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| **Department: Education and Children’s Services** | | **RISK ASSESSMENT** |  |
| **Process/Activity: Infection Prevention & Control** | | **Location:** **All ECS Establishments** | **Date: 01.07.2020** |
| **Describe activity**: Return of staff and pupils to Crimond School and Nursery August 2020 | | | |
| **Establishment Name and Location: Crimond School and Nursery** | **Isolation Room Location in Establishment: First Aid Room** | | |

**THIS RISK ASSESSMENT NEEDS TO BE TAILORED TO EACH ESTABLISHMENT**

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| **Hazard** | **Person/s Affected** | **Risk** | **Risk level before controls are in place (delete as appropriate)** | | | **Control Measures** | **Risk level after controls are in place**  **(delete as appropriate)** | | |
| Spread of infection.  Infection of staff, children & visitors. | Staff  Children & young people  Visitors | Cross contamination of infection.  Infection of staff, children and visitors | LOW | MED | **HIGH** | **GENERAL CONTROL MEASURES**  The response to the coronavirus COVID-19 outbreak is complex and fast moving. Advice from Government sources will be shared with staff daily on the Aberdeenshire Council staff COVD-19 site: <https://covid19.aberdeenshire.gov.uk/>  Staff should follow good infection control guidance [Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2448/documents/1_infection-prevention-control-childcare-2018-05.pdf)  and put in place the guidance from Health Protection Scotland.  [Guidance on shielding and protecting people defined on medical grounds as extremely vulnerable from COVID-19 - GOV.UK](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)  Aberdeenshire Council policies will always be adhered to. Advice is available on Arcadia by accessing this link <https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety,%20Wellbeing%20and%20Risk%20Management/Health-and-Safety,-Wellbeing-and-Risk-Management.aspx>.  The Aberdeenshire Council Health, Safety and Wellbeing policy is available [here](https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Documents/Business%20Services/HR+OD/Health%20and%20Safety/Aberdeenshire%20Council%20Corporate%20H+S%20Policy/Aberdeenshire%20Council%20-%20General%20HS%20Policy%20Statement.pdf).  Only pupils and staff on rota to be present should come in to the school. No other children should be allowed on site except in designated areas.  Visitors or contractors to come on site by appointment only, unless in emergencies. All visitors or contractors must use the main school entrance and contact the office to sign in. When they sign out they should note where they have been in the building.  Rooms will be labelled to identify the maximum number of people permitted to enter in order to respect social distancing measures.  HT and Staff will highlight missed opportunities for social distancing and appropriate handwashing where staff, pupils or parents forget the safety rules.  Cleaning materials will be made available throughout the session for staff.  Staff should contact the office when supplies are running low.  Children/staff who are unwell should not attend, in line with usual procedures. Information from Health Protection Scotland states that the virus presents as a fever, and cough, along with a loss of the senses of taste and smell. Where children/staff have these symptoms, the advice should be to stay at home.  In line with procedures and guidance, only allow staff and children in good health to be in school   * Where children/ staff are symptomatic they should remain at home. * Follow infection and control guidelines * The Head Teacher will ensure effective staffing ratio & cover at short notice   First Aid trained staff on site.  Identify staff who can’t return to school at this point and how they can work from home (for example, supporting remote education).  Identify likely numbers of pupils returning and agree required staffing resource and approach and liaise with your QIO on your plans  Identify (and record that this has been carried out for every individual) all staff and students who are either [clinically vulnerable](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#protecting-different-groups-of-people), [clinically extremely vulnerable/shielded](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version) or have household members who are shielded, with the Head teacher prior to them entering the school.   * ‘Clinically vulnerable’ children and staff should follow the advice of their doctor. * Those with a ‘clinically vulnerable’ household member can attend. * Those who are ‘clinically extremely vulnerable’/shielded should not attend. * Those who live within someone ‘clinically extremely vulnerable’/shielded should only attend if stringent social distancing can be adhered to, and the individual understands and can comply.   Explore barriers to attendance with parents/ carers where there are concerns.  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, or a negative test is received.  Ensure that all clinically vulnerable staff are enabled to work from home, or where that is not possible, to carry out the lowest-risk roles on site, with social distancing of at least 2m. Clinically 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 support plans and behaviour management plans, carried out with educational providers and parents/carers, to ensure child is at no more risk in the school setting than at home.  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.  Stff will be diligent taking attendance registers and continuing to complete the online educational setting status form to provide daily updates on how many children and staff are in school. | **LOW** | MED | HIGH |
| People with symptoms attending ECS sites | Staff  Children & young people  Visitors | Infection of staff, children and visitors | LOW | MED | **HIGH** | **People symptomatic attending Crimond School**  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.  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, along with decreased sense of smell and taste).  Remind all staff and pupils of this each day.  Remind all staff that if they or pupils develop symptoms, they should be sent home.  Potentially symptomatic pupils will be in the first aid room until they can be collected. Please access guidance [here](https://aberdeenshire.sharepoint.com/sites/covid-19childcarehubstaffinformation/Shared%20Documents/School%20Recovery%20Documents/School%20guidance%20on%20symptomatic%20or%20confirmed%20cases%20of%20Covid%2019.docx?web=1) | **LOW** | MED | HIGH |
| Spread of infection.  Infection of staff, children & visitors. | Staff  Children & young people  Visitors | Cross contamination of infection.  Infection of staff, children and visitors | LOW | MED | **HIGH** | **Protection when dropping off and picking up the establishment**  There will be staggered drop off times for pupils, with different break and lunchtimes.  Designated area for drop off identified with clear 2m demarcation lines on the ground and outside the building, directional signage, site plan with isolation area identified and information board at entrance of measures taken in facility, if possible.  Nursery children will be dropped off and picked up at the nursery garden gate. Parents will not be permitted to enter the building.  Primary 1 pupils will be dropped off and picked up at the Primary 1/2 classroom door.  P2-7 pupils will be dropped off and picked up at the school gate. Upset pupils may be accompanied into the playground to stand in a space until a member of staff comes.  Signage and information will be added to the entrance of the site  Parents will not be permitted to enter the school building unless in an emergency. Parents will be advised to drop/pick up and leave straight away.  Social distancing should be adhered to.  Staff/ volunteer / visitor distance of 2m (or current government advice) where possible.  <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>  All staff, parent/carers, children and visitors will sanitise hands before entering setting, staff will build handwashing into daily routine.  On entering the building, hand sanitiser will be made available and everyone should use this before moving to wash their hands thoroughly at the nearest available handwashing area. Where tissues are used, bin immediately, then wash hands. Cough directed to crook in elbow. | **LOW** | MED | HIGH |
| Spread of infection.  Infection of staff, children & visitors. | Staff  Children & young people  Visitors | Cross contamination of infection.  Infection of staff, children and visitors | LOW | MED | **HIGH** | **When contractors come onto site**  Contractors arriving at site are directed by signs to the front entrance to follow same hand sanitising and handwashing rules as per other visitors and staff. Only essential maintenance to take place. The sign in book must be strictly enforced.  Canteen deliveries to use separate entrance. To follow same hand sanitising and washing rules as per other visitors and staff.  Social distancing should be adhered to.  Staff/ volunteer / visitor distance of 2m (or current government advice) where possible. | **LOW** | MED | HIGH |
| Spread of infection.  Infection of staff, children & visitors. | Staff  Children & young people  Visitors | Cross contamination of infection.  Infection of staff, children and visitors | LOW | MED | **HIGH** | **Protection when moving around the designated school areas**  Staff and pupils in P1-7 reminded at each session of social distances rules.  Nursery staff to adhere to social distancing rules and to be vigilant and distract children who are getting too close.  There will be a keep left system to assist movement around school buildings and site.  Clear signs will displayed as reminders to staff and children regarding social distancing and handwashing.  Supplies of resources including tissues, soap and hand sanitisers will be provided.  Emergency evacuation procedures stipulate that we keep 2m (or current government advice) separation where possible. 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.  Update the Fire Evacuation Procedure to reflect any changes and share information with all staff at August In-Service day.  Reinforce messaging regarding handwashing if sneezing or coughing. In nursery, nose blowing tissues will be placed in a lidded bin.    Staff hair tied back where appropriate and clothes changed daily. Children encouraged to also tie hair back. Parents advised to change children’s clothes daily.  Social distancing should be adhered to. Staff distance of 2m where possible. P1-7 children should sit 2m apart at meals and snack times and wherever possible.  Nursery staff will serve snack and drinks to children as they will not be permitted to share platters.  Children should be supervised and supported to follow guidance.  Staggered handwashing for snack and lunchtimes. Staggered toilet breaks.  Numbers of children playing/learning in the nursery is limited in each area. We will stick as close to the suggested ratio of 1:10, where possible.  We will remove resources which present cleaning challenges, e.g soft toys, soft furnishings and intricate items.  Good use will be made of the outdoor areas to support social distancing and ensure ventilation and fresh air.  Equipment will be kept to a minimum and cleaned after use.  Increase cleaning frequency of frequently touched surfaces, two hourly and before and after meals and snacks. <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>  Guidelines for food hygiene followed at meal and snack times:   * Increased awareness of infection control procedures * Information to meet the needs of children gathered in advance and shared with catering staff * Menus shared with parents in advance to enable double checking * P1-7 Children eat spaced apart * Nursery children at an adequate distance   No visitors, parents, carers encouraged to come beyond front door where possible. All participants to remain within restricted designated areas.  Staff to adhere to health and safety guidelines   * Clear information about individual circumstances and meeting needs from current records on SEEMIS * Emergency contacts double checked * Staff with relevant training in place: first aid, epi-pen etc * Hilda Creighton, Child Protection Officer * First aiders on site at all times   First Aid trained staff to be informed of protocol and follow procedures  All First Aid Kits to contain PPE: gloves, aprons and masks.  All toilet areas to contain signage highlighting good handwashing routines.  Nursery toilets to be cleaned at hourly intervals.  P1-7 will have allotted toilet cubicles to use. Appropriate signage will be in place. P1-7 toilets to be cleaned after breaks and after lunchtime. | **LOW**  Not all cases will show symptoms & social distancing is challenging to maintain with children so risk assessed as low to medium. | **MED** | HIGH |
| Care of vulnerable children | Children & young people | Risk of not following existing procedures for pupils if attending a setting different to registered school/nursery | LOW | MED | **HIGH** | **Children with Additional Support Needs**  Follow existing documentation for individual pupil (inc. behavioural/medical risk assessments, MAP, PEEP) with any adjustments to be put in place and held by an identified member of staff as well as duty manager of the childcare hub.  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. | **LOW** | MED | HIGH |
| Infected person attending the site | Staff  Children & young people  Visitors | Risk of infection to other people | LOW | MED | **HIGH** | **Illnesses and accidents during attendance at establishments**  Isolation area within the building is the first aid room in case of any individuals who present as unwell during the session. Request for immediate collection by parents/carers. The room can be supervised to avoid unnecessary distress to a child/ young person.  First Aid will be available in the main office.  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). Guidance for staff is available here:    Please click on link for the correct methods of putting on, and removing PPE: <https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety,%20Wellbeing%20and%20Risk%20Management/Health-and-Safety,-Wellbeing-and-Risk-Management.aspx>.  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 4 weeks stock on site at all times. All staff to inform Head Teacher when stocks are depleted.  Follow procedures to remove from setting where someone becomes unwell   * NHS guidance followed at all times * Emergency contact list accessible and up to date * Appropriate area/s in hub identified to ensure child can be isolated but appropriately supervised until arrival of emergency contact * Remove from setting * Emergency contacts informed immediately * Emergency contact for child * Self-isolate   Facilities informed and deep clean carried out of areas deemed exposed to potential infection following [covid-19-decontamination-in-non-healthcare-settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) guidance. | **LOW** | MED | HIGH |
| Spread of infection.  Infection of staff, children & visitors. | Staff  Children & young people  Visitors | Cross contamination of infection.  Infection of staff, children and visitors | LOW | MED | **HIGH** | **Classroom Management**  Each teacher plans out their teaching spaces to maximise physical distancing. Existing furniture can be used effectively to support this.  Nursery to remove some furniture to ensure appropriate spacing for safe play.  Where there is a sink in the classroom, soap and paper towels should be available. Bin placed near sink.  Box of tissues in each class.  Classrooms to be kept well-ventilated.  Reduce the range of resources to be used in the classroom / nursery to those that ae wipeable.  P1-7 to reduce the sharing of resources as much as possible. Trays of equipment for individual or small groups of children should be created.  Nursery resources will be kept in two separate boxes – one for morning and one for afternoon.  Children and staff should agree the handwashing routine for the day for their group.  Hand sanitiser will be available at the entrance of each classroom and the nursery.  Re-plan lessons / activities to avoid shared resources.  Limit practical and group work at primary stages.  Nursery children should have supervised handwashing before using sand, water and play-dough.  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.  Hands should be washed before using shared resources. All shared resources to be cleaned after use (including computers, PE equipment etc). Build into end of lesson activity routines.  Anti--bacterial wipes are available in all rooms and teacher to ensure students wipe down after use. If student is too young, then arrangements for support staff etc. to clean.  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. | **LOW** | MED | HIGH |
| Spread of infection.  Infection of staff, children & visitors. | Staff  Visitors | Cross contamination of infection.  Infection of staff, children and visitors | LOW | MED | **HIGH** | **Staff Areas/Bases**  The same social distancing and hand washing hygiene applies to all staff.  Breaks should be staggered as per children’s breaks to avoid congestion/contact.  Nursery staff should, due to these circumstances, take breaks and lunch in the nursery or nursery garden.  Staff should ensure that all eating and drinking utensils are placed straight into the dishwasher. All areas and surfaces should be kept clear and clean. All dishes should be washed, dried and tidied away for good hygiene.  Safe, hygienic and labelled food storage is necessary for shared fridges by staff. Ideally food should be stored in containers.  Universal signage should continue into the staff room and offices.  Where there is a sink in the area, soap and paper towels should be available. Bin placed near sink.  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. Hands should be washed before using shared resources.  Hand sanitiser will be provided in the staff room..  Nursery staff to use staff room toilet whilst female primary staff use the ladies staff toilet in the P1 -3 corridor or the upstairs staff toilet. | **LOW** | MED | HIGH |
| Spread of infection during canteen use / break and lunchtimes | Staff  Children & young people | Cross contamination of infection.  Infection of staff, children and visitors | LOW | MED | **HIGH** | All persons should be encouraged to stay on site once they have entered it and, if they do visit a local shop or cafeteria they will be very strict with hygiene.  Break times should be staggered to reduce congestion and contact at all times.  Reinforce handwashing prior to eating food.  Hand sanitiser will be available at the entrance of any room where people eat and should be used by all persons, who have not washed their hands prior to entering the room. Hands should be washed or sanitised before leaving the room.  All persons should be kept as far apart as possible (2 metres) whilst eating.  **Canteen use**  Canteen staff should continue to follow Food Standard Agency’s (FSA) [guidance on good hygiene practices](https://www.food.gov.uk/business-hygiene) in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.  Pupils to enter canteens/hall/ in their allocated groups.  Alternatively in class room. Introduce controlled queuing to aid social distancing (2m markers on the ground)  Meals to be eaten as far apart as possible (2 metres) and tables cleaned between each group.  Discuss provision and delivery with Catering Manager/staff. Consider change to meal provision, delivery of lunches to groups in classes etc. This could include a change in menu provision, amount of drinks and food in chillers and how to avoid touching neighbouring products. An increase in pre-prepared and wrapped food to reduce use of crockery, utensils etc.  Payments should be taken by contactless methods wherever possible. Consider risks from fingerprint contact payment, can payment be taken by giving names at tills? (But these will be low if handwashing / sanitizing is enforced).  Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.  All rubbish and waste should be put straight in the bin by pupils/ the user and not left for someone else to clear up.  All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, etc. | **LOW** | MED | HIGH |

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| **Process/Activity: Infection Prevention & Control** | | **Location:** **All ECS Establishments** | **Date: 01.07.2020** |
| **Establishment RA Author: Hilda Creighton and Kim Purcell** | **Date of Review: 10/08/20** | | |