**Communities: Education Service**

**Operational Arrangements Template –**

**Auchenharvie Academy – September 2020**

This document has as far as possible, considered the elements of a school day and identified hazards, risks and control measures. As this is a generic document it is anticipated that the control measures noted will have some relevance to your school but may not include them all due to the unique set up of each establishment.

Each establishment must review the generic School COVID-19 Risk Assessment and make it site specific by reviewing the hazards, sources and control measures and determine whether there are other control measures that you can implement to reduce the risks further. These would be logged on Tab 2 of the School COVID-19 Risk Assessment. Further guidance for completing risk assessments can be found on connects by following the link below.

<http://naconnects.north-ayrshire.gov.uk/documents/guides-templates/health-safety-guides-templates/Risk-Assessment-Guidance-Master-Rev-3-Jan-2019.pdf>

Each establishment must also review their own risk assessments and amend as required. These must also be circulated to all staff.

This template for operational arrangements has also been developed to support Head Teachers/Head of Centres to plan for the safe return of pupils and staff. The content of the template has examples listed but must be tailored to meet individual school needs.

There is a section for notes that can be used to include more detail.

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| **PUPIL ACCESS AND EGRESS FROM SCHOOL** | | |
| **GROUP** | **GROUP ENTRY POINTS TO SCHOOL GROUNDS (GATES)** | **GROUP ENTRY POINTS (SCHOOLS DOORS)** |
| S1 | Main gates x 3 – advised not to arrive before 0840am | Stevenston door entrance |
| S2 | Main gates x 3 – advised not to arrive before 0840am | Saltcoats door entrance |
| S3 | Main gates x 3 – advised not to arrive before 0840am | Technical door entrance |
| S4 | Main gates x 3 – advised not to arrive before 0840am | Drama/PE door entrance |
| S5 | Main gates x 3 – advised not to arrive before 0840am | Main entrance |
| S6 | Main gates x 3 – advised not to arrive before 0840am | Main entrance |
| **NOTES:** | * Hand sanitiser to be used on entrance to school – hand sanitiser stations set at each entrance. * One way system in operation around school. * All staff and pupils to wear face coverings in all communal spaces within school. These will be provided by school and available for collection neach day at from school gate. * One way systems also in operation in all stairwells. * Masks required during movement around school, change over of periods and during breaks, unless pupils eating lunch. |  |
| **FURTHER CONSIDERATIONS:**   * Parents all informed of arrangements via letter on website and text. * Reusable face coverings purchased for all pupils and staff and issued at front school gates on arrival each day. * Assembly hall used on wet days pre-school, interval and lunchtime. | | |

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| **STAFF** | |
| **AREA** | **GUIDANCE** |
| Shielded Groups | * Staff currently in the shielding group should work from home until health advice dictates otherwise. * This applies to 3 members of staff. |
| Pupil Behaviours | * Staff will ensure that pupils are adhering to the COVID-19 risk assessment and report failure to do so causing serious breach of health and safety to SLT through FH. |
| Entry to School | * Entry for staff will be through the main entrance * Staff to sanitise hands on entry to school. |
| School Escorts (Transport) | * The specific risk assessments for school escorts has been reviewed to include COVID-19 as a biological hazard and the identified controls will be implemented |
| Staff bases | * Limit number of staff in area based on revised capacity plans. Information shared on door. * No sharing of equipment e.g. microwaves/toasters/ kettles/ utensils etc. * Staff to supply their own cutlery / crockery and encouraged to bring their own pre prepared lunches as per risk assessment. |
| Toilets | * Only 1 member in at any one time. * Cubicles taped off to restrict use and allow for effective cleaning regime. * C-floor staff toilet opened to prevent staff having to travel to ground floor in between school periods. |
| Office | * Only two member of staff in at a time in photocopying room. Maximum six in office area. This is inclusive of office staff to ensure 2m social distancing. Staff requiring office assistance should use the window at the reception side. |
| Homework Marking | Homework is generally submitted in jotters but these cannot be wiped and disinfected. Jotters will be left for 72 hours before marking. Parents and pupils advised of this. |
| **NOTES** | * Hand sanitiser used in classrooms and entrance to school due to limited hand washing capacity in classrooms. |
| **FURTHER CONSIDERATIONS:**   * Staff room accessible to up to 26 staff following one way system and personal risk factors * HT to decide action to be taken where pupils repeatedly and deliberately breach the 2 metre social distancing rules this may include notification to parents/carers. | |
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| **RULES FOR PARENTS AND VISTORS** | |
| **ISSUE** | **GUIDANCE** |
| Car Parking (Parents) | * Parents encouraged to walk. cycle, to school where possible. * Parents to be encouraged to ‘drop off’ in drop off zone. * Campus police officer deployed to prevent parents/carers from entering the school car park at morning drop off. * Parents of pupils with additional needs continue to have access to disabled parking bays. These pupils will enter via main entrance. |
| Parents in the playground | * No parents are allowed in playground. * Parents only to attend school for emergency appointments and following permission granted by HT. The member of staff hosting parent is responsible for ensuring the risk assessment guidelines are adhered too. |
| Parents in the school | * Parents are encouraged to use email or phone calls as a method of communication. * Parents are not permitted within the school building unless agreed by HT. * Parents who do enter the building will be signed in by office staff and issued with visitors badge. * Plastic visitor ID badges will be used and returned to a separate box where they will be sanitised by the school office. * They must use the hand sanitising facilities at the main entrance. * They must be reminded on the need for physical distancing. * Parents who are required to collect children who are unwell or injured may only enter with the permission of a member of SMT. Where possible pupils will be taken into playground to meet parents / carers. |
| Visitors to the School | * Other than deliveries and the attendance of peripatetic staff, all other visitors to schools will be discouraged at this current time. * Any unplanned visitor to the school will be discouraged from entering unless in an emergency situation. * Plastic visitor ID badges will be used and returned to a separate box where they will be sanitised by the school office. * They must use the hand sanitising facilities at the main entrance. * They must be reminded on the need for physical distancing. |
| Contractors | * Contractors will only be allowed to enter the school to carry out essential works which will be supervised by janitorial staff. |
| **NOTES:**   * Janitors will ensure constant supply of hand sanitiser and wipes as well as face masks at front reception. | |
| **FURTHER CONSIDERATIONS:**   * Parents informed of restrictions via letter from HT. * Parents’ Evening – TBC | |

Whilst this section has primary classes listed on the template, for a larger school you will have to replicate this across infant, middle and senior areas of a primary school and change to suit the needs of a secondary school and early years setting.

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| **INFANT / MIDDLE/ SENIOR DEPARTMENT** | | | | |
| **CLASS** | **TOTAL NO. OF PUPILS PER YEAR** | **PUPILS MON/TUE** | **PUPILS THUR/FRI** | **NO OF PUPILS PER CLASS / BAY** |
| S1 | 109 |  |  | Maximum 20 in practical, 33 in non practical. |
| S2 | 147 |  |  | Maximum 20 in practical, 33 in non practical. |
| S3 | 125 |  |  | Maximum 20 in practical, 30 in non practical. |
| S4 | 121 |  |  | Maximum 20 in practical, 30 in non practical. |
| S5 | 92 |  |  | Maximum 20 in practical, 30 in non practical. |
| S6 | 74 |  |  | Maximum 20 in practical, 30 in non practical. |
| **NOTES:**   * Changes to school layout or pupil movement rules have been clearly communicated to all parties prior to occupation and supported by clear signage. * Class layout changed to be in line with Government requirements. * Seating plans recorded and available within departments. | | | | |
| **FURTHER CONSIDERATIONS:**   * Pupils to make use of junior toilets during teaching periods and senior toilets during intervals and lunchtimes. | | | | |

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| **CIRCULATION AROUND THE SCHOOL** | |
| **PUPIL MOVEMENT** | **GUIDANCE** |
| Corridors and stairwells | * One way system in operation to reduce pinch points and streamline flow of pupils around school. |
| Access to Toilets | * Pupils to make use of junior toilets during teaching periods and senior toilets during intervals and lunchtimes. |
| Access to Outdoor Spaces | * Pupils encouraged to access playground during days when weather appropriate. |
| Lifts | * Pupils and staff not be permitted to use the lift unless there is a specific reason * Limit use of lift to one person at a time unless it is identified within an individual risk assessment that as escort is required * Staff/FM to regularly clean the lift buttons and check on the stock of hand sanitiser and wipes and empty bin |
| **NOTES**  Hand sanitiser and antibacterial wipes will be supplied throughout where needed | |
| **FURTHER CONSIDERATIONS:**   * Janitorial staff to ensure adequate supply of sanitiser and wipes at each lift level. Everyone using the lift to ensure facemasks are worn. | |

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| **TOILETS** | | |
| **TOILET** | **NO OF CUBICLES** | **ALLOCATION** |
| S1-S6 | 2 in each toilet | Pupils to access toilets within corridor during periods. Hand washing requirement and hand sanitiser on leaving and entering class. |
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| **NOTES:** | | |
| **FURTHER CONSIDERATIONS:**   * Due to different year groups in corridor at different times toilet not allocated on year group basis. | | |

Areas of the school have been noted below. Schools will need to add and remove areas as required. There will be some schools that are utilising these areas for general teaching and this should be recorded here along with the arrangements that have been considered for the delivery of the curriculum.

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| **SCHOOL AREAS** | |
| **ARRANGEMENTS** | **GUIDANCE** |
| Drinking Stations | * Now available from MI room, school canteen and PE department. |
| Classrooms | * These have been laid out according to the revised and agreed capacity plans |
| Wall Displays | * A member of staff wearing disposable gloves will add items to wall displays at the end of the school day. |
| Library | * Physical books will not be shared * Any activity undertaken must have a revised risk assessment in place |
| Computer Suite | * All equipment to be sanitised prior to use. |
| Gym Hall | * All PE guidelines to be followed. Smaller Gym and Fitness Suite to be used as changing facility where required. |
| Assembly Hall / games Hall | * Additional social space allocated to S1/6 on wet days and used for lunches each day. |
| PE Changing | * Not currently in use due to restrictions on cleaning and the impact on T+L time |
| Specialist Room (art / music / etc). | * Any activity undertaken must have a revised risk assessment in place |
| Support Base | * Social distancing rules in place to support pupils using this area |
| Science | * SERCC guidelines in operation. |
| Art | * Any activity undertaken must have a revised risk assessment in place |
| Music | * Any activity undertaken must have a revised risk assessment in place |
| Home Economics | * Any activity undertaken must have a revised risk assessment in place |
| Technical | * SERCC guidelines in operation. |
| Fitness Suite | * This type of facility has been identified in Phase 3 of the Scottish Government Timeline and should remain out of use until other guidance is available. |
| External Teaching Spaces | * Any activity undertaken must have a revised risk assessment in place |
| Isolation rooms x2 | * See Risk assessment for full details. |
| **NOTES**  A review of all risk assessments has taken place prior to the pupils return. These will be shared with all staff as required. This will need to include the arrangements for how pupils will submit homework and how will teachers mark it. | |
| **FURTHER CONSIDERATIONS:**   * N/A | |

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| **PLAYGROUND** | | | |
| **ZONE** | **CLASSES** | **TIMES** | **STAFF SUPERVISOR** |
| ZONE 1: |  |  |  |
| ZONE 2: |  |  |  |
| ZONE 3: |  |  |  |
| **NOTES:**   * Due to layout of building no zones identified during break / lunch. Assembly hall and Games Hall opened on wet days and assembly hall available to consume lunch daily. * Chairs used should be wiped down after use I each area and facemasks to be worn by everyone indoors except when eating | | | |
| **FURTHER CONSIDERATIONS:**   * Time allocation to wash hands after break | | | |

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| **PUPIL LUNCH ARRANGEMENTS** | |
| **ISSUE** | **GUIDANCE** |
| Pupil Circulation / Arrival | * Canteen signage to identify entrance / exit points aligned to parent pay terminals |
| Queueing | * If children are using the canteens to purchase their food , floor markings installed to maintain physical distancing. |
| Collection / Serving | * Lunches will be available for pre ordered each morning and pupils will be able to collect their order. * Canteen reconfigured for 5 different types of grab and go food. |
| Packed Lunches | * Children with packed lunches will eat with their peer group in assembly hall area or outside at picnic bench area. |
| Tidy-up / Disposal | * Catering staff will clear canteen and social areas after each sitting. |
| Staff Supervision | * Staff have been consulted and will supervise each area. Staff rota produced. |
| **NOTES**   * The Catering Supervisor has detailed arrangements in place that have been produced by Facilities Management. The school will be guided by their arrangements | |
| **FURTHER CONSIDERATIONS:**   * Review and amend risk assessments. * How and where will packed lunches be stored and collected * Tidy up and disposal to be considered in consultation with the Catering Supervisor | |

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| **HYGIENE AND CLEANING** | |
| **ISSUE** | **GUIDANCE** |
| Hand Washing Facilities | * Pupils must clean their hands-on arrival at the school, before and after eating, and after sneezing or coughing. * FM will maintain supplies of soap, hand sanitiser, paper towels and bins |
| School Uniform | * Existing policy to be maintained. In line with Government guidelines with the exception of pupils arriving in school wearing PE kit. |
| Intimate and Personal Care | * Staff carrying out intimate care will wear an apron, gloves and a mask unless a risk assessment has identified that additional PPE must be used. |
| Hand Sanitiser | * FM will arrange supplies of hand sanitiser. This will be used where there is no access to soap and water. Staff should return empty bottles to janitors office at the end of the day and they will be topped up for arrival the next day. |
| Facemasks | * Facemasks should be worn by all pupils and staff in all communal areas of the school at all times. Pupils and staff who are exempt will be given exemption passes which can be shown if questioned. |
| On-going Cleaning of Surfaces | * Staff will be advised to ensure that shared resources are wiped down with antibacterial wipes / spray before and after each use * FM will provide supplies of antibacterial spray |
| Toilets | * Clear signage will be displayed in toilet areas regarding handwashing and use of appropriate hand drying equipment |
| Dining | * Secondary pupils are encouraged to remain in the school during the lunch break. This is meeting with limited success. |
| End of Day Cleaning | * FM will clean all areas at the end of each day. * These areas must be vacated to allow cleaning to take place. Staff must not remain in the areas after school. |
| **NOTES**   * There is a social responsibility upon staff and pupils to ensure surfaces and resources are clean for learners to use. Antibacterial wipes will be available in all classrooms. | |
| **FURTHER CONSIDERATIONS:** | |

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| **INTERFACE WITH OTHER GROUPS** | |
| **GROUP** | **GUIDANCE** |
| KA Leisure | * No KA leisure activities currently underway. |
| Active Schools | * Active Schools Co-ordinator will continue to be based in Saint Matthew’s Academy. Will work in only one school per day. |
| **NOTES** | |
| **FURTHER CONSIDERATIONS:** | |

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| **FIRST AID, ADMINISTRTAION OF MEDICINES AND**  **EMERGENCY EVACUATIONS** | |
| **ISSUE** | **GUIDANCE** |
| First Aid | * First aid risk assessment reviewed to ensure first aid cover is available |
| Administration of Medicines | * Appropriate arrangements have been agreed in consultation with parent / carer and signed the documentation stating their agreement |
| Development of Symptoms | * Staff, pupils and parents/carers will be reminded that they should not attend school if they or anyone within their household is showing symptoms (as per Scottish Government guidelines) * HT must inform the parent/carer of a child where COVID-19 is suspected, they must make contact with the Test and Protect team and follow their guidance |
| Exiting School in an Emergency | * Normal emergency evacuation procedures will apply whilst maintaining physical distancing * Where there is need to alter the evacuation plan, this must be reviewed, updated and communicated to all staff and pupils. |
| Assistance for Pupils and Staff with a PEEPS | * Revised PEEPS have been developed taking account of staff assistance and availability |
| Muster / Assembly Points | * Clear muster points to be marked identified for each class/year group |
| **NOTES**   * **All arrangements for fire evacuation shared with all staff on IS day on 10th August 2020** | |
| **FURTHER CONSIDERATIONS:** | |