Department: **Education and Children's Services**	**RISK ASSESSMENT**	Aberdeenshire COUNCIL
Process/Activity: **COVID-19 Infection Prevention & Control**	Location: **All ECS Establishments**	Date: **31.05.2021 V011**
Describe activity: **ECS establishments opening to children, young people, staff, visitors and contractors.**		
Establishment Name and Location: **BALMEDIE SCHOOL (and associated Nurseries)**	Isolation Room Location in Establishment: **CLOUD ROOM (Nurseries – Monkey Room/First Aid Area)**	

Please save a copy of the template before updating so the master template is not populated with school specific information.

THIS RISK ASSESSMENT NEEDS TO BE TAILORED TO EACH ESTABLISHMENT AND SHARED WITH ALL STAFF. CONSIDER PUBLISHING ON THE SCHOOL'S WEBSITE.

Contents: Additional Guidance Summary Following Update of 17.05.2021 for schools (click on the number to go to the section)

1 General Control Measures, including face coverings, minimising contacts (groupings).
2 People Symptomatic Attending ECS Establishments
3 Protection When Dropping Off and Picking Up from Establishments
4 When Contractors & Visitors Come on Site; Visiting Specialists
5 Supporting Children and Young People with Additional Support Needs
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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, Children & young people, Visitors	Cross contamination of infection, Infection of staff, children and visitors	L	M	**H**	**1. GENERAL CONTROL MEASURES FOR SCHOOLS OPENING FROM 19 APRIL 2021** To help ensure that schools continue to play their part in suppressing transmission of the virus, the protective measures and mitigations set out in the main guidance will remain in place from 17 May 2021.	**L**	M	H

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.
Encourage and support all children, young people, staff and any others for whom it is necessary to enter the school estate to follow all the relevant guidance, e.g., 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 children, 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 children, 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 and a small number of key areas to complement existing hand washing facilities. While sanitiser can be made available for the purposes of convenience, regular hand washing with soap and water should remain the preferred method of hand hygiene for all. Provide supplies of resources including tissues, soap and hand sanitisers.

The response to the coronavirus COVID-19 outbreak is complex and fast moving. Advice from Government sources will be shared with staff daily on the Aberdeenshire Council staff COVD-19 site: https://covid19.aberdeenshire.gov.uk/ **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' updated 17.05.21 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.

FACE COVERINGS should be worn by adults where they are working directly with others and cannot keep two metres from other adults and / or children and young people across primary and secondary (but with ELC models permitted for early stage, P1-2, as before) and current guidance advises 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 children, for example **when moving around settings** or when in staff rooms, administrative areas or canteens across all school settings. At all times when adults in primary schools, and adults and young people in secondary schools, including special 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). Face coverings should be used by adults when not working directly with children, for example when moving around settings or when in staff rooms, administrative areas or canteens across all school settings. At all times when adults in primary schools, and adults and young people in secondary schools, including special 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 children with Additional Support Needs who routinely have to work within two metres of **children and young people** should wear **Type IIR face masks** as a general rule. However, the use of opaque face coverings should be balanced with the wellbeing and needs of the young person - appropriate use of transparent face coverings may help in these circumstances. Other than where schools are using ELC models and guidance in the early stage, where adults cannot keep 2m distance and are interacting face-to-face with other adults and/or children and young people, Type IIR (or, in certain specific circumstances, PPE- see section on PPE and other protective barrier measures, below) should be worn at all times. This applies to all staff including support staff and Pupil Support Assistants. Transparent face-coverings may be supplied where appropriate and used where there is a risk of detriment to the child's health and wellbeing.
In **special schools and units**, and where there are groupings of children with complex additional support needs, the balance of the staffing complement, the groupings of children and young people and their needs, and therefore the staffing and resources required, (PPE, cleaning of equipment), should be considered/assessed throughout the school day.

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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 children and young people aged 5 and over are travelling on dedicated school transport face masks should be worn (see School Transport section). **Anyone (staff or pupil) who wishes to wear a face covering is free to do so.**
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, schools should take steps to have a contingency supply 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):

In both primary and secondary settings, wherever possible, efforts should be made to keep children and 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 the floor and consider the implementation of one-way systems to assist movement around school buildings and site. 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 appropriate cleaning supplies to enable them to wipe down their own desk/chair/surfaces before leaving and or, especially, on entering the room, especially in secondary schools.

Review any Personal Evacuation Emergency Plans (PEEPS) to ensure that arrangements are still adequate and relevant. Update the Fire Evacuation Procedure to reflect any changes and share information with all staff.

Where possible groups should be kept apart, e.g., 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 children regarding social distancing and how to handwash properly. Children should be supervised and supported to follow guidance.

Consideration given to emergency evacuation procedures/ fire drill & muster point -fire safety is the priority. Adjustments to be made locally to emergency evacuation procedures 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.

Consider adapting working practices for administration staff**.** For example**,** stagger times at which work is done in the school office, or breaks are taken; restructure workflows to allow for physical distancing of 2m to be implemented. Consider rota of staff to provide reception cover, allow enough staff cover in school offices. Minimise movement of individuals between workstations. Where they are shared make sure there is cleaning between use.

Secondary Schools: 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.

TEMPLATE

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 children and young people move between groups; • minimising frequency of change of groups for children and 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.

EARLY LEARNING AND CHILDCARE SERVICES ADVICE:
Additional guidance is listed below for Early Learning and Childcare Services with links: here. And good infection control guidance specifically for nurseries: Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings and put in place the guidance from Health Protection Scotland. ELC Risk assessment here. Link to ELC guidance doc found here

Additional guidance for all staff who work with and support children and 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 a child or children, 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 child or young person who has become unwell with symptoms of COVID-19 and 2m distancing cannot be maintained while doing so. If the child or 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
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.

Shielding
At protection levels 0-2, children and young people on the shielding list are advised to follow the guidance for the general population in relation to school and formal childcare Coronavirus (COVID-19): shielding advice and support.

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.

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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 children on EHC plans, carried out with educational providers, parents/carers and appropriate health practitioners, to ensure child is at no more risk in the school setting than at home. Parents and carers may wish to have a discussion with their child'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 twice daily 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 Nursery, Primary and Special Schools and 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 tied back where appropriate, and clothes changed daily. Children encouraged to also tie hair back.

Support for minority ethnic children, 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.

School visits

Guidance on school visits (available at Coronavirus (COVID-19): guidance for school visits and trips) - school day visits can now take place and that school residential visits to outdoor education centres can recommence from 31 May 2021 at the earliest, subject to a number of mitigating actions being put in place. This includes the requirement that residential visits are allowed only when virus prevalence is equivalent to new Covid-19 Protection Levels 0, 1 and 2 at both the school and destination.

People with symptoms attending ECS sites	Staff, Children & young people, Visitors	Infection of staff, children and visitors	L	M	**H**	**2. PEOPLE SYMPTOMATIC ATTENDING ECS ESTABLISHMENTS & TESTING** Remind staff, pupils and parents that they **should not** come to school if they or someone in their household has developed symptoms (new persistent cough, fever or loss of, or change in, sense of smell or taste) They should self-isolate straight away, stay at home and arrange a test via www.nhsinform.scot or the staff referral portal. Remind all staff and pupils of this each day.	**L**	M	H

The current asymptomatic testing offer is for school staff and senior phase pupils and does not replace other mitigations. Symptomatic staff, student teachers and learners should not use lateral flow tests (LFTs) and must not attend school sites. PCR test must be accessed. If symptomatic person has a 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, has 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, Children & young people, Visitors	Cross contamination of infection. Infection of staff, children and visitors	L	M	**H**	**3. PROTECTION WHEN DROPPING OFF AND PICKING UP FROM THE ESTABLISHMENT** Social distancing should be adhered to. Staff/ volunteer / visitor distance of 2m. All staff, parent/carers, children 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.	L	M	H
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 or locations. Consider where children go when they arrive at the facility. Consider the arrangement of parents not to enter the PLAYGROUND or BUILDING unless in an emergency unless this is not possible due to restricted external space on pavements – each site needs to be assessed to establish the practicalities of restricting parents from the playground. Consider advising parents not to wait and maintain 2m social distancing. If parents/carers are dropping off children, 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), including parents at drop-off and pick-up. 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 before moving to wash their hands thoroughly at the nearest available handwashing area when entering the building. When pupils are leaving the building they should be encouraged to sanitise their hands. Consider discouraging parents/carers from dropping off items for pupils at reception to reduce potential transfer of infection. Children and young people should wherever possible be encouraged to not bring toys from home or to share their personal belongings. However, if a child 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, children & visitors.	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors	L	M	**H**	**4. WHEN CONTRACTORS & VISITORS COME ONTO SITE / VISITING SPECIALISTS** 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 here & GDPR Template here. Guidance on Collection of Visitor Details here.	L	M	H
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. 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 main entrance where possible. 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.
Risk Assessments for School Counsellors, School Escorts and 'Near Me' can be found here
Risk Assessment for EAL Risk Assessment for ASPECTS
VISITING STAFF GUIDANCE: Risk Assessment for Home Visits . Risk Assessment for School Visiting SSS . Risk Assessment for BME . Covid-19 – Guidance for non-healthcare settings is available **here**.

Staff Type	Working Location	Guidance
ASN Pupil Escorts	**Transport**	• Do not work with more than 2 contacts per day • A contact is defined as one child, a group of children (may be a class), a single member of staff, a group of staff, a parent or carer, a family group. • 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.
ASN Staff (e.g. ASN Teachers, PSAs, PSWs)	**Base school only location**	• Follow school's own guidance and risk assessment as other school staff
ASN Peripatetic Staff (e.g. ASN Teachers, PSAs, PSWs)	**Base school & one other location per week**	• Follow the school guidelines in their base school (i.e. the school that the staff member works most of the week in) • Only visit one school per day on days not in base school • Do not work with more than 2 contacts per day in schools that are not base school • A contact is defined as one child, a group of children (may be a class), a single member of staff, a group of staff, a parent or carer, a family group.
ASN Peripatetic Staff (e.g. Relief PSAs)	**Working in more than 2 schools per week & does not have a base school**	• Do not visit more than one school per day • Do not work with more than 2 contacts per day • A contact is defined as one child, a group of children (may be a class), a single member of staff, a group of staff, a parent or carer, a family group. • 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.
ASN Support Services (e.g. EPS, EAL Service, Sensory Support Service, Counselling Service) and Allied Health Professionals	**Working in more than 2 schools per week & does not have a base school**	• Continue to offer a service remotely where possible • Do not visit more than one school per day • Do not work with more than 2 contacts in a school • A contact is defined as one child, a group of children (may be a class), a single member of staff, a group of staff, a parent or carer, a family group.

TEMPLATE

Visiting Specialists	**Various schools across clusters**	• Maximum of 2 schools per day, no limit on number of groups but staff advised to reduce the number of interactions • Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc • Reduce number of visits where practical, i.e. if usually 3 schools per day – reduce to maximum of 2 • Undertake risk assessment for each staff member
Supply Teacher	**Various schools across clusters**	• Maximum of 1 school per day, no limit on number of groups but staff advised to reduce the number of interactions • Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc • Reduce number of visits where practical, i.e. if usually 3 schools per week – reduce to maximum of 2 • Undertake risk assessment for each staff member
Music Instructors	**Various schools across clusters**	• Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc • Maximum of 2 schools, per day reduce number of visits where practical to ideally 1 school per day where possible (originally was in the region of 3-4 schools per day) • Consider fortnightly visits so 1 school per day can be achieved • Utilise online learning using Glow: Teams and Google platforms including video conferencing • See whole school risk assessment template for more information **Permitted activity in schools and ELC settings** **Level 2:** • **Music (low risk - i.e., percussion, keyboards, strings and guitars).** Activity is permitted outdoors/ digitally, and indoors subject to risk assessment and with appropriate mitigations. • **Music (higher risk, singing) for ELC and primary aged children**: Activity outdoors and indoors is permitted subject to risk assessment and with appropriate mitigations. Where singing in groups, outside activity is recommended • **Music (higher risk, singing, wind and brass) Group lessons f**or secondary aged young people activity outdoors/digitally is permitted • **One to one lessons (singing, wind and brass) are permitted** and can now resume indoors for all age groups, subject to risk assessment and with appropriate mitigations including effective ventilation and physical distancing. Group activity should not take place indoors at present. There remains a hierarchy of risk in these activities. For example, learning outdoors is safer than indoors. Activities undertaken at low volume or those that have lower respiratory exertion are safer than stronger aerosol-generating activities. Individuals or small numbers are safer than large groups performing. Activities involving no sharing of equipment is safer than those where learners do share, or where equipment cannot be thoroughly cleaned between uses. Activities which can be done at a distance or virtually are safer than those experienced in close proximity. Shorter duration activities carry a lower risk than longer duration activities.
Janitorial Staff	**Cluster Schools**	• 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 • Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc • Reduce number of visits where practical

Instrumental Instructors Guidance here (updates in blue filter in document)

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.

TEMPLATE

Infection of staff, children & visitors.	Staff, Children & young people, visitors	Cross contamination of infection. Infection of staff, children and visitors	L	M	**H**	**5. SUPPORT FOR CHILDREN AND YOUNG PEOPLE WITH ADDITIONAL SUPPORT NEEDS** 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 here and is available in the Covid-19 School Staff Information area on SharePoint. **ASN FAQs.**	**L**	**M**	H
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 children 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 children and 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 children and 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, Children & young people, Visitors	Risk of infection to other people	L	M	**H**	**6. CLASSROOM MANAGEMENT** Staff and pupils reminded at each registration time of social distancing and face covering rules as appropriate for primary, secondary and special school settings. Not all cases will show symptoms & social distancing challenging to maintain with children, so risk assessed as low to medium.	**L**	M	H
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 their peg 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 children 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. If student is too young, then arrangements for staff to help pupils with clean to be made locally. 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, e.g. 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, i.e. consideration to be given to marking work (done electronically), photocopying, etc. Keep surfaces clear to make cleaning easier. Box of tissues in each class. Where there is a sink in the classroom, soap and paper towels should be available & a bin placed near the sink. Children and teacher should agree the handwashing routine for the day for their group. Consider the provision of hand sanitiser 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). Updated guidance for HE found here (08.03.2021) Updated guidance for PE, Music and Drama found here (17.05.2021) 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;									

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- 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.

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.

Secondary Schools Only
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 : 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, children & visitors.	Staff, Children & young people, Visitors	Cross contamination of infection. Infection of staff, children and visitors	L	M	**H**	**7. ILLNESSES AND ACCIDENTS DURING ATTENDANCE AT ESTABLISHMENTS OUTBREAK MANAGEMENT**	L	M	H

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 where possible set up within the building identified in case of any individuals who present as unwell during the day. Follow procedures to remove from setting where someone becomes unwell:
- If over age of 16 they should go home as soon as symptoms noticed if able to do so
- Under the age of 16 (or otherwise unable to travel by themselves), parents/cares contacted and to follow guidance for households.

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- 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. CSN Support Service Co-ordinators 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 decanted to another area (local decision from dynamic risk assessment undertaken).
2. When decanting 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 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 building management and reported 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 relocated 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

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left the space. 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 children 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 children 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
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, e.g. 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), e.g. 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, Children & young people, Visitors	Cross contamination of infection. Infection of staff, children and visitors	L	M	**H**	**8. OUTBREAK MANAGEMENT** **Please follow the management and communications steps in the COVID-19 Confirmed Case: School Management and Communications Flowchart found here.**	L	M	H

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: gram.healthprotection@nhs.scot

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 an 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:

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- 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 f. 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, children and visitors	L	M	**H**	**9. FACILITIES: inc, VENTILATION; STAFF AREAS/BASES** Ensure regular cleaning (at least twice daily) of commonly touched objects and surfaces (e.g. 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

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

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- purging spaces by opening windows, vents and external doors (e.g. 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 (e.g. 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 opened 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 children's 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 / break and lunchtimes	Staff Children & young people	Cross contamination of infection. Infection of staff, children and visitors	L	M	**H**	**10. BREAK AND LUNCHTIME** 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.	L	M	H

Consider staggered handwashing for snack and lunchtimes. Staggered toilet breaks. 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. For example, where a shared hall is used for the provision of lunches in a primary school, alternative mitigations could

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include staggered lunch times, ensuring groups are seated together and not mixing, hand washing/sanitising on entry to/exit from the dinner hall, minimising time groups are together, etc. 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 children and 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.

Process/Activity: **Infection Prevention & Control**	**Location:** **All ECS Establishments**	**Date:** **Published 4.6.21**
Establishment RA Author: **Dougie Ford (Head Teacher)**	**Date of Review: 31.5.21**	

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This continues to be a live document (on continuous review/weekly update). Any further specific additions or useful adjustments unique to your setting or stage can also be added in the table below to ensure these measures can be highlighted and prioritised.

Department: Education and Children's Services	**RISK ASSESSMENT**	Aberdeenshire COUNCIL
Process/Activity: **Infection Prevention & Control** (ADD ONS & ADJUSTMENTS)	**Location:** **BALMEDIE SCHOOL**	**Date:** **5.10.2020**
Describe activity: Chronology of school updates and amendments specific to school setting		
***Establishment Name and Location:** **Balmedie School**	***Isolation Room Location in Establishment:** CLOUD ROOM (ASL AREA)	

Hazard	Person/s Affected	Risk	Risk level before controls are in place. (Highlight as appropriate)			Control Measures AMENDED/UPDATED	Risk level after controls are in place. (Highlight as appropriate)		
			LOW	MED	HIGH		LOW	MED	HIGH
Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors				**ADDITIONAL CONTROL MEASURES** **Add additional information/arrangements here (DATE/STAFF ENTRY)** 24.6.20 / Head Teacher Facemasks on school buses for 5+ ages (awaiting local authority updates) 26.8.20 / Head Teacher - Updated risk assessments posted into SHAREPOINT/MS Teams as 'live' document. - Track and trace/self-isolation updates added to school blog for parents - Staff self-risk assessments page added to staff blog 8.9.20 / Head Teacher Cleaning procedure at P1 and P2 (resources) added by staff into shared staff files area Aug – Oct / Head Teacher Continued updates issued to parents via expressions/school blog (e.g. local authority update letters from directorate team and transport) 5.10.29 / Head Teacher Updated school risk assessment (additional parts highlighted and distributed to all staff) Latest copy posted onto school blog for parents. Discussion with upper stages staff re-lunchtime disinfecting cleaning routines (wipes and towels are provided for use, pupils may use wipes/paper towels which are supplied to support further cleaning of own desk areas after lunch). COVID Guard and anti-bacterial sprays continue to be issued to each teacher/PSA staff & janitor for further adult use if required. Janitor and PSA support cleaning of desks over lunchtime, additional cleaner & janitor ensures all touch points are also cleaned through the day.	L		

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Department: **Education and Children's Services**	**RISK ASSESSMENT**	Aberdeenshire COUNCIL
Process/Activity: **Infection Prevention & Control** (ADD ONS & ADJUSTMENTS)	**Location:** **BALMEDIE SCHOOL**	**Date:** **4.11.2020**
Describe activity: Chronology of school updates and amendments specific to school setting		
***Establishment Name and Location:** **Balmedie School**	***Isolation Room Location in Establishment:** **CLOUD ROOM (ASL AREA)**	

Hazard	Person/s Affected	Risk	Risk level before controls are in place. (Highlight as appropriate)			Control Measures AMENDED/UPDATED	Risk level after controls are in place. (Highlight as appropriate)		
			LOW	MED	HIGH		LOW	MED	HIGH
Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors				**ADDITIONAL CONTROL MEASURES** **Add additional information/arrangements here (DATE/STAFF ENTRY)** 29.10.20 / Head Teacher Ventilation Guidance for schools added to shared folder Coronavirus Guide for Schools added to shared folder School blog update on revising risk assessment protocols and sharing updates posted (following collegiate/staff meeting updates from 27.10.20) 2.11.20 / Head Teacher Following an enquiry raised with the school re-use of anti-bacterial sprays. Further with relevant staff members re-lunchtime disinfecting cleaning routines (wipes and towels are provided for use, pupils may use wipes/paper towels which are supplied to support further cleaning of own desk areas after lunch). Further emphasis that anti-bacterial sprays are for use only by teacher/PSA staff & janitor. Janitor deployed to specific upper stage areas to support cleaning of desks over lunchtime. 3.11.20 Update e-mail issued to all staff with cleaning protocol reminders and updates from the Scottish Government from 30.10.20 (including actions to be taken by school re-wearing of face masks, review of PE and parent wearing of facemasks on drop off/pick up). 4.11.20 School COVID site survey (property and facilities management) • Support visit to discuss and review all COVID related arrangements in school • Specific guidance discussion around ventilation and re-opening of gym hall for PE and general use (e.g. active schools) • Air vents in gym hall windows checked, school facilities equipment suitability survey completed • Further consultation with school estates team	L		

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						School to take forward re-opening of hall for gym activities and after school club basketball (resumes from 11.11.20) 12/11/20 - Christmas Cards – Christmas cards can be handed out as long as they are placed in a class post box and left there for the week. Post box can be emptied at the end of the day on Friday and cards handed out on the Monday morning when post box can they filled again. Jan – Apr Continued monitoring of advice and maintenance of risk measures in place (based upon government and local authority advice). Ongoing school recovery planning in place. - School COVID recovery planning re-introduction of some visiting partnerships (on risk assessment basis) such as the Musical Instrumental Service (own RA provided), IPT teacher, Aberlour support partnerships, NHS and social work partnerships (allow following visitor RA protocol). May – Ongoing maintenance visits and enhanced transition opportunities (for families/parents) after school (e.g. to support induction) following school risk assessment for visitors (essential visits only). All other school events and arrangements continue to be remotely delivered or with essential access only. - Additional information continues to be provided on our school staff blog (re-general updates/bulletins, additional advice for specialist subjects e.g. music/singing and PE delivery) - Additional information for parents continues to be distributed via school blog (in the event of any specific change to the present arrangements). No specific anticipated changes are expected until the end of the school year (despite moving into Level 1) on the basis that all planning and preparation for end of term arrangements required to be planned in advance (within the levels we are presently operating). - Lunch arrangements maintained as delivered in class areas and indoor bubble groups continued. - Bubble group expansion to accommodate Nursery – P6 buddies in anticipation of P1>P7 buddies needed as part of our transition/induction processes. - Ongoing communication with partner academies re-transition to S1 arrangements (based on ongoing advice, guidance and risk assessment processes of each school).			

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