


Department: Education and Children's Services			<b>RISK ASSESSMENT</b>			Aberdeenshire COUNCIL 			
Process/Activity: COVID-19 Infection Prevention & Control			Location: Ellon Academy			Date: 6 April 2021			
Describe activity: <b>School opening to young people, staff, visitors and contractors.</b>									
Establishment Name and Location:				Isolation Room Location in Establishment:					
Contents: <b>Additional Guidance Summary Following Update of 24.03.2021 for schools opening from 19 April 2021</b> ( <a href="#">click on the number to go to the section</a> )									
<ol style="list-style-type: none"> <li>1 General Control Measures, including face coverings, minimising contacts (groupings).</li> <li>2 People Symptomatic Attending ECS Establishments</li> <li>3 Protection When Dropping Off and Picking Up from Establishments</li> <li>4 When Contractors &amp; Visitors Come on Site; Visiting Specialists</li> <li>5 Supporting Children and Young People with Additional Support Needs</li> <li>6 Classroom Management</li> <li>7 Illness and Accidents During Attendance at Establishments</li> <li>8 Outbreak Management</li> <li>9 Facilities: Ventilation, Staff Areas/Bases</li> <li>10 Lunchtimes/Breaktimes</li> </ol>									
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		
Spread of infection	Staff, young people, Visitors	Cross contamination of infection, Infection of staff, young people and visitors	L	M	<b>H</b>	<ol style="list-style-type: none"> <li>1. <u>GENERAL CONTROL MEASURES FOR SCHOOLS OPENING FROM 19 APRIL 2021</u></li> </ol> <u>2m physical distancing between pupils previously seen in secondary schools removed</u>  The NERVTAG advice on Mitigations to Reduce Transmission of the New Variant SARS-CoV-2 Virus concluded that a step change in the rigour of application of mitigations is required, given the increased transmission risk associated with the new variant and a continued adherence to FACTS.	<b>L</b>	M	H

Encourage and support all young people, staff and any others for whom it is necessary to enter the school estate to follow all the relevant guidance, eg physical distancing, face coverings and personal hygiene throughout the day. All school staff and secondary aged learners are encouraged to participate in the asymptomatic testing programme – lateral flow tests (LFTs). Quick and decisive action should be taken when positive cases are identified among young people and staff.

- 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.
- encouraging young people and staff to avoid touching their faces including mouth, eyes and nose.
- using a tissue or elbow to cough or sneeze and use bins that are emptied regularly for tissue waste.

In line with national guidance, hand sanitiser stocks have been provided to all schools to allow for provision at entry/exit points; additionally in all classrooms and key areas to complement existing hand washing facilities. While sanitiser is available for the purposes of convenience, regular hand washing with soap and water should remain the preferred method of hand hygiene for all. Supplies of resources including tissues, soap and hand sanitisers are provided and restocked daily as required.

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 COVID-19 site: <https://covid19.aberdeenshire.gov.uk/> **Sector Advice Card** found [here](#). Please display in school to signpost to guidance. COSLA advice can be found [here](#).

**Updated advice 'on reducing the risk in schools' released 24.03.2021 can be found [here](#).**



**HEALTH & SAFETY ADVICE FOR FACE MASKS:** All PPE identified by a risk assessment and used to protect employees from infection with COVID 19 must be worn as directed.

Type IIR face masks are classed as PPE and as such must not be modified in any way as this would then reduce the protection that the mask offers. A 3D face bracket (an inner support for face masks) has been used by some staff to add extra comfort when wearing a mask to make it more breathable and stop glasses from fogging. These inserts **must not** be used when wearing a type IIR mask as the protection offered by the mask cannot then be guaranteed.

**NHS guidance** to staff wearing Type IIR mask in schools found [here](#). A definition of face coverings (which should not be confused with PPE) can be found in [Covid-19: staying safe and protecting others](#), including Type IIR face masks. This link advises on exemption information too. **Current local HPT guidance is for school staff to wear Type IIR face coverings. This is alongside other mitigations, such as physical distancing, ventilation, cleaning and hand hygiene.**

#### **LEVELS & FACE COVERINGS:**

**At Levels 0-2 Type IIR masks** should be worn by adults where they are working directly with others and cannot keep two metres from other adults and / or young people in secondary

**At Levels 3-4 face coverings** should also be worn by adults and young people in classrooms in secondary schools.

**At all Levels face coverings** should be used by adults when not working directly with young people, for example **when moving around settings** or when in staff rooms, administrative areas or canteens across all school settings. At all times when adults and young people in secondary schools are moving around the school in corridors, office and admin areas, canteens (except when dining) and other confined communal areas, (including staff rooms and toilets). **Cleaning teams working in all schools will wear Type IIR face masks at all times, rather than a standard face covering and will be provided with access to Type IIR masks from stocks on the site they are working.**

**Pupil Support Assistants and those supporting young people with Additional Support Needs** who routinely work within two metres of **young people** should wear **Type IIR face masks** as a general rule. However, the use of opaque face coverings should be balanced with the health and wellbeing needs of the young person - appropriate use of transparent face coverings may help in these circumstances; these require school management approval before issue.

Impact of wearing face coverings on learners with additional support needs and learners who are acquiring English as a language should be considered, and possible clear alternatives explored. In line with the current arrangements for public transport, where adults and young people are travelling on dedicated school transport face masks should be worn (see School Transport section).

**It is reasonable to assume that most staff and young people will now have access to re-usable face coverings. However, where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled/unsafe, a contingency supply is available to meet such needs.**

**Face coverings** should 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. **Sensitivity and discretion with regard to the wearing of face coverings by individuals observing Ramadan during April and May 2021.**



### **HEALTH & SAFETY ADVICE ON MINIMISING CONTACTS (GROUPINGS):**

**Wherever possible, efforts should be made to keep young people within the same groups for the duration of the school day. This reduces the likelihood of direct transmission, allows for quicker identification of those who need to self-isolate and may reduce the overall number of people who need to isolate in the event of a positive test of COVID-19.**

To help with maintaining distancing for young people in secondary schools use of marker tape on classroom floors and the introduction of one-way systems to assist movement around school building is in place. Social distancing should be adhered to by all staff and pupils. 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 Covid-Kits with appropriate cleaning supplies enable pupils to wipe down their own desk/chair/surfaces before leaving and or, especially, on entering the room.

Review any Personal Evacuation Emergency Plans (PEEPS) to ensure that arrangements are still adequate and relevant.

Where possible groups should be kept apart, eg, 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. 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. Clear signs displayed as reminders to staff and pupils regarding social distancing and how to handwash properly.

Consideration given to emergency evacuation procedures/ fire drill & muster point – **fire safety is the priority**. Adjustments made to keep 2m separation where possible for staff.

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.

Working practices adapted for administration staff with rotas providing reception and office cover to enable 2m social distancing when in the shared office. Minimise movement of individuals between workstations. Where they are shared – Reception in particular – make sure there is cleaning between use.

**Encourage young people to maintain distance where possible, particularly encouraging young people not to crowd together or touch their peers; • discourage social physical contact (hand to hand greeting/hugs); • use all the available space in classrooms, halls, libraries or social spaces to promote distancing where possible; • adjust class space if required, and where possible, to maintain spacing between desks or between individual young people; • seat young people side by side and facing forwards, rather than face to face; • avoid situations that require young people to sit or stand in direct physical contact with others; • where young people need to move about within the classroom to perform activities (for example to access a shared resource) this should be organised to minimise congregation around the point of access to the shared resource; • encouragement of set seating plans, even across different subject classes, is likely to reduce the number of close contacts needing to self-isolate if a young person tests positive.**

**If groups cannot reasonably be maintained, or if groups require to be larger in size with some mixing permitted, the application of other risk mitigation measures becomes even more important. Mitigations should be considered as part of risk assessments and may include: • ensuring access to hand washing stations or hand sanitiser whenever young people move between groups; • minimising frequency of change of groups for young people in a day; • arranging for staff to move to class groups (as opposed to vice versa); and • encouraging distancing where possible when in different groups.**

*Additional guidance for all staff who work with and support 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 as well as guidance for schools on the use of 'Near Me' and ASN FAQs.*

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 pupil(s), the school will provide Type IIR face mask / PPE for that purpose.

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

- ROUTINE ACTIVITIES – No PPE required
- SUSPECTED COVID-19 – A fluid-resistant surgical mask (Type IIR) should be worn by staff in they are looking after a young person who has become unwell with symptoms of COVID-19 and 2m distancing cannot be maintained while doing so. If the young person who has become unwell with symptoms of COVID\_19 needs direct personal care, gloves, aprons and a fluid-resistance surgical mask (Type IIR) should be worn by staff.  
Eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting. Gloves and aprons should be used when cleaning the areas where a person suspected of having COVID-19 has been.
- INTIMATE CARE – Gloves and apron. Risk of splashing mitigated with the wearing of fluid-resistant surgical mask – Type IIR and eye protection. Gloves and aprons worn when cleaning the area.

**Health and safety advice on latex gloves:** Disposable Nitrile gloves are usually the glove of choice, during the Covid-19 Pandemic. Due to known latex allergy risks, latex gloves must only be purchased where there is a reason for them to be used and the [guidance for the use of latex gloves](#) must be followed before staff use the gloves.

### **Special Consideration for Certain Groups**

All schools should follow the latest guidance on attendance for young people and staff who have health conditions or are pregnant, or who live with individuals who have health conditions. 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.

Enhanced measures apply to young people and staff at highest clinical risk in schools in local areas at Protection Levels 3 and 4:

#### **Protection Level 3 – Enhanced protective measures**

- All staff and pupils should wear a face covering in classrooms during lessons in the senior phase.
- Parents or guardians should discuss with their GP or clinician whether young people with the highest clinical risk should still attend.

Line managers should ensure that individualised risk assessments for school staff members with the highest clinical risk are in place and updated appropriately. Each situation should be discussed on an individual basis, ensuring that the appropriate measures are in place to mitigate the risk factors. For complex cases and situations, the HR Operational Team or the Health & Safety & Wellbeing Team can be contacted for further advice and support if required.

#### **Protection Level 4 - enhanced and targeted protective measures**

- The current advice is that young people on the shielding list should not attend in person.
- Employers should ensure that individualised risk assessments for school staff members with the highest clinical risk are in place and updated appropriately
- Schools should be prepared to engage with enhanced testing responses to Covid outbreaks in schools, where recommended by the Incident Management Team.
- Physical education within school settings should only take place out of doors
- Pausing of the provision of non-essential activities or clubs outside the usual school timetable.

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 young people on EHC plans, carried out with educational providers, parents/carers and appropriate health practitioners, to ensure pupil is at no more risk in the school setting than at home. Parents and carers may wish to have a discussion with their young person's healthcare team if they are unsure or have queries about returning to school because of their health condition.

### **General Advice - Staff and Pupils**

Plan to resume taking regular 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 [secondary schools](#).

A risk assessment needs to be completed for all pupils attending multiple educational settings and consideration needs to be given to groupings. Young people in the senior phase may require to spend time in college environments. They should ensure that they follow the [guidance on the appropriate approach to these specific circumstances while on campus](#). This has now been included in updated guidance for colleges.

Consider suggesting that staff hair is tied back where appropriate and clothes changed daily. Young people encouraged to also tie hair back.

### **Support for minority ethnic, young people and staff**

The concerns within Minority Ethnic communities must be recognised and individual requests for additional protections should be supported wherever possible.

Local authorities should ensure that managers in school have sensitive, supportive conversations with all Minority Ethnic staff, which also consider their health, safety and psychological wellbeing and personal views and concerns about risk. Wellbeing support services should be promoted to all Minority Ethnic staff.

Employers should be mindful of their duties under the [Equality Act 2010](#) at all times. All Minority Ethnic staff from South Asian backgrounds with underlying health conditions and disabilities, who are over 55, or who are pregnant, should be individually risk assessed, and appropriate reasonable adjustments should be made following risk assessment.

People with symptoms attending ECS sites	Staff, young people, Visitors	Infection of staff, young people and visitors	L	M	H	<b>2. PEOPLE SYMPTOMATIC ATTENDING ECS ESTABLISHMENTS &amp; TESTING</b> Remind staff, pupils and parents that they <b>should not</b> come to school if they or someone in their household has developed symptoms (new persistent cough, fever, or loss of/change in sense of smell or taste) They should self-isolate immediately, stay at home and arrange a test via <a href="http://www.nhsinform.scot">www.nhsinform.scot</a> or the staff referral portal. Remind all staff and pupils of this each day.	L	M	H
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The current asymptomatic testing offer is for school staff and all pupils as well as other people who base themselves/regularly access the school; this does not replace other mitigations. Symptomatic people must not attend school sites. PCR test must be accessed. If symptomatic person has an LFD negative test result, they should still self-isolate and arrange a PCR test. Guidance should be followed from NHS Inform and from [Test and Protect](#) 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.

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, have COVID-like symptoms or a positive test. [Aberdeenshire Council staff can access testing advice here](#), with NHS advice [here](#).

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.

Spread of infection.	Staff, young	Cross contamination of infection. Infection	L	M	H	<b>3. PROTECTION WHEN DROPPING OFF AND PICKING UP FROM THE ESTABLISHMENT</b> Social distancing should be adhered to. Staff/ volunteer / visitor distance of 2m.	L	M	H
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	people, Visitors	of staff, young people and visitors				All staff, parent/carers, young people and visitors to wash hands before coming to setting, build handwashing into daily routine. No visitors, parents, carers beyond front door where possible. All participants to remain within restricted designated areas.			
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Signage and information added to the entrance of the site. Information shared on school websites and social media.

Consider staggered drop off/pick up times utilising Meadows for alternative pickup location. Senior/Junior pupils to use separate entrances/exits. Parents not to enter the campus or building unless in an emergency. If parents/carers are dropping off/picking up young people, they should wear face coverings. Face coverings should be worn by parents and other visitors to all school sites (whether entering the building or otherwise).

Car-sharing with children and young people of other households should be discouraged.

On entering and leaving the building, hand sanitiser should be made available. Everyone should use this. When pupils are leaving the building they should be encouraged to sanitise/wash their hands. Parents/carers must not drop off items for pupils at reception to reduce potential transfer of infection.

Young people should wherever possible be encouraged to not share their personal belongings. However, if a pupil brings their own items from home, only they use this to not increase the risk of indirect spread of virus.

Spread of infection. Infection of staff, young people & visitors.	Staff	Cross contamination of infection. Infection of staff, young people and visitors	L	M	H	<b>4. <u>WHEN CONTRACTORS &amp; VISITORS COME ONTO SITE / VISITING SPECIALISTS</u></b> 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. Please find guidance here for QR Code Set Up. Please find a copy of the Data Collection Sheet <a href="#">here</a> & GDPR Template <a href="#">here</a> . Guidance on Collection of Visitor Details <a href="#">here</a> .	L	M	H
	Young people		Visitors						

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; reception staff should sign visitors/staff/pupils in and/or out.

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.

Contractors arriving at site are directed by signs to staff entrance. To follow same hand sanitising and handwashing rules as per other visitors and staff. Social distancing must be adhered to at all times.

Canteen deliveries to use separate entrance where possible. To follow same hand sanitising and washing rules as per other visitors and staff. Delivery staff to follow social distancing guidance and 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.

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.

Social distancing should be adhered to. Staff/ volunteer / visitor distance of 2m where possible. Type IIR Face masks to be worn by adults where distancing of 2m cannot be achieved.

*Risk Assessment EPS for visiting schools can be found [here](#)*

*Risk Assessments for School Counsellors, School Escorts and 'Near Me' can be found [here](#).*

**VISITING STAFF GUIDANCE:** Risk Assessment for Home Visits found [here](#). Risk Assessment for School Visiting SSS found [here](#). Risk Assessment for BME found [here](#). Covid-19 – Guidance for non-healthcare settings is available [here](#).

Staff Type	Working Location	Guidance
<b>ASN Pupil Escorts</b>	<b>Transport</b>	<ul style="list-style-type: none"> <li>Do not work with more than 2 contacts per day</li> <li>A contact is defined as one pupil, a group of young people (may be a class), a single member of staff, a group of staff, a parent or carer, a family group.</li> <li>Schools using ASN transport should provide Type IIR face covering/PPE to Pupil Escort. Schools also to support Pupil Escort in their understanding of their responsibilities in adhering to the infection control procedures.</li> </ul>
<b>ASN Staff (eg ASN Teachers, PSAs, PSWs)</b>	<b>Base school only location</b>	<ul style="list-style-type: none"> <li>Follow school's own guidance and risk assessment as other school staff</li> </ul>
<b>ASN Peripatetic Staff (eg ASN Teachers, PSAs, PSWs)</b>	<b>Base school &amp; one other location per week</b>	<ul style="list-style-type: none"> <li>Follow the school guidelines in their base school (ie the school that the staff member works most of the week in)</li> <li>Only visit one school per day on days not in base school</li> <li>Do not work with more than 2 contacts per day in schools that are not base school</li> <li>A contact is defined as one pupil, a group of young people (may be a class), a single member of staff, a group of staff, a parent or carer, a family group.</li> </ul>
<b>ASN Peripatetic Staff (eg Relief PSAs)</b>	<b>Working in more than 2 schools per week &amp; does not have a base school</b>	<ul style="list-style-type: none"> <li>Do not visit more than one school per day</li> <li>Do not work with more than 2 contacts per day</li> <li>A contact is defined as one pupil, a group of young people (may be a class), a single member of staff, a group of staff, a parent or carer, a family group.</li> <li>A school will need to know whether a PSA has worked in other schools within the last 7 days, and whether they are working with any other schools, as that will influence whether they need to take into account the number of contacts that that PSA can have during their time in the school.</li> </ul>
<b>ASN Support Services (eg EPS, EAL Service, Sensory Support Service, Counselling Service) and Allied Health Professionals</b>	<b>Working in more than 2 schools per week &amp; does not have a base school</b>	<ul style="list-style-type: none"> <li>Continue to offer a service remotely where possible</li> <li>Do not visit more than one school per day</li> <li>Do not work with more than 2 contacts in a school</li> <li>A contact is defined as one child, a group of young people (may be a class), a single member of staff, a group of staff, a parent or carer, a family group.</li> </ul>
<b>Visiting Specialists</b>	<b>Various schools across clusters</b>	<ul style="list-style-type: none"> <li>Maximum of 2 schools per day, no limit on number of groups but staff advised to reduce the number of interactions</li> <li>Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc</li> <li>Reduce number of visits where practical, ie if usually 3 schools per day – reduce to maximum of 2</li> <li>Undertake risk assessment for each staff member</li> </ul>
<b>Supply Teacher</b>	<b>Various schools across clusters</b>	<ul style="list-style-type: none"> <li>Maximum of one school per day, no limit on number of groups but staff advised to reduce the number of interactions</li> <li>Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc</li> <li>Reduce number of visits where practical, ie if usually 3 schools per week – reduce to maximum of 2</li> <li>Undertake risk assessment for each staff member</li> </ul>



<b>Music Instructors</b>	<b>Various schools across clusters</b>	<b>Secondary:</b> Current guidelines provide that one-to-one lessons in music and music technology can only go ahead for senior phase pupils in very limited circumstances. This limited return is for the purpose of completing the learning and teaching of critical practical work in relation to qualifications in 2021 that can only be carried out in school. The presumption remains that if work can be undertaken remotely, then it should be. Limited 'in-school' provision should only be considered when it is 'absolutely necessary' to support learning within these strict confines.
<b>Janitorial Staff</b>	<b>Cluster Schools</b>	<ul style="list-style-type: none"> <li>• Where possible a maximum of 2 schools per day, this can be extended at the discretion of the Supervisory Janitor on the undertaking of a dynamic risk assessment</li> <li>• Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc</li> <li>• Reduce number of visits where practical</li> </ul>

### Instrumental Instructors

Instructors should ensure prior arrangements are made for access to school buildings. A dedicated space for the day of attendance should be made available for the provision of Instrumental Music Tuition within the school to be used solely for the provision of Instrumental Music Tuition with adequate ventilation where possible. Where this is not possible effective cleaning should take place prior to and after use. Additional breaks of a duration agreed by the school/department and instructor or IMS Manager, should be timetabled for each room to ventilate rooms as a range of different pupils will be taught in the same room during the day. Instructors must familiarise themselves with Scottish Government Track and Trace guidance as well as school Track and Trace policies and procedures

### Individual and Class Photos

QIM advises schools to make decisions based on local circumstances regarding individual and class photos resuming in schools. Previous routine may not be able to take place. School RA should be updated to include this activity. Social distancing, good hand hygiene to be included as appropriate.

Infection of staff, young people & visitors.	Staff, young people, visitors	Cross contamination of infection. Infection of staff, young people and visitors	L	M	H	<b>5. SUPPORT FOR YOUNG PEOPLE WITH ADDITIONAL SUPPORT NEEDS</b> 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 <a href="#">here</a> and is available in the Covid-19 School Staff Information area on SharePoint. <a href="#">ASN FAQs.</a>	L	M	H
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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 [link](#) for the correct methods of putting on, and removing PPE. Establish a cleaning routine for specialist equipment for young people with additional support needs, sensory rooms, to ensure safe use. Risk Assessment created for Special Schools/Community Resource Hubs personal care found [here](#).

Risk assessments should be in place for young people with more complex needs, including those with emotional and behavioural needs. These risk assessments should be updated as a matter of priority in light of changes to provision such as environment and staffing. Risk assessments must be mindful of the additional distress young people may be experiencing due to measures introduced such as the use of face coverings or PPE, and the need for continued protection of staff.

Infected person attending the site	Staff, Young people, Visitors	Risk of infection to other people	L	M	H	<b>6. CLASSROOM MANAGEMENT</b> Staff and pupils reminded at morning registration time of social distancing and face covering rules as appropriate; and thereafter as required at teacher discretion	L	M	H
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Not all cases will show symptoms & social distancing challenging to maintain with young people, so risk assessed as low to medium.



Each teacher plans out their teaching spaces to maximise staff physical distancing. Existing furniture can be used effectively to support this. Pupils should be instructed to keep bags on the floor and jackets on their chair. 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 young people should be created. Re-plan lessons / activities to avoid shared resources.

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 a suitable disinfection product is 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.

Additional cleaning will be provided by Cleaning Services and Janitorial Support for touch points in communal areas and will be organised locally. Remove resources which present cleaning challenges, eg construction materials and intricate items, fabric materials – beanbags, soft seating, etc. Try to avoid working with paper/other materials that are shared in a way that may aid transmission, ie consideration to be given to marking work (done electronically), photocopying, etc. Keep surfaces clear to make cleaning easier. Box of tissues/blu roll in each class. Where there is a sink in the classroom, soap and paper towels should be available and a bin placed near the sink. Each faculty to decide sanitising/cleaning routine. Hand sanitiser and Covid-Kits made available at the entrance of each classroom.

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).

**Instrumental Instructors guidance found [here](#).**

**Updated guidance for HE found [here](#) (08.03.2021) version 4**

Updated guidance for PE found [here](#) (22.03.2021) version 11 Reminder that Level 4 guidance advises that young people within school settings can only participate in activities that are non-contact and outdoors.

Local arrangements need to be made regarding the cleaning schedule for changing areas. Changing rooms are an area of increased risk of transmission and should be avoided where possible. Following a risk assessment, if the use of changing rooms is considered necessary, schools should ensure mitigating actions are in place. This includes ensuring that changing rooms are as well ventilated as possible, used only by small numbers at any point in time to maximise physical distancing, and that close attention is paid to cleaning surfaces after use.

If changing rooms are not used:

- consideration should be given to alternative places for storing learners' belongings, for example, assigning each learner their own space or locker;
- young people should be encouraged to arrive at school in their PE kit on days when physical education lessons will take place and, where possible, wait until they get home to change.

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.

**From 2 November 2020, if staff complete risk assessments that reflect the most current advice (all risk assessments should be proportionate to the relevant protection level of the local area), and mitigations are in place, physical education can take place both indoors and outdoors as follows:**

**Practical considerations for PE in schools:**

**Minimising contact between individuals and groups**

As a precautionary approach schools should encourage physical distancing where possible between adults, and between young people, particularly in the senior phase.

There should be an enhanced focus on activities that do not involve close physical contact. This will contribute to further lowering of any risk involved.

During contact activities, physical distancing does not need to be maintained during play but should be applied at all other times.

Schools should ensure young people wear face coverings, if indoors, before and after activity, or when in non-playing areas of the physical education department, for example, changing rooms. There is a legislative exemption for exercise in respect to wearing a face covering. This is consistent with the advice from WHO.

Wherever possible, efforts should be made to keep young people within the same groups.

In class, the teacher should have an assigned area to ensure 2m spacing. This should be clearly marked. Staff should wear a face covering out with this designated area when interacting with young people or supporting practical tasks. Coronavirus (COVID-19): Guidance on reducing the risks from COVID-19 in schools Para 92: where adults cannot keep 2 m distance and are interacting face-to-face with other adults and/or young people, face coverings should be worn at all times. This applies to all staff including support staff and classroom assistants. Teacher demonstrations/explanations could be done from an assigned area to ensure they stay an appropriate distance from learners.

Guidance for Science and Technologies, Art, Design and Photography found [here](#) at the Education Scotland National Improvement Hub, and [here at SSERC](#) . 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.

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.

**Senior phase school learners attending college:** Pupils should only be on campus for the duration of the practical work and should continue to learn remotely for those course elements where this is possible.

#### **Marking Jotters**

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.

There are two potential approaches to mitigating risks from surface contamination of jotters, textbooks and library books. Schools should consider which of these approaches is most appropriate for their circumstances as part of appropriately updated risk assessments:

- (i) quarantining books for 72 hours remains an effective measure to mitigate the risks of handling them.
- (ii) Careful hand washing with soap and warm water/use of alcohol-based hand sanitiser before and after handling text books, jotters (or other pieces of equipment) mitigates the need for quarantine for 72 hours before, and 72 hours after.

**The provision of activities or clubs outside the usual school timetable :** The COVID-19 Advisory Sub Group on Education and Children’s issues has also published [advice](#) on school trips which include an overnight stay. Where a school has a breakfast club which is organised by the third sector, parents and carers or volunteers, rather than by the school itself, the [guidance on unregulated children’s services](#) will apply.

Infection of staff, young people & visitors.	Staff, young people, Visitors	Cross contamination of infection. Infection of staff, young people and visitors	L	M	H	7. <u>ILLNESSES AND ACCIDENTS DURING ATTENDANCE AT ESTABLISHMENTS</u> <u>OUTBREAK MANAGEMENT</u>	L	M	H
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Guidance document for first responders [here](#) that covers the use of PPE and CPR. Please click on [link](#) for the correct methods of putting on, and removing PPE. The symptomatic individual may also be asked to wear a Type IIR face mask to reduce environmental contamination where this can be tolerated. 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).

Isolation area set up in G4 in case of any individuals who present as unwell during the day. Follow procedures to remove from setting where someone becomes unwell:  
 - Parents/carers are contacted to collect all pupils on campus but they should remain outside the building, and follow guidance for households.

- A room or area should be designated for the pupil to wait to be collected with appropriate adult supervision.
- A separate bathroom should be designated for the individual to use.
- Private transport to reach home should be used where possible.
- If an individual is so unwell they need an ambulance advise the call handler of 999 you are concerned about Covid-19.

All First Aid Kits to contain PPE: gloves, aprons and masks. Additional guidance for staff is available here:



Guidance for School  
Staff on Personal Prot

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. Cluster Business Managers have the lead on this locally. Head Teachers notified of local procedures. Facilities informed and deep clean carried out of areas deemed exposed to potential infection following [covid-19-decontamination-in-non-healthcare-settings](#) guidance. Additional information found [here](#). Schools should maintain accurate register of absences for staff and pupils – codes for this have been developed in SEEMIS.

### **COVID related illnesses during attendance at establishments**

If a pupil or member of staff presents with Covid related symptoms whilst at school please see the information below, and NHS guidance and flowchart [here](#) with NHS FAQs [here](#) as a guide to the response required. Advice [here](#) for people advised to self-isolate. See below for OUTBREAK MANAGEMENT

#### With the Individual

1. Student / Staff member removed and sent to the designated isolation room/space, putting on the face covering that has been provided.
2. School Office phoned to request immediate collection / staff member returns home.
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 displaced to another area (local decision from dynamic risk assessment undertaken).
2. When displacing a class 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 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 needs to undergo an enhanced clean as soon as possible. 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 SLT and reported via the janitor to Cleaning Services.

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 displaced 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. 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 young people, 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 young people 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:

[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)

**Environmental decontamination (cleaning and disinfection) after a possible case has left a workplace or other non-healthcare setting**

**Cleaning and Disinfection**

Once a possible case has left the premises, the immediate area occupied by the individual, eg 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.

Any public areas where a symptomatic or COVID-19 diagnosed individual has only passed through (spent minimal time in), eg corridors, and which are not visibly contaminated with any body fluids, do not need to be further decontaminated beyond routine cleaning processes.

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.

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.

Spread of infection.	Staff, young people, Visitors	Cross contamination of infection. Infection of staff, young people and visitors	L	M	H	8. <u>OUTBREAK MANAGEMENT</u>	L	M	H
						Please follow the management and communications steps in the COVID-19 Confirmed Case: School Management and Communications Flowchart found <a href="#">here</a> .			

Please note this needs to be used in conjunction with the following advice/guidance:

- Coronavirus Guide for schools in the NHS Grampian area August 2020 - found [here](#).
- Coronavirus (Covid-19) in Schools: Communications Protocol found [here](#).
- COVID-19: Outbreak Management (Out-of-Hours) found [here](#),
- Public Health Risk Assessment for Confirmed Positive Cases V2.0 found [here](#).
- NHS Letter will be provided to the school by HPT
- **Template letters for Head Teachers to use found here: Close Contact Letter / Rest of School Letter**

Management of outbreaks in schools (if schools have two or more confirmed cases of COVID-19 within 14 days) and cases is led by local Health Protection Teams (HPTs) alongside local partners following established procedures . Ensure you know how to contact local HPT:

- 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: [grampian.healthprotection@nhs.net](mailto:grampian.healthprotection@nhs.net)

If there is either a single confirmed (test positive) case of COVID-19 or any suspicion that there may be an outbreak of cases in a setting schools should make prompt contact with their local HPT and local authority so they can assess the situation and offer advice. Increased of respiratory illness should prompt contacting HPT for advice.

If outbreak confirmed schools should work with local HPT to manage with local authority. Actions may include:

- Attendance at multi-agency incident management team meetings
- Communications with pupils, parents/carers, and staff
- Provide records of school layout / attendance / groups
- Implementing enhanced infection, prevention and control measures.

HPT will make recommendations on self-isolation, testing and the arrangements to do this. The IMT will discuss and agree additional measures to deal with the specific situation faced in a school. These may include reviewing risk assessments and compliance with existing guidance, the greater use of face coverings, reviewing and reducing higher risk activities, and/or a move to blended learning. Any discussion of possible school closures should take place between school, local authority and local HPTs. Schools should maintain appropriate records.

**Notification Processes:** ALL confirmed cases must be reported through adding the details to the Accident/Incident reporting system on Arcadia and by notifying the school's Health & Safety Officer. Include as much information as possible - including any evidence of the infection was work related as this will assist the Health & Safety Team conclude if the case is notifiable **by them** to the Health & Safety Executive (HSE). If the case is a member staff iTrent also needs to be updated.

Spread of infection.	Staff Visitors	Cross contamination of infection. Infection of staff, young people and visitors	L	M	H	9. <b>FACILITIES: inc, VENTILATION; STAFF AREAS/BASES</b> Ensure regular cleaning (at least twice daily) of commonly touched objects and surfaces (eg 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.	L	M	H
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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.

As a minimum, frequently touched surfaces should be wiped down at the beginning, and, or end of each day, and more frequently during the day depending on the number of people using the space, whether they are entering and exiting the setting, and access to hand washing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens. When cleaning surfaces it is not necessary to wear PPE. Health Protection Scotland documentation can be found [here](#).

When using Covid Guard please ensure that all surfaces are wiped down after the contact time has passed. Other products may be used on the same surfaces and while not dangerous the effectiveness of the disinfection process may be reduced if the guidance is not adhered to. In its undiluted form Covid Guard should not be stored with Oxivir or Sani 4 in 1.

Janitorial staff will be able to support with the provision of bins for tissue waste in classrooms. All toilet areas to contain signage highlighting good handwashing routines.

**Ventilation: Greater emphasis should be placed on ventilation, by keeping windows open as much as possible, and doors open when feasible and safe to do so.**

Leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation. Where it's not possible to keep doors and windows open centralised or local mechanical ventilation is present, systems should, where possible, be adjusted to full fresh air. When changing filters enhanced precautions should be taken. Ensure systems do not automatically adjust ventilation levels due to differing occupancy levels.

Schools should as a minimum ensure that adequate levels of ventilation and appropriate temperatures are maintained, with reference to the School Premises Regulations. The primary effective method of increasing natural ventilation remains the opening of external doors, vents and windows. Wherever it is practical, safe and secure to do so, and appropriate internal temperatures can be maintained in line with statutory obligations, this approach should be adopted. Fire Safety Risk Assessment should always be reviewed before any internal doors are held open

**Ventilation:**

- partially opening doors and windows to provide ventilation while reducing draughts
- opening high level windows in preference to low level to reduce draughts

- purging spaces by opening windows, vents and external doors (eg between classes, during break and lunch, when a room is unused, or at other suitable intervals if a space is occupied for long periods at a time)

**Temperature:**

- providing flexibility in permissible clothing while indoors.
- designing seating plans to reflect individual student/staff temperature preferences
- adjusting indoor heating to compensate for cold air flow from outside (eg higher system settings, increased duration)

Centralised or local mechanical ventilation systems should wherever possible be adjusted to full fresh air. Air recirculation should be avoided or minimised.

**Advice should be sought from the Property Team on the appropriate use of CO2 monitors.**

Janitorial Support Teams are able to support with the logging of any calls concerning window opening faults if detected. FES have been advised to prioritise any calls for windows that cannot open / are hard to open.

Some schools may require the controlled propping open of fire doors to enable queuing for lunch lines. External Fire Doors if opened to facilitate lunchtime queues must be supervised by a responsible adult and details of this temporary measure added to the Fire Risk Assessment and revised documents shared with all relevant parties.

There are also circumstances where there are internal classroom spaces and offices that do not have ventilation. Advice from Health & Safety colleagues is that under certain circumstances internal fire doors can remain open whilst the space is in use. However, internal fire doors **must** be close should an evacuation take place, when the space is not in use and a responsible adult must be present if propped open and the Fire Risk Assessment updated. These temporary procedures are only allowed as a result of the need to ensure ventilation in all spaces where people are present and revised documents must be shared with all relevant parties.

**STAFF AREAS AND BASES:**

The same social distancing and hand washing hygiene applies to all staff.

Consider breaks being staggered as per pupil breaks to avoid congestion/contact.

The number of people in staff rooms at any one time should be limited to ensure 2m distancing can be maintained and face coverings should also be worn. Schools should plan how shared staff spaces are set up and used to help staff to distance from each other. Staff should ensure that they use their own eating and drinking utensils. All areas and surfaces should be kept as clear and clean; all dishes should be washed in warm soapy water, dried and tidied away for good hygiene by individuals. Safe, hygienic and labelled food storage is necessary for shared fridges by staff. 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. 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. Consider the provision of hand sanitiser in each area.

Spread of infection during canteen use / interval and lunchtimes	Staff	Cross contamination of infection.	L	M	H	10. <u>BREAK AND LUNCHTIME</u>	L	M	H
	Young people	Infection of staff, young people and visitors				Public health teams report examples of schools where large numbers of pupils have been isolated because of groups mixing at break times. Consider staggered break and lunchtimes if possible. Consider all persons staying on site once they have entered it and not use local shops etc, where possible. 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. The sanitisation of hands followed by appropriate washing needs to be undertaken on return to site.			

Consider staggered handwashing for interval and lunchtimes. Consider staggering break times to reduce congestion and contact at all times. Localised solutions should be agreed at each establishment. 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. While the Scottish Government guidance encourages maintaining consistent groupings *where possible*, there are circumstances where it is necessary to bring groups together, and in these instances alternative mitigating actions should be put in place. The approach taken should be risk-based and adapted to the specific circumstances of the school.

**Canteen use:** 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 [here](#). App available for secondary schools for meal selection to assist with queues. Payments should be taken by contactless methods wherever possible. Touch pads will be removed from all till points. Payment will be taken by card or look up by catering staff. Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced. Ensure that free drinking water is available to young people throughout the day. All rubbish and waste should be put straight in the bin by pupils/ the user and not left for someone else to clear up.

**Service Counters – all staff working at a service counter are required to wear a face mask during service (unless exempt on medical grounds).** In addition, visors can be used at staff member's discretion. All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines etc. Catering Risk Assessment found [here](#).

<b>Process/Activity:</b> Infection Prevention & Control	<b>Location:</b> All ECS Establishments	<b>Date:</b> 9/4/21
<b>Establishment RA Author:</b> Susan McGill, Business Manager	<b>Date of Review:</b> 4 May 2021 (or earlier if required in line with SG/LA Covid-19 updates)	
<b>Establishment RA Approver:</b> Pauline Buchan, Rector	<b>Signature of Approver:</b> RA issued by Email from the Approver	