared to one area, covered or sectioned off.
* Support assistants and those supporting children with Additional Support Needs who routinely have to work within two metres of children and young people should wear face coverings as a general rule.
* Careful hand washing with soap and warm water/use of alcohol-based hand sanitiser before and after handling jotters (or pieces of equipment) **mitigates the need for quarantine for 72 hours before, and 72 hours after**. Staff should also avoid touching their mouth, nose and eye area.
* Where possible windows and doors to remain open to allow ventilation
* Own class library used as far as possible – once books have been used by a group they are quarantined for 72hrs– School libraries should develop quarantine procedures for returned books and resources. Book drops and book trolleys can be used as they are easy for staff to wheel into a dedicated quarantine area and can be easily labelled.
* Where closed lid bins are present they should be used across schools to allow persons to put used tissues into for disposal, where they are not then bins liners should be changed regularly and disposed of.
 | Children, young people and staff can take books and other resources home, although unnecessary resource sharing including textbooks should be avoided, especially where this does not contribute to education and development.  |
|  | Outdoor Areas for play and learning | * Outdoor learning activities to be completed as much as possible
* Identify peer groups where for children to play in
* Designated areas for year groups given and marked off with cones/ other appropriate and suitable measures
* Each group provided with certain play equipment which can be easily cleaned after use
* Play equipment can continue to be used but overcrowding on equipment to be prevented by staggering break times – equipment cleaned between use, pupils wash hands before and after use of equipment and unwell persons excluded from using equipment
* Areas within playground closed to pupils for use is verbally reminded to pupils when returning to school
* Staff should take the necessary precautions to protect children from the elements and this should include suitable clothing, head coverings and sunscreen.
 | School to decide what number this is  |
|  | Event Space – Assembly Hall/ Dance Studios/ Dining Halls | * Face to face assemblies postponed until further notice unless they can be virtually facilitated
* School events such as fayres, discos and evening events postponed until further notice
* Macs and other out of school providers will use allocated space only, ensuring social distancing of pupils within their care – resources used are the providers and good hygiene practice is followed – risk assessment from Out of School providers has been provided and approved
* P.E lessons may resume indoors, though outdoors is still preferable, physical distancing takes place between adults and between adults and pupils, hands are washed before and after the lesson and equipment is only used if can be easily cleaned.  There should be an enhanced focus on activities that do not involve close physical contact. Where possible, efforts should be made to keep children and young people within the same groups
 | Virtual assemblies can be viewed in classrooms at home. |
|  | Day Visits/ trips | * Day trips can resume and are risk assessed fully before commencement by party leader – local restrictions followed and advice sought from Education H&S where clarification is required on what types of trips are acceptable.
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|  | Using BSS | * BSS should continue to only be used as a last measure to ensure safety of pupil or others – other escalation techniques to be used which can be put in place from 2m distance
* If BSS is used, staff should immediately wash hands afterwards.
 | For schools where violence incidents are high – may be difficult to remain at 2m distanceFurther guidance from Educational Psychology to be issued prior to schools re-opening. |
|  | Access to toilet facilities | * Refer to controls detailed within Building Assessment carried out by CHSU
* Windows in toilet to remain open where possible and safe to do so
* Monitoring of toilets may require to be undertaken – small number allowed in at any one time, so physical distancing can be achieved as much as possible
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|  | Access to kitchen facilities | * Refer to controls detailed within Building Assessment carried out by CHSU
* Where dishwasher is available dishes should be put on a hot wash
* Where larger unused spaces have been designated such as gym halls these will be used by staff to have lunch at 2m distance
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|  | Access to dining hall during break/ lunch times | * Lunches staggered for pupils – pupils eat in their designated groups
* Option for pupils to eat in classroom
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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 and staff – CPD Areas, staff room | * Identify number of workstations that can be used within social distancing requirements
* Mark desks for use so they are easily identified by staff
* Advise staff to use only marked desks – where possible and storage permits, desks and chairs not in use will be removed from room
* Advise staff to use same allocated desk each school day unless told otherwise
* Workstations in use arranged to avoid face to face working across the school
* 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 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 P&Ts Officer
* Pupils and staff to wear additional warmer clothing where it is required and where there are concerns about the temperature.
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|  | Parent 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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|  | Contractor access | * Refer to controls detailed within Building Assessment carried out by CHSU
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|  | Fire safety and evacuation | * Refer to controls detailed within Building Assessment carried out by CHSU
* Escape routes kept clear at all times
* Evacuation points may need to be changed or spread further apart to allow social distancing to be undertaken between staff during an evacuation
* Fire drill undertaken at start of reopening of schools and regularly to allow staff and pupils to familiarise themselves with route out in evacuation
* All staff complete e- learning fire warden training to ensure all are familiar with fire
* Ensure and Personal Emergency Evacuation Plans ( PEEPS) are in place for any staff and pupils returning 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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|  | Hygiene & Infection control across school | * Face coverings should be worn by staff where they cannot keep 2m distance and are interacting face-to-face with other staff and/or pupils
* Face coverings worn by adults when not working directly with children or young people, for example when in communal areas such as the dining hall, staff rooms, toilets or corridors and when working in administrative areas. This includes at kettle stations and gathering points
* Constant reminder to staff and pupils verbally and on posters to ensure hands are washed regularly in particular, when entering school, before eating, after coughing or sneezing, after using the toilet, after touching equipment shared by others or moving from one part of the school to another and before leaving school – soap and hot water to be used for minimum 20 secs
* Closed lid bins provided across school to allow persons to put used tissues into for disposal and where not present, bin liners are changed regularly and diposed of
* Where soap and water is not available hand sanitiser should be used; this to be used when pupil and staff are completing outdoor learning.
* Where possible to do so sleeves/ tissues are used when opening doors and closing them.
* Where any pupil is sick or passes any body fluids, gloves and aprons should be worn by staff to clean it up, disinfectant used for the area and hands washed thoroughly after removing the gloves.
* Contine to remind to all staff and parents where any person feels unwell and believes they have symptoms of Coronavirus they should not attend school
* Refrain use of printers where possible
* Display equipment, including monitors, mouse’s, keyboards and ipads etc to be wiped clean after use of each person.
* Door handles, light switches and door/ key pads, telephones to be regularly cleaned to prevent spread of virus.
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|  | First Aid | * First Aid Supplies available on site
* Ensure it is all in date considering closure of schools for some months including pupils medication
* First aid provision arranged for school and regularly reviewed is adequate
* 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 person becomes symptomatic while in school
* Where a person has symptoms of the virus, they should be isolated until collected by parent/ carer/ relative unless they are staff and can safely take themselves home
* Isolation room allocated in school - The designated area should be a room where a person 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 using ERC provided cleaning products before being used by anyone else**.
* **The staff member will escort the pupil to the isolation room and inform the Head Teacher. Headteacher or Depute will note rooms the pupils has been in that day and pass information to Janitorial/Cleaning staff to allow them to complete an enhanced clean of these areas/ rooms safely and effectively. The same process will apply for staff member with symptoms.**
* 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 pupil’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.
* Hands are washed with soap and water or hand sanitiser used before and after providing first aid treatment
* Precautions are adopted when providing first aid, gloves and an apron are used when dealing with blood or body fluids/substances.
* If a pupil 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.
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|  | 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.
* Staff are briefed regularly and this time is used to discuss individual concerns.
* Employee counselling service available for staff to talk – “Time for Talking”
* Support provided by ERC where staff are worried about their own health or of family members – see ERC Corporate Policies.
* CPD courses available for staff re stress
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