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| **ID: RA/COVID-19 PROPERTY** |  **OPERATING PROCEDURE & RISK ASSESSMENT** |
| **Document created:** **01/06/2020** | **Version Number: 3** | **Version Date: 30/09/2020** | **Next Scheduled Review Date: 30/12/2020** |
| **Department of BRP: Education** | **Approved by Document Owner: Bryan McLachlan** |
| **Assessed by: Victoria Ford Education Health & Safety** |
| **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. | **People affected:** Staff and Children attending the school and nursery |
| **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** |
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|  | Entrance/exits – traffic routes | * Hand sanitiser stations at main entrance to school and nursery.
* Main entrance to school is 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
* School is operating a soft start and finish time to school day.
* Break times and lunches have been staggered with each year group split into 2 groups over different sessions.
* Nursery children are in their own detached building with entry and exit for staff and pupils via the main nursery door.
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|  | Entrance/exits - signage | * Signage posted indicating social distancing, hand hygiene and risk assessment information at school and nursery main door.
* Due to locations of sanitising stations no requirement for 2m distancing markers as queues will not build up at this point.
* Corridors in school are over 2m wide. Staff and pupils are reminded to walk on the left and in single file at all times.
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|  | Entrance/exits-entry procedures | * Sanitising stations in place at main entrance of school and nursery
* 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
* Staff aware and are reminded to use hand sanitiser only on entry to the building and when unable to access hand washing facilities.
* Children will proceed directly to classrooms or toilets to wash hands.
* Children encouraged where possible to use soap and water rather than sanitiser.
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|  | Reception | * Reception office has windows in place
* Floor marked to indicate 2m distancing when waiting to speak to reception.
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|  | Access to toilet facilities | * No requirement for social distancing in pupil toilets
* Access to staff toilets managed to allow social distancing
* Signage posted in toilets advising of hand washing methodology
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|  | Access to kitchen facilities/ Staff room | * Existing kitchens to be marked with number of occupants permitted at one time
* Main school staff room with kitchen area has been marked with maximum of 10 occupants at any one time.
* School has identified various additional rooms to be used for breaks and lunches to facilitate staggered breaks and lunches for staff.
* All such rooms have signage to indicate maximum number of occupants in each.
* Furniture has been arranged to maximise social distancing where possible and this is monitored by SLT.
* Staff have been provided with additional kitchen facilities within designated rooms (kettle, microwave).
* Staff advised to clean down handles of kitchen facilities touched after use and suitable cleaning products have been provided.
* 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.
* Staff advised not to leave food items on site, all should be brought daily and removed daily
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|  | Pedestrian traffic routes in corridors | * No requirement for one way system.
* Pupils and staff reminded to keep to the left and walk in single file when using corridor
* Staff have been made aware and are reminded of the need to maintain 2m social distancing in corridors
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|  | Classroom and office arrangements | * Number of staff desks that can be used within social distancing requirements identified and marked
* Staff will only use own desk in classrooms.
* No social distancing between pupils required in classrooms
* Where possible teachers desks situated to maximise social distancing from pupils desks.
* Seating plans in place so that pupils use same desk/area where possible, this would not apply to all areas of P1 & P2 due to playful pedagogy.
* Suitable cleaning products have been provided for cleaning classroom equipment.
* Rooms cleared of all unnecessary items to allow for cleaning needs.
* Desks cleaned by cleaning staff at end of day
* School has limited sharing of resources between children and have allocated resources to each class.
* Suitable cleaning products have been made available for photocopiers/printers and IT equipment.
* Staff and pupils advised to keep personal bags on the floor and not on desks
* Class registration will be carried out online
* ICT computer keyboards and equipment will be cleaned between use with suitable cleaning products. ICT suite has one changeover of class per day.
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|  | Ancillary room use | * All other rooms signed with maximum number of occupants permitted.
* For example HT room ( 3 persons), Meeting room 1 ( 5 persons), Meeting Room 5 ( 3 persons), Leadership Base ( 4 adults)
* Layouts amended where necessary to allow for social distancing requirements
* Cleaning products available to clean room equipment before and after use
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|  | Building ventilation | * Arrangements in place with janitor for opening of some windows before staff arrive and after they leave
* Staff in nursery will open and close windows as required.
* Staff advised to leave windows as found
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|  | Public access | * Parents informed to not to enter school.
* Parents reminded to maintain social distancing in playground at all times ( HT sends weekly reminders to parents)
* Parents advised not to linger outside school gates or in the playground.
* When dropping children off by car, parents are advised to stay in car, where appropriate
* Where parent access is required, this must be arranged by appointment and only one person per child family permitted
* Designated area has been set up at front entrance for parents to drop any items for children, office advised by use of intercom
* Soft start and finish times help reduce the numbers in the playground and helps maintain social distancing.
* Gates identified for use by parents to manage pick up and drop off and HT is considering a one way system here to further manage foot traffic flow.
* Suitable area has been identified for parent use to collect pupils from infant school which is well away from the school building at the end of the large playground area. System has been working well with parents able to maintain social distancing whilst in the playground.
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|  | 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 needs
* Contractor works arranged out of hours where possible
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|  | 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
* Muster points arranged to ensure pupils stay in classroom groups and maintain distance from other groups during mustering
* Fire evacuation has been carried out since school return with no issues.
* Fire evacuation plan includes checking all doors are closed, this is closely managed by the SLT.
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|  | Deliveries | * Delivery times by arrangements where possible to avoid high traffic times.
* Hand sanitising provision located at main entrance
* Dedicated member of staff for receipt of deliveries
* Delivered goods located to ensure no blocking of escape routes
* Door for delivery arrival signed on outside
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|  | First Aid | * First Aid arrangements in place
* Signage posted of what to do if a member of staff or a pupil becomes symptomatic while present
* PPE provided for this eventuality
* Meeting room identified for use if a member of staff or a pupil becomes symptomatic (with a window)
* Nursery has identified small staff room for this purpose ( with window)
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|  | Cleaning arrangements | * Cleaning arrangements have been put in place to enhance previous provision, this allows for regular cleaning at periods throughout the daytime when pupils and staff are in the building
* Cleaning staff have been provided with information on points that require more frequent cleaning i.e. door handles, window handles, entrance intercom, exit release buttons, printers/copiers, electronic sign in, toilets and kitchen equipment such as kettle, fridge and microwave oven handles
* Cleaning arrangements have been enhanced from existing day cleaner with the addition of 2 touch point cleaners.
* Nursery has day time cleaner
* Sufficient wipes, blue roll and sanitising spray are available for use.
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|  | Outdoor activity areas and equipment | * School are encouraging outdoor play and use of outdoor space where possible.
* School has designated areas of the playground for each year group to minimise mixing between year groups.
* Each year group would use own equipment or equipment which can be cleaned down between user groups.
* There are currently no offsite activities taking place.
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| **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 **- Complete** | Head Teacher |
| 5 | All staff briefed on fire evacuation procedures and records of such briefing held **- Complete** | Head Teacher |
| 6 | Brief staff on the content of this risk assessment and hold a record of such briefings **- Complete** | Head Teacher  |
| 7 | Signage at gates and information provided to parents regarding access to playground and maintaining 2m distance **- Complete** | Head Teacher |