

# Health and Safety Protocol and Practices

## Please read this document carefully

Following the FM confirmation of the return of some Senior Phase Pupils from Monday 22<sup>nd</sup> February it is important to highlight to all staff our Health & Safety Protocol and Practices to ensure the highest level of vigilance in reducing the risk of C-19 infection amongst staff and pupils.

The updated St Ninian's High School Operational Plan and Risk Assessment can be accessed [here](#).

The most recent Scottish Government Document *Arrangements for the phased reopening of schools in February/March 2021 – supplementary guidance (updated 16 February 2021)* can be accessed [here](#)

## 2 Metres Social Distancing

- An additional protective measure of 2M distancing should be put in place between all learners, in addition to continuing to be in place for staff
- Pupils in Classrooms/ Labs should be seated to maximise Social Distancing
- It is important that we continue to maintain 2 Metres Social Distancing while working alongside our colleagues /pupils and in our classrooms/ teaching areas . We ask that staff adhere to the guidance of social distances at all times, be mindful of your surroundings and work together to support each other
- Staff should agree appropriate places to work/meet/have breaks
- Staff are advised to use the same seat in staff bases every day
- Chairs/Desks out of use should be clearly marked to maximise Social Distancing.
- Social Distancing Signage is placed in communal area/ staff bases /meeting spaces .The number of people should not exceed the maximum occupancy numbers noted on the entry doors
- Where possible assign designated area/classroom for individual staff to work /teach

## Hand Sanitising and Hand Washing

- Staff are reminded to use the Hand Sanitising stations placed at the school entrances when entering/leaving the school building
- Staff and Pupils are requested to use the school Entrance and Exit nearest their department/period1/last subject
  - Main Entrance
  - Science Entrance
  - Technical Entrance
  - Bellrock Entrance
- Hand Sanitiser supplied in every classroom/ teaching area /work base for pupil and staff use
- Regular Handwashing for 20 seconds should be adhered where sinks are available
- Signage is displayed throughout the school building and on digital screens highlighting the importance of social distancing and hand and respiratory hygiene protocols

### **Face Coverings**

Face Coverings should be worn by staff consistently in classrooms with Senior Phase pupils, communal areas/ corridors /during supervision/face

to face conversations

### **Staff Asymptomatic Testing**

All Education staff and SP pupils have been offered Self-Testing Kits as part of the package of coronavirus risk reduction mitigations .Regular testing of staff and senior phase pupils will help to further reduce risks in the school environment.

### **Cleaning Procedures**

- Antibacterial Wipes/N-Kleen Spray are available for every department and classroom to wipe down desks/ work stations and IT equipment
- A team of cleaners have an enhanced programme in place for thorough cleaning including regular wiping of door handles, handrails and the areas we are using on a daily basis
- Staff to continue clear desk/classroom/surfaces as far as possible at end of day to allow cleaning to take place
- Staff should endeavour to access the same ICT resources and wipe surfaces before and after use including keyboards, mice ,phones or other shared resources

### **Ventilation**

- There is a need for an appropriate supply of fresh air to assist with minimising the risk of virus infection. There is also a need to maintain indoor temperatures for reasons including user comfort, health and wellbeing, and learning and teaching.
- Open windows/doors ( or periodically open) to aid ventilation . This will be dependant on prevailing weather conditions/outdoor temperature
- Classroom temperature should not be below 17 degrees and windows can be closed/partially closed to maintain an acceptable temperature . It is advised to leave windows open before period 1/during interval and lunchtime/when classroom not in use to allow a fresh supply of air to circulate. Windows can then be closed/partially closed to minimise draughts/ maintain acceptable temperature

### **Staff Room/ Staff Bases**

- Stringent hygiene to be maintained in staff bases regarding washing dishes in hot water - It is recommended that staff bring in own lunch, own utensils, water
- Remove items from fridge every day- only milk and that day's food to be kept in fridges
- Staff must avoid sharing food
- Shared equipment like kettles/ microwave oven must be wiped down after use

### **NHS Test & Protect**

- If you are experiencing any symptoms of Covid 19 (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste) or you are living with someone who is experiencing symptoms, it is essential that you follow NHS guidelines and do not attend school. Inform your PT/Line Manager/C McCrea
- We will follow the Test and Protect process when dealing with a pupil/ member of staff who is symptomatic. This is an important means of preventing the spread of the virus
- If a pupil displays COVID 19 related symptoms they will be isolated In a room with a window, to allow ventilation into the room. The person will be directed to the Conference Room. They await there until they can be collected. The symptomatic person should be asked to wear a mask. The staff member dealing with them will wear PPE ( Located in school office) .
- Routine First aid practices will remain the same keeping a 2 metre distance as far as possible/PPE when required
- A Health & Safety Protocol and Practices COVID 19 Folder has been placed in the All Staff shared area [here](#) with relevant documents for Staff reference

**Please contact C McCrea if you have any further queries**