


Department: Education and Children's Services		<b>RISK ASSESSMENT</b>	Aberdeenshire COUNCIL 
Process/Activity: COVID-19 Infection Prevention & Control	Location: All ECS Establishments		Date: 18.08.20
Describe activity: ECS establishments opening August 2020 to children, young people, staff, visitors and contractors.			
Establishment Name and Location: Anna Ritchie School		Isolation Room Location in Establishment: Meeting Room	

**THIS RISK ASSESSMENT HAS BEEN TAILORED TO ANNA RITCHIE FROM THE ABERDEENSHIRE COUNCIL TEMPLATE**

**IT WILL BE SHARED WITH ALL STAFF AND PARENTS AND CARERS**

Hazard	Person/s Affected	Risk	Risk level before controls are in place (delete as appropriate) Low, Medium & High			Control Measures	Risk level after controls are in place (delete as appropriate) Low, Medium & High		
			L	M	H		L	M	H
Spread of infection	Staff  Children & young people  Visitors	Cross contamination of infection.  Infection of staff, children and visitors	L	M	<b>H</b>	<p><b><u>GENERAL CONTROL MEASURES</u></b></p> <p>Encourage and support all children, young people, staff and any others for whom it is necessary to enter the school estate to maintain COVID-secure personal hygiene throughout the day and ensure continued rigour about hand hygiene.</p> <ul style="list-style-type: none"> <li>• frequent washing/sanitising of hands for 20 seconds and drying thoroughly, and always when entering/leaving the building, before/after eating and after using the toilet.</li> </ul> <p><b>For Anna Ritchie this means:</b></p> <ul style="list-style-type: none"> <li>• On arrival</li> <li>• Before Snack</li> <li>• Before and After play time</li> <li>• Before Lunch</li> <li>• Before using the playground (hand sanitiser will be at the playground door to avoid the need for returning to the classroom)</li> <li>• After lunch time play (in classroom is fine)</li> <li>• After visiting the toilet</li> <li>• Before going home</li> </ul> <ul style="list-style-type: none"> <li>• encouraging children, young people and staff to avoid touching their faces including mouth, eyes and nose.</li> <li>• using a tissue or elbow to cough or sneeze, and use bins that are emptied regularly for tissue waste.</li> </ul>	L	M	H

All areas have supplies of resources including tissues, soap and hand sanitisers, Covid guard and disposable cleaning cloths.

<https://covid19.aberdeenshire.gov.uk/>. **Sector Advice Card** found [here](#). Please display in school to signpost to guidance.

Additional guidance is listed below for Early Learning and Childcare Services with links: [here](#). And good infection control guidance specifically for nurseries: [Infection Prevention and Control in Childcare Settings \(Day Care and Childminding Settings\)](#) and put in place the guidance from Health Protection Scotland. ELC Risk assessment [here](#).

Additional guidance for all staff who work with and support children and young people with additional support needs can be found [here](#). This includes ASL Teachers, Pupils Support Assistants, Pupil Support Workers, School Escorts, Aberdeenshire Specialist Technology Service (ASPECTS), Educational Psychology Service, English as an Additional Language (EAL) Service, School Counsellors, Sensory Support Service.

(Document1:[Covid-19 Guidance ASL Teachers, Pupil Support Assistants Pupil Support Workers](#); Document2: [Covid-19Guidance ASN Peripatetic Services](#); Document 3: [Covid-19 Guidance Escorts](#); Document 4: [Guidance on re-opening school age childcare services ASN](#); Document 5: [ASN FAQs](#).)

Covid-19 – Guidance for non-healthcare settings is available [here](#).

Health and Safety advice available on Arcadia [here](#) by accessing this link, including: How to handwash, Putting on & removing PPE, Decontamination & cleaning processes for facilities, Optional & mandatory wearing of face coverings:

Health, Safety and Wellbeing policy is available [here](#).

### **PPE**

For the majority of staff PPE will not normally be necessary. Use of PPE in school should be based on a clear assessment of the risk and need for an individual child, ie personal care. Where colleagues need to work in close proximity to a child or children for over 15 mins, the school will provide face coverings/PPE for that purpose.

### **Types of PPE required for specific circumstances:**

- ROUTINE ACTIVITIES – No PPE required
- SUSPECTED COVID-19 – Gloves, apron and a fluid-resistant surgical mask when direct personal care needed. Eye protection if a risk assessment determines there is a risk of splashes to the eyes. Gloves and aprons worn when cleaning the areas where suspected case has been.
- INTIMATE CARE – Gloves and apron. Risk of splashing mitigated with the wearing of fluid-resistant surgical mask and eye protection. Gloves and aprons worn when cleaning the

area.

**Face Coverings:**

Face coverings should not be required for most children and staff unless clinically advised to do so. Where adults cannot keep 2m distance and are interacting face-to-face for a sustained period (more than 15 minutes) a face covering should be worn and will be provided.

**For Anna Ritchie**

Having sought advice from Health and Safety Advisors within the council, staff are advised to wear fluid resistant masks throughout the working day. These should be changed after break and lunch and after using the toilet. Staff must ensure they are familiar with the correct procedure for donning and doffing PPE.

When walking in the community in the community if it is necessary to hold a pupil's hand a fluid resistant mask type IIR should be worn to prevent accidental touching of your face.

When pushing a wheelchair the handles should be disinfected before and after use. It is not necessary to wear a mask as the pupil is facing away from the member of staff. A mask must be available should the pupil require attention.

Adults in school in other circumstances should not need to wear face coverings as long as they can maintain 2m distancing.

Should the prevalence of the virus in the population start rising schools may wish to encourage adults and older young people in secondary schools to wear face coverings as part of an enhanced system of approaches to reduce transmission.

Impact of wearing face coverings on learners with additional support needs should be considered.

**Anyone (staff or pupil) who wishes to wear a face covering is free to do so.**

**Special Consideration for Certain Groups**

All schools should follow the latest guidance on attendance for children, young people and staff who have health conditions or are pregnant, or who live with individuals who have health. Information can be found [here](#).

Advice is available [here](#) for the education of pupils who are unable to attend school due to ill health. Schools will wish to maintain plans for remote education for some pupils.

Link [here](#) for an occupational risk assessment from the Scottish government and recommended by Health & Safety colleagues for managers with members of staff returning from shielding.

From 1 August advice on shielding and protecting people who are clinically extremely vulnerable changed. Identify (and record that this has been carried out for every individual) all staff who are clinically extremely vulnerable with the Head Teacher prior to them entering the school. Link [here](#) for advice for people with specific medical conditions.

- 'Clinically extremely vulnerable' staff should be able to attend unless advice from their GP is not to.
- Those with a 'clinically vulnerable' household member can attend following a dynamic risk assessment.

- Those who are 'clinically extremely vulnerable' should discuss their options with their Head Teacher/line manager
- Those who live with someone 'clinically extremely vulnerable'/shielded should attend and carefully follow guidance on staying alert and safe (social distancing) as per online guidance listed above.

Consider the possibility of clinically extremely vulnerable staff working from home, (for example, supporting remote education), or where that is not possible, carry out the lowest-risk roles on site, with social distancing of at least 2m. Clinically extremely vulnerable staff electing to waive this right must have discussed it with their doctor and head teacher.

Ensure up to date risk assessments for children on EHC plans, carried out with educational providers, parents/carers and appropriate health practitioners, to ensure child is at no more risk in the school setting than at home.

Parents and carers may wish to have a discussion with their child's healthcare team if they are unsure or have queries about returning to school because of their health condition.

Staff who feel they are at increased risk from Covid should contact Sharon Ferguson (Head Teacher) so that appropriate risk assessment can be carried out.

**General Advice - Staff and Pupils**

Identify those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19. They cannot return to school until self-isolation is over. Set up clear, repeated messaging to parents/carers that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test. [Aberdeenshire Council staff can access testing here.](#)

Movement between schools should be kept to a minimum until further notice. Consider lower risk methods for some input – digital/virtual means, or outdoor settings. Where movement across locations is necessary to deliver school operations the number of interactions should be minimised. It is recommended that staff who have a closer interaction with pupils limit their movement between schools to two sites per day, for example teaching staff, temporary/supply staff and visiting specialists. Members of the janitorial team who have a more limited interaction with pupils and other staff can consider undertaking additional site visits to undertake facility management tasks following recommended control measures of social distancing and handwashing/hand sanitising.

Guidance for ASL Teachers, Pupils Support Assistants, Pupil Support Workers, School Escorts, Aberdeenshire Specialist Technology Service (ASPECTS), Educational Psychology Service, English as an Additional Language (EAL) Service, School Counsellors, Sensory Support Service can be found [here](#). [ASN FAQs](#).

Consider adapting working practices for administration staff. For example, stagger times at which work is done in the school office, or breaks are taken; restructure workflows to allow for physical distancing of 2m to be implemented. Consider rota of staff to provide reception cover, allow enough staff cover in school offices. Minimise movement of individuals between workstations. Where they are shared make sure there is cleaning between use.

					<p>Plan to resume taking twice daily registration and record the appropriate absence codes both existing and COVID-19 related. Registration must be in accordance with Guidelines on Managing and Promoting Pupil Attendance in <a href="#">Nursery, Primary and Special Schools</a> and <a href="#">secondary schools</a>.</p> <p>A risk assessment needs to be completed for all pupils attending multiple educational settings and consideration needs to be given to groupings.</p> <p>Where possible groups should be kept apart. For example, in open plan areas consider clear demarcation and separation between areas. Reduce the movement of groups across different parts of the school estate where possible.</p> <p>Schools should avoid assemblies and other large group gatherings. Where this is necessary to do so alternative mitigating actions should be put in place, such as limiting the time spend together.</p> <p>Clear signs displayed as reminders to staff and children regarding social distancing and how to handwash properly. Reinforce messaging regarding handwashing if sneezing or coughing. Children should be supervised and supported to follow guidance.</p> <p>Consideration given to emergency evacuation procedures/ fire drill &amp; muster point – adjustments to be made locally to emergency evacuation procedures to keep 2m separation where possible for staff. Drill practice to be carried out with staff and pupils lead by the Head Teacher. However, when not a drill all people occupying the site should evacuate as quickly as possible (without panic) and then when at assembly point they can revert to physical distancing.</p> <p>Consider suggesting that staff hair tied back where appropriate and clothes changed daily. Children encouraged to also tie hair back.</p> <p>In secondary schools the advice is to ‘encourage’ distancing for pupils particularly in the senior phase. Encourage pupils to not crowd together or touch their peers. Discourage hand to hand greetings/hugs. Use all available space to promote distancing where possible. There is a requirement for adults to remain 2m distant from pupils and adults.</p> <p><b><u>General Advice - Facilities</u></b></p> <p>Ensure regular cleaning (at least twice daily) of commonly touched objects and surfaces (e.g. handles, shared surfaces desks / technology surfaces / dining tables), toilet areas, changing rooms and staff areas. Additional cleaning will be provided by Cleaning Services. Where there may be capacity gaps the janitorial team will help support where there is capacity to do so. The allocation of this will be based on formula based on school size.</p> <p>Pre-Covid 19 expectations would apply for cleaning down areas. Cleaning materials to be made available throughout the day for staff and there will be provision of adequate cleaning resources for staff to prepare their own workspaces for working. There is no expectation that teaching or PSA staff to clean communal areas or toilet facilities. The location of materials will be agreed locally, and Janitorial Staff can provide assistance in provision of materials.</p>			
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People with symptoms attending ECS sites	Staff Children & young people Visitors	Infection of staff, children and visitors	L	M	H	<p><b><u>PEOPLE SYMPTOMATIC ATTENDING ECS ESTABLISHMENTS</u></b></p> <p>Remind staff, pupils and parents that they should not come to school if they or someone in their household has developed symptoms (new persistent cough or increased temperature). Remind all staff and pupils of this each day.</p> <p>Guidance should be followed from NHS Inform and from <a href="#">Test and Protect</a> here. Schools should ensure they understand this process and cases in schools, as complex settings, will be prioritised and escalated to specialist Health Protection Teams.</p> <p>Establishment to use existing methods and channels of communication with parents/carers to reduce the need for face to face meetings/contact: Expressions App; text; email; phone; Website; and other social media as used by the school.</p> <p>Remind all staff that if they or pupils develop symptoms, they should be sent home. Have a location where potentially symptomatic pupils can be located until they can be collected.</p>	L	M	H
Spread of infection.  Infection of staff, children & visitors.	Staff Children & young people Visitors	Cross contamination of infection.  Infection of staff, children and visitors	L	M	H	<p><b><u>PROTECTION WHEN DROPPING OFF AND PICKING UP FROM THE ESTABLISHMENT</u></b></p> <p>Signage and information added to the entrance of the site. Information shared on school websites and social media.</p> <p>Where pupils are transported to school, parents are asked to ensure hands are washed or sanitised as per government guidelines before entering the vehicle. Pupils will wash or sanitise hands before leaving the school building.</p> <p>Passenger support assistants (escorts) will wear the following PPE at all times:</p> <p>Disposable Apron, Vinyl gloves, Fluid resistant Type IIR mask, all PPE should be disposed of in the bags provided. Staff continuing to work within the building in a different role should change to fresh PPE. This will be changed again before completing afternoon escorting tasks.</p> <p>Drivers should wear PPE as directed by Aberdeenshire Council or Contractor risk assessments. Drivers should remain seated in the vehicle unless loading or unloading a pupil travelling in a wheelchair, ensuring that pupils are safely seated or assisting the escort in an emergency. PPE should be worn to perform this task.</p> <p>Vehicles will be cleaned between journeys as per Transport or Contractor risk assessments.</p> <p>School transport will run at normal times. Parents providing transport will be required to attend 15 minutes after the normal start time and collect at 2.45. Parents may not enter the building.</p> <p>Junior pupils to go straight to class on arrival.</p> <p>Room 8 to wait in the library.</p>	L	M	H



						<p>Rooms 9, 10 and 6 to wait on labelled seats by snooker table.</p> <p>Parents not to enter the PLAYGROUND or BUILDING unless in an emergency. Parents must maintain 2m social distancing.</p> <p>Social distancing should be adhered to. Staff/ volunteer / visitor distance of 2m where possible. All staff, parent/carers, children and visitors to wash hands before coming to setting, build handwashing into daily routine.</p> <p>On entering the building, hand sanitiser should be made available and everyone should use this before moving to wash their hands thoroughly at the nearest available handwashing area.</p> <p>No visitors, parents, carers beyond front door where possible. All participants to remain within restricted designated areas.</p> <p>Discourage parents/carers from dropping off items for pupils at reception to reduce potential transfer of infection.</p> <p>Children and young people should wherever possible be encouraged to not bring toys from home or to share their personal belongings. However, if a child brings their own items from home only they use this to not increase the risk of indirect spread of virus.</p> <p>Some pupils will require chew toys or soothers, additional care to be taken to ensure these are not shared between pupils.</p>			
<p>Spread of infection.</p> <p>Infection of staff, children &amp; visitors.</p>	<p>Staff</p> <p>Children &amp; young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	H	<p><b><u>WHEN CONTRACTORS / VISITORS COME ONTO SITE</u></b></p> <p><b><u>All visitors to complete a compulsory track and trace QR Code data sharing procedure or sheet before gaining access to site. This is separate to signing in sheet to follow GDPR guidance. This information is retained by the school office.</u></b></p> <p>Please find guidance <a href="#">here</a> for QR Code Set Up. Please find a copy of the Data Collection Sheet <a href="#">here</a> &amp; GDPR Template <a href="#">here</a>. Guidance on Collection of Visitor Details <a href="#">here</a>.</p> <p>Set up social distancing at reception areas. Minimise person to person contact by putting procedures in place for deliveries and facility management work. ALL visitors into the building, including delivery drivers MUST provide track and trace information. Reception windows should remain closed where possible.</p> <p>There is a legal duty to provide welfare facilities and washing facilities for visiting drivers. Establish what facilities visitors would be directed to for this activity in your setting.</p> <p>Contractors arriving at site are directed by signs to <u>main entrance</u> where possible. To follow same hand sanitising and handwashing rules as per other visitors and staff. Social distancing must be adhered to at all times.</p> <p>Canteen deliveries to use <u>separate entrance where possible</u>. To follow same hand sanitising and washing rules as per other visitors and staff. Delivery staff to follow social distancing guidance and</p>	L	M	H



						<p>NOT enter the school site. If this is not avoidable then a track and trace data sharing sheet must be completed in all cases and given to the school office.</p> <p>Social distancing should be adhered to. Staff/ volunteer / visitor distance of 2m where possible. Face covering to be worn by adults where distancing of 2m cannot be achieved.</p>			
<p>Spread of infection.</p> <p>Infection of staff, children &amp; visitors.</p>	<p>Staff</p> <p>Children &amp; young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	<b>H</b>	<p><b><u>PROTECTION WHEN MOVING AROUND THE DESIGNATED SCHOOL AREAS</u></b></p> <p>To help with maintaining distancing for young people in secondary schools use of marker tape on the floor and consider the implementation of one-way systems to assist movement around school buildings and site. Social distancing should be adhered to. Staff distance of 2m where possible from other adults and pupils. Where this is not possible for a period of 15 minutes or more then a facial cover should be worn as per guidance and will be provided. As above at Anna Ritchie this should be a fluid resistant mask Type IIR</p> <p>Reduce the need for people to move around site, and between classrooms as far as possible to reduce the potential spread of any contamination through touched surfaces. Where this cannot be avoided, the provision of appropriate cleaning supplies to enable them to wipe down their own desk/chair/surfaces before leaving and or, especially, on entering the room, especially in secondary schools.</p>	<b>L</b>	<b>M</b>	H
<p>Not all cases will show symptoms &amp; social distancing challenging to maintain with children so risk assessed as low to medium.</p>									
<p>Risk of infection of children with additional support needs</p>	<p>Children &amp; young people</p>	<p>Risk of not following existing procedures for pupils</p>	L	M	<b>H</b>	<p><b><u>SUPPORT FOR CHILDREN AND YOUNG PEOPLE WITH ADDITIONAL SUPPORT NEEDS</u></b></p> <p>Review any Personal Evacuation Emergency Plans (PEEPS) to ensure that arrangements are still adequate and relevant. Update the Fire Evacuation Procedure to reflect any changes and share information with all staff.</p> <p>Where manual handling / personal care is required, at least two members of appropriately trained staff should be available. It should be established if this additional support is needed and wear PPE where providing direct personal care. Only essential staff should enter the designated room where personal care is being carried out. Please click on <a href="#">link</a> for the correct methods of putting on, and removing PPE.</p> <p>Establish a cleaning routine for specialist equipment for children with additional support needs, sensory rooms, to ensure safe use.</p> <p>Risk Assessment created for Special Schools/Community Resource Hubs personal care found <a href="#">here</a>. Guidance on re-opening school age childcare services - Additional Support Needs Summary can be found <a href="#">here</a>. <a href="#">ASN FAQs</a>.</p>	<b>L</b>	M	H
<p>Infected person</p>	<p>Staff</p>	<p>Risk of infection to other people</p>	L	M	<b>H</b>	<p><b><u>ILLNESSES AND ACCIDENTS DURING ATTENDANCE AT ESTABLISHMENTS</u></b></p> <p>Guidance document for first responders <a href="#">here</a> that covers the use of PPE and CPR. Please click on <a href="#">link</a> for the correct methods of putting on, and removing PPE.</p>	<b>L</b>	M	H

attending the site	Children & young people  Visitors				<p>Staff use dynamic risk assessments through process due to needs/ conditions of pupils, staff member or contractor. Appropriate care taken when treating individuals presenting with illness, PPE equipment used as required – bodily spills kits (each kit contains mask, apron and gloves).</p> <p>Isolation area where possible set up within the building identified in case of any individuals who present as unwell during the day. Follow procedures to remove from setting where someone becomes unwell:</p> <ul style="list-style-type: none"> <li>- If over age of 16 they should go home as soon as symptoms noticed</li> <li>- Under the age of 16, parents/cares contacted and to follow guidance for households.</li> <li>- A room or area should be designated for the pupil to wait to be collected with appropriate adult supervision.</li> <li>- A separate bathroom should be designated for the individual to use.</li> <li>- Private transport to reach home should be used where possible.</li> <li>- If an individual is so unwell they need an ambulance advise the call handler of 999 you are concerned about Covid-19.</li> </ul> <p>All First Aid Kits to contain PPE: gloves, aprons and masks.</p> <p>Additional guidance for staff is available here:</p> <div style="text-align: center;">  <p>Guidance for School Staff on Personal Prot</p> </div> <p>It is the responsibility of the Head Teacher to ensure that they have sufficient stocks of PPE within their school at all time – the current guidance from procurement is having approximately 4 weeks stock on site. Stock will be ordered by, and held at, the Cluster Academy. CSN Support Service Co-ordinators have the lead on this locally. Head Teachers notified of local procedures.</p> <p>Facilities informed and deep clean carried out of areas deemed exposed to potential infection following <a href="#">covid-19-decontamination-in-non-healthcare-settings</a> guidance. Additional information found <a href="#">here</a>.</p> <p>Schools should maintain accurate register of absences for staff and pupils – codes for this have been developed in SEEMiS.</p> <p><b><u>COVID related illnesses during attendance at establishments</u></b></p> <p>If a pupil or member of staff presents with Covid related symptoms whilst at school please see the information below, and flowchart <a href="#">here</a> as a guide to the response required. Advice <a href="#">here</a> for people advised to self-isolate.</p> <p><u>With the Individual</u></p> <ol style="list-style-type: none"> <li>1. Student / Staff member removed and sent to the designated isolation room/space, putting on the face covering that has been provided.</li> <li>2. School Office phoned to request immediate collection / staff member returns home.</li> </ol>			
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3. Parent/carer or staff should be made aware of the Test and Protect process, and the school also consult with local HPT.
4. First Aider contacted with COVID related symptom advice, puts on relevant PPE – supervises ill user until collection (supervised outside the room).
5. School office notifies supervisory janitor to have the designated isolation room/space and any toilets used deep cleaned.

With the group/class

1. Where student/staff has been identified displaying COVID related symptoms, lesson proceeds in situ for the remainder of that period or the class decanted to another area (local decision from dynamic risk assessment undertaken).
2. When decanting the staff member adds sign to the outside of the door putting the room out of use for that day and a sign on the relevant workstation.
3. Staff member notifies line manager and supervisory janitor to enable deep cleaning to take place.
4. Alternative locations are found for classes due to be in that room/area.

*Supervisory Janitor should be informed and deep clean carried out of areas deemed exposed to potential infection following [covid-19-decontamination-in-non-healthcare-settings guidance](#).*

Advice from the Health & Safety team is that once a symptomatic person has left the premises the area/room where they have been can either be quarantined/closed for 72 hours or if the area has to be used before the 72 hours is up then the area has to be cleaned before use. Building management should quarantine immediate work area and any area the individual has spent more than 15 minutes in. These areas should be cordoned off to a 2m radius. Building management should affix signage notifying the area is out of use. Investigation as to where the individual has been needs to be identified by building management and reported to Cleaning Services.

If area has been quarantined for 72 hours, then Enhanced cleaning applies.

The remaining pupils and staff member are not symptomatic and the person who has left is not a positive case until deemed so from test results. Until such time as the class / environment is clean then the school should manage the class in looking at suitable options for the class to be relocated if this is deemed to be the most suitable course of action, for example the pupil or member of staff has been moving around the room. This needs to be undertaken with sensitivity as to not cause unnecessary alarm or identify the reason why the pupil or staff member has left the space. It may be decided if the period is near its end that it is appropriate to remain in the class until the change of period, especially if the pupil has been sat in one space and not interacted with other pupils. A local decision through completing a dynamic risk assessment of the situation would determine the course of action.

Also remember that staff should be maintaining physical distancing and along with children focusing on hygiene measures.

It is only if a positive result is confirmed then steps are taken to Test and Protect. Test and Protect in education, which is considered complex, allows for rapid testing of symptomatic children or staff for that matter. Until that result is confirmed positive then there is no need for others to self-isolate until either showing symptoms or being contacted by contact tracers.

The following advice is available in:

					<p><a href="https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf">https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf</a></p> <p><b>Environmental decontamination (cleaning and disinfection) after a possible case has left a workplace or other non-healthcare setting</b></p> <p><b>Cleaning and Disinfection</b></p> <p>Once a possible case has left the premises, the immediate area occupied by the individual, e.g. desk space, should be cleaned with detergent to remove organic matter such as dust or body fluids then a disinfectant to kill pathogens. This should include any potentially contaminated high contact areas such as door handles, telephones and grab-rails. Once this process has been completed, the area can be put back into use.</p> <p>Any public areas where a symptomatic or COVID-19 diagnosed individual has only passed through (spent minimal time in), e.g. corridors, and which are not visibly contaminated with any body fluids, do not need to be further decontaminated beyond routine cleaning processes.</p> <p>Environmental cleaning and disinfection should be undertaken using disposable cloths and mop heads using standard household detergent and disinfectant that are active against viruses and bacteria. Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. All cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. The person responsible for undertaking the cleaning with detergent and disinfectant should be familiar with these processes and procedures.</p> <p>In the event of a blood and body fluid spillage, keep people away from the area. Use a spill-kit if available, using the personal protective equipment (PPE) within the kit or PPE provided by the employer/organisation, and follow the instructions provided with the spill-kit. If no spill- kit is available, place paper towels over the spill, and seek further advice from the local Health Protection Team.</p>				
<p>Spread of infection.</p> <p>Infection of staff, children &amp; visitors.</p>	<p>Staff</p> <p>Children &amp; young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	<b>H</b>	<p><b><u>OUTBREAK MANAGEMENT</u></b></p> <p>Management of outbreaks in schools is led by local Health Protection Teams (HPTs) alongside local partners following established procedures . Ensure you know how to contact local HPT:</p> <ul style="list-style-type: none"> <li>Grampian Health Protection Office Hours Tel No. 01224 558520; Out of Hours Tel No. 0345 456 6000 (Ask for Public Health on Call) Email Address: <a href="mailto:grampian.healthprotection@nhs.net">grampian.healthprotection@nhs.net</a></li> </ul> <p>If schools have 2 or more confirmed cases of Covid-19 within 14 days they may have an outbreak. In this situation contact HPT and local authority.</p> <p>Increased incidence of respiratory illness should prompt contacting HPT for advice.</p> <p>If outbreak confirmed schools should work with local HPT to manage with local authority. Actions may include:</p> <ul style="list-style-type: none"> <li>Attendance at multi-agency incident management team meetings</li> <li>Communications with pupils, parents/carers, and staff</li> <li>Provide records of school layout / attendance / groups</li> </ul>	<b>L</b>	M	H

						<ul style="list-style-type: none"> <li>Implementing enhanced infection, prevention and control measures.</li> </ul> <p>HPT will make recommendations on self-isolation, testing and the arrangements to do this. Any discussion of possible school closures should take place between school, local authority and local HPTs. Schools should maintain appropriate records.</p>			
<p>Spread of infection.</p> <p>Infection of staff, children &amp; visitors.</p>	<p>Staff</p> <p>Children &amp; young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	H	<p><b><u>CLASSROOM MANAGEMENT</u></b></p> <p>Staff and pupils reminded at each registration time of social distances rules.</p> <p>Each teacher plans out their teaching spaces to maximise staff physical distancing. Existing furniture can be used effectively to support this.</p> <p>Pupils should be instructed to keep bags on the floor and not placed in their desks or worktops.</p> <p>Reduce the unnecessary sharing of resources as much as possible, including textbooks. Reduce the range of resources to be used in the classroom. Trays of equipment for individual or small groups of children should be created. Re-plan lessons / activities to avoid shared resources.</p> <p>All shared resources to be cleaned after each user (including computers, PE equipment etc). Build this into end of lesson activity routines in each setting. Schools to ensure anti-bacterial wipes are available in all IT rooms and shared classroom spaces. Teacher to ensure students wipe down desk area, chair and resources after use if a shared space/resource. If student is too young, then arrangements for staff to help pupils with clean to be made locally.</p> <p>Additional cleaning will be provided by Cleaning Services and Janitorial Support for touch points in communal areas and will be organised locally.</p> <p>Remove resources which present cleaning challenges, e.g. construction materials and intricate items, fabric materials –beanbags, soft seating, etc.</p> <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p> <p>Where there is a sink in the classroom, soap and paper towels should be available. Bin placed near sink.</p> <p>Keep surfaces clear to make cleaning easier.                      Box of tissues in each class.</p> <p>Classrooms to be kept well-ventilated. Non-fire doors should be propped open to reduce the number of touch surfaces (see more detailed guidance under General Guidance).</p> <p>Children and teacher should agree the handwashing routine for the day for their group. Consider the provision of hand sanitiser at the entrance of each classroom.</p>	L	M	H

					<p>Further consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment. Any equipment used to be properly cleaned after use.</p> <p>Guidance for PE found <a href="#">here</a>. Consider pupils wearing PE kits to school on the day they take this class to reduce to close interaction in PE changing rooms. Local arrangements need to be made regarding the cleaning schedule for changing areas.</p> <p>Library books should be quarantined for 72 hours upon return to the library and a procedure needs to be developed by school libraries. A dedicated quarantine area can be set up.</p> <p><b><u>Secondary Schools Only</u></b> Adjust class space if required, and where possible to maintain spacing between desks and individuals. Consider seating pupils side by side and facing forward, rather than face to face. Avoid situations that require young people to sit/stand in direct physical contact with others. Where they need to move to perform activities this should be organised to minimise congregation. Consider altering class size composition to create more space by evening out class sizes. Encourage social distancing where possible.</p> <p><b><u>Marking Jotters</u></b> It is recommended that guidance should be in place to reduce or stop the need for teachers to handle pupil jotters. Alternative strategies include - individual whiteboards; oral responses; self-assessment; group/class marking of own jotters with group/class discussion to support; a visual response through physical activity; using IT, etc. School staff should be encouraged to discuss and agree approaches within the school which mitigate against teachers handling jotters.</p>				
<p>Spread of infection.</p> <p>Infection of staff, children &amp; visitors.</p>	<p>Staff</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	<b>H</b>	<p><b><u>STAFF AREAS/BASES</u></b></p> <p>The same social distancing and hand washing hygiene applies to all staff. Staff breaks are staggered to avoid congestion/contact.</p> <p>Staff should ensure that they use their own eating and drinking utensils. All areas and surfaces should be kept as clear and clean; <u>all dishes should be washed in warm soapy water, dried and tidied away for good hygiene by individuals.</u></p> <p>Safe, hygienic and labelled food storage is necessary for shared fridges by staff.</p> <p>Universal signage should continue into any staff areas/bases and offices. Where there is a sink in the area, soap and paper towels should be available. Bin placed near sink.</p> <p>Areas to be kept well-ventilated where possible. Reduce the range of resources to be used. Reduce the sharing of resources as much as possible. Trays of equipment for individual should be created.</p> <p>Consider the provision of hand sanitiser in each area.</p>	<b>L</b>	M	H

Spread of infection during canteen use / break and lunchtimes	Staff  Children & young people	Cross contamination of infection.  Infection of staff, children and visitors	L	M	H	<p><b><u>BREAK AND LUNCHTIME</u></b></p> <p>Consider all persons staying on site once they have entered it and not use local shops etc, where possible. No pupils at Anna Ritchie leave the site for lunch. It is recognised where staff have dual roles that this is not always possible. If staff and pupils go off site, they should follow rules in place for wider society. Hand hygiene needs to be addressed on return and the sanitisation of hands followed by appropriate washing needs to be undertaken.</p> <p>Consider staggered handwashing for snack and lunchtimes. Staggered toilet breaks. Consider staggering break times to reduce congestion and contact at all times. Localised solutions should be agreed at each establishment.</p> <p>Reinforce handwashing prior to eating food. Hand sanitiser should be where people eat and should be used by all persons when entering and leaving the area.</p> <p><b>Canteen use</b> Canteen staff should continue to follow Food Standard Agency's (FSA) in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes. Covid-19 Guidance can be found <a href="#">here</a>.</p> <p>Discuss provision and delivery with Catering Manager/staff. Primary school meals will start with a <a href="#">tailored menu</a> for the first two weeks of term and secondary schools will be able to use a new app for young people selecting their meal choices. This will assist with the flow of pupil queues. Payments should be taken by contactless methods wherever possible.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>All rubbish and waste should be put straight in the bin by pupils/ the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines etc.</p>	L	M	H
<b>Process/Activity:</b> Infection Prevention & Control			<b>Location:</b> All ECS Establishments			<b>Date:</b> 18.08.20			
<b>Establishment RA Author:</b> Sharon Ferguson					<b>Date of Review:</b> 07.09.20				