**ST DAVIDS PRIMARY SCHOOL – COVID-19 RISK ASSESSMENT**

**COMPLETED – 7th September 2020**

**UPDATED – Updated 11.01.21, 19th February, 2021**

**COMPLETED BY; S MCBRIDE ACTING HT**

**DUE FOR REVIEW - 05.03.21**

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| Hazards | Control measures | Examples |
| Working with members of staff in the school. | All staff and pupils attending schools should continue to implement and strictly observe the mitigations set out in the existing Guidance on **Reducing the risks from COVID 19 in schools**guidance, including with regard to face coverings, existing requirements on social distancing and good hygiene. From 22 February children in ELC and P1-P3 will return to school. Staff who, in the judgement of the local authority and schools, are required to attend in person to give effect to these revised school reopening arrangements. This will include: staff needed to ensure the safe opening and operation of the school, including senior leadership teams; facilities management staff, caterers, cleaners, etc; teaching and support staff required to attend to teach P1-P3 classes and support the vulnerable children and children of key workers, or to deliver remote learning if they cannot do so from home. In light of the strict lockdown conditions in place at the current exceptional time, only those staff who are required to support these essential activities are requested to attend in person, the remaining staff during this time will work from home. Following consideration by clinicians of the increased risks of transmission of the new strain of coronavirus, new guidance for individuals on the shielding list has been issued for the duration of the lockdown period. This now makes clear that: **Staff at the highest clinical risk (individuals on the shielding list) should work from home, and if they cannot do so, they should not go into work as long as the area they live or work in is under lockdown.** If the area where someone on the shielding list is living or working goes back down to level 4, they are advised to continue to follow the advice about going to work in level 4 areas, regardless of whether they have had 1 or 2 doses of the vaccination. This advice is that people on the shielding list can go into work if it is Covid-safe to do so. It is the employer’s responsibility to make the workplace and duties safe and employees also have a responsibility to comply with safe working practices. Every member of staff will be fully briefed to ensure that that they are aware of the hazards and risks and understand the rules and procedures put in place.* detailed risk assessment completed and reviewed on a regular basis
* detailed risk assessment published for all staff on Shared G-Drive and displayed on COVID-19 board in school corridor
* detailed risk assessment shared with all staff at inservice 10 08 20 and sent by email as follow up. COVID-19 Board in school details all current and up to date guidance/ procedures/ risk assessments and protocols and is updated daily/ weekly as appropriate
* staff and users aware of clear expectations around safe and responsible practice in school building
* all staff report any concerns as appropriate to HT, DHT, Cleaning or Janitorial staff as soon as possible

**Asymptomatic testing** From 22 February, twice-weekly at-home testing using lateral flow devices at will be available for all staff working within the school. Eligible staff include teachers, classroom-based support staff, ELC staff, administrative staff, facilities management staff (cleaners, janitors, etc.), school transport staff and other school-based staff who are critical to the effective delivery of school education. Testing is voluntary and nobody should be required to undergo testing without consent, or excluded from school or work if they do not wish to test. We would encourage school staff and senior phase learners to participate, to contribute to the wellbeing of their school communities. Any person who has had a PCR-confirmed COVID diagnosis in the previous 90 days is not expected to take a further test unless they develop symptoms, in which case they should stay at home and arrange a PCR test via the usual NHS inform route. If staff or learners are working/learning from home, and not attending school, they should not participate. This is because the goal of the programme is to minimise the risks of COVID-19 in the school environment. Step by step guidance has been shared with all staff. This guidance was developed in collaboration with NHS Test and Protect and the UK Department for Health and Social Care to support school and ELC providers in the delivery of the Schools/ELC Asymptomatic Testing Programme. **Staff will follow the Risk Assessment for Distribution of Rapid Testing of Schools and ELC staff.****Asymptomatic testing is an additional measure and should not replace other mitigations set out in this guidance.** Additionally, asymptomatic staff and student teachers who are negative on LFD testing must not regard themselves or behave as if they are free from infection. If staff have a new, continuous cough, high temperature, loss of taste / smell, they will be informed to stay at home, self-isolate and call their line manager.They will be advised to consult: *www.nhsinform.scot*, if they cannot access the advice online, they would call 111. If advised, staff will follow the requirements of ‘Test and Protect (Test, Trace, Isolate and Support)’.* staff to advise of absence as early as possible through usual procedure of messaging HT
* staff member to keep HT updated on their progress as appropriate
* staff to share COVID-19 test result in line with authority guidance
* staff to follow Test and Protect guidance (shared by email)

**Symptomatic staff, student teachers should not use lateral flow tests and must not attend work or school. They must access a PCR test as per their usual symptomatic testing channel.**If symptoms start to develop over the working day, staff will be sent home immediately and told to self-isolate. Their work area will be isolated and sign displayed to prevent anyone using it, until there has been a special clean and where necessary, the business contingency plan implemented.All staff will maintain social distancing within the school of two metres at all times, where possible.Appropriate signage and systems in place to maintain 2m physical distancing where possible.Appropriate PPE provided, where required.All visitors and staff must maintain appropriate physical distancing in line with government guidance. All staff responsible for supporting colleagues and pupils to adhere to physical distancing expectations in line with Scottish Government guidance. Individual risk assessments for staff and pupils as appropriate.Specialists/ peripatetic staff briefed on expectations and able to view copy of risk assessment.All staff report any concerns as appropriate to HT. All staff will have viewed the PPE Safe Use video in week beginning 15 June- any staff absent that week, or new staff starting next session should view the video as soon as possible. Handwashing, respiratory control and physical distancing remain the most important means of infection control in schools. **Surgical face coverings should be worn at all times by all staff.** Masks must have CE mark on them Type IIR *(except where an adult is exempt from wearing a covering).*The school will provide surgical masks for staff. It may be the case that some members of staff are unable to wear face masks for an extended period of time due to health conditions such as asthma. This should be discussed with the head teacher and in such cases, an individual risk assessment is required.Physical distancing requirements in primary schools remain unchanged, eg 2m distancing between adults not from the same household should be maintained. There should also be 2m distancing between adults and children whenever possible. Cleaning staff will regularly clean the door handles, sink taps within the building. Teaching / assistant staff will maintain good hygiene standards, (use sanitiser provided), and wipe over surfaces where required, *e.g. shared equipment, kettles, fridge, etc.* WHEN ENTERING AND LEAVING BUILDING * All users must sanitise/ wash their hands at sanitising station/handwashing sink as they enter and leave building
* All staff must enter through main entrance
* All users must maintain appropriate physical distancing in line with government guidance
* staff must at all times at school wear face coverings at all times, (with the exception when dining)
* all staff including ELC must wear face mask at all times.
* Wear a face covering in this area’ signs are displayed throughout the building and school grounds
* it is noted that some individuals are exempt from wearing face coverings and this will have been agreed with the Head Teacher.
* Care taker/ duty cleaner to regularly check supplies of sanitising stations and sink areas to ensure appropriate supplies of soap, paper towels and clean areas

REGULAR HAND WASHINGChildren, pupils, students, staff and visitors should wash their hands/ sanitise: * before leaving home
* on arrival at school/setting (Staff upon arrival to school, ELC Setting drop off 8.50am, all permitted visitors to sanitise at point of entry)
* parents/ carers to access sanitising station at playground gate upon point of entry
* after using the toilet
* after breaks and sporting activities (10.45am, 1.15pm and after sport/ outdoor activity)
* before food preparation (no pupils are permitted to support with the preparation of food at this time)
* before eating any food, including snacks (before break, before lunch and similarly in ELC Setting)
* before leaving school/setting (prepared and ready to leave at 3.15pm prompt, ELC pick up times)
* sanitiser located in all classrooms and high volume areas e.g. cohort entrances (see annotated map completed 25.09.20 in master COVID-19 file)
* sinks and bathrooms regularly cleaned down by Janitorial/ Facilities Team

STAFFROOM * Ensure good hygiene/ handwashing prior to eating
* Facilities team regularly clean staffroom
* All staff must adhere to one way system in staffroom
* All users must maintain appropriate physical distancing in line with government guidance
* All chairs clearly marked and labelled to maintain 2m physical distancing
* Staff must use paper towel when using urn and milk carton to prevent contamination
* Staff prepare and clear away any items following preparation/ eating food
* Each staff member provides own cutlery, crockery and containers for eating (not stored in staffroom)
* Staff encouraged to bring cold packed lunch from home and avoid using microwave/ toaster where possible
* Microwave to be wiped with chlorine spray before and after each use
* Staff to use paper towel to open and operate microwave
* Staffroom cupboards closed off and not accessible
* Staff to use gym hall in addition to staff room to ensure adequate physical distancing
* No dishes to be left on sink or on drainer
* Maintain 2m physical distancing in staffroom at all times
* Signage displaying maximum number of users at a given time

THROUGHOUT BUILDING * Appropriate access to sanitising wipes/ liquid and hand washing facilities throughout including specialist wipes for IT equipment
* All adult users must wear a face mask in communal spaces e.g. corridors/ staffroom/ photocopier/ collegiate meeting (except for those exempt).
* Signage to encourage good hygiene/ regular hand washing at all wash basins
* Regular prompts and reminders to pupils about the importance of good hygiene/ regular hand washing

 FACILITIES TEAM * Cleaning / janitorial staff regularly clean door handles, sink taps within the building across the day
* All adult users must wear a face mask in communal spaces e.g. corridors/ staffroom/ photocopier/ collegiate meeting (except for those exempt).
* Check that all hand washing facilities have soap, hot and cold running water and hygienic drying materials Ensure paper/soap dispensers are regularly checked and replenished as necessary
* Ensure frequent cleaning of contact points (Facilities Team on site throughout day)
* Regular planned times to clean down tables, surfaces and chairs using approved spray/ cleaning materials
* Introduce daily wash hand basin checks prior to school opening to pupils and stock them with soap, paper as needed and throughout school day

Staff will be encouraged to:* Speak up / report - *“Say if it’s Not Okay”.*
* Prepare food at home and so that they can avoid the need to visit takeaways / shops at lunch breaks and the potential exposure to infection.
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| Pupil displaying symptoms. | If pupils are found on arrival, or if signs of continuous coughing, high temperature, loss of taste / smell develop during the working day they will be placed in isolation and their parents / guardian will be called to collect them. If there are any immediate concerns an ambulance would be called.* Upper School should be escorted around building and brought through main entrance to Isolation Room (not through main building)
* NHS/ Public health signage displayed
* Regular reminders sent to parents/ carers advising not to send children to school if they are unwell
* isolate and shut door whilst parents/guardians are contacted to be immediately collected
* call 999 in case of an emergency where there is immediate concern for life
* First Aider called to support
* PPE worn to ensure safety of staff supporting pupil
* open a window for ventilation
* avoid touching people, surfaces and objects cover mouth and nose with a disposable tissue when they cough or sneeze
* provide nappy sacks to double tie and dispose of used tissues in a closed waste bin in Isolation Room/ outside Janitor’s Office
* staff to wear gloves if supporting a child to dispose of their used tissue e.g. younger child requiring assistance to open nappy sack
* If required, identify suitable toilet facilities that only the pupil/staff member uses (Disabled Toilet).

Ensure these toilets are then closed and a deep clean sign is hung before being accessing again. * make sure that children know to tell a member of staff if they feel unwell
* all pupils asked daily during register, “are you well today?”
* Facilities Team to dispose of hazardous waste following 72 hour quarantine in line with authority guidance
* Copies of seating plans held centrally to support HPS in case of confirmed case
* The area the pupil was working in will be isolated and sign displayed to prevent anyone using it, until there has been a special clean and where necessary, the business contingency plan implemented. (Contingency Plan: Hall used as working space until classroom/ area deep cleaned. Area where pupil/ staff member became unwell evacuated immediately).

If advised, will follow the requirements of ‘Test and Protect (Test, Trace, Isolate and Support).* small card to be created and shared with families to know what to do in the event of a child developing symptoms (by 31.08.20) – sent by email and paper copy sent home if child develops symptoms
* flow chart for individual cases/ incidents maintained by HT (master COVID-19 file) and HPT risk assessments regularly reviewed to ensure the school is well prepared in case of a positive case
* full cooperation with HPT in case of a positive test result including identifying close contacts and sharing information (e.g. seating plans and timetables)
* parent/ carer asked to advise of test result ahead of a child return to school in line with local guidance

Cleaning staff will regularly clean the door handles, sink taps within the building. Teaching / assistant staff will maintain good hygiene standards, (use sanitiser provided), and wipe over surfaces where required, *e.g. shared equipment, kettles, fridge, etc*REGULAR HAND WASHING Children, pupils, students, staff and visitors should wash their hands: * before leaving home
* on arrival at school/setting (Staff upon arrival to school, ELC Setting drop off 8.50am, all permitted visitors to sanitise at point of entry)
* parents/ carers to access sanitising station at playground gat upon point of entry
* after using the toilet
* after breaks and sporting activities (10.45am, 1.15pm and after sport/ outdoor activity)
* before food preparation (no pupils are permitted to support with the preparation of food at this time)
* before eating any food, including snacks (before break, before lunch and similarly in ELC Setting)
* before leaving school/setting (prepared and ready to leave at 3.15pm prompt, ELC pick up times)

THROUGHOUT BUILDING * Appropriate access to sanitising wipes and hand washing facilities throughout including specialist IT wipes
* All adult users must wear a face mask at all times (except for those exempt)

FACILITIES TEAM * Cleaning / janitorial staff regularly clean door handles, sink taps within the building
* All adult users must wear a face mask in communal spaces e.g. corridors/ staffroom/ photocopier/ collegiate meeting (except for those exempt)
* Check that all hand washing facilities have soap, hot and cold running water and hygienic drying materials Ensure paper/soap dispensers are regularly checked and replenished as necessary
* Ensure frequent cleaning of contact points (Facilities Team on site throughout day)
* Regular planned times to clean down tables, surfaces and chairs
* Introduce daily wash hand basin checks prior to school opening to pupils and stock them with soap, paper as needed
* All staff report any concerns as appropriate to HT, DHT, Cleaning or Janitorial staff as soon as possible

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| Hazards | Control measures | Examples |
| Maintaining social distancing within the school | All staff are to maintain two metre physical distancing between adults, and between adults and children and young people who are not from the same household should be maintained. This includes Learning Assistants within the playground and non-staff adult visitors to the school eg contractors, deliveries etcNo non-essential visitors in schools.Adult visitors to schools should be strictly limited only to those that are necessary to support children and young people or the running of the school.All visitors the school should were surgical face mask at all times. In line with the scientific advice, learners should be kept within the same class groups for the duration of the school day.Each class will have their own area to play in, within the playground, reducing the number of children mixing across the classes during the school day. For pupils requiring 1:1 learning support and personal care support, Personal Handling Plans and Self Handling Plans will be reviewed prior to pupils returning.PPE to be used when supporting a child with personal care or first aid.Hand hygiene is essential before and after all contact with a child receiving intimate or personal care, before putting on PPE, after removal of PPE and after cleaning equipment and the environment. Hands should be washed with soap and water.**To minimise the need for large numbers of pupil transits and manage social distancing within the school:*** Individual pupil entrances (exception of P6/5 and P4 who will enter staggered i.e. not mixing)
* Cloakrooms not used to store any items (exception of P1 for items in line with appropriate assessment of risk)
* No bells to prevent jostling/ lining up
* Clear designated areas for cohorts to assemble to go in to school – shown by staff on first week of term
* Discussion with pupils to explain reasons for current expectations
* Lining up in corridors kept to an absolute minimum where possible
* All activities to take place in classroom/ outdoors where possible (i.e. severely limited access to other parts of the building at this time e.g. hall)
* Member of staff positioned at school gate to ensure safe flow of families at drop off/ pick up
* Families advised to pick up/ drop off swiftly and to not congregate/ play in playground after school hours
* Review staggered start/ finish times if appropriate

**Groups of pupils will be kept in one location and the teachers move to them.** * Where possible, maximum of 2 cohorts seen by a member of staff each day e.g. SfL, LA, HT, NCCT teacher
* Visiting specialists allocated to one school per day in line with authority guidance
* Timetable will be amended to reduce the number of movements by pupils

**External areas will be used to move between different parts of the building.*** P1, P2, P3, P4 and P6/5 within main building where possible
* P5, P7/6 and P7 within the upper school building where possible – using phones to communicate needs where required
* P5, P7/6 and P7 pupils who develop symptoms during school day will be escorted through main entrance (instead of main building) to access Isolation Room
* Admin restricted to office/admin areas where possible
* Upper School pupils to be escorted via school grounds to main entrance should they become unwell/ develop symptoms
* Pupils not sent to office where possible
* Rear gate/ fire exit open to families at pick up and drop off
* Landscaping Team have newly paved back gate into playground to ensure safe walkway all year round
* Prompts/ reminders for parents/ carers in playground including appropriate signage
* Flier/ pupil made leaflet sent home to families September 2020 asking parents/ carers to be good role models for 2m
* Discussion with Parent Council about potential changes to school day as a result of drop off/ pick up difficulties with physical distancing
* The car park to be closed to vehicles during times families are arriving and departing using cones.
* Flexible start of the school day will reduce the number of pupils and parents in the playground and ensure social distancing as appropriate.
* Pupils to only leave classroom to go to the toilet and to exit the school at break/lunch/home/Fire Alarm.
* Classes will use closest door for entry/exit to reduce movement in school and distribute class lines around the school. This may include fire doors not normally in use.
* Children will come straight into he school building from 8.45 to reduce waiting or gathering in the morning
* All to walk on the left of the corridor and to only use the corridors for moving from one place to another.
* Two metre distancing points will be marked on the floor, *(in front of photocopier, printer; water fountains, staff kitchen areas)* and social distancing posters will be displayed at the entrance and throughout the school.
* The school playground will be zoned to accommodate class play within a particular area. Only one class will use the zoned area at a time.

**To manage social distancing in learning accommodation:*** All non-essential items in the learning accommodation will be removed into storage to maximise capacity and decrease the number of items requiring cleaning.
* All surplus furniture should be pushed to the side of the room to maximise floor space or placed in storage.
* In P3 – P7 classrooms, where possible, learners desks will face forwards and they will sit in twos.
* learners should have an assigned seat and desk, avoiding unnecessary sharing of resources.
* Teachers should ensure at the start of each session that there is 2m distancing between their ‘key position’ and the learners.
* Teachers will submit a seating plan to aid with Track and Trace.
* There will be no pupil ‘hot desking’, pupils will sit at their designated desk and when the lesson / class starts and finishes, pupils will wipe clean the desk surface and chair with the sanitising material supplied.
* Shared equipment e.g. iPad/ scissors sanitised after each use
* All pupils provided with an individual pencil case to limit the amount of shared equipment being used. Pencil cases to be stored in Class Trays. Staff to ensure children are given a wipe at the end of day to sanitise all items.
* Pupils, particularly in lower school can access structured play opportunities etc away from desk as long as appropriately risk assessed and managed
* P1 and P2 follow Early Level guidance developed by Midlothian Council to ensure a safe and stimulating environment which meets the developmental needs of the younger children
* Seating plans created by class teachers and submitted to HT – P3-7 seated in rows to minimise close contacts/ face to face contacts – information available to HPT in case of a positive test result
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| Maintaining social distancing within the school *(continued)* | **To manage social distancing in the breaks / dining area / toilets:*** The school playground will be zoned to accommodate single class use within a particular area. Only one class will use a zoned area at a time.
* Pupils will be encouraged to remain onsite for lunch wherever possible, to minimise unnecessary interactions with others off the school premises.
* Dining hall not currently in use. Pupils will eat in classrooms with appropriate supervision, washing their hands before and after eating.
* Classrooms will be used for consuming lunch. Hot lunches will now be served in classrooms. Tables are to be cleaned prior to opening food and school lunches should be brought to the classroom by a member of catering staff.
* Signage to be displayed on the outer toilet block wall stating that a designated number can be in the toilet block at any one time.
* Following lunch being eaten, cleaning staff and staff supervising lunches should assist with the cleaning of tables and other surfaces.
* Desks wiped down before and after eating
* Appropriate supervision during eating

**To manage social distancing in the staff room / kitchen area:*** Staff will have agreed staggered breaks in order to maintain social distancing. There will be non-teaching areas for staff to use during their breaks. Signage will be displayed on the door stating how many can be in the room.
* All non-essential items will be removed into storage to maximise capacity and decrease the number of items requiring cleaning and tables / chairs will be repositioning taped over / removing into storage.
* Social distancing will be maintained in the staff kitchen area.
* Staff should bring their own cup/cutlery/crockery.
* Staff should wear surgical masks when in the staffroom except when eating.

STAFFROOM * Ensure good hygiene/ handwashing prior to eating
* Facilities team regularly clean staffroom
* All staff must adhere to one way system in staffroom
* All chairs clearly marked and labelled to maintain 2m physical distancing
* Staff must use paper towel when using urn and milk carton to prevent contamination
* Staff prepare and clear away any items following preparation/ eating food
* Each staff member provides own cutlery, crockery and containers for eating (not stored in staffroom)
* Staffroom cupboards closed off and not accessible
* No dishes to be left on sink or on drainer
* Maintain 2m physical distancing in staffroom
* Staff should wear surgical masks when in the staffroom except when eating.

**To manage social distancing at the drop off and pick up point:**To aid in the management of pupil social distancing during arrival and departure: * School bell switched off to prevent jostling/ congregating
* School gates locked until 5mins prior to school opening/ 10 mins before exiting
* Staff will be available in the playground to manage flow of families and remind of physical distancing
* Back gate open to reduce congestion at front gate
* Families to wear face coverings in playground at drop off and collection with appropriate signage throughout school grounds
* On arrival, pupils will head immediately on to their class cohorts entry point*:*
* ELC – Fire exit and Garden Gate
* P1 – P1/2 Fire Door
* P2 – Front Door
* P3 – Library
* P4 – P3/4 Cloakroom
* P5 – P5 Fire Exit
* P6/5 – P3/4 Cloakroom
* P7/6 – P7/6 Fire Exit
* P7 – P7 Fire Exit
* Posters advising parents/carers to wear face coverings when in the playground for drop-off and collection of children.
* A sign will be displayed on the main door stating:

**COVID-19. In line with government guidance keep 2 metres apart from anyone outside your household. For advice / access to the building contact: ######. Please do not leave children unsupervised until they have accessed the building. Sorry for any inconvenience*** To limit the time families have in the playground, the school gates will be open 5 minutes before children are to start school/ 10 minutes before being dismissed.
* To ensure there is no overcrowding parents/guardians will be advised that only one parent/guardian will be allowed to drop off and collect watch child with no congregating by the gate.
* Pupils will be dismissed from the door nearest their classroom to distribute them around the school.
* Pupils to go direct to classrooms and not linger in cloakroom/corridors/communal areas.
* Car-sharing with children of other households should be discouraged.
* Car park to be coned off at pick up / drop off times to allow safe passage as part of 1 way system.
* **Parents should not stop in the playground at the start of the day and should leave once their child has entered the school.**
* **Parents to be encouraged to leave the playground promptly at the end of the day and wait outside the playground until it is time to dismiss classes.**

**8. To manage social distancing in the wider school community;*** There will be no mass gatherings including Assemblies (unless done virtually).
* Cross class groups will not be undertaken eg SfL
* Careful timetabling should be used to minimise movement around the school building. A one-way system should be used where possible.
* All classes will use a toilet chart to monitor the number of children going to toilet at 1 time. Only 1 boy/ girl can go at a time from a class.
* Toilet areas should be carefully controlled to ensure that they do not ever become crowded and that they remain clean.
* PE should only take place outdoors. Consideration is to be given to what types of activity and clothing may be most appropriate in view of weather conditions. While physical education should continue to be considered a priority, if weather is extremely bad then staff may use their judgement as to whether it is safe for children to be outside.
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| Hazards | Control measures | Examples |
| Touching desks, cabinets, equipment, and fixtures / fittings, *e.g. door handles, taps.* | Cleaning will provide enhanced cleaning, with regularly cleaning of the door handles, light switches, doorframes, taps and toilets within the school. Teaching aids used by children would be wiped clean cleaned between use, by the relevant staff / pupils with the sanitising material supplied.* Laundry bags for individual toys/ resources implemented in EY classrooms to allow them to sanitise items regularly and hang to dry
* Use of ELC dishwasher where appropriate
* Regular, systematic cleaning routine of resources
* Books quarantined for 72 hours between use/ rotating sets organised and managed by staff
* Outdoor/ PE shared equipment not in use including footballs, climbing frame (school cohorts) and welly racks/ clothing

Any reading/ text books used should be left for 72hrs before further use by another member of staff/pupil. Should there be a incident where a member of staff / pupil show signs of COVID 19 and are sent home, their work area will be isolated and sign displayed to prevent anyone using it, until there has been a special clean and where necessary, the business contingency plan implemented.Washing your hands posters will be placed near the basins / sinks and staff advised to wipe down kitchen equipment, *e.g. kettles, taps, microwave / cooker knobs and buttons,* after use.Everyone within the school will be encouraged to regularly wash their hands with soap and warm water, for at least 20 seconds, especially before eating or drinking. In addition, recommend that cuts should be covered with Elastoplast’s. Pupils will be provided with stationery. All items brought from home MUST be taken home at the end of the day. The sharing of resources will be kept to a minimum. Any resources brought in from home e.g. reading books or jotters should be quarantined for 72hrs before others can access these. When the classroom is not in use i.e. break and lunch time, all windows should be opened to allow for ventilation. All resources used in class should be selected with cleaning in mind. Resources used should be cleaned between different learners and if this is not possible should be left for 72hrs before used by a different group. After a class has used PE resources these should wiped clean with Chorine spray and blue roll before being returned to the cupboard. Children and staff can take books and other resources home, including jotters with the following 2 approaches being implemented to mitigate risks.1. Quarantining resources for 72 hours.
2. Careful hand washing with soap and warm water/ use of alcohol based hand sanitiser before and after handling resources including textbooks and jotters. Staff should avoid touching their mouth, nose and eye area.

Any play equipment, such as a football or basketball for use within the playground, will be limited to single class use. Such equipment should be quarantined for 72hrs before another class uses it.  |  |
| Fire or other emergencies. | Fire action procedures have been reviewed for the school and Teachers / Assistants are aware of what action to take should a fire break out or the fire alarm is activated. If contractors are on site undertaking emergency work, they will need to be made aware of what to do in case of fire.* Please refer to separate Fire Action Plan, which includes COVID-19 measures to physically distance and reduce contact between cohorts, where possible.

Staff will make themselves aware of who are the designated first aiders, they will wear suitable face covering / face masks, gloves when attending an incident. Should there be no trained first aiders due to illness, senior staff members will act as 'appointed persons' should there be a first aid emergency, i.e. they will take charge when someone falls ill or is injured at work, including calling an ambulance if needed; look after the first aid box and other first aid equipment, including restocking the box; and keep records.  |  |
| Customers/ Clients / Visitors and deliveries | All non-essential visits will be stopped. Parents / guardians / delivery drivers will be made aware of the temporary arrangements in place for attending meetings, deliveries and collections. Parents/ carers not permitted to access the school building and are encouraged to make contact by telephoneAll visitors to school will be greeted by admin staff outdoors and not permitted to enter unless a specific arrangement has been made e.g. engineer to fix a reported issueVisitor sign in sheet includes Test and Trace contact details – visitors asked to sign in using own pen All meetings held virtually, where possible Adults must at all times wear face coverings in communal areas ‘Wear a face covering in this area’ signs are displayed throughout the building and school grounds It is noted that some individuals are exempt from wearing face coverings and this will have been agreed with the Head TeacherWhere practical using ‘Zoom’; Microsoft Team’ or similar will be used for meetings and no face to face contact unless there is a two metre distance between both parties.**NO large gatherings should be held**. Any physical meetings should be of no more than 6 people, socially distanced and with face coverings being worn.Where possible, deliveries will be timed to avoid drop off / pick up times, All deliveries should we be wiped down with sanitising material, unless they will immediately go in to storage and not used for at least 72 hours. Staff to wash hands thoroughly before and after opening deliveries  |  |
| Hazards | Control measures | Examples |
| Visitor / intruders | Adult visitors to schools should be strictly limited to those that are deemed essential to support children and young people.All visitors to the school should read the school’s visitor guidance in relation to Covid-19 before entering the building and follow all school protocols with regards to social distancing and hygiene. Security arrangements will be maintained at all times and no members of public allowed into the building. Only Council officials that show their badge will be allowed entry.**(Please note whatever measure social distancing measures are implemented, the security of the building and staff must be paramount).** * parents/ carers not permitted to access the school building and are encouraged to make contact by telephone/ email unless a specific arrangement has been made
* after school club staff will be asked to collect their children from specific locations in the school grounds to prevent congregating/ entering the building
* all visitors to school will be greeted by admin staff outdoors and not permitted to enter unless a specific arrangement has been made e.g. engineer to fix a reported issue
* all users who enter building must sanitise upon entry and sanitising station located at front entrance
* all adults to wear face coverings in communal spaces and advised to wear a face covering when working with pupils

A poster will be displayed on the front door stating that there is no public / contractor access into the building unless prior arrangement had been made and agreed.**Only essential visits carried out in school at this time. This includes but is not limited to:** * NHS health professionals  Children’s Services colleagues
* Education staff from Midlothian Council
* Visiting Services e.g. Visual/ Hearing Impairment staff, IWBS, music instructors
* Therapeutic partners: Home Link Family Support and Play Therapy Base

 Appropriate risk assessments are completed and shared by other services. Copies can be found on Sphera. Where possible, these visitors work only from the Therapeutic Room at the front office. * Regular, planned visitors receive a copy of the establishment risk assessment in advance of attending school
* Learners are escorted to and from this space by a member of school staff
* Sanitising station in this room
* Box with PPE/ appropriate products for clean down in this room
* Separate toilet and hand washing facilities in this room
* All adult users must wear a face mask in communal spaces e.g. corridors/ staffroom/ photocopier/ collegiate meeting (except for those exempt)
* All adult users advised to wear face covering when working with children
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| Vulnerable staff | **Staff at the highest clinical risk (individuals on the shielding list) should work from home, and if they cannot do so, they should not go into work as long as the area they live or work in is under lockdown.** If the area where someone on the shielding list is living or working in goes back down to level 4, they are advised to continue to follow the advice about going to work in level 4 areas, regardless of whether they have had 1 or 2 doses of the vaccination. This advice is that people on the shielding list can go into work if it is Covid-safe to do so. It is the employer’s responsibility to make the workplace and duties safe and employees also have a responsibility to comply with safe working practices. Any employees with underlying health conditions should ensure that they strictly follow physical distancing if returning to work.Any employees living with a person with underlying health condition should take steps to minimise the risk for those they live with and should strictly follow physical distancing. |  |
| Vulnerable Pupils | Any pupils within vulnerable groups are to follow ongoing government advice. Pupils who fall into this category may require additional measures to minimise risk and control measures in school.  This includes: * BAME families – all contacted by telephone 10 08 20 to confirm they are well, their families are happy for them to return and no concerns/ measures have been raised/ highlighted by their GP/ medical professional
* Clinically vulnerable individuals
* Pupils on a Shared Placements
* Identified pupils with additional support needs who may have difficulties adhering to the Scottish Government guidance around physical distancing
* Identified pupils with complex healthcare needs which are managed in school

Pupils within any of the above groups or who have a presenting concern, will be shared with staff including the differentiated arrangements and supports in place.  The Head Teacher (or appropriate delegated member of staff) will liaise with parent/ carers and appropriate multi agency teams to identify necessary measures required. A risk assessment will be written and shared where required.  * Pupils may wear face masks in school should they wish to
* Regular hand washing
* Medicated/ identified soaps for identified pupils  No access to sanitiser for identified pupils

 Following Midlothian being placed in Tier 3, the published extra protection level advice states: Parents / carers of children who have previously shielded or who have an underlying health condition should discuss with their GP or clinician whether they should attend school. |  |
| Staff travelling to work  | Staff should consider the following options:1. Walking is probably the safest method of travel, observing the 2 metre rule at all times and avoid pressing crossing patrol buttons with fingers, where possible (use a pen or similar).
2. Using their own bicycle, if they have access to one. The distance to be travelled of course may be too great or too arduous. Where a push bike is used, again the 2 metre rule must be observed when waiting at junctions, etc. and there are other pedestrians or cyclists in the vicinity.
3. Using their own car, it is advisable that they sanitise keys, boot and door handles, steering wheel, gear shift, handbrake, radio buttons and instruments used, including seatbelts, cup holders, mobile phone holders. When using fuel pumps, use the disposable gloves provided at the filling station or wipe the pump handle prior to use, with a sanitising wipe. If offering a lift to a friend or colleague, the points below in 4 and 5 should also be followed.
4. Where car sharing is required, it is advised that it is only undertaken if:
* There is only one passenger, both wear a face covering and no face to face contact. The passenger should sit in the rear of the vehicle on the opposite side to the driver, and the windows opened.
* They have asked the other person if they are suffering from any COVID-19 symptoms or if anyone in their household has any symptoms.
* No food or drink is consumed during the journey and avoid touching the face during the whole trip and refrain from touching / leaning over towards the other person.
1. Where public transport has to be used, wear a face covering and ensure that the 2 metre social distancing rule is maintained and sit at least 2 metres away from other passengers. Where practicable, travel at off peak times, or wait for public transport to be less crowded. Contactless payment methods are preferable to cash. It is recognised that fellow passengers will be wishing to exercise similar precautions which will assist with social distancing. It is advised that they use their own supply of hand wipes to keep hands as clean as possible and avoid eating or drinking whilst on public transport.
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| Aerosol Transmission | Singing, shouting and the use of brass and wind instruments should be avoided. All physical exercise and dance should be taken outdoors. Face coverings should be worn on all school transport.It is advised that a cautionary approach is taken to the delivery of drama given that this activity poses a potentially higher risk of transmission. As such:* Teachers should continue to ensure 2m social distancing between themselves and children.
* Teachers should continue to ensure good hand hygiene when moving to a different area of the school for drama and when returning to class.
* Teachers should consider the delivery of drama in outside spaces.
* Indoor drama should be delivered in larger areas which are well ventilated.
* Teachers should limit the number of children working together on improvised or text-based work. Children should work individually where possible, but in pairs or small groups (no more than 5) where this is not possible.
* Children should speak at a normal classroom volume and avoid needing to shout.
* Use of costumes and props should be limited. Teachers should quarantine or clean these before allowing other children to use them.
* Singing should not happen indoors as an organized, large group activity. However, children singing naturally in the course of activities and play should not be discouraged. Singing can also be used to comfort young children when necessary.
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