**Communities: Education Service**

**Operational Arrangements Template**

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)** |
| EARLY YEARS CLASS | GATES OR CAR PARK | EARLY YEARS GATE THEN ENTRANCE |
| P1 | GATES OR CAR PARK  | P1 CLASS DOOR |
| P1/2 | GATES OR CAR PARK | P1/2 CLASS DOOR |
| P2 | GATES OR CAR PARK | P2 CLASS DOOR |
| P3 | GATES OR CAR PARK | P3 CLASS DOOR |
| P3/4 | GATES OR CAR PARK | P3/4 CLASS DOOR |
| P4 | GATES OR CAR PARK | P4 CLASS DOOR |
| P5S | GATES OR CAR PARK | P5S CLASS DOOR |
| P5T | GATES OR CAR PARK | P5T CLASS DOOR |
| P6B | GATES OR CAR PARK | P6B CLASS DOOR |
| P6Y | GATES OR CAR PARK | P6Y CLASS DOOR |
| P7C | GATES OR CAR PARK | P7C CLASS DOOR |
| P7F | GATES OR CAR PARK | P7F CLASS DOOR |
| **NOTES:*** Staggered entry/exit
	+ Children will enter between 8.45 – 9am They will wait on marked 2m line until invited in to wash hands by staff member
	+ Classroom assistants will monitor children in playground coming in to school or support younger children’s handwashing
	+ Children will leave their class between 2.45 – 3.00pm
	+ Parents will wait on marked 2m line until children have washed hands and left school building
	+ Children walking home alone, cycling or walking to car park will be dismissed at the end of the day (3pm)
	+ Early Years children will enter and exit through their gate in and main gate out and will use markings for social distancing when waiting to drop off/collect
	+ An EYP will meet the child at the door and sign the child in and then out of the building
* Staggered breaks
	+ 10.20 - 10.40am P5 - 7
	+ 10.40 - 11.00am P1 - 4
	+ Classroom assistants will be assigned to supervise breaks in zones for class bubbles
	+ Classroom assistants will have their break 11.00 – 11.20am
	+ Additional 5 min added to break to allow staff and children to use toilet
* Staggered lunches
	+ 12.15 – 1.00pm P5 - 7
	+ 12.30 – 1.15pm P1 - 4
	+ Classroom assistants lunch break 1.15 – 1.45pm
	+ EY staff lunch 12.15pm – 1pm
* Line marking for pupil to enter school via class door
* Staff will welcome their group at the entrance and then gradually allow them in to sink to wash hands prior to entering the classroom
* Upper school cloak room will not be used and jackets will be placed over class chairs packed lunch and bags will be placed on floor
* Infant cloakrooms can be used for bags and jackets but teacher must ensure they are spaced out for social distancing
* EY cloakroom to be used but spread out for social distancing
* EY children will hang bag with change of clothes and jacket on peg
* First aider not included in supervision to free up for first aid duties
* More than one member of staff for each area or within eye sight
* Guidance issued to parents on drop off and collection procedures plus emphasis on all children being collected by 3pm
* Staff to supervise and support parents and children with procedures at points in playground
* Staff to train children in new routines
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| **STAFF** |
| **AREA** | **GUIDANCE** |
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| Pupil Behaviours | * Staff will ensure that pupils are adhering to the COVID-19 risk assessment
* Staff will continue to use St Mark’s Promoting Positive Relations Policy
 |
| Entry to School | * Entry for staff will be through the main entrance
* Staff to use sanitiser on entry to the 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
* Escorted child to have own risk assessment detailing drop off and pick up
 |
| Staffroom | * Limit number of staff in area based on revised capacity plans
* Additional staff room area created in library
* Staggered breaks
* No sharing of equipment e.g. utensils etc.
* Kettles and microwaves to be wiped down after use
* Grills and toasters not to be used
* Staff to supply their own cutlery / crockery and encouraged to bring their own pre prepared lunches
 |
| Toilets | * Only 1 member in at any one time
* Disabled toilet in staff area also to be for staff use
* Extended break to allow staff to use toilet
 |
| Medical Room | * Only one member of staff in at a time
 |
| Homework Marking | * Reading books should not be used by other children for 72 hours after being returned
* Online activities for homework
 |
| Sign in | * Education Assistant to sign staff and visitors in
 |
| **NOTES*** Hand washing is the preferred method for personal hygiene and preventing the spread of infection
* Hand sanitiser should only be used where hand washing is not achievable
* Staff to be redistributed if colleague is self isolating
* One adult to use photocopier at a time and wipe down after
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| **RULES FOR PARENTS AND VISTORS** |
| **ISSUE** | **GUIDANCE** |
| Car Parking (Parents) | * Parents encouraged to walk, cycle, scoot to school where possible
* Parents to park only in parent car park
* Entrance to staff carpark will be closed between 8.45am and 2.45pm
* Only blue badge holders who are leaving the car will be permitted to use staff car park and should arrive before the car park closes
* Staff to support this
 |
| Parents in the playground | * One way system round school playground for parents
* Parents encouraged to drop off then leave
* Staff to support parents use of one way system
* EY children to use separate EY gate and leave via main gate
 |
| Parents in the school | * Parents should be encouraged to use email or phone calls as a method of communication
* Parents will not be permitted within the school building
* Parents who are required to collect children who are unwell or injured may only enter with the permission of a member of SMT
 |
| 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 should be discouraged from entering unless in an emergency situation
* No plastic visitor ID badges/lanyards should be used. Schools should source a single-use alternative
* 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 authorised by PMI
 |
| **NOTES:*** Parent muster points to be monitored
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**BLENDED LEARNING CONTINGENCY PLAN**

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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** |
| EYC | 32 | 16 | 16 | 8 inside 8 outside with rotation |
| P1 | 19 | 10 | 9 | 10 tables – 2 crosses 2 end to end |
| P1/2  | 20 | 10 | 10 | 10 tables – 1 cross and 2 t shapes |
| P2 | 23 | 12 | 11 | 11 tables - 9 individual and 2 t shapes |
| P3 | 21 | 10 | 11 | 11 tables – 2 crosses and 3 end to end |
| P3/4 | 24 | 12 | 12 | 12 tables – 4 t shapes |
| P4 | 26 | 13 | 13 | 13 tables - individual |
| P5S | 22 | 10 | 12 | 11 tables - individual |
| P5T | 22 | 11 | 11 | 11 tables - individual |
| P6B | 23 | 12 | 11 | 12 tables – individual  |
| P6Y | 23 | 12 | 11 | 12 tables - individual |
| P7C | 18 | 10 | 8 | 10 tables - individual |
| P7F | 16 | 8 | 8 | 8 tables - individual |
| **NOTES:*** All soft furnishings including cushions, rugs and cuddly toys have been removed or marked out of use
* Any changes to school layout or pupil movement clearly communicated to all parties prior to occupation and supported by clear signage
* Play equipment to be used by class bubbles and cleaned before use by another class
* Individual stationary etc
* EY toys in bubble rotation and to be tidied away for next group
* EY area to be cleaned when rotating to new area
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| **CIRCULATION AROUND THE SCHOOL** |
| **PUPIL MOVEMENT** | **GUIDANCE** |
| Corridors | * Children to only travel to toilets and not along corridors
* Staff to maintain a 2m distance and wait until corridor is clear before walking
* Staff to stick to left hand side when walking along corridors
 |
| Access to Toilets | * Infant toilet sinks can be assigned to classes for hand washing
* One child to toilet at a time from a class or EYP
* Toilets to be monitored at breaks by staff/monitors for overcrowding
* Day cleaner to clean toilets after breaks
 |
| Access to Outdoor Spaces | * Classes to use fire exit door to outdoor spaces and as the pupil exit and entry point
* Outdoors to be used when entering dinner hall and gym hall for packed lunch (back door for packed lunches, office side to enter for lunch, staffroom side to exit)
* P1-3 to leave via class when going out to play after lunch
 |
| **NOTES**Hand sanitiser and antibacterial wipes will be supplied throughout where needed |

**CONTINGENCY PLAN**

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| **TOILETS** |
|  **TOILET** | **NO OF CUBICLES** | **ALLOCATION** |
| EYC | 2 CUBICLES1 CHANGING AREA1 TROUGH SINK | 1 CHILD AT A TIME SUPPORTED BY AN ADULT |
| P1 and P1/2 BOYS | 1 CUBICLE2 URINALS2 SINKS | P1/2 USE ONLY – 1 CHILD AT A TIME |
| P1 and P1/2GIRLS | 2 CUBICLES2 SINKS | P1 USE ONLY – 1 CHILD AT A TIME |
| P2 and P3 | 5 CUBICLES5 SINKS | 2 CUBICLES MARKED FOR P2 USE2 CUBICLES MARKED FOR P3 USE |
| Upper school BOYS | 2 CUBICLES6 URINALS8 SINKS | NO MORE THAN 2 PUPILS IN TOILET AT A TIME(1 CUBICLE, 2 FURTHEST AWAY URINALS)ALTERNATIVE SINKS |
| Upper schoolGIRLS | 9 TOILETS9 SINKS | NO MORE THAN 4 PUPILS IN TOILET AT A TIMEALTERNATIVE TOILETS AND SINKS  |
| **NOTES:*** Cubicles will have a colour notice on the door if required to show class or out of use
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| **SCHOOL AREAS**  |
|  **ARRANGEMENTS**  | **GUIDANCE** |
| Drinking Stations | * Pupils should be advised to bring their own water bottle each day
* Janitors to follow guidance on upkeep of water coolers
* Crowds should not gather around water cooler
 |
| Classrooms | * Classrooms have been laid out to allow social distancing between staff and pupils
* Pupils have been issued with their own tote tray and stationery pack
 |
| Early Years Class | * Resources to be changed prior to new group arriving in area
* Areas to be wiped down before arrival of new group
* Parents not to enter building
* Family room to be used as an appropriate area for distressed children to be with parents if required
* Day cleaner to clean toilets between sessions
 |
| Open areas | * Open area to be well spaced out to allow for social distancing between adults/adults pupils/adults
* Resources to be allocated to class groups and cleaned before used by anyone else
* Upper open area to be used as breakout classroom in case a child/staff member displays symptoms
 |
| Wall Displays | * Fabric notice boards to be covered with milskin
* Staff wearing disposable gloves can add items to wall displays
 |
| Library | * Library will be used as second staff room
* Class groups should not visit the library
* Books can be taken to classrooms to be used then wiped down and out of circulation for 72 hours before another child can use them
* Essential planned visitors (SW, school nurse, etc.) can use library if it has not been used that day
 |
| Gym Hall | * Gym hall to be used as packed lunch hall
* Classes to eat in year groups and use assigned tables
* One year group in hall at a time
* Tables and chairs to be wiped for second lunch sitting
* Excess furniture to be stored around the side of the gym hall
 |
| Assembly Hall | * No assemblies at present
 |
| PE Changing | * Used as store
 |
| Medical Room | * One person in per time
* Child and supervising adult only when receiving medical attention or waiting to go home
* Windows open for ventilation
* PPE to be worn if displaying symptoms
 |
| Pupil support room | * Set up like classrooms adhering to 2m distancing guidelines
 |
| Nurture room | * Set up like classrooms adhering to 2m distancing guidelines
 |
| IT equipment | * IT resources to be allocated to class bubbles
 |
| External Teaching Spaces | * Any activity undertaken must have a revised risk assessment in place
* Zones assigned to classes for outdoor learning
 |
| **NOTES**A review of all risk assessments will take place prior to the pupils return. These will be shared with all staff as required.  |

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| **PLAYGROUND P1 - 4** |
| **ZONE**  | **CLASSES** | **TIMES** | **STAFF SUPERVISOR** |
| ZONE 1: FRONT OF INFANT | P2 | 10.40 – 11.00AM12.30 – 1.15PM | AMANDA LOGUE |
| ZONE 2: SIDE OF INFANT | P1 | 10.40 – 11.00AM12.30 – 1.15PM | FRANCES MCGLONE |
| ZONE 3: BACK OF INFANT | P3 | 10.40 – 11.00AM12.30 – 1.15PM | ANN PEDEN (M-Th)NICOLE REID (DB)SMT (Fri) |
| ZONE 4: BACK OF SENIOR  | P4 | 10.40 – 11.00AM12.30 – 1.15PM | PETER BLAIR |
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| **PLAYGROUND P5-7** |
| **ZONE**  | **CLASSES** | **TIMES** | **STAFF SUPERVISOR** |
| ZONE 1: FRONT OF SENIOR  | P5 | 10.20 – 10.40AM12.15 – 1.00PM | JAMES HARNETT |
| ZONE 2: BACK OF SENIOR  | P7 | 10.20 – 10.40AM12.15 – 1.00PM | FREDA KERR |
| ZONE 3: FRONT OF INFANT | P6 | 10.20 – 10.40AM12.15 – 1.00PM | DENISE McGILL |

**NOTES:*** Zones can be rotated weekly
* Staff must stay with same group
* First aider not included in zones (based in relevant open area or dinner hall)
* NR based in packed lunch hall
* Pupils should not have access to the trim trail
* Playground toys can only be used if they can be cleaned after use
* SMT to oversee management and/or provide cover
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| **PUPIL LUNCH ARRANGEMENTS** |
| **ISSUE** | **GUIDANCE** |
| Pupil Circulation / Arrival | * Staggered lunch breaks will reduce the pupil circulation
* Enter through side of gym hall door
* Exit through other gym hall door
* Classes will eat in year groups with allocated staff supervising
 |
| Queueing | * Managed by staff
 |
| Collection / Serving | * Lunches will be pre ordered each morning and sent to the kitchen
 |
| Packed Lunches | * Children with packed lunches will eat with their group in the gym hall
* Packed lunch bags will be returned to the classroom before child goes out to play
* Packed lunches will be kept in class
 |
| Eating | * Children do not need to eat at social distance in dinner hall but should distance from staff
 |
| Tidy-up / Disposal | * Children will clear their own tray
* Kitchen staff will clean tables and chairs ready for next sitting
 |
| Staff Supervision | * Michele Ridley/Nicole Reid will supervise children when eating
* They will then go to appropriate playground to and be supervised by allocated staff member
* SMT will oversee dining/packed lunch area
 |
| EY Snack | * EY snack will be provided following relevant guidelines
* Snack will be served to the children rather than self service
 |
| EY Lunch | **EY lunch not provided at this time** |
| **NOTES*** The Catering Supervisor has detailed arrangements in place that have been produced by Facilities Management. The school should be guided by their arrangements.
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| **HYGIENE AND CLEANING** |
| **ISSUE** | **GUIDANCE** |
| Hand Washing Facilities | * Pupils must wash their hands on arrival at the school, before and after eating, and after sneezing or coughing
* FM will maintain supplies of soap, paper towels and bins
 |
| School Uniform | * School uniform should be worn with suggested comfortable clothes for outdoor play
* EY should bring own change of clothes each day in case of accidents and take home to be washed
 |
| Intimate and Personal Care | * Staff carrying out intimate care should 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 sanitise
* This should be used where there is no access to soap and water
 |
| 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
* FM will provide detail to schools and cleaners
 |
| Dining | * Where dining occurs in sittings and tables and chairs will be reused, these will be wiped down between each sitting
 |
| Outdoor Play | * Outdoor play equipment should be allocated to class bubbles and cleaned after use
* Update and revise risk assessments
 |
| End of Day Cleaning | * FM will clean all areas at the end of each day
* Classrooms and areas should be left clear to allow cleaners to wipe down all areas
* These areas must be vacated to allow cleaning to take place
* If staff return to a space after it has been cleaned they will be responsible for cleaning the area
* Staff encouraged to leave school when possible to allow cleaners full access
 |
| **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.
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| **INTERFACE WITH OTHER GROUPS** |
| **GROUP** | **GUIDANCE** |
| Breakfast Club | * Closed until further notice
* Breakfast packs delivered to homes by Magic Breakfast
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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 regularly 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, Trace, Isolate and Support 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
* Same points as previous years with marked muster points 2m apart (to be painted in playground)
 |
| **NOTES*** PPE evacuation pack to be created
* Seek further training in case of first aider absences
 |