

| | | | |
|--|--------------------------|---|---|
| ID: RA/COVID-19 PROPERTY | | OPERATING PROCEDURE & RISK ASSESSMENT | |
| Document created: 01/06/2020 | Version Number: 8 | Version Date: 7/4/21 | Next Scheduled Review Date: 1/5/21 |
| Department of BRP: Education | | Approved by Document Owner: John Docherty/Catherine McCrea | |
| Assessed by: Joanne Flanagan Health & Safety Officer | | | |
| <ul style="list-style-type: none"> 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. This assessment has been reviewed in light of High Schools having all pupils returning to school from 19th April 2021, previous controls will remain in place including face coverings being worn by adults and all pupils when moving around school, in communal areas and when in class, practice of good hand hygiene, ventilating of each room and staff socially distancing from other adults including parents and pupils. | | Number of people affected: Education staff, S1- S6 Pupils | |
| Property Name: St Ninian's High School | | | |
| Equipment/Plant: Statutory compliance and maintenance records sheet available from PATS | | | |
| PPE – Face coverings for Senior Phase pupils, teaching and other school staff is required .Provision of PPE will be provided for first aid, personal care or emergency situations. | | | |

| Number | Location | List of control methods that must be followed to protect your health and safety. | Concerns/comments |
|--------|----------------|--|---|
| 1. | Whole Building | <ul style="list-style-type: none"> Covid Checklists continue to be completed and returned to Education H&S fortnightly where possible Peripatetic Staffing: Settings should review use of peripatetic staff, to ensure that staff who by nature of their role support multiple settings only attend settings in person where it is demonstrably in support of the health and wellbeing of young children and to minimise the time they are onsite. | Staff and parents encouraged to follow physical distancing when travelling to and from school, as advised in the latest guidance on how to remain safe when walking, cycling and travelling in vehicles |

| | | | |
|----|--|--|--|
| | | Consideration should also be given to alternative methods of delivery, including remote provision, to other settings. | or on public transport during the coronavirus outbreak |
| 2. | Entrance/exits – signage/ traffic routes | <ul style="list-style-type: none"> • Schools have in place routines to meet and greet learners and how pupils will exit the building safely. • 4 entrances will be used for staff and pupils. • Clear instructions & Information communicated to staff/pupils on the entrance to use when coming to school. (nearest dept./first subject) • All pupils and staff requested/ reminded to use Hand Sanitiser as they arrive / leave school building/on arrival/dismissed from class • Signage posted/digital screens indicating social distancing, hand hygiene and risk assessment information. • 2m distancing markers in place from sanitising stations outwards • Employee H&S information issued via memo & HT bulletins to ensure staff understand FACTS, SD and Hygiene procedures within the school • Health & Safety Protocol & Practices issued to all staff and pupils. Updated as required | |
| 3. | Entrance/exits-entry procedures | <ul style="list-style-type: none"> • Hand Sanitising stations in place at all 4 entrances • Sign in register for contractors/service staff to assist with Contact Tracing • Cleaning arrangements in place for regular cleaning of sign in area and equipment • Regular cleaning of entry intercom system and exit buttons in place | Importance of stringent Hand Hygiene communicated to all pupils and staff Contact Cleaner employed to clean touch surfaces throughout the day |
| 4. | Pick off and drop off of pupils | <ul style="list-style-type: none"> • 1m distancing applies on dedicated school transport for secondary pupils from 15th March where adequate ventilation is present and effective cleaning takes place. Pupils should sit on staggered seating and not next to one another. • School encouraging daily exercise be walking to school and back • Communication to parents to reinforce the need for their children to socially distance whilst approaching school especially for those in the senior years. | Update school travel plan |
| 5. | Staff Work/Office Areas | <ul style="list-style-type: none"> • Staff regularly reminded of importance and necessity to maintain 2M Distance/ Face Coverings/ Hand Hygiene • Ventilation augmented by periodically opening windows/ increase airflow | |

| | | | |
|-----------|-------------------------------|--|--|
| <p>6.</p> | <p>Classroom arrangements</p> | <ul style="list-style-type: none"> • Side by side and facing forward set up is in place for pupils and not sitting face to face in classrooms. • Encourage pupils to maintain social distance from one another where possible to do so. This includes when in quieter classrooms and any other spaces where there is the ability to maintain social distance. • Staff where already not done so, should mark out 2m distance around their desk/ board to allow distancing whilst teaching to class. • Classrooms - Careful use of alcohol-based hand sanitiser for pupils/staff • Teacher working area to be 2M from pupils • Pupils use same desk on each visit- Seating Plans in Dept shared area • Desks arranged to avoid face to face seating • Suitable cleaning products available for cleaning classroom equipment available • Rooms cleared of all unnecessary items to allow for cleaning needs • Remove as much equipment/material as possible from the room to create space. • When pupils move between classes ensure wipes / spray and hand sanitiser is available for desks. • In the instance a teachers may move between classes ensure each member of staff has access to hand sanitiser and wipes. They are to clean down desk and equipment before and after use. • Teachers sharing classroom space must clean down surfaces on the desk, PC etc. before and after each use. • Sanitiser and wipes/spray provided in each classroom/facility being shared by staff. • Resources such as pens, jotters etc. must be limited to pupils using their own at all times. Where other equipment / resources are used, they must be cleaned after each use. • Activities involving group work should be limited and adhere to social distancing where possible • Desks cleaned at end of session • Staff and pupils advised to keep personal bags on the floor and not on desks | <p>Provision of anti-bac wipes, Nu-Kleen detergent spray and blue roll for all teachers in classrooms and bases.</p> <p>Use all the available space in classrooms, halls, libraries or social spaces to promote distancing where possible.</p> |
|-----------|-------------------------------|--|--|

| | | | |
|----|---------------------------------------|---|--|
| | | <ul style="list-style-type: none"> • School to ensure that all areas used by after school clubs such as supported study and school run clubs have adequate supplies of cleaning materials available for staff to utilise at the end of the club. Areas of school where staff and pupils use after the school day should be minimised. | |
| 7. | General Hygiene and Infection Control | <ul style="list-style-type: none"> • All staff and pupils offered Asymptomatic Lateral Flow Testing Kits • Face coverings should be worn by adults and pupils in all year groups when in school. • Face coverings should be worn in all classroom settings and in the following circumstances (except where a staff member or pupil is exempt from wearing a covering) where adults and pupils are moving about the school in corridors and confined communal areas (including toilets), when staff are not working directly with children or young people, for example when in communal areas such as the dining hall, staff rooms and when working in administrative areas and when pupils are working in communal areas in close contact with other pupils. • Social Distancing Highlighted throughout School • Good hygiene promoted by use of appropriate posters/digital screens located in all key areas such as communal/ social areas/ toilets and areas of personal care. • Suitable and sufficient soap provided and hot water for washing where possible and hand sanitiser to be used in other areas where this is not available • Suitable stock of disposable tissues provided and bins in key locations for tissue disposal. • Promotion of 'Catch it, Bin it, Bag it' information. • Appropriate Personal Protective Equipment (PPE) to be worn when necessary for example when providing personal care and cleaning up of bodily fluids. • Staff aware of safe means of cleaning areas and suitable cleaning products to be used. • Constant reminder to staff and pupils verbally and on posters /screens 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 | <p>Additional guidance and communication issued for staff and pupils to support the correct wearing, storage and disposal of face coverings</p> <p>Use all the available space in classrooms, halls, libraries or social spaces to promote distancing where possible.</p> <p>Clear communication provided to pupils about the importance of wider compliance with restrictions (including around and beyond the school estate) and to staff and pupils on being alert to symptoms and being tested and isolating per guidance.</p> |

| | | | |
|----|------------------------------|---|--|
| | | <p>school to another and before leaving school – soap and hot water to be used for minimum 20 secs</p> <ul style="list-style-type: none"> • 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. • Where soap and water is not available hand sanitiser should be used • Where possible to do so sleeves/ tissues are used when opening doors and closing them. • 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. | |
| 8. | Access to toilet facilities | <ul style="list-style-type: none"> • Access to toilets managed to allow social distancing – where possible limit numbers • Urinals to be taken out of use • Signage posted in toilets advising of hand washing methodology • Reinforce strict handwashing and social distancing when using toilets. • Queuing areas marked for social distancing where required | <p>Hand Sanitiser at 4 Entrances and all classrooms / staff bases/ work area Larger bins provided in classrooms Face Coverings distributed to pupils where required Signage to remind staff to clean work station and IT equipment</p> |
| 9. | Access to kitchen facilities | <ul style="list-style-type: none"> • Appropriate arrangements and places available to enable all school staff to take their breaks safely. • The number of people in staff room/staff bases at any one time should be limited to ensure 2m distancing can be maintained and face coverings should also be worn. This includes at kettle station and other gathering points. • Kitchen marked with number of occupants permitted at one time • Notice on staff room/staff bases doors advising how many staff can be in the room at one time. • 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. | |

| | | | |
|-----|--|--|---|
| | | <ul style="list-style-type: none"> • Staff encouraged to avoid communal areas / overcrowding in staff bases at interval/lunch • Arrangement of seats that can be used within the staff room/bases identified and marked • Staff advised not to leave food items on site, all should be brought daily and removed daily | |
| 10. | Access to dining hall during break/lunch times | <ul style="list-style-type: none"> • Lunchbreak and other social times carefully managed in line with mitigations required. • Specific zones identified for separate year groups for dining and pupils encouraged to remain in the same social group at interval /lunch • Remind and re-enforce to staff of need to social distance • Use other areas within the school such as gym halls /external buildings to allow adequate social distancing. • Pupils and staff to bring their own snacks and food where possible . | <p>Social Time Zones (Morning/Interval Lunch Time)</p> <p>S1 Forum S2 Cafeteria Tables S3 Games Hall S4 Upper Street S5/6 Sports Hall</p> <p>Pupils encouraged to use outdoor space as much as possible</p> <p>Pupils advised to remain on school campus and not to access local food outlets</p> |
| 11. | Pedestrian traffic routes in corridors | <ul style="list-style-type: none"> • Ensure face coverings worn in corridors by pupils and staff. • Pupils and staff reminded to keep to the left and walk in single file when using corridor • Pupil movement in corridors transitory and considered low risk • Advise staff of need to maintain 2m social distancing in corridors • Encourage pupils to make way to/from classes in ordered fashion avoiding grouping together • Staff Supervision to minimise congestion and to stagger dismissal from classes when necessary | <p>Staff supervision to keep congestion in corridors to a minimum</p> <p>Redirection of pupils at changeover times</p> |
| 12. | Reception | <ul style="list-style-type: none"> • Deliveries left in the reception area outside ERC janitor office if safe to do so to minimise handling. When handling deliveries staff should wear disposable gloves. Staff must wash their hands as soon as packaging has been removed. | |

| | | | |
|-----|--------------------|--|--|
| | | <ul style="list-style-type: none"> • 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 • Procedure in place for attendance by any essential visitors such as Educational Psychologists, behavioural support, social workers etc. • | |
| 13. | Main school office | <ul style="list-style-type: none"> • Main Office window has screen fitted. • Floor marked to indicate 2m distancing when waiting to speak to reception. • Identified number of workstations that can be used within social distancing requirements • Use of 2/3 office areas to allow social distancing of office staff • Workstations in use to 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 • Communal equipment such as photocopiers and laminators to be wiped after use. • Staff to clean desks, resources. Encourage use of own pens and resources through labelling where possible. • 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 • Teaching staff will be called or emailed with messages to avoid visiting school main office • Parents informed to email to inform of absences/ appointments to avoid handling of notes/letters • Pupils/ Staff advised to attend office only for urgent enquiry | |
| 14. | Ancillary room use | <ul style="list-style-type: none"> • 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 | |

| | | | |
|-----|----------------------|---|---|
| 15. | Building ventilation | <ul style="list-style-type: none"> • Greater emphasis is being placed on ventilation, by keeping windows open as much as possible, and doors open when feasible and safe to do so continue to follow previously issued guidance on ensuring good ventilation • Arrangements in place for opening of some windows before staff arrive and after they leave • Windows open in communal areas • Staff advised to leave windows open to encourage fresh air ventilation • Magna locks have augmented ventilation throughout school building • Ventilation systems confirmed by CHSU as compliant and safe to use | <p>Magna locks fitted to internal doors which remain opened Air monitors in place</p> |
| 16. | Parental access | <ul style="list-style-type: none"> • Parents informed to not enter school / by appointment only. • Contact details (school email address and phone number) provided should parents need to get in touch. • Information posted at front doors for parents and visitors advising of restricted access & includes contact numbers and email address • Continued use of social media Twitter school website etc. to distribute key messages to parents and carers. • Conversations with parents/ carers will take place by email or by phone. • Parents reminded to ensure social distancing outwith school building at all times. • When dropping children off by car, parents advised to stay in car • 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 | <p>Further Ventilation Guidance to be issued by P&T Dept</p> |
| 17. | Contractor access | <ul style="list-style-type: none"> • Physical distancing between adults remains a fundamental protective measure that applies at all times. Individual physical distancing applies to staff, parents and carers (and any other adults who may attend the setting), older siblings and any external contractors or delivery people • .Contractor access by arrangement only | |

| | | | |
|-----|----------------------------|--|--|
| | | <ul style="list-style-type: none"> 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 | |
| 18. | Fire safety and evacuation | <ul style="list-style-type: none"> Fire evacuation procedure in place and staff briefed on requirements of evacuation Ensure sufficient fire wardens are available in the event of an evacuation Staff advised of any changes to 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 Escape routes kept clear at all times Fire drill undertaken at start of term to allow staff and pupils to familiarise themselves with escape routes as well as any modifications to assembly points as some staff and pupils will be using rooms they may not be familiar with. Emphasis should be on social distancing but not at the expense of a swift and effective evacuation. Social distancing maintained at fire assembly points. Fire system maintenance checks in place as per fire register requirements Fire doors kept closed unless appropriate devices for holding open are in place One fire drill to be carried out per term as before. | Fire drills will be once a term as per current arrangements. |
| 19. | Deliveries | <ul style="list-style-type: none"> Hand sanitising provision located at main entrances 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 | |
| 20. | First Aid | <ul style="list-style-type: none"> First Aid poster(s) displayed at key points noting the location of the first aid box(es) and designated First Aider(s). Ensure medication is all in date considering closure of schools for some months including pupils medication Check eye wash stations too if appropriate. | |

- First aid provision arranged for school is adequate and regularly reviewed
- Medical information available for specific medical conditions for pupils and recorded procedures in place for storing and dispensing of medication as per existing policy.
- 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
- 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 or review.
- Contacts who test positive are asked to self-isolate for an additional 10 days from the day of the test result. Any contact who has a positive test during their isolation period will be managed as a case and subject to contact tracing.
- Signage posted of what to do if a member of staff becomes symptomatic while at work
- Full guidance given to staff if they feel unwell with COVID symptoms to follow the current NHS guidelines.
- Any pupils 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.

| | | | |
|-----|-----------------------|--|---|
| | | <ul style="list-style-type: none"> • Where a pupils shows symptoms the staff member will escort the pupil to the isolation room and inform the Head Teacher of this, the Head Teacher or Deputy will note rooms the pupils has been in that day and similarly if a staff member shows symptoms the Head Teacher or Deputy will note areas/ rooms they have been in to pass the information to Janitorial staff to allow them to complete an enhanced clean of these areas/ rooms safely and effectively. • In the case of any symptomatic cases, once the individual member of staff or pupil has been sent home, you must ensure that you advise the Education Department about the incident. You should complete a copy of the Information Sheet within ERC Responding to COVID-19 in Schools and Nurseries document and email it to contacttracing@eastrenfrewshire.gov.uk. You should also contact the Education Department to alert them either by telephone or by email. • If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves • 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. | |
| 21. | Cleaning arrangements | <ul style="list-style-type: none"> • Cleaning arrangements put in place to enhance previous provision, to 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 release buttons, printers/copiers, electronic sign in, toilets and kitchen equipment such as kettle, fridge and microwave oven handles All departments issued with cleaning/hygiene supplies of antibacterial wipes/ paper towels and hand sanitiser to encourage cleaning of surfaces, equipment and hand hygiene | Enhanced Cleaning Programme in place Nu-Kleen Spray, Blue Roll & Wipes readily available in every classroom/lab/base/work area. Electrostatic Spray of every surface in school buildings fortnightly Larger lidded bins supplied to all classrooms |

| | | | |
|-----|--------------------------------------|--|--|
| | | <ul style="list-style-type: none"> • Sufficient cleaning to allow at least twice daily cleaning of regular contact points and cleaning of desks and equipment between users • Regular cleaning of toilet facilities • Cleaning materials available to allow users of equipment to clean it before and after use • Sufficient waste bins available to allow easy disposal and bins regularly emptied throughout the day | |
| 22. | Outdoor activity areas and equipment | <ul style="list-style-type: none"> • Encourage use of outdoor space at lunch/interval | |
| 23. | Pupils | <ul style="list-style-type: none"> • Encourage pupils to maintain social distance from one another where possible to do so. This includes when in quieter classrooms and any other spaces where there is the ability to maintain social distance. • Regular Reminders to pupils about hand washing, social distancing in corridors, during breaks/lunch etc. Include 'Catch it, Bag it, Bin it' message too. • Encourage use of sleeves, elbows etc. to open doors to minimise touching of doors and handles. • Consider options for staff and teachers where pupils refuse to follow instructions. See School Positive Behaviour Policy | |
| 24. | Mental health and wellbeing | <ul style="list-style-type: none"> • Staff and pupils who are offered lateral flow testing kits are encouraged to take up this offer and accept them for use. • school will continue to encourage pupils to take up this offer. • The mental health and wellbeing of all pupils and staff must be a priority. • Provision of newsletters, communication with parents and stakeholders providing clear information help reduce anxiety. • Share information with the school community on the measures in place to protect children. • Support and advice/resources provided for staff returning. Ensure staff have opportunities to raise their concerns, fears. • Employee counselling service available for staff to talk – "PAM Assist" | |

| | | | |
|-----|-------------------|---|--|
| | | <ul style="list-style-type: none"> 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 | |
| 25. | Day visits/ trips | Day trips must not take place, only short and local visits can be undertaken to places which do not involve interacting with non-school staff. | |
| 26. | Library | <ul style="list-style-type: none"> Librarian has put in place innovative measures to allow pupils access to reading materials and will visit pupils in class Library is likely to remain closed until further notice. Once books have been used and returned they will be quarantined 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 for 72hrs and can be easily labelled. | |
| 27. | PE lessons | <p>General</p> <ul style="list-style-type: none"> Guidance on Safe Practice in Physical Education to be followed when issued by Education Scotland If decision is made to use, changing rooms need to be marked out to ensure social distancing with sufficient room for additional kit such as bags and clothes. Work out maximum number of pupils that can be in the changing room at one time. Pupils to wipe surface after changing room use Other changing areas to be identified to increase changing capacity Showers not to be used. Lost property – risk of infection from textiles such as clothing is low however care must be taken when handling. Ensure good hand washing or use of hand sanitiser. <p>Activity</p> <ul style="list-style-type: none"> Activities should be carried out outside during Level 4 restrictions. Activities involving significant contact must be avoided e.g. rugby Activities must be designed to ensure social distancing and avoid using or sharing of sports equipment where possible. Any mats used will need wiped down after use. | During Level 4/ Lockdown restrictions only outdoor PE / non-contact activity allowed |

| | | | |
|-----|--|---|---|
| | | <ul style="list-style-type: none"> • Sports equipment must not be shared between pupils and activities chosen to prevent the need to share. • After each session any sports equipment used must be wiped down using wipes, and if not available soap and water. • Additional sports equipment may be required to allow effective cleaning between sessions. Before and after each session all children and staff must wash their hands, whilst maintaining social distancing. | |
| 28. | <p>Practical activities</p> <ul style="list-style-type: none"> • Science • Home economics • Workshops classes • PE/Dance | <ul style="list-style-type: none"> • See also Classroom for additional control measures to be deployed. • Most recent Education Scotland guidance being followed. • Each Principal Teacher to update their own department risk assessments. • P.E/Dance now allowed indoors with controls in place, Principal Teacher of this department is aware the need to risk assess this. • Follow guidance issued for Science and Technical issued by SSERC and for Home Economics further guidance will be issued Autumn 2020 • Where practical work has to be carried out each task/activity must be carefully risk assessed taking account of the type of experiment, level of risk involved if something goes wrong, level of competence of the pupils required c.f. S1 pupils with S6 pupils. Bear in mind such practical's may take longer to set up, complete and dismantle with social distancing /hygiene/cleaning measures in place. • Digital cameras or visualisers provided to depts. to provide a more interactive experience for pupils without a full practical lesson. • Any equipment used must be cleaned between each class. Staff putting out/tidying up equipment, glassware or solutions must wear disposable gloves. | <p>Additional guidance provided by ES & Mark Ratter to all secondary HTs on 5/8/20.</p> |
| 29. | <p>Workshops – use of hand tools and use of machinery</p> | <ul style="list-style-type: none"> • Staff must ensure all maintenance schedules for work equipment are up to date • All equipment should be checked prior to use to ensure it is still in working order. • The same principles of social distancing and hygiene must be applied as those already detailed in this risk assessment – (Ref also Science above) | |

| | | | |
|-----|----------------|--|--|
| | | <ul style="list-style-type: none"> • Some simple activities using hand tools may be possible but more complex practical's using moving machinery are not recommended/may not be possible. • Activities can be adapted to minimise group work, sharing/use of equipment and maximise social distancing. • Technology could be used to provide a more interactive experience for pupils. • Where practical work for pupils is to be carried out a specific RA will be required to ensure all control measures to minimise exposure to COVID-19 are identified and implemented. • Any equipment used must be cleaned between each class. The practicalities of this must be assessed beforehand. Significantly more time might be needed for set up etc. • Staff putting out/tidying up equipment, glassware or solutions must wear disposable gloves. <p>Use of hand tools</p> <ul style="list-style-type: none"> • Each hand tool will need cleaned before and after use. <p>Use of machinery</p> <ul style="list-style-type: none"> • This should be discouraged as social distancing would preclude close 1-1 supervision required for these tasks. | |
| 30. | Home Economics | <ul style="list-style-type: none"> • The same principles of social distancing and hygiene must be applied as those already detailed in this risk assessment. Where the activity cannot be undertaken without ensuring good hygiene measures it must not be carried out. • Activities can be adapted to minimise group work, sharing/use of equipment and maximise social distancing. • Technology could be used to provide a more interactive experience for pupils. • Where practical work for pupils is to be carried out a specific RA will be required to ensure all control measures to minimise exposure to COVID-19 are identified and implemented. • Any equipment used must be cleaned between each class. The practicalities of this must be assessed beforehand. Significantly more time might be needed for set up etc. | |

| | | | |
|-----|---------------|---|--|
| | | <ul style="list-style-type: none"> • Staff putting out/tidying up equipment, glassware or solutions must wear disposable gloves. | |
| 31. | Computer labs | <ul style="list-style-type: none"> • The same principles of social distancing and hygiene must be applied as those already detailed in this risk assessment • All display equipment, including monitors, mouse's, keyboards and ipads etc to be wiped clean after use of each person. | |