

Coronavirus/COVID-19 Ardross Primary School Operational Procedures Updated 12th March 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			Date completed: 12.03.2021	
	<i>All additional risk factors from Monday 15th March 2021 are in bold italics for easy identification.</i>				
Location: Ardross Primary School	Click here for Highland Council's guidance notes re risk assessments.			Date of Review: 19.04.21 (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>The current advice is that children and staff on the shielding list should not attend school in person.</i></p> <p>Lateral Flow Tests undertaken twice weekly for those attending school (pupils and staff who have consented to take part)</p> <p>Wherever possible, the same staff should work with the same groups of children.</p> <p><i>As from 15th March 2021, 1 classroom will accommodate the children of P1-4 and the other will accommodate P5-7. However, the whole school will operate as one bubble, adhering strictly to social distancing and hygiene measures as appropriate</i></p> <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)</p>				
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		<p>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 or sneeze into the crook of their elbow.</p> <p>Practice good hygiene with regular hand washing by all staff and children.</p> <p>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>Face coverings must be worn by all adults at all times where they cannot keep a 2m distance. Face coverings should be worn in all settings in all communal areas.</p> <p>Face coverings should also be worn by parents and other visitors to the school site, whether entering the building or otherwise, including parents at drop-off and pick-up.</p> <p><i>The current face covering guidance recommends</i></p> <ul style="list-style-type: none"> • Face coverings are made of cloth or textiles and should be 2, preferably 3 layers and fit snugly • Schools follow and endorse best practice on how to wash, store, wear and dispose of face coverings <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>				
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		<p>Good use should be made of the outdoor areas, local walks and outdoor learning opportunities can take place following strict risk assessment and completion of Evolve.</p> <p>Any concerns with standards of cleanliness should be first reported to the HT who will direct their concerns to the main contact for the Cleaning & FM Service, and if not resolved satisfactorily escalated to the Area Care and Learning Manager.</p> <p>Parents have been asked to bring children to the school gate each morning (no earlier than 8.45am)</p> <p>Parents have been asked to wear face coverings and remain socially distanced when dropping off pupils at the school gate. Children will be met by a member of staff at the gate where hands will be sanitised.</p> <p>On leaving the classroom at the end of the day hands will be sanitised.</p> <p>Children will be taken to the bus or the carpark in order to minimise the gathering of adults at the school gate. Parents and carers should remain in their cars until their child is brought to them.</p> <p>Pupils and staff will hand sanitise each time they enter or leaving any of the school buildings.</p>				
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		<p>No visitors, parents or carers should come beyond the front gate during school drop off/pick up.</p> <p>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>				
<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>Employees Service users (children)</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>	3	1	3	

<p>Note: individual risk assessments will need to be developed for those with Intimate Care needs</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> <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>				
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		<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. • 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. 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. If the child tests positive, contact NHS 24 (phone 111) or GP for advice.</p>				
Laundry	Employees Service Users	Any clothing, towels or other laundry used by the child with Covid symptoms should be bagged in accordance with service policy or into				

		<p>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	<p>Emergency evacuation procedures up to date.</p> <p>Ensure all users are familiar with the sound of the fire alarm, procedures and evacuation routes.</p> <p>Register for staff and children.</p> <p>Sign in for visitors and contractors.</p> <p>Fire drills held.</p> <p>Weekly alarm testing, ensuring fire doors/exits are operating correctly.</p> <p>Keep corridors and fire exits clear.</p> <p>Staff familiar with telephony.</p>	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	<p>All staff familiar with First Aid box locations and first aider contact numbers.</p> <p>Staff familiar with telephony.</p>	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	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. Staff will wear face masks when overseeing lunch supervision in the canteen.	1	1	1	
Movement around school	Everyone	<ul style="list-style-type: none"> • Children will be dropped off at gate by parents (not before 8.45am) • 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 should be cleaned on entry to the room • Pupils will leave jackets and bags in the cloakroom/cloakroom cupboard • 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"> Members of staff will escort the children to the bus or parent transport 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"> 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	<p>School visits suspended at present due to Tier 4 restrictions, will commence when deemed safe but online lessons will take place. Music instructors will continue with online lessons.</p> <p>From 15th March active school's co-ordinators may support outdoor activity and learning during the day within the appropriate framework.</p>	2	1	2	

Assessor Signature	G Winter	Grade / Location	Acting Head Teacher	Date	12.03.2021
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