CALLANDER PRIMARY SCHOOL - AUGUST 2020

DRAFT

This Risk Assessment has been compiled during the Coronavirus Pandemic (2020) and must be reviewed when

UK/Scottish Government’s directives are issued, or revoked, to ensure the hazards associated within are applicable and in date.

**Work Activity:** **Potential for transmission of viral infections e.g. - COVID-19 in educational establishments**

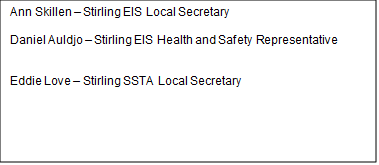
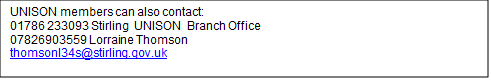
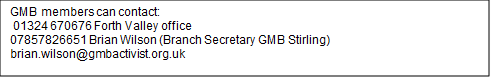
**Existing Control Measures in Place:**

* General work related H&S Risk Assessments/Safe Working Methods (where applicable) and PPE Guidance Forms.
* Application of all professional work practice, processes & procedures.
* Information, Instruction and Supervision implemented and managed.

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| No. | **Hazard/Risk** | **Persons Affected** | | | **Control Measures** | **Risk Rating after Controls**  **(See Notes in Footer)** | | | Further Action Necessary (What/Who/When) |
|  | Hazard/Risk term should be supported with the description of it occurring. | **Employee** | **Visitor** | **Pupil** |  | **Hazard** | **Likelihood** | **Risk** |  |
| 1 | **Some staff/visitors or pupils may be more vulnerable to complications associated with**  **COVID-19**  **Risk Rating before controls = 9 - HIGH** | checkmark 24 black | checkmark 24 black | checkmark 24 black | Staff / parents of pupils to let the head of establishment know if any of the medical conditions listed in [NHS guidance](https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/) apply to them or their household.  Those with ‘*high risk*’ medical conditions, or who are pregnant, may require an individual risk assessment in line with any specific clinical advice.  BAME staff, pupils and families may be at higher risk. Individual requests for additional protections should be supported where possible. Care should be taken to ensure that BAME staff, pupils and families are involved in decisions about additional protections.  Where possible, those with ‘moderate risk’ conditions should avoid public transport and commute via walking, driving in a private vehicle or cycle, etc.  Consideration should be given to what action is required for clinically vulnerable staff / children if there is a confirmed case of COVID-19. Where required, individual risk assessments should note action to be taken. | **2** | **2** | **4**  **MEDIUM** | Schools. Nurseries should communicate to parents about getting in touch regarding any of the medical conditions listed in [NHS guidance](https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/)  Those identified staff members or pupils with underlying health conditions may require an ‘[individual risk assessment’](http://source.stirling.gov.uk/pages/policies-procedures-1)  A blank template template and sample Individual Risk Assessment are available on [SLE Covid-19 Guidance page](http://source.stirling.gov.uk/pages/covid-19-guidance) of the Source as a starting point.  This must be completed in partnership with the individual. |

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|  | Hazard/Risk term should be supported with the description of it occurring. | **Employee** | **Visitor** | **Pupil** |  | **Hazard** | **Likelihood** | **Risk** |  |
| 2 | **Mental health and stress for staff returning to work and who are worried about the risks to their health and the health of their family, disruption to normal workplace, routine and isolation from friends and family.**  **Risk Rating before controls = 9 - HIGH** | checkmark 24 black | checkmark 24 black | checkmark 24 black | Return to work is based upon necessity, how many staff are needed and whether appropriate for individuals with [underlying health](https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/) conditions, following advice from Occupational Health.  Management will promote health & wellbeing awareness to staff during the Coronavirus outbreak. Recovery planning will offer health and wellbeing support appropriate to the needs of the establishment for staff, pupils and families.  All staff aware of and have access to the full range of corporate guidance on managing risk associated with Covid-19.  All staff have the opportunity to discuss new working arrangements on an ongoing basis, particularly when guidance changes.  Head of establishment regularly receives updates from Council Management & Corporate H&S Teams. Access to official guidance from [Public Health Scotland](https://www.publichealthscotland.scot/our-areas-of-work/sharing-our-data-and-intelligence/coronavirus-covid-19-data-and-guidance/) available.  All staff and pupils should get opportunities to be outside during the day for sunlight and to get some fresh air, these are critical for our health, mood and wellbeing (do this with COVID-19 guidance). Where appropriate children can bring and self apply midge repellent. Some children may require support from an adult to spray the repellent into their hands before applying.    Regular communication shared with all staff via ERIN/Source, etc. offering online training and support to staff.  All staff made aware of how to report concerns to their line manager in the first instance, trade union representative or corporate health and safety. | **2** | **2** | **4**  **MEDIUM** | HTs should ensure that there is dedicated time for induction of new risk management protocols during the staff development days in August.  The school Health and Safety group should make the risk assessment visible at all times for staff  [Positive mental wellbeing - resources to support children and young people](https://education.gov.scot/improvement/learning-resources/resources-for-school-staff-to-support-positive-mental-wellbeing-of-children-and-young-people)  If staff need support, they can be directed to:  OH Helpline which can be accessed in confidence on **07957 666296**    [GTCS well-being resources](https://gtcsnew.gtcs.org.uk/News/news/health-wellbeing.aspx)  [EIS well-being resources](https://www.eis.org.uk/Member-Support/HWResource)  [Schools Health and Well-being Improvement Network](https://shine.sphsu.gla.ac.uk/covid-19/) |
| 3 | **The potential for possible exposure to COVID-19 virus**  **Risk Rating before controls = 9 - HIGH** | checkmark 24 black | checkmark 24 black | checkmark 24 black | **Social Distancing**  Visitor(s) to the building greatly reduced to only those people who need to undertake essential work e.g. emergency repairs/deliveries or to meet with staff (by appointment only).  Use of outdoor space should be maximised.  Shared spaces e.g. hall should be used with caution and only if cleaning can take place between groups.  The classroom should be arranged to ensure physical distancing between children and adults.  Pupils should remain in the same groups for the duration of the school day as far as possible. The same teacher(s) and other staff are assigned to each group and, where possible, these stay the same during the day and on subsequent days.  Pupils use the same classroom or area of a setting throughout the day, where possible, with a thorough cleaning of the rooms at the end of the day. In high schools, number of changes of room and staff members are reduced.  Large gatherings and crowded spaces should be avoided.  Classroom and office window(s) are kept open enough to maintain good general ventilation where possible. Staff and pupils will be informed so they can dress appropriately.  Sanitising wipes or suitable alternative cleaning arrangements should be used by older pupils and staff for areas where shared equipment e.g. ICT resources or desks are unavoidable.  Staff meetings only conducted in person if necessary and must comply with physical distancing.  Movement between establishments of peripatetic staff must be minimised. Liaison between establishments to facilitate this will be necessary.  Where adults cannot keep 2m distance, are interacting face-to-face and for about 15 mins or more, face coverings should be worn.  **Hygiene**  On entry to the building, everyone is required to wash their hands or apply hand sanitiser.  All should use their own pens when signing in, or use a sanitised pen.  Staff and pupils made aware of the importance of handwashing, with soap and water.  All staff and pupils should clean their hands on every entry/exit, at transition times and after sneezing or coughing.  Handwashing should take place at the nearest sink to designated work area. Soap and disposable towels/hand dryer must be available.  Hand sanitising stations will be used as an alternative to handwashing, where hand washing is unavailable. Following application ensure that all liquid has evaporated before touching any surface or using a naked flame.  Sharing of resources should be avoided where possible, including those usually taken home by pupils and staff.  No hot-desking for staff takes place without additional controls in place.  Any shared equipment, e.g. ICT resources must be cleaned after each use/session using sanitising wipes or other suitable cleaning materials. Cleaning materials will be kept out of the reach of children within classrooms.  Any unnecessary items should be removed from classrooms or other work areas to support effective cleaning.  Consider how play equipment is used, ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.  Easily cleanable resources should be used. Malleable materials and resources with intricate parts should only be shared consistently with the same group of children. Soft furnishing or bedding which cannot be easily cleaned should not be used at this time.  **Respiratory and Cough Hygiene**  Staff and pupils should be advised to   * Use tissues to cover your mouth and nose when they cough or sneeze (CATCH IT) * Place used tissues in a bin as soon as possible (BIN IT) * Ensure everyone washes their hands regularly with soap and water (KILL IT) * After coughing please clean surfaces to get rid of germs (KILL IT) * If tissues are unavailable staff and pupils must cough into their elbow.   For the above to be effective, apply guidance around tissues and cleaning materials around the school/nursery building and have them available.    Ensure that help is available for staff and pupils who may require assistance in accessing hygiene facilities.  **Personal Protective Equipment**  PPE must be used where/when required (gloves and aprons), for example, dealing with spillages of body fluids, cleaning equipment etc. See additional information on PPE in Section 9.  Anyone (pupil or adult) wishing to wear face protection should be enabled to do so. | **2** | **2** | **4**  **MEDIUM** | **Government Guidance**:  *“Two metre distancing should remain in place wherever possible between adults, and between adults and children who are not from the same household.”*  RCCT to be altered to allow RCCT teacher to reduce the number of children they support during the week  Lunches in classrooms  To be introduced as part of the recovery curriculum.  [Hand Hygiene – Children’s pack](http://www.nipcm.hps.scot.nhs.uk/resources/hand-hygiene-wash-your-hands-of-them/childrens-pack/)  [Instructional video on hand washing technique (NHS)](https://www.youtube.com/watch?v=4ij1I0OB2hk)  Hand sanitiser must be stored in a well ventilated place. Keep away from direct heat, sunshine, sparks, flame and other sources of ignition.  Children to have their own resource packs.  If resources are sent home e.g. reading books/library nooks they must be quarantined for 72 hours on return.  Used tissues to be placed in the pedal bins |
| 4 | **Social Distancing -**  **– increased risk of transmission at points of transition**  **Risk Rating before controls = 9 - HIGH** | checkmark 24 black | checkmark 24 black | checkmark 24 black | Drop off and pick up times will be staggered to support distancing. See timetable   * Floor markings, playground markings, signage and posters may be used to keep all informed on direction of travel, safe distancing etc.   Parents are discouraged from gathering at the school/nursery. Specific drop off anf pick up points identified. Class teachers to collect children each morning from pick up point and taken to drop off point at the end of each day.  Ensure that physical distancing can be maintained between adults and children at break and lunchtimes. Staggered break and lunch times will be implemented to reduce the total numbers of people in area at any one time. See timetable.  Different outside areas designated for different year groups where possible.  Travel on public transport should be avoided where possible. | **2** | **2** | **4**  **MEDIUM** | **Government Guidance**:  *“Two metre distancing should remain in place wherever possible between adults, and between adults and children who are not from the same household.”* |
| 5 | **Increased risk of adult to adult trasmission**  **Risk Rating before controls = 6 - HIGH** | checkmark 24 black |  | checkmark 24 black | Protocol set for the use of staffroom, kitchen and toilet areas for staff. Maximum numbers in space identified.  Staff make their own drinks and handle their own food. Staff bring their own crockery and cutlery daily and take responsibility for washing and drying their own cutlery and crockery.  Any shared items cleaned after use by individuals e.g. kettle, fridge door, microwave.  Meeting rooms have chairs removed to ensure only a minimal number permitted to ensure social distance can be enabled.  Window(s) opened where possible. | **2** | **2** | **4**  **MEDIUM** | **Government Guidance**:  *“Two metre distancing should remain in place wherever possible between adults, and between adults and children who are not from the same household.”*  Remember to close all doors and windows at the end of the working day. |
| 6 | **Potential risk of contact with viral infections from provision of first aid and medication to pupil/staff member**  **Risk Rating before controls = 9 - HIGH** | checkmark 24 black | checkmark 24 black | checkmark 24 black | First aiders have access to local handwashing facilities including soap and paper towels/hand sanitiser.  Disposable gloves are provided for first aiders (preferably non-latex for allergy reasons).  A disposable plastic apron is recommended.  Where possible, child could be supported and supervised to administer own simple first aid, e.g. cleaning of graze and applying plaster. This will minimise need for close contact.  Dependant on injury, risk assess whether there is a need to use disposable eye protection (such as face visor or goggles) and/or a fluid resistant surgical mask when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids.  Where possible a window is kept open in the first aid room to help ensure good ventilation.  Clean hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE. | **3** | **1** | **3**  **MEDIUM** | Refer to: [Guidance and Advice for First Aiders and First Responders during Covid-19](https://stirlingcounciluk.sharepoint.com/:w:/r/sites/bms-docs-temp/_layouts/15/Doc.aspx?sourcedoc=%7BFFF76BB4-1519-4D2B-843A-0B0017C0E3FE%7D&file=First%20Aid%20Guidance%20during%20COVID-19.docx&action=default&mobileredirect=true) |
| 7 | **Improper use of and disposal of PPE- lack of knowledge/training/ understanding on how to use kit/equipment properly.**  **Risk Rating before controls = 9 - HIGH** | checkmark 24 black | checkmark 24 black | checkmark 24 black | The majority of staff returning to education settings at this stage will not require PPE beyond what they would normally need when supporting colleagues in areas such as first aid, even if they are not always able to maintain recommended physical distancing.    Where PPE (disposable gloves and aprons) is required this will be provided for use by staff.    Staff must use PPE in line with this risk assessment.    Issues with PPE should be raised with management immediately when levels drop to, or approach, the designated restock level.  PPE used for prevention of infection during cleaning can be disposed of in a normal bin with lid.    If there is a facility for nappy changing then the PPE used for personal care should be disposed of in these, as usual practice. These can be double bagged.    If PPE is used in a suspected case, e.g within isolation room, this must be double bagged before disposing.  Where masks have been supplied for staff (e.g. first aiders) they need to be decanted into clean, sealable bags or plastic lidded boxes so that staff each have their own supply for social distancing purposes and keeping the unused masks clean.  The following link provides information on donning masks: [**Advice on Donning masks**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf)  The following link provides information on how to safely remove the masks and other PPE: [**Advice on removing surgical masks and other PPE**](https://youtu.be/-GncQ_ed-9w)**.** | **2** | **2** | **4**  **MEDIUM** |  |
| 8 | **Poor ventilation within the premises may lead to increased risk of circulation of virus.**  **Risk Rating before controls = 6 - HIGH** |  |  |  | Reference has been made in this risk assessment to having some windows open in various areas, including classrooms, offices, corridors and kitchens to help create general natural ventilation.  The risk of air conditioning spreading coronavirus is extremely low.     |  | | --- | |  | | **2** | **2** | **4**  **MEDIUM** |  |
| 9 | **Staff providing nappy changing requirements for child/pupil with potential to come into contact with virial infection(s) e.g.**  **COVID-19**  **Risk Rating before controls = 6 - HIGH** |  |  |  | Staff must wear nitrile disposable gloves on both hands and a disposable apron for all **nappy** changes, a new set of gloves and apron for each child. Both child and staff member must wash their hands after **changing** a **nappy**. All items can be double bagged before placing in the nappy bin. | **3** | **1** | **3**  **MEDIUM** | See above link in hazard No.4  **Instructional video on hand washing technique (NHS)** |
| 10 | **Lack of emergency response/fire evacuation procedures**  **Risk Rating before controls = 6 - HIGH** |  |  |  | **In event of emergency where evacuation is required, everyone must leave building by nearest exit.**  Review fire evacuation procedures ensure that everyone understand s that they leave via the nearest exit and do not follow the one way system.  New evacuation procedures will be rehearsed with children and staff regular;y  Ensure that we have agreed places in the playground/assembly point area that are socially distanced for staff and pupils to evacuate to that are not too near each other.  Staff and pupils will be informed of where to line up in the event of an alarm going off/designated assembly point communicated to all within the building.  Have in place procedures for regular cleaning of the areas of the door most frequently made contact with. | **3** | **1** | **3**  **MEDIUM** |  |
| 11 | **Children or staff display signs or symptoms of COVID-19 at home or in establishment creating potential for transmission from person to person.**  **Risk Rating before controls = 9 - HIGH** | checkmark 24 black | checkmark 24 black | checkmark 24 black | **See Appendix 1: Person with symptoms of Covid-19 in Educational Establishment flowchart**  **OR**  **Appendix 2: Child, adult or member of household displaying symptoms of Covid-19 at home or referred for testing**  **\*\*UPDATE TO REFLECT CHANGES ON FLOWCHARTS\*\***  As close as possible to zero tolerance of symptoms should be in pace, and strict compliance with the Test and Protect system.  Staff, children, parents, carers or any visitors (suppliers/contractors) are made aware they must not enter the education or childcare setting if they or any member of their household are displaying any symptoms of COVID-19.  A designated isolation space is identified in event of a person with symptoms of Covid-19 on the premises - AP3 and HUB  An alternative space is identified for class/group of children. This may be outdoors or in a neighbouring space – DINING HALL  If anyone becomes unwell in establishment  with a new, continuous cough or a high temperature or a loss of the sense of taste and/or smell:   * Member of staff displaying symptoms should go home immediately, avoiding use of public transport where possible, medical advice sought and testing requested via [NHS Inform.](https://www.nhsinform.scot/campaigns/test-and-protect) * Child should be moved to identified Isolation Room and parent contacted to collect child and any siblings as soon as possible.  Parent advised to go online to [http://www.nhs.inform.scot.](https://www.nhsinform.scot/campaigns/test-and-protect) * Depending on the age of the child and with appropriate level of adult supervision required, Isolation room door closed. * If contact with the pupil is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. * If child needs go to the toilet while waiting to be collected, they use a separate toilet where possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else. OFFICE TOILET * Area where child has been sitting (desk, chair & touch points) should be wiped using identified cleaning product. There is no need to move the class to another room. * All must wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell. * Room closed and sign placed on the door of the room clearly stating “NO ENTRY” and with date and time of closure noted. Supervising staff will require PPE – apron, gloves and mask * Contact Link Officer for establishment to inform of suspected case, copying in [fanningj@stirling.gov.uk](mailto:fanningj@stirling.gov.uk), [assetsupport@stirling.gov.uk](mailto:assetsupport@stirling.gov.uk), [morea@stirling.gov.uk](mailto:morea@stirling.gov.uk). * Aileen More will inform CEO, record and follow up required actions. * Arrange cleaning of isolation room by contacting [aitchisona@stirling.gov.uk](mailto:aitchisona@stirling.gov.uk) or if PPP school contact SRO/Campus Co-ordinator. * If suspected case relates to nursery child, complete and submit Care Inspectorate Notification using eForms. * There is no need to inform other service users where case is suspected.   *Medical assistance should be sought immediately if member of staff or pupil is very unwell, by calling 999 and informing operator of suspected COVID-19 symptoms.*  **If test is positive:**  Complete and submit: Corporate H&S Incident Form to: [hs\_incidents@stirling.gov.uk](mailto:hs_incidents@stirling.gov.uk) , who will notify HSE of confirmed cases.  If case relates to nursery, update Care Inspectorate Notification using eForms.  Prompt sheet, provided by central team, should be used to ask relevant questions / record relevant information when a parent or staff members reports symptoms and / or positive test.  . | **2** | **2** | **4**  **MEDIUM** | **Medical/testing advice for staff:**  Follow [public health guidance](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf).  You should leave work and self-isolate straight away and, if possible, wear a face covering on route and avoid public transport.  Go online to [NHS Inform](https://www.youtube.com/watch?v=4ij1I0OB2hk) or, if you can’t get online, call 0800 028 2816, to arrange to get tested.  Until you have been tested and told if it is safe to leave home, you must not come in to work, and you must report you are self-isolating to Occupational Health (PAM) via First Day Reporting on 0330 660 0365, and inform your Line Manager .  This means you will not need to request an isolation note through [NHS Inform.](https://www.nhsinform.scot/)  If you become unwell while at home, If you become unwell while at home, you should also inform Line manager and PAM, following the above instructions.  You should also phone your GP or NHS 24 (111) if you develop breathlessness or it worsens, especially if you:     * are 60 years old or over * have underlying poor health * have heart or lung problems * have a weakened immune system, including cancer * have diabetes     If your GP is closed, phone NHS 24 (111).  If you have a medical emergency, phone 999 (9 999 from a Council landline) and tell them you have COVID-19 symptoms.  If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves.  Parents and Staff should be given clear guidance on action which needs to be taken if any member of their household has symptoms. This should include importance of reporting symptoms and / or positive test of any member of household  Cleaning staff will be in the building as scheduled for other parts of the building to carry out their normal duties.  When child or member of staff goes home, the HT should ask that the member of staff or the child’s parents inform school of test result. |
| The above measures are designed **to minimise and reduce the risk**. **THEY DO NOT REMOVE THE RISK**.    Not following the above measures **significantly increases the risk to yourself and others**.    This is a situation which is continually evolving. The Schools, Learning and Education Team will keep you up to date with significant developments.    The following guidance is also being updated regularly so please continue to review    [COVID 19 - Guidance for Non-Healthcare Settings](https://www.hps.scot.nhs.uk/web-resources-container/covid-19-guidance-for-non-healthcare-settings/)    [Care Inspectorate](https://www.careinspectorate.com/index.php/coronavirus-professionals?fbclid=IwAR3tNkChFH-Iaqy3tk78ZvXcMq3nfXfnsFGOB4Gvwpf6YiO5Gke1__S-5Vk)    [NHS Inform](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19)    [Infection Control in Day Care Guidance May 2019](https://www.hps.scot.nhs.uk/web-resources-container/infection-prevention-and-control-in-childcare-settings-day-care-and-childminding-settings/)    [Common Questions – NHS Inform](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19#common-questions) | | | | | | | | | |

If there are any concerns regarding the above Risk Assessment and the Risk Assessment process, staff may wish to contact their Unions as listed below:-



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Appendix 1: **Suspected COVID-19 Case in Educational Establishment**

Child or member of staff displaying COVID-19 symptoms in educational establishment.

**If test is positive:**

* Complete and submit: Corporate H&S Incident Form to: [corporatehealthandsafety@stirling.gov.uk](mailto:corporatehealthandsafety@stirling.gov.uk).  
  They will notify HSE of confirmed cases.
* If case relates to nursery child/staff, submit Care Inspectorate Notification using eForms.
* If there is an outbreak i.e. 2 or more cases within 2 weeks contact Public Health, on 01786 457283 or Out of Hours on 01324 566000.

Aileen More will inform CEO, record and follow up required actions.

Contact Link Officer for establishment to inform of suspected case. Copy in [fanningj@stirling.gov.uk](mailto:fanningj@stirling.gov.uk), [assetsupport@stirling.gov.uk](mailto:assetsupport@stirling.gov.uk), [morea@stirling.gov.uk](mailto:morea@stirling.gov.uk).

Medical assistance sought immediately if emergency situation by calling 999 and informing of COVID-19 symptoms.

Child moved to identified isolation room. It is really important that all that have been in contact wash their hands.

Parent contacted to collect child and any siblings. Advised to go online to <http://www.nhs.inform.scot>.

Arrange cleaning of classroom and isolation room [aaitchison@stirling.gov.uk](mailto:aaitchison@stirling.gov.uk) or FES/Belrock for PPP schools.

If suspected case relates to nursery child, complete and submit Care Inspectorate Notification using eForms.

Member of staff should self-isolate immediately. It is really important that all that have been in contact wash their hands.

Member of staff should go home and avoiding use of public transport. They should go online to <http://www.nhs.inform.scot> and arrange testing.

Others in room moved to identified alternative space. This may be outdoors.

It is really important that all that have been in contact wash their hands.

Parent notifies Head of Establishment of outcome of testing.

Staff member reports absence.

Room closed and sign placed on door stating "NO ENTRY" with date and time of closure noted.

Staff member notifies Head of Establishment of outcome of testing.

**Work Activity: Potential for transmission of viral infections e.g. - COVID-19 in educational establishments**

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| PRE-OPERATIONAL CHECKS  Refer to the guidance document (NHS Inform COVID-19)  <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19> |
| OPERATIONAL CHECKS & SAFE WORKING  **As an employer it’s our duty to protect all our staff and staff to protect themselves.**   1. It is important to be prepared for the possibility of sickness in the workplace by having any necessary cleaning equipment. 2. If staff report in sick with symptoms **Coronavirus disease (COVID-19)** they should follow the steps identified in the [**Corporate COVID-19** risk assessment](https://stirlingcounciluk.sharepoint.com/:w:/r/sites/bms-docs-temp/_layouts/15/Doc.aspx?sourcedoc=%7BFAE5F1F7-958A-47E9-BEA7-0642058886D5%7D&file=General%20Prevention%20%26%20Exposure%20Controls%20to%20COVID-19%20RA-SWM-PPE%20Template.docx&action=default&mobileredirect=true) held on the Source/SharePoint/ERIN, they must also seek medical advice/assistance. 3. Welfare facilities to be stocked with adequate supplies of soap, hot running water, proper hand drying facilities, and where applicable hand sanitisers/alcohol gels, **note** that the alcohol gels must consist of at least a ratio of 60%> alcohol based product to be effective against viruses such as Covid-19. Hand sanitisers with more than 60% alcohol content are most effective at killing microbes. 4. Always flush the toilet with the seat and lid down to prevent unnecessary airborne droplets and potential to spread germs. |
| HOUSEKEEPING   1. Working/walking area’s kept clear for safe access and egress, prevention of trips, slips, falls. 2. Workstation kept tidy, clear desk policy applied at the end of the working shift. 3. Use sterile wipes to clean hard surfaces, e.g. desk, keyboard, mouse/mat, phone etc. at the completion of your shift. |
| COSHH (Products Used)   1. Any cleaning products used will have specific CoSHH Assessments for their safe use. |
| ENVIRONMENTAL CONSIDERATIONS (INCLUDING WASTE DISPOSAL)  ***(Delete as appropriate or add as required)***  For safe disposal of contaminated materials/fabrics, these need to be properly bagged/sealed in a clinical waste bag and treated as a hazardous waste for incineration/disposal.  This operation will be performed by staff who have the necessary training to handle body spills/fluids etc. |
| ADDITIONAL RISKS IDENTIFIED & CONTROLS   1. Pre-identified Risk Assessments identify hazards & control measures.   If required a dynamic risk assessment must be completed prior to the works starting & will detail emergency plans. |

**Work Activity: Potential for transmission of viral infections e.g. - COVID-19 in educational establishments**

|  |  |
| --- | --- |
| Box-gog2$ | EYE PROTECTION  Light eye protection and or splash proof face shield |
| Dusmask2$ | RESPIRATORY PROTECTION  Disposable Pre-Moulded Respirator/surgical face mask |
| Glove2$ | HAND & ARM PROTECTION  Disposable Nitrile Gloves |
| C:\Users\millarg\Pictures\Saved Pictures\use_protective_apron_label_a4c7d6e0-da63-4d7c-b71f-5ac95a90745e.png | Apron  Disposable apron |

Identified PPE required for those directly involved in building cleaning operations, repair work in clients homes and other Council services should be included in separate Service Specific Risk Assessments following NHS Inform guidance.

For the latest requirements in Healthcare and Non-Healthcare settings see links below and follow this guidance.

[COVID-19 Information and Guidance for Non-Healthcare Settings](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf)

[COVID-19 Information and Guidance for Social or Community Care & Residential Settings](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2980/documents/1_covid-19-guidance-for-social-or-community-care-and-residential-settings.pdf)

Before undertaking any procedure, staff should assess any likely exposure and ensure PPE is worn that provides adequate protection against the risks associated with the procedure or work task being undertaken. All staff should be trained/aware in the proper use of all PPE that they may be required to wear.

In addition:

Staff who have had and recovered from COVID-19 should continue to follow infection control precautions, including the PPE recommended.

**NOTES:**

* It is Stirling Council Policy that you must wear the Personal Protective Equipment supplied to you by your respective service area.
* Please remember Personal Protective Equipment supplied to you is for your Health & Safety.
* Where the need for PPE is identified then it is mandatory that it is utilised.
* PPE is a last resort in protecting your Health & Safety; risk assessments and developed safe working methods must be adhered to at all times.