

<b>ID: RA/COVID-19 PROPERTY</b>		<b>OPERATING PROCEDURE &amp; RISK ASSESSMENT</b>	
<b>Document created:</b> 21/05/2020	<b>Version Number: 7</b>	<b>Version Date: 5 Nov 2020</b>	<b>Next Scheduled Review Date: 5 Jan 2021</b>
<b>Department of BRP: Education</b>		<b>Approved by Document Owner: Willie Inglis</b>	
<b>Assessed by:</b> <i>Education H&amp;S Team</i>			
<p><b>Task:</b> Management of COVID-19 situation with the return of high 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.</p> <p>This assessment takes into account guidance issued 30<sup>th</sup> July 2020, Guidance states “In both primary and secondary 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”</p> <p><b>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&amp;S representative should be consulted on the contents.</b></p>		<p><b>Number of people affected:</b> Staff (incl Teachers, Pupil Support Assistants and Office staff)– Approx 200 Pupils – approx no.1660 Support staff including Facilities Management/ Catering– approx no 25</p>	
<b>Property Name: Williamwood High School</b>			
<b>Equipment/Plant:</b> Statutory compliance and maintenance records sheet available from PATS			
<b>PPE –</b> Use of PPE is further discussed below			

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"> <li>• 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 where required to allow schools to reopen fully.</li> <li>• 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</li> </ul>	
2.	Entrance/exits – traffic routes	<ul style="list-style-type: none"> <li>• Refer to controls detailed within Building Assessment carried out by CHSU</li> <li>• No parents/ carers or members of the public allowed into the school or playground other than by appointment.</li> <li>• Ensure clear communications with parents/ carers and pupils on instructions to follow when attending school to include hygiene procedures, timetable, location of classes etc.</li> <li>• Supervision of entrance areas to disperse any crowding.</li> <li>• Signs and/or instruction to pupils discouraging congregation of groups of pupils.</li> <li>• Where possible main entrance doors should remain open to prevent the need for handling during arrival and departure.</li> <li>• Encourage use of multiple exit doors.</li> <li>• Stairs to operate on a one-way system for pupils between periods.</li> </ul>	<p>Congestion of pupils at front of school</p> <p>Pupil supervision will support this</p>
3.	Pick off and drop off of pupils	<ul style="list-style-type: none"> <li>• Schools encouraging walking / cycling to school and back</li> <li>• Encourage children to socially distance whilst approaching school where possible, especially for those in the senior years to minimise the mixing of year groups.</li> <li>• Where staff and pupils aged 5 and over are travelling on dedicated school transport a face covering should also be worn</li> </ul>	
4.	Entrance/exits - signage	<ul style="list-style-type: none"> <li>• Refer to controls detailed within Building Assessment carried out by CHSU</li> </ul>	
5.	Entrance/exits - entry procedures	<ul style="list-style-type: none"> <li>• Refer to controls detailed within Building Assessment carried out by CHSU</li> </ul>	

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6.	General Hygiene and Infection Control	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Face coverings should be worn by adults and pupils <b><u>in the classroom</u></b> in the senior phase.</li> <li>• Face coverings should be worn in the following circumstances (except where a staff member or pupil is exempt from wearing a covering)               <ul style="list-style-type: none"> <li>• where adults and pupils are moving about the school in corridors and communal areas (including toilets),</li> <li>• 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</li> <li>• when pupils are working in communal areas in close contact with other pupils.</li> </ul> </li> <li>• Good hygiene to be promoted by use of appropriate posters located in all key areas such as toilets and areas of personal care.</li> <li>• 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.</li> <li>• Suitable stock of disposable tissues provided and bins in key locations for tissue disposal.</li> <li>• Promotion of 'Catch it, Kill it, Bin it' information.</li> <li>• Appropriate Personal Protective Equipment (PPE) to be worn when necessary for example when providing personal care and cleaning up of bodily fluids.</li> <li>• Staff should be aware of safe means of cleaning areas and suitable cleaning products to be used.</li> <li>• Reminder to staff and pupils verbally and on posters to ensure hands are washed regularly in particular when entering school, before eating, after</li> </ul>	

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		<p>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.</p> <ul style="list-style-type: none"> <li>• Where soap and water is not available hand sanitiser should be used.</li> <li>• Tissues and wipes should be placed in bins with bin liners. Bins liners should be changed regularly and disposed of.</li> <li>• Where possible to do so sleeves/ tissues are used when opening doors and closing them.</li> <li>• Desks and pupil equipment such as show-me boards etc. should be wiped at the beginning of each lesson.</li> <li>• Display equipment, including monitor, mouse, keyboard and ipads etc. to be wiped clean before use.</li> <li>• Door handles, light switches and door/ key pads, telephones to be regularly cleaned to prevent spread of virus.</li> </ul>	
7.	Access to toilet facilities	<ul style="list-style-type: none"> <li>• Refer to controls detailed within Building Assessment carried out by CHSU</li> </ul>	
8.	Access to dining hall during break/lunch times	<ul style="list-style-type: none"> <li>• Breaks and lunch times by their nature involve large groups of pupils congregating in one place. Pupils will be asked to spread out across all available areas of the school building and remain in friendship groups where possible.</li> <li>• Remind and re-enforce the need for staff to social distance</li> <li>• Use other areas within the school such as corridors and balconies.</li> <li>• Encourage senior pupils to maintain a degree social distancing during 'free periods'.</li> <li>• Discourage pupils from leaving school at lunchtime or through the school day. However where pupils do leave the school grounds, good hand hygiene procedures should follow when they return to the school building and they should follow rules for wider society whilst out in the community.</li> <li>• Pupils and staff to bring their own snacks and food where possible.</li> </ul>	
9.	Access to staff rooms/kitchen facilities	<ul style="list-style-type: none"> <li>• Refer to controls detailed within Building Assessment carried out by CHSU</li> </ul>	

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		<ul style="list-style-type: none"> <li>Where space in the staff room is limited staff could use other areas for breaks such as their classroom or other available rooms provided numbers are restricted and social distancing is maintained.</li> </ul>	
10.	Pedestrian traffic routes in corridors	<ul style="list-style-type: none"> <li>Instruct pupils and staff to walk on the left-hand side in corridors.</li> <li>Implement a one-way system for stairs between periods.</li> <li>Arrow signs have been placed on the floors throughout the building</li> </ul>	
11.	Reception area	<ul style="list-style-type: none"> <li>Keep glass window of main school reception area closed at all times and only opened when necessary.</li> <li>Deliveries should not be taken by staff but rather they should be left in the reception area (or alternative location) if safe to do so. When handling deliveries staff should wear disposable gloves. Staff must wash their hands as soon as packaging has been removed.</li> <li>Individual risk assessments will be prepared for peripatetic and visiting staff such as Educational Psychologists, behavioural support, social workers etc., and for consortium pupils where appropriate.</li> </ul>	A desk/table will be placed outside the reception area to ensure distancing.
12.	Deliveries	<ul style="list-style-type: none"> <li>Refer to controls detailed within Building Assessment carried out by CHSU</li> <li>Deliveries will be scheduled for outwith start and end of the school day wherever possible.</li> </ul>	
13.	Main office and other office area	<ul style="list-style-type: none"> <li>Identify number of workstations that can be used within social distancing requirements.</li> <li>Desks have been placed in line with CHSU guidance.</li> <li>Advise staff to use same desk on each visit.</li> <li>Suitable cleaning products available for cleaning desks and desk equipment.</li> <li>Staff instructed to maintain clear desks at end of day.</li> <li>Cleaning arrangements in place for cleaning workstations once staff have left.</li> </ul>	

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		<ul style="list-style-type: none"> <li>• Consider the use of other spaces/rooms to allow for staff to work whilst maintaining social distance to prevent multiple users – reprographics room can be used when required.</li> <li>• Staff to clean desks, resources etc. Encourage use of own pens and resources through labelling where possible.</li> <li>• Calls should be transferred or call picked up from own phone – to avoid using others phone handsets</li> <li>• Teaching staff will be called or emailed with messages to reduce need to visit school main office.</li> </ul>	
14.	Meeting room use	<ul style="list-style-type: none"> <li>• Refer to controls detailed within Building Assessment carried out by CHSU</li> </ul>	
15.	Building ventilation	<ul style="list-style-type: none"> <li>• Refer to controls detailed within Building Assessment carried out by CHSU</li> <li>• Any issues with ventilation staff should contact BAM</li> <li>• Where there is a need pupils and staff should wear additional warmer clothing where it is required and where there are concerns about the temperature</li> </ul>	
16.	Parental access	<ul style="list-style-type: none"> <li>• Refer to controls detailed within Building Assessment carried out by CHSU</li> <li>• School must communicate to parents that there will be no access to schools without appointment. Contact details (school email address and phone number) to be provided should parents need to get in touch.</li> <li>• Information should be posted at front doors for parents and visitors advising of restricted access to include contact numbers and email address</li> <li>• Continued use of social media Twitter school website etc. to distribute key messages to parents and carers.</li> <li>• Communication with parents/ carers will take place by email or by phone where possible</li> </ul>	

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17.	Contractor access	<ul style="list-style-type: none"> <li>Refer to controls detailed within Building Assessment carried out by CHSU</li> </ul>	
18.	Fire safety and evacuation	<ul style="list-style-type: none"> <li>Refer to controls detailed within Building Assessment carried out by CHSUHT to ensure sufficient fire wardens are available in the event of an evacuation</li> <li>Staff advised of any changes to fire evacuation process in place</li> <li>All staff requiring any refresher training (within 2 years) should complete the online Health &amp; Safety course “Fire Module” which is available to all staff on the online learning platform</li> <li>Ensure sufficient staff have fire safety training – refer to online fire safety training.</li> <li>Escape routes kept clear at all times</li> <li>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.</li> <li>Social distancing for staff and other adults maintained at fire assembly points.</li> </ul>	
19.	First Aid	<ul style="list-style-type: none"> <li>First Aid poster(s) to be displayed at key points noting the location of the first aid box(es) and designated First Aider(s).</li> <li>Ensure first aid equipment and supplies are all in date, including pupils’ medication</li> <li>Check eye wash stations.</li> <li>First aid provision arranged for school is adequate and regularly reviewed</li> <li>Signage posted of what to do if a member of staff becomes symptomatic while at work.</li> <li>Establishments should review their first aid needs assessment to ensure that they have sufficient appropriately qualified staff on site.</li> <li>Medical information should be available for any specific medical conditions for any pupils and recorded procedures in place for storing and dispensing of medication as per existing policy at the setting.</li> </ul>	

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		<ul style="list-style-type: none"> <li>• 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</li> <li>• Where a risk assessment determines there is a risk of splashing from coughing, spitting or vomit, a mask and visor /eye protection should be worn by staff when administering first aid.</li> <li>• 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.</li> <li>• Signage posted of what to do if a member of staff becomes symptomatic while at work.</li> <li>• Full guidance given to staff if they feel unwell with COVID symptoms to follow the current NHS guidelines.</li> <li>• Any pupils or staff developing COVID symptoms whilst present at the setting should be isolated as per NHS guidelines in a designated area.</li> <li>• The parent/carer should be contacted to collect the pupil as soon as possible.</li> <li>• The education dept and environmental health dept will be informed by a member of office staff</li> <li>• 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 using ERC provided cleaning products before being used by anyone else.</li> <li>• 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</li> </ul>	



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		<p>and effectively. The same process will apply for staff member with symptoms.</p> <ul style="list-style-type: none"> <li>• If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves</li> <li>• If a pupil becomes unwell with symptoms of COVID while in their setting and needs direct personal care until they can return home, a mask and visor can be worn by the supervising adult</li> </ul>	
	School Specific		
20	Pupils	<ul style="list-style-type: none"> <li>• Encourage a degree of social distancing wherever possible, especially for the senior phase</li> <li>• Regular reminders about hand washing, wipes, social distancing etc. Include 'Catch it, Kill it, Bin it' message too. Encourage use of sleeves, elbows etc. to open doors to minimise touching of doors and handles.</li> <li>• Teachers to inform SMT where pupils refuse to follow Covid-19 instructions.</li> </ul>	
21	Mental health and wellbeing	<ul style="list-style-type: none"> <li>• With the return of schools the mental health and wellbeing of all pupils and staff must be a priority.</li> <li>• Provision of newsletters, communication with parents and stakeholders providing clear information on what school life will look like on return will help reduce anxiety.</li> <li>• Share information with the school community on the measures in place to protect children.</li> <li>• Support and advice/resources to be provided for staff returning. Ensure staff have opportunities to raise their concerns, fears.</li> <li>• Employee counselling service available for staff to talk – "PAM Assist"</li> <li>• Support provided by ERC where staff are worried about their own health or of family members – see ERC Corporate Policies.</li> <li>• CPD courses available for staff re stress</li> </ul>	
22	Classrooms	<ul style="list-style-type: none"> <li>• Rooms cleared of all unnecessary items to allow for cleaning needs. Staff desks to be clear at the end of the day.</li> </ul>	

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		<ul style="list-style-type: none"> <li>• Ensure classroom is set up to maximise social distancing including that of the teacher. Pupil desks should face the front.</li> <li>• When pupils move between classes ensure wipes and hand sanitiser is available for desks.</li> <li>• In the instance a teacher may move between classes ensure each member of staff has access to hand sanitiser and wipes.</li> <li>• Teachers sharing classroom space must clean down surfaces on the desk, PC etc. before and after each use.</li> <li>• Sanitiser and wipes will be provided in each classroom.</li> <li>• Resources such as pens, pencils etc. should not be shared between pupils. Where other equipment/ resources are used they must be cleaned after each use.</li> <li>• Activities involving groupwork should allow for a degree of social distancing where possible</li> <li>• Staff will be encouraged to dismiss classes promptly to avoid pupils queuing in corridors.</li> <li>• Careful hand washing with soap and warm water/use of alcohol-based hand sanitiser before and after handling jotters (or other 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.</li> </ul>	
23	Residential Excursions & Day visits/ trips	<ul style="list-style-type: none"> <li>• Residential excursions are cancelled until further notice.</li> <li>• Day trips can resume and are risk assessed fully before commencement by party leader – local restrictions followed and advice sought from Education H&amp;S where clarification is required on what types of trips are acceptable</li> </ul>	
24	Library	<ul style="list-style-type: none"> <li>• Library books will be quarantined for 72 hours after have been returned</li> </ul>	
25	Gym/PE lessons	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Guidance on Safe Practice in Physical Education to be followed.</li> <li>• P.E now allowed indoors with controls in place</li> </ul>	

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		<ul style="list-style-type: none"> <li>• Minimise the number of pupils using PE changing rooms and consider alternative changing areas to all physical distancing.</li> <li>• The maximum number of pupils that can be in a PE changing room at one time will be half normal capacity.</li> <li>• Showers not to be used.</li> <li>• Signage posted in toilets advising of hand washing methodology.</li> <li>• 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.</li> </ul> <p><b>Activity</b></p> <ul style="list-style-type: none"> <li>• Activities should be carried out outside wherever possible.</li> <li>• Activities involving significant contact should be avoided where possible.</li> <li>• Activities must be designed to minimise the use of shared sports equipment where possible.</li> <li>• After each session any sports equipment used must be wiped down using wipes, and if not available soap and water.</li> </ul>	
26	Practical activities <ul style="list-style-type: none"> <li>• Science</li> <li>• Home economics</li> <li>• Workshops classes</li> </ul>	<ul style="list-style-type: none"> <li>• Cognisance should be taken of the most up-to-date guidance provided via CERG/Scotgov and East Renfrewshire Council.</li> <li>• See also Classroom for additional control measures to be deployed.</li> <li>• Follow guidance for Science and Technical issued by SSERC and for Home Economics further guidance will be issued Autumn 2020</li> <li>• Classes involving practical work must adhere strictly to hygiene practices. Where possible a degree of social distancing should be encouraged especially for the senior phase.</li> <li>• Principal Teachers are required to update department and activity specific risk assessments to reflect most up to date guidance.</li> <li>• Activities should minimise contact between pupils where possible, and pairs or groups of pupils who work together should remain the same.</li> </ul>	

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		<ul style="list-style-type: none"> <li>• Where labs are being used similar measures must be used as those in a classroom including cleaning regimes.</li> <li>• Consider how technology such as digital cameras or visualisers could be used to provide a more interactive experience for pupils without a full practical lesson.</li> <li>• Any equipment used must be cleaned between each class. Staff putting out/tidying up equipment, glassware or solutions must wear disposable gloves.</li> </ul>	
27	Workshops – use of hand tools and use of machinery	<ul style="list-style-type: none"> <li>• Staff must ensure all maintenance schedules for work equipment are up to date</li> <li>• All equipment should be checked prior to use to ensure it is still in working order.</li> <li>• The same principles of hygiene must be applied as those already detailed in this risk assessment – where possible a degree of social distancing should be encouraged especially for the senior phase (ref also Science above)</li> <li>• Activities can be adapted to minimise group work, sharing/use of equipment and maximise social distancing. Groups and pairs, where used, should remain the same.</li> <li>• Technology could be used to provide a more interactive experience for pupils.</li> <li>• 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.</li> <li>• Staff putting out/tidying up equipment, glassware or solutions must wear disposable gloves.</li> </ul> <p><b>Use of hand tools</b></p> <ul style="list-style-type: none"> <li>• Each hand tool will need cleaned before and after use.</li> </ul>	

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28	Home Economics	<ul style="list-style-type: none"> <li>• The same principles of social distancing and hygiene must be applied as those already detailed in this risk assessment.</li> <li>• Activities can be adapted to minimise group work, sharing/use of equipment and maximise social distancing.</li> <li>• Technology could be used to provide a more interactive experience for pupils.</li> <li>• 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.</li> <li>• Staff putting out/tidying up equipment, glassware or solutions must wear disposable gloves.</li> </ul>	
29	Computer labs	<ul style="list-style-type: none"> <li>• The same principles of social distancing and hygiene must be applied as those already detailed in this risk assessment</li> <li>• All display equipment, including monitor, mouse and keyboard, ipads etc to be wiped clean after use of each person.</li> </ul>	