

Coronavirus/COVID-19 Ardross Primary School Operational Procedures Updated 6th January 2021

Service: CAL	DESCRIPTION OF WORK ACTIVITY OR AREA OF THE WORKPLACE ASSESSED:			Name of Assessor: Gillian Winter
Area: Mid – Education	Coronavirus/COVID-19 Ardross Primary School Operational Procedures <i>All additional risk factors from Wednesday 6th January, 2021 are in bold italics for easy identification.</i>			Date completed: 06.12.2021
Location: Ardross Primary School	Click here for Highland Council's guidance notes re risk assessments.			Date of Review: 01.02.21 (or earlier if guidelines change)
STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
List potential Hazards here:	List groups of people at risk from hazards. Including those most vulnerable:	List existing control measures or note where information may be found:	Calculate residual risk how effective are existing controls Severity x Likelihood = Risk Rating (1 TO 3) (1 TO 3)	List further risk reduction control measures (include implementation date if known)
Covid-19 (Coronavirus) Frontline staff having contact with service users (no signs of symptoms)	Frontline staff Service Users (children)	In line with procedures and guidance, only allow staff and children in good health to be in School. Where children/staff have a high temperature, new continuous cough or loss/change to their sense of smell or taste, they should remain at home. Follow infection control guidelines. Head	3 1 3	

<p>Service Users having contact with staff (no signs of symptoms)</p>		<p>Teacher will coordinate to ensure effective staffing ratio & cover at short notice.</p> <p><i>As of Wednesday 6th January – all individual risk assessments for any shielding staff will be reviewed. The Chief Medical Officer has issued a fit note to applicable staff. Staff were advised by letter to seek advice but any who have been unable to do so should work from home in the meantime. When in receipt of guidance from the clinician/GP the individual risk assessments will be reviewed.</i></p> <p>Wherever possible, the same staff should work with the same groups of children. In the Ardross setting, the whole school (29) is effectively a “bubble”</p> <p><i>As from 6th January 2021, 1 bubble will accommodate children of key workers and our identified vulnerable group. These bubbles will be staffed with a skeleton staff adhering to the correct ratios of adult to children. The staff will be providing childcare only from Wednesday 6th January to Friday 8th January. This will then switch to supporting/supervising children in their online learning from Monday 11th January. There will be direct teaching during this period when in school they will follow the online learning posted by their class teacher.</i></p>				
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		<p>The response to the coronavirus COVID-19 outbreak is complex and fast moving. Relevant websites will be checked daily and advice will be adapted accordingly. Note the following links: https://www.hps.scot.nhs.uk/a-to-z-of-topics/covid-19/ (hpt.highland@nhs.net) and https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf which includes guidance on Educational settings (section 2.3).</p> <p>All children, staff and any visitors (visitors will be strictly limited, contractors etc.) must clean their hands either on entering the building/classroom. They must also clean hands on leaving the classroom. This must be done every time the classroom is entered or left.</p> <p>Where tissues are used, bin immediately, then wash hands. Children to be encouraged to cough into the crook of the elbow.</p> <p>Practice good hygiene with regular hand washing by all staff and children. Preferred options for cleaning hands from HSE guidance on this:</p> <ol style="list-style-type: none">1. soap and hot water2. soap and cold water3. 60% alcohol hand sanitisers.				
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		<p>Wash hands for at least 20 seconds:</p> <ul style="list-style-type: none"> • Before leaving home • On arriving at work or other premises • After using the toilet • After breaks • After sporting activities • Before food preparation • Before eating any food, including snacks • Before leaving school • On arrival at home <p>Avoid touching eyes, nose and mouth with unwashed hands.</p> <p>Children should be supervised and supported to follow guidance.</p> <p>Adults to minimise physical contact with other adults and/or pupils – e.g. no hand shaking. Social distancing to be adhered to as far as is possible between adults and adults/children.</p> <p>In cases where it is not possible to maintain social distancing, avoid kneeling/bending down near the child’s face, if possible.</p>				<p>If allergies to hand gel consider the provision of bottles of (tap) water, soap and paper towels with them to remove the need for hand gels.</p> <p>Regular handwashing and use of disinfectants can cause dermatitis. Staff to self-check.</p>
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<p>Child Protection issues; Non-Covid related health issues</p>	<p>Service Users</p>	<p>Adults must wear face covering when working with children and unable to socially distance.</p> <p>Adults must wear face coverings whilst in the canteen and walking around inside the school building.</p> <p>Face coverings must be worn as soon as the school site has been entered and when walking through the building. Face coverings also to be worn in communal areas with masks only being removed once seated.</p> <p>Adults must maintain a 2m distance from other adults when working together with groups of children. Face coverings should be worn by adults when they cannot maintain a 2 m distance from others.</p> <p>Coverings should also be worn by staff and visitors when not working directly with children, for example when in office, canteen (except when dining), staff rooms and other confined communal areas, unless exempt from wearing a covering.</p> <p>Face coverings should be worn by all visitors to the setting, including parents at drop-off and pick-up.</p>				
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		<p>Adults and children should all endeavour to minimise contact with surfaces if possible.</p> <p>Spray bottles containing disinfectant or cleaner/sanitiser will be provided for each room along with disposable blue roll and will be replenished as required.</p> <p>Additional supplies of resources including tissues, soap and hand sanitiser will be provided.</p> <p>All users will be advised not to share items that come into contact with mouth such as cups & bottles. Items such as kettle can be used between staff but hands should be sanitised before and after use (or limit who is using e.g. one person pours for others)</p> <p>Resources used by pupils will be minimised; where more than one pupil is using the same resource e.g. dice, counting materials etc. good hand hygiene will be enforced and monitored by staff. Hands should be cleaned before and after using resources.</p> <p>Windows will be opened on a rotational basis every 20 minutes to allow air exchange in classrooms.</p>				
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		<p>outside the school gate and remain socially distanced.</p> <p>Pupils and staff will hand sanitise each time they enter or leaving any of the school buildings.</p> <p>At pick up time children will walk to the gates. Children will have their hands sanitised as they leave the school buildings.</p> <p>No visitors, parents or carers should come beyond the front gate during school drop off/pick up. If a parent or carer needs to speak to a member of staff, they should make contact via telephone, email or Seesaw message.</p> <p>Staff will aim to ensure that a very limited number of people are on the premises at any one time.</p> <p>First aiders on site at all times.</p> <p><i>As of Wednesday 6th January there are strict limitations on staff movement between schools-teaching staff must only be in one school setting per day. Cluster Head Teacher may visit both settings but strict handwashing/sanitising and social distancing measures must be strictly adhered to.</i></p>				
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		<i>From Wednesday 6th to Friday 8th January – children are permitted to take in a toy/activity from home to use while in their class. This is for their own use and should not be shared with others.</i>				
<p>Provision of assistance to person developing symptoms Covid-19 (Coronavirus) and/or when doing personal care or cleaning up body fluids e.g. toileting/changing or when dealing with spillages – bodily fluids, blood, vomit, etc</p> <p>Note: individual risk assessments will need to be developed for those with Intimate Care needs</p>	<p>Employees Service users (children)</p>	<p><i>As from Wednesday 6th January we request that parents and carers of children on the shielding list gain clinical advice on the suitability of in school attendance for children - otherwise they should not attend school buildings at this time.</i></p> <p>Follow procedures to remove person from setting where someone becomes unwell - NHS guidance followed at all times.</p> <p>Emergency contact list accessible and up to date.</p> <p>Remove from setting to staffroom (designated sick bay) to ensure child can be isolated but appropriately supervised until arrival of emergency contact.</p> <p>Emergency contacts informed immediately and advised to Self-isolate until testing results are known.</p> <p>Facilities informed and deep clean carried out.</p> <p>Follow information on Flow Chart to alert appropriate persons and seek advice.</p>	3	1	3	

		<p>Personal Protective Equipment (PPE) - Disposable gloves (nitrile) and disposable plastic apron recommended. Fluid Resistant Surgical Mask (Type IIR) where social distancing cannot be maintained. Disposable eye protection (such as face visor or goggles) should be worn if there is a risk of splashing into the eyes.</p> <p>Wash hands thoroughly with soap and water before putting on and after taking off PPE.</p> <p>Specified bags should be identified for double bagged disposal of any items including disposable PPE. Bags should be used that can be sealed.</p> <p>After contact with the person with COVID symptoms:</p> <ul style="list-style-type: none">• thoroughly wash hands with soap and water at the earliest opportunity (60% or above alcohol hand gel recommended if soap and water not available but soap and water is preferable).• Avoid touching your mouth, eyes or nose• Keep people away from the area.• If there has been a spill, staff member should place paper towels on top and contact FM.				
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		<ul style="list-style-type: none"> Seek further advice from NHS 24 (phone 111). and/or the emergency services as required. 				
Waste	Employees Service Users (Children)	<p>Consumable waste items that have been in contact with a service user with symptoms, including used tissues, should be put in a plastic rubbish bag, double bagged and tied.</p> <p>Double bag placed in a secure location and marked for storage until the test result is available</p> <p>If the child with symptoms tests negative, double bag can be put in the normal waste.</p> <p>If the child tests positive, contact NHS 24 (phone 111) or GP for advice.</p>				
Laundry	Employees Service Users	<p>Any clothing, towels or other laundry used by the child with Covid symptoms should be bagged in accordance with service policy or into disposable plastic bags (double bagged and tied).</p> <p>Bag should be set aside in a secure location pending assessment of the possible case by a healthcare professional.</p> <p>If the test result of the person is negative, the laundry can be managed as per normal service policy/practice.</p> <p>If the result is positive, follow the advice of the local Health Protection Team for NHS Highland: telephone 01463 704886</p>				

Fire	Staff, children, visitors, contractors	Emergency evacuation procedures up to date. Ensure all users are familiar with the sound of the fire alarm, procedures and evacuation routes. Register for staff and children. Sign in for visitors and contractors. Fire drills held. Weekly alarm testing, ensuring fire doors/exits are operating correctly. Keep corridors and fire exits clear. Staff familiar with telephony.	3	1	3	Emergency evacuation procedures should be updated to reflect the current situation e.g. new fire controller, restricted parts of building? Occupiers not familiar with the premises, etc.
First Aid In the event of an accident	First Aiders (FAs)/ Emergency FAs, staff, children, visitors, contractors	All staff familiar with First Aid box locations and first aider contact numbers. Staff familiar with telephony.	3	1	3	
Slips/trips at the same level	Staff, children, visitors, contractors	Spillages should be mopped up immediately. Floor and stair areas should be kept clear of obstructions.	2	1	2	
Working at height	Staff	Council staff should avoid working at height	3	1	3	
Violence and aggression towards staff	Staff	Pupil protocols, child plans	2	1	2	

Lunch	Everyone	<p>Hands will be washed and pupils will eat lunch in the canteen. On arrival to canteen, hands will be sanitised and again on leaving the canteen when their lunch is finished.</p> <p>Staff will wear face masks when overseeing lunch supervision in the canteen.</p>	1	1	1	
Movement around school	Everyone	<ul style="list-style-type: none"> • Children will be dropped off at gate by parent (not before 8.55am) and collected at 3.00pm. • Parents must wear face coverings when they are outside of their cars at the relevant drop-off or pick-up zones and remain socially distanced. • On the bell, pupils will make their way to their classroom. • Hands will be sanitised on entering and leaving the gate. • Hands should be cleaned on entry to the room • Pupils will leave jackets and bags in the cloakroom/cloakroom cupboard • Staff will wear face coverings as they move around the corridors and until they sit down in staff room • Staff will wear face coverings when working with children and social distancing is not possible • On leaving school at the end of the day, a member of staff will issue hand 	2	1	2	

		<p>sanitiser to pupils as they leave the buildings.</p> <ul style="list-style-type: none"> Pupils travelling to and from school on the bus must wear a face covering 				
Outside Play at break and lunch	Children	<ul style="list-style-type: none"> Whole school will play outside at break and lunch (maximum of 29 pupils and a large, open space). Playground supervisor will be in the playground at all times. At the end of break/lunch, pupils will re-enter their classroom and wash hands etc. prior to returning to their table. 	2	1	2	
PE	Everyone	Indoor PE is not permitted at present, outdoor PE but non-contact sport is permissible.	2	1	2	
Visiting Music Tuition (strings) Active School Co-ordinator Ross County Feis Rois Kodaly	Children	School visits suspended at present due to Tier 4 restrictions, will commence when deemed safe but online lessons will take place.	2	1	2	

Assessor Signature		Grade / Location	Date	
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