

**East Renfrewshire Council: Education Department**  
**Local Delivery Phasing Plan**  
**Action Plan**

Phases 2 and 3	Schools and Early Years Facilities Reopen in August 2020 and Incrementally Increase In School Learning Time					
	Actions	Responsible	Timescale (Week Beg.)	RAG	Comments	Date Complete
Staffing	1. Make contact with staff currently self-isolating but not shielding to ascertain need for risk assessment for return in August.	Head Teacher with support from HR	From 1.6.20		Contact made with K Capuano <b>Appendix 1 Vulnerable staff</b>	<b>1.6.20</b>
	2. Maximise teaching time by: a) increasing teaching time of management; b) ensure all staff are fully class committed;	Head Teacher	From 1.6.20		Additional 1.6 teaching staff recruited for August to December from entitled budget. See attached classification. Appendix 2.	<b>5.6.20</b>
	3. Determine which staff will take on particular roles – for example those shielding to support out of school learning.	Head Teacher	From 1.6.20		Classification for phase 2 and phase 3 teaching completed and shared with staff. Staff organised into trios and time divided into in school and at home learning. No members of staff are shielding.	<b>8.6.20</b>
	4. Timetable staff to return in small groups to: a) Consult on recovery plan b) Redesign class / play rooms c) Prepare in school and out of school learning for August d) Rebuild staff teams	Head Teachers  All Teaching Staff CDOs	From 1.6.20  From 8.6.20		Staff divided into in school and online digital teams for June recovery. Timetable established for transition meetings in school week commencing 15 <sup>th</sup> and 22 <sup>nd</sup> June. See appendix 3.	<b>1.6.20</b>
	5. Consider remodelling provision of NCCT in light of availability of staff.	Head Teacher with support from Ed. Dept.	From 1.6.20		Following ERC arrangements for NCCT during phase 2 and 3 recovery. Shared with staff on the 3.6.20	<b>1.6.20</b>
	6. Consider Business Continuity Plans and availability of staff due to need to isolate, either as a result of being symptomatic or TTIS. ERC Video Vault as online resources.	Head Teacher	From 1.6.20  From 1.6.20		August recovery working group established, isolation room identified, Hillview online video resources created in May/June for key areas	<b>15.6.20</b>
	7. Design and deliver training for all staff on: a) Contents of risk assessment; b) Use of PPE; c) Working with children and young people	Ed. Dept.	10.8.20		Informed staff at meeting on the 3.6.20  Training to be delivered and final decisions to be taken local on 10/11 August.	3.6.20  10.8.20

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Pupil Attendance	1. Key worker and vulnerable children to continue to be provided with childcare.	Head Teacher	From 12.8.20		Key worker and vulnerable children should attend school as normal, but may be grouped with other children for access to face-to-face teaching, e.g. be in the school building but continue learning through remote learning activities as with rest of class.  Admission Process will be introduced June 2020 to support with identifying key worker status.	15.6.20
	2. Schools / ELC settings calculate the number of pupils they can accommodate at any one time based on <a href="#">SG guidance</a> : a) on the basis of the need for 2m physical distancing or b) on the basis of half class size (with relaxation of 2m physical distancing) c) increasing hours children and young people have face-to-face learning (continuing with half class sizes) d) all children and young people attend full time in own setting.	Head Teacher with support from Ed Dept.	From 1.6.20  12.8.20 (Phase 2a) TBC (Phase 2b)  TBC (Phase 3)  TBC (Phase 4)		School recovery plans for accommodation and staffing at 2m rule and 1m rule.  Plans completed for half class size.  Teachers allocated into trios for each stage of phase 3  For Phase 3 Hillview will utilise 2 outdoor classrooms, gym hall, ICT suite, technology room, family room, conference room.  Phase 4 NCCT also agreed and timetabled	10.6.20
	3. Schools / ELC settings determine patterns of attendance in context of consistency of groups and plan to increase as accommodation and staffing allows.	Head Teacher	From 1.6.20		School divided into Group A and Group B (siblings in same group) with half school attending Mon/Tues or Thurs/Fri with Wed for NCCT. Please see attached spreadsheet.  Pupils allocated days 2 CCC days and half day mainstream.	Groupings established on the 12.6.20
	4. Carry out risk assessments, where necessary, for pupils with ASN to determine control measures and mitigation which will meet the needs of children and staff.	ASN Co-ordinator	8.6.20		See school risk assessment. Appendix 4. This will support, where appropriate, need for PPE.	Completed 01.06.20

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Curriculum	1. Primary schools plan for two teachers to jointly plan for class – one to deliver face to face, the other to deliver remote learning.	Primary / ELC Head Teachers	From 1.6.20		Schools may consider collaborative pairs / groups who plan and deliver for groups of children. NCCT on Wednesdays should allow joint planning.	Transition meetings to discuss and agree organisation of collaborative teams
	2. Plan for a blended learning approach at all stages. Consider flipped learning approach.	Class Teachers	From 8.6.20 From 12.8.20		To ensure continuity and progression in learning class teachers should have a clear overview and ownership of their pupil's learning experiences. Joint planning may support collaborative approaches to teaching (i.e. if face to face and remote learning is shared). Where time in school is increased, partner can deliver remote or in school learning.	Transition meetings from 15/06/20
	3. Consider a <a href="#">recovery curriculum</a> to re-establish routines, social interaction, etc.	All staff	Plan 8.6.20 Deliver 12.8.20		9.00-9.30am – HWB set up for day Literacy 50mins indoors, 50mins outdoors Maths 50mins indoors, 50mins outdoors HWB 50mins outdoors 2.30-3.00pm – HWB self-reflection/evaluation	Detailed in SIP
	4. In school learning to focus on HWB, nurture, resilience and re-engagement in learning.	ELC / Pr; Pr / Sec managers	From 12.8.20		How children learn should be considered, in particular the skills required to learn in a blended way.	Detailed in SIP
	5. Plan for as much outdoor learning as possible (weather / clothing allowing).	Class Teachers	12.8.20		Outdoor Learning Zones	Detailed in SIP
	6. All learning to focus on literacy, numeracy and HWB.	Primary Class Teachers	As above		Opportunities to teach the 3 entitlements within a familiar and relevant context may support children and families with remote learning.	Detailed in SIP
	7. Consider appropriate pedagogy for both in and out of school learning, maintaining play based learning in early years.	All Class Teachers  ELC and Early Years in Primary	From 8.6.20		P1 transition visits 22/06/20 P1 teachers meeting 23/06/20 using Care inspectorate guide for play in the early years.  Discussed and agreed at the staff meeting Tools for reading, writing, talking and listening. In maths focus on number and Es and Os. In HWB BLP and bounceback, weekly staff meeting and regular stage meetings.	

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	Actions	Responsible	Timescale (Week Beg.)	RAG	Comments	Date Complete
Building and Outdoors	1. All ELC settings and Primary, Secondary schools to reopen to SMT and Fac. Man staff.	Ed. Dept; Fac. Man.	1.6.20			1.6.20
	2. Risk assessments are completed for all school buildings following <a href="#">SG guidance</a> .	Head Teachers Class teachers Support staff	By 5.6.20		Completed and shared with staff on the 8.6.20	8.6.20
	3. Remaining available staff to return to school building in small groups as appropriate and necessary.	All available staff	8.6.20		Weekly timetable and rota organised by DHT	
	4. Take actions as required by risk assessments.	School Leaders Class teachers Support staff	By 12.8.20		Points actioned in preparation for August opening while allowing for flexibility in line with changing	12.8.20
	5. Ensure appropriate pupil supervision is in place at intervals. Consider how to make the playground as active as possible while maintaining physical distancing.	Janitorial staff Head Teacher Support Staff	12.8.20		Timetables for August completed	15/06/20

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	Actions	Responsible	Timescale (Week Beg.)	RAG	Comments	Date Complete
Safety	1. Complete risk assessment for each school building following all <a href="#">SG guidance</a> .	Head Teachers	26.5.20			01.06.20 Revised as guidance changes
	2. Apply national guidance on use of <a href="#">PPE</a> in an education setting.	All staff	From 12.8.20		PPE will be available in first aid room only and will be used when pupils need personal care. Personal care will be provided by PSAs'. Communicated 16.06.20	01.06.20 and ongoing
	3. Schools to rigorously follow hand hygiene and guidance with all staff and pupils; hand sanitisers to be available in classrooms.	All staff	Ongoing		Facilities management provided wipes, sanitisers for each room – 18.06.20 Signage and stand-alone sanitisers received	19.06.20 and ongoing
	4. Cleaning: <ol style="list-style-type: none"> <li>Ensure all class / playrooms cleaned prior to reopening.</li> <li>School/ nursery to have cleaning throughout school day with focus on door handles, etc., regular clean before commencement of next school day and weekly enhanced cleaning.</li> <li>Pupil desks / tables to be wiped / disinfected at end of each session; wipes to be available in classrooms as required.</li> <li>Care Inspectorate guidance on cleaning of play materials to be rigorously applied.</li> </ol>	Fac. Man.  Cleaning staff  Pupils; cleaning staff	By 8.6.20  Ongoing  From 12.8.20 Ongoing  From 1.6.20		Daily cleaner working 10am to 2pm  Each class allocated wipes for cleaning, use of sink, hand wipes and sanitiser  DHT to provide guidance to P1	Risk assessment 01.06.20 Revised as guidance changes
	5. Schools to ensure no mass gatherings in activities such as assemblies.	Head Teacher	From 12.8.20		HT to have meeting with PC on 17/06/20	Agreed
	6. School meal menus to be redesigned and delivered to class / play rooms where there is not sufficient dining space available to facilitate social distancing with sittings/staggered meal times.	Fac. Man. Primary and ELC settings	From 12.8.20		Pupils to eat packed lunches in classrooms during phase 2/3 with the exception of FSM children. Staggered timings will be put in place from 12.15 – 1pm	19.6.20
	7. Free school meals for those not attending school will continue to be made available.	Fac. Man.	Ongoing		For those entitled to free school meals (poverty- income/benefits related)	12.08.20
	8. School transport to be available for those who need it.	Ed. Dept.	From 12.8.20		School bus only organised for Auchinback however they are within recommended walking distance.	Parents notified by school 23.06.20

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<b>Phases 2 and 3</b>	1. Consult with pupils, staff and parents on recovery plans.	Head Teachers	Prior to 26.6.20			<b>Teams Meeting</b> 10.6.20 17.06.20
	2. Communicate visually re access to and movement around school building.	Head Teachers	By 12.8.20		Banners organised for August, signage received from Health and Safety 19.6.20	Ongoing
	3. Communicate key timelines with stakeholders.	Ed. Dept. Comms team	Ongoing		June newsletter will be sent out with August information specifically for Hillview.	23.06.20
	4. Put arrangements in place to consult with staff, pupils and parents	Head Teacher	From 8.6.20 and ongoing			<b>Teams Meeting</b> 10.6.20 17.06.20 24.06.20
	5. Continue to meet with staff, pupil and parent groups to communicate and ascertain success of recovery plan implementation.	Director of Education Head Teachers	From 12.8.20 Ongoing			Ongoing
	6. Seek co-operation of parents in restricting contact with schools, e.g. making appointments, dropping off and picking up	Comms Head Teacher	Prior to 12.8.20 Ongoing		Banners to be produced for car park drop off zone.	Ongoing

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**Appendix 1**

Hillview - Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1		Department or Partnership	Service Area	Location_Education Establishment	Employee_Number	Terms_and_Conditions	Job_Title	Manager_Name	HR_Representative	Absence_Start_Date	Case_Open_Date	Type_of_Case	Reason_for_Case	Isolation_Period_Ends	Comments			
2	Kirstie Graham (Capuano)	Education - Teachers	Education - Schools & ELC Facilities	Hillview Primary	6616340	SNCT	Teacher	Melanie McGurren				Coronavirus	Vulnerable due to underlying health conditions symptomatic self-isolation - working from home	09/06/2020		Email Failed		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		

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Appendix 2

<b>Class</b>	<b>Teacher</b>	<b>Phase 3 Teacher</b>
<b>Primary 1a</b>	B Joss	A Campbell
<b>Primary 1b</b>	E Flood	
<b>Primary 2a</b>	S Kaur	S Zeitlin
<b>Primary 2b</b>	F McGregor	
<b>Primary 3</b>	NQT/L Neilson	F Esplin
<b>Primary 4a</b>	P McDowell	F Macdonald
<b>Primary 4b</b>	NQT/L Melville	
<b>Primary 5</b>	L Franchi	F Stevenson
<b>Primary 6</b>	V Murdoch/J Gardner	
<b>Primary 7</b>	NQT/L Watson	P Rhodes
<b>Flexible Curriculum Room</b>	Kirsty Macdonald Janet Stevenson	
<b>Hub</b>	C Canning/L Melville Jackie Hughes	
<b>Google Classrooms</b>	L Watson	
<b>Phase 4</b>		
<b>Reading Recovery</b>	A Campbell F Esplin	
<b>Outdoor Learning</b>	S Zeitlin	
<b>NCCT</b>	F Stevenson F McDonald C Canning	

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Appendix 3

**Transition Dialogue timetable week commencing 15/06/20**

Date	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
15/06/20	P7a transition groupings P Macdowell/B Joss			P7b transition groupings P Macdowell/B Joss		
	Current P1 to P2 transition F McGregor/S Kaur		11am PSA meeting			
16/06/20	P7b transition groupings P Macdowell/B Joss			P7a transition groupings P Macdowell/B Joss		
	Current P4 to P5 transition F Stevenson/L Franchi					
17/06/20					Current P5 to P6 L Franchi/V Murdoch/J Gardner	
18/06/20						
19/06/20						

**Transition Dialogue timetable week commencing 22/06/20**

Date	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
22/06/20	P1 transition groupings B Joss/E Flood/A Campbell		Current P2 to P3 transition L Neilson/F Esplin/ A Campbell		P1 transition groupings B Joss/E Flood/A Campbell	
23/06/20	Current P6 to P7 transition G Mitchell/L Watson				P1 transition B Joss/E Flood/A Campbell	
24/06/20	Current P3b to P4b E Flood/L Melville		Current P3 to P4 transition P McDowell/K Capuano			
25/06/20						
26/06/20						

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Appendix 4

<b>ID: RA/COVID-19 PROPERTY</b>		<b>OPERATING PROCEDURE &amp; RISK ASSESSMENT</b>			
Document created: 04/06/2020	Version Number: 1	Version Date: 04/06/20	Next Scheduled Review Date: 19/06/20		
<b>Department of BRP: Education</b>		<b>Approved by Document Owner: Melanie McGurren</b>			
<b>Assessed by: Chris Peacock</b> (Template created by A Drummond)					
<b>Task:</b> 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.		<b>Number of people affected:</b> Education staff, key worker children attending and Hillview pupils returning from 15 <sup>th</sup> June			
<b>Property Name:</b> Hillview Primary School					
<b>Equipment/Plant:</b> Statutory compliance and maintenance records sheet available from PATS					
<b>PPE</b> – 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
1.	Entrance/exits – traffic routes	<ul style="list-style-type: none"> <li>• Main entrance will be used for staff</li> <li>• Staff advised of need to enter one at a time and queue till entry is available</li> <li>• Children will be entered and exited by the 3 entrances within the playground</li> <li>• Classes with an entrance directly from playground should enter their class using that door</li> </ul>	The walkways at the rear of the school requires to be cleared of items which have been stored and also over grown weeds and grass tidied up to allow children to use these 2 doors to enter and exit class but also as it is a fire evacuation route.
2.	Entrance/exits - signage	<ul style="list-style-type: none"> <li>• Signage posted indicating social distancing, hand hygiene and risk assessment information.</li> <li>• Signage in place to indicate direction</li> </ul>	

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		<ul style="list-style-type: none"> <li>2m distancing markers in place from sanitising station outwards</li> </ul>	
3.	Entrance/exits-entry procedures	<ul style="list-style-type: none"> <li>Sanitising station in place at main entrance and at classroom entries being used</li> <li>Staff sign in sheet will be removed</li> <li>Visitor sign in sheet will be completed by office staff on behalf of person presenting to reduce contact with signing in pens and devices</li> <li>Cleaning arrangements in place for regular cleaning of sign in area and equipment</li> <li>Regular daily cleaning of entry intercom system and exit buttons in place</li> </ul>	<p>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.</p> <p>Cleaner working from 10am until 2pm to ensure enhanced cleaning.</p>
4.	Reception	<ul style="list-style-type: none"> <li>Reception desk has windows in place</li> <li>Window marked with tape to remind staff to only open slightly to allow communication to be heard</li> <li>Place table in front of reception desk to ensure 2m distance between reception desk and others. This table can also be used as a sanitiser station</li> </ul>	
5.	Access to toilet facilities	<ul style="list-style-type: none"> <li>Access to toilets managed to allow social distancing – where possible, one person use at a time. Signage displayed.</li> <li>Signage posted in toilets advising of hand washing methodology</li> </ul>	Signage in toilets for hand washing methodology will be displayed in toilets and classroom sinks.
6.	Access to kitchen facilities / staff rooms	<ul style="list-style-type: none"> <li>Existing kitchens to be marked with number of occupants permitted at one time</li> <li>Staggered times will be arranged for staff and pupils breaks / lunches</li> <li>Queuing areas marked for social distancing</li> <li>Dining tables marked with location of seating position ensuring 2m distance between individuals</li> <li>Maximum of 10 and 8 will be permitted at any one time in staff rooms</li> <li>Inner door to staffroom to be held open for duration of break to reduce door contact (advised by Safety Officer as an inner door)</li> <li>Staff advised to clean down handles of equipment after use</li> </ul>	<p>School to confirm if lunches will be prepared in the school or delivered and if they are to be served in classes, kitchens, playground.</p> <p>All of these measures for the dining hall will be in place for August.</p>

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		<ul style="list-style-type: none"> <li>• 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.</li> <li>• No sharing of utensils or crockery amongst staff.</li> <li>• Arrangement of seats that can be used within the staff room identified and marked</li> <li>• Staff advised not to leave food items on site, all should be brought daily and removed daily</li> </ul>	Staff issued with additional guidance.
7.	Pedestrian traffic routes in corridors	<ul style="list-style-type: none"> <li>• Number of classes using the same doors and corridor space is limited</li> <li>• Advise staff of need to maintain 2m social distancing in corridors</li> </ul>	Timetable for breaks, lunches etc to minimise classes using corridor space and doors.
8.	Classroom and office arrangements	<ul style="list-style-type: none"> <li>• Number of desks that can be used within social distancing requirements identified and excess desks removed</li> <li>• Pupils use same desk on each visit</li> <li>• Desks setup to avoid face to face seating</li> <li>• Suitable cleaning products available for cleaning classroom equipment available</li> <li>• Rooms cleared of all unnecessary items to allow for cleaning needs</li> <li>• Desks cleaned between different pupil groups and at end of day</li> <li>• Desks and equipment within IT class cleaned after each class and pupils instructed to wash hands after class</li> </ul>	Discussion held with Head Teacher and it was clarified maximum number for each room. Signage now provided on doors to each room.
9.	Ancillary room use	<ul style="list-style-type: none"> <li>• All other rooms signed with maximum number of occupants permitted</li> <li>• Layouts amended where necessary to allow for social distancing requirements</li> <li>• Cleaning products available for use to clean room equipment before and after use</li> </ul>	
10.	Building ventilation	<ul style="list-style-type: none"> <li>• Arrangements in place for opening of some windows before staff arrive and after they leave</li> <li>• Staff advised to leave windows as found</li> </ul>	Head teacher to inform janitor of daily window routine.
11.	Public access	<ul style="list-style-type: none"> <li>• Parents informed not to enter school grounds with the exception of the visitor car park.</li> </ul>	School management and janitor to monitor gates initially in August

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		<ul style="list-style-type: none"> <li>Parents will walk children to the school gates where they will be met by school staff</li> <li>Where dropping children off by car, parents should be advised to stay in car</li> <li>Where parent access is required, this arranged by appointment and only one person per child family permitted</li> <li>Where items being dropped off for children, items to be left outside and office advised by use of intercom who will then collect item</li> </ul>	
12.	Contractor access	<ul style="list-style-type: none"> <li>Contractor access by arrangement only</li> <li>Record of presence in fire register and property log made by staff member on behalf of contractor</li> <li>Contractors to adhere to entry and social distancing needs</li> <li>Contractor works arranged out of hours where possible</li> </ul>	
13.	Fire safety and evacuation	<ul style="list-style-type: none"> <li>Fire evacuation procedure in place and staff briefed on requirements of evacuation</li> <li>Fire system maintenance checks in place as per fire register requirements</li> <li>Fire doors kept closed unless appropriate devices for holding open are in place</li> </ul>	Where there are fire doors which are a main thoroughfare for traffic and are not currently linked to fire alarm – a battery operated door guard can be placed on these doors – liaise with Education H&S if this is thought necessary.
14.	Deliveries	<ul style="list-style-type: none"> <li>Food deliveries dropped off at kitchen back door</li> <li>All other deliveries dropped outside the main reception</li> <li>Hand sanitising provision located at delivery door</li> <li>Office staff will give instructions to delivery driver via intercom system</li> <li>Dedicated member of staff for receipt of deliveries</li> <li>Delivered goods located to ensure no blocking of escape routes</li> <li>Door for delivery arrival signed on outside</li> </ul>	
15.	First Aid	<ul style="list-style-type: none"> <li>First Aid arrangements in place</li> <li>Signage posted of what to do if a member of staff or a pupil becomes symptomatic while present</li> <li>PPE provided for this eventuality</li> <li>Room identified for use if a member of staff or a pupil becomes symptomatic (with a window)</li> </ul>	Advice on signage sought from ERC Health and Safety.

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			Conference room identified if a member of staff or a pupil becomes symptomatic (with a window)
16.	Cleaning arrangements	<ul style="list-style-type: none"> <li>• Cleaning arrangements put in place to enhance previous provision, this to allow for regular cleaning at periods throughout the daytime when pupils and staff are in the building</li> <li>• 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</li> </ul>	Cleaner allocated from 10am to 2pm.
17.	Outdoor activity areas and equipment	<ul style="list-style-type: none"> <li>• Encourage use of outdoor space</li> <li>• Equipment provided that is easily cleaned</li> <li>• Enclosed areas on school grounds – equipment cleaned down between user groups</li> <li>• Off-site activity – hand washing for children and staff will take place on return to the building</li> <li>• Where parents are used for provision of supervision, they will be briefed on requirements for social distancing before activity takes place</li> </ul>	Comment – sanitiser has little effect if hands are physically contaminated, therefore no requirement to take off site for this activity

<b>Actions – signage</b>		<b>Responsibility</b>
1	Signage to be posted at front entrance indicating social distancing, hand hygiene and risk assessment information.	In place
2	Signage to be put in place to indicate direction of travel in corridors, keep to the left	Head Teacher
3	2m distancing markers to be put in place from sanitising station outwards	Signage on order PATS

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4	Reception window to be marked with tape so opening is only sufficient to allow communication to be heard	In place
5	Marked line to be taped in office to maintain the 2m from window	In place
6	Signage to be posted in toilets advising of hand washing methodology	Head Teacher
7	Signage to be posted on outer toilet doors for 'vacant/engaged' information	Signage on order PATS
8	Existing kitchens to be marked with number of occupants permitted at one time	Head Teacher
9	Queuing areas in dining hall marked for social distancing	Signage on order PATS
10	Dining tables marked with location of seating position (3 per table)	Signage on order PATS
11	Arrangement of seats that can be used within the staff room identified and marked	Signage on order PATS
12	Mark desks for use in classrooms and office areas	Signage on order PATS
13	All other rooms signed with maximum number of occupants permitted	Head Teacher
14	Door for delivery arrival signed on outside	Head Teacher

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15	Signage posted of what to do if a member of staff or a pupil becomes symptomatic while present	To be provided to Head Teacher for printing
<b>Actions - other</b>		
1	Sanitising station to be in place at main entrance, delivery entrance and at classroom entries being used	Head Teacher
2	Rooms to be cleared of unnecessary equipment to allow easy cleaning	Head Teacher
3	All staff briefed on fire evacuation procedures and records of such briefing held	Head Teacher
4	PPE provided for emergency requirements	Facility Management
5	Room identified for use if a member of staff or a pupil becomes symptomatic (with a window)	Head Teacher
6	Cleaning arrangements put in place to enhance previous provision	Facility Management
7	Provide cleaning staff with information on points to be cleaned regularly	Head Teacher
8	Brief staff on the content of this risk assessment and hold a record of such briefings	Head Teacher

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Appendix 5

<b>ID: RA/COVID-19 PROPERTY</b>		<b>OPERATING PROCEDURE &amp; RISK ASSESSMENT</b>			
Document created: 17/05/2020	Version Number: 4	Version Date: 03/06/2020	Next Scheduled Review Date: 15/06/2020		
Department of BRP: Education		Approved by Document Owner: (Name of BRP)			
Assessed by: Education H&S Team					
<b>Task:</b> Management of COVID 19 situation with the return of primary schools to limited operation over coming weeks. 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.		<b>Number of people affected:</b> Staff (incl Teachers, Pupil Support Assistants and Office staff)– 26 Pupil – 214 Visitors – Can vary – contractors visit for minimum amount of time Support staff including Facilities Management/ Catering– 6			
<b>This risk assessment should be read in conjunction with all other current risk assessments in place.</b>					
Property Name: Hillview 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					

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18.	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 were required to have been done to allow schools to reopen</li> </ul>	

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19.	Car Park incl. Bus Bays	<ul style="list-style-type: none"> <li>Parents encouraged to walk pupils to school where possible</li> <li>Parents who drive pupils to school to park and bring pupils as close as possible to their agreed arrival time 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</li> <li>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</li> <li>Where pupils arrive and depart on school bus – Where it is possible with transport providers to continue to provide transport then social distancing measures will be put in place.</li> <li>Clear communication to parents advising of measures in place in car park and within school</li> <li>Member(s) of staff supervise car park</li> </ul>	Congestion as parents drop off Consider updating school travel plan Decisions regarding school bus to be taken in consultation with ERC.
20.	Start of day and end of day – Playground and School Gates	<ul style="list-style-type: none"> <li>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)</li> <li>School gates closed until reasonable time agreed by school to prevent pupils obtaining access and congregating and parents congregating at end of the day</li> <li>One parent only takes pupil(s) to school</li> <li>Pupils arrival staggered</li> <li>Pupils finish times staggered</li> <li>Not all pupils and staff in school grounds or building at the same time</li> <li>Parents remain outside school gates – drop off points will be marked out with tape/ chalk or signed – pupils will queue 2m apart to enter building</li> <li>Conversations with parents/ carers will take place 2m apart outside, by email or by phone</li> </ul>	Head Teacher to organise for August.
21.	Entrance/exits – traffic routes	<ul style="list-style-type: none"> <li>Refer to controls detailed within Building Assessment carried out by CHSU/ Education H&amp;S</li> </ul>	
22.	Entrance/exits - signage	<ul style="list-style-type: none"> <li>Refer to controls detailed within Building Assessment carried out by CHSU/ Education H&amp;S</li> </ul>	

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23.	Entrance/exits-entry procedures	<ul style="list-style-type: none"> <li>Refer to controls detailed within Building Assessment carried out by CHSU/ Education H&amp;S</li> <li>Where possible, minimise movement of staff around the building and to and from the building during the working day.</li> <li>Staff advised not to come and go from school during school day unless necessary to do so</li> <li>During times of arrival and departure of pupils final exits are left open when manned to avoid touching of door</li> </ul>	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
24.	School Office Reception and foyer areas	<ul style="list-style-type: none"> <li>Refer to controls detailed within Building Assessment carried out by CHSU/ Education H&amp;S</li> <li>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</li> <li>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</li> <li>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</li> <li>2m distance between staff desks and staff desks to printers.</li> <li>Teaching staff will be called or emailed with messages to avoid visiting school main office</li> <li>Regular sanitising of desks, computers and phones takes place</li> <li>Clear desk policy in place to allow Facilities Management to undertake cleaning</li> </ul>	<p>Head Teacher to organise messages for digital screen within foyer.</p> <p>Office staff not to phone or transfer calls to P7 or staffroom.</p> <p>ICT co-ordinator to ensure distance between staff desks and printer.</p> <p>Printer in main office should not be used during school hours. Any printing required should be emailed to the office.</p>
25.	Classrooms	<ul style="list-style-type: none"> <li>Rooms cleared of all unnecessary items to allow for cleaning needs</li> <li>Pupils desks and staff desks all set at 2m distance from one another to allow social distancing to take place</li> <li>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.</li> </ul>	Head teacher to provide clear parental guidance regarding uniforms, resourcing etc

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		<ul style="list-style-type: none"> <li>• Where staff are using their own mobile – hands are washed before touching their phone to make a call</li> <li>• No items from home to be brought in – this includes P.E kit, pencils, soft toys, toys and shared pencil/ paint pots</li> <li>• No use of sand tables, play dough, water play areas.</li> <li>• Soft furnishings and items/ toys hard to be cleaned removed from classrooms and around school</li> <li>• Consider what resources used for Playful Pedagogy can be removed or cleaned on a daily basis to allow this approach to continue.</li> <li>• Consider your use of space both in the classroom and corridor and how you set up lay experiences to allow for social distancing</li> <li>• Excess furniture removed from class to prevent pupils from sitting at desks not 2m away from other pupils</li> <li>• Consider group work and plan activities to avoid close physical proximity</li> <li>• Pupils work submitted electronically where possible</li> <li>• 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 now required to be cleaned where storage space is available. If storage is not available resources should be cleared to one area, covered or sectioned off.</li> <li>• Where possible windows and doors to remain open to allow ventilation</li> <li>• Pupils will be provided with own labelled plastic zipped wallet with pencils, rubber, coloured pencils, glue stick and scissors which remains in school</li> <li>• Own class library used as far as possible – once books have been used by a group they are quarantined for one week</li> <li>• 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.</li> </ul>	
26.	Outdoor Areas for play and learning	<ul style="list-style-type: none"> <li>• Outdoor learning activities to be completed as much as possible</li> <li>• Identify small groups for outdoor activities</li> <li>• Designated areas for year groups given and marked off with cones/ other appropriate and suitable measures</li> </ul>	Groups of 4 maximum for outdoor activities  Head teacher to organise zones

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		<ul style="list-style-type: none"> <li>• Each group provided with certain play equipment which can be easily cleaned after use</li> <li>• 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</li> <li>• Areas within playground closed to pupils for use is verbally reminded to pupils when returning to school</li> </ul>	Minimal play equipment identified for use in small groups.
27.	Event Space – Assembly Hall/ Dance Studios/ Dining Halls	<ul style="list-style-type: none"> <li>• Assemblies postponed until further notice unless they can be virtually facilitated</li> <li>• School events such as fayres, discos and evening events postponed until further notice</li> <li>• <b>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</b></li> <li>• P.E lessons may continue, but should take place outdoors or in the gym hall when physical distancing can be maintained – contact sports avoided</li> </ul>	Virtual assemblies can be viewed in classrooms at home.
28.	Day Visits/ trips	<ul style="list-style-type: none"> <li>• All school trips cancelled to further notice</li> </ul>	
29.	Using BSS	<ul style="list-style-type: none"> <li>• 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</li> </ul>	For schools where violence incidents are high – may be difficult to remain at 2m distance  Further guidance from Educational Psychology to be issued prior to schools re-opening.
30.	Access to toilet facilities	<ul style="list-style-type: none"> <li>• Refer to controls detailed within Building Assessment carried out by CHSU/ Education H&amp;S</li> <li>• Windows in toilet to remain open where possible and safe to do so</li> </ul>	Janitor to open windows before 9am

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		<ul style="list-style-type: none"> <li>Monitoring of toilets may require to be undertaken – member of staff stands outside during break times</li> </ul>	Head teacher to organise timetable for monitoring of toilets for August
31.	Access to kitchen facilities	<ul style="list-style-type: none"> <li>Refer to controls detailed within Building Assessment carried out by CHSU/ Education H&amp;S</li> <li>the working day.</li> <li>Where dishwasher is available dishes should be put on a hot wash</li> </ul>	
32.	Access to dining hall during break/ lunch times	<ul style="list-style-type: none"> <li>Lunch/break times monitored by staff to ensure social distancing is maintained between pupils</li> <li>Tables arranged 2m apart, and pupils spread across seating at 2m distance</li> <li>Catering supply only wrapped foods</li> <li>Lunches staggered for pupils – pupils eat in their designated groups</li> <li>Option for pupils to eat in classroom</li> </ul>	Head Teacher to organise timetable for August
33.	Pedestrian traffic routes in corridors	<ul style="list-style-type: none"> <li>Refer to controls detailed within Building Assessment carried out by CHSU/ Education H&amp;S</li> </ul>	
34.	Workstation arrangements for pupils and staff – CPD Areas, staff room	<ul style="list-style-type: none"> <li>Identify number of workstations that can be used within social distancing requirements</li> <li>Mark desks for use so they are easily identified by staff and pupils</li> <li>Advise staff and pupils to use only marked desks – where possible and storage permits, desks and chairs not in use will be removed from room</li> <li>Advise pupils to use same allocated desk each school day unless told otherwise</li> <li>Workstations in use arranged to avoid face to face working across the school</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>	<p>Desks to be marked in ICT suite</p> <p>Wipes will be available for shared desk space for staff use.</p>
35.	Conference room use	<ul style="list-style-type: none"> <li>Refer to controls detailed within Building Assessment carried out by CHSU/ Education H&amp;S</li> </ul>	
36.	Building ventilation	<ul style="list-style-type: none"> <li>Refer to controls detailed within Building Assessment carried out by CHSU/ Education H&amp;S</li> <li>Any issues with ventilation staff should contact Janitor/ SMT</li> </ul>	

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37.	Parent access	<ul style="list-style-type: none"> <li>Refer to controls detailed within Building Assessment carried out by CHSU/ Education H&amp;S</li> <li>Procedure in place for attendance by any essential visitors such as Educational Psychologists, behavioural support, social workers etc.</li> <li>Essential visitors should not include parent volunteers at this time.</li> </ul>	
38.	Contractor access	<ul style="list-style-type: none"> <li>Refer to controls detailed within Building Assessment carried out by CHSU/ Education H&amp;S</li> </ul>	
39.	Fire safety and evacuation	<ul style="list-style-type: none"> <li>Refer to controls detailed within Building Assessment carried out by CHSU/ Education H&amp;S</li> <li>Escape routes kept clear at all times</li> <li>Evacuation points may need to be changed or spread further apart to allow social distancing to be undertaken during an evacuation</li> <li>Fire drill undertaken at start of reopening of schools and regularly to allow staff and pupils to familiarise themselves with route out in evacuation as some staff and pupils will be using rooms they may not be familiar with to allow social distancing to take place</li> <li>All staff complete e- learning fire warden training to ensure all are familiar with fire</li> <li>Ensure and Personal Emergency Evacuation Plans ( PEEPS) are in place for any staff and pupils returning requiring these.</li> </ul>	Head Teacher to send link for e-learning fire warden training to be completed by end of June.
40.	Deliveries	<ul style="list-style-type: none"> <li>Refer to controls detailed within Building Assessment carried out by CHSU/ Education H&amp;S</li> <li>Deliveries scheduled for out with start and end of the school day</li> </ul>	Office manager to organise timings of deliveries
41.	Hygiene & Infection control across school	<ul style="list-style-type: none"> <li>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</li> <li>Closed lid bins provided across school to allow persons to put used tissues into for disposal, bin liners will be changed regularly and disposed of</li> <li>Where soap and water is not available hand sanitiser should be used; this to be used when pupil and staff are completing outdoor learning.</li> </ul>	Signage positioned across school  Janitor to ensure regular stock of paper towels and soap in each of the classrooms

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		<ul style="list-style-type: none"> <li>• Where possible to do so sleeves/ tissues are used when opening doors and closing them.</li> <li>• 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.</li> <li>• Continue to remind all staff and parents where any person feels unwell and believes they have symptoms of Coronavirus they should not attend school</li> <li>• Refrain use of printers where possible</li> <li>• Display equipment, including monitors, mouse, keyboards and ipads etc to be wiped clean after use of each person.</li> <li>• Door handles, light switches and door/ key pads, telephones to be regularly cleaned to prevent spread of virus.</li> </ul>	Head teacher to order pedal closed lid bins  Cleaner working from 10am – 2pm daily
42.	First Aid	<ul style="list-style-type: none"> <li>• First Aid Supplies available on site</li> <li>• Ensure it is all in date including pupils medication</li> <li>• First aid provision arranged for school and regularly reviewed is adequate</li> <li>• Signage posted of what to do if a person becomes symptomatic while in school</li> <li>• 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 a separate bathroom is used if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• Where a person has symptoms of the virus, they should be isolated until can be collected by parent/ carer/ relative unless they are staff and can safely take themselves home</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/review.</li> </ul>	Conference room and accessible toilets allocated as isolation rooms

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		<ul style="list-style-type: none"> <li>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.</li> <li>Hands are washed with soap and water or hand sanitiser used before and after providing first aid treatment</li> <li>Precautions are adopted when providing first aid, gloves and an apron are used when dealing with blood or body fluids/substances.</li> <li>When treating a pupil or staff member distance of 2m should be left where possible – where first aiders are required to touch / see wound etc, gloves should be worn and hands washed immediately after treatment.</li> </ul>	
43.	Mental Health and Wellbeing	<ul style="list-style-type: none"> <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>Staff are briefed regularly and this time is used to discuss individual concerns.</li> <li>Employee counselling service available for staff to talk – "Time for Talking"</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>	