



<b>Department: Education and Children's Services</b>		<b>PLAN C RISK ASSESSMENT</b>	<b>Aberdeenshire COUNCIL</b> 
<b>Process/Activity: Infection Prevention &amp; Control</b>		<b>Location: Inverurie Community Campus</b>	<b>Date: 22.02.21</b>
<b>Describe activity:</b> Infection Prevention & Control in the Inverurie Community Campus School Setting.			
<b>Establishment Name and Location:</b> Inverurie Community Campus, Victoria Street, Inverurie, AB51 3QS		<b>Isolation Room Location in Establishment:</b> 1. GM1 Reception Area (See Appendix I) 2. GM2 Atrium Area (See Appendix I)	
<b>Level:</b> Mainland Scotland have been entered into Level 4 as of 26.12.20. Level advice found on Page 18 and 20 of this document.  ** A change in Level for the area will result in a further review of the Risk Assessment for Inverurie Academy (Inverurie Community Campus)**  **This risk assessment applies to the specific period of phased return for senior phase students (guidance <a href="#">here</a> ) commencing on 22.02.21 with a review set for 02.03.21**			

Hazard	Person/s Affected	Risk	Risk level before controls are in place (delete as appropriate)	Control Measures	Risk level after controls are in place (delete as appropriate)
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This risk assessment has been created to follow a logical pattern described below:-



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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. Schools and ELC settings should therefore place a high priority on reinforcing the current mitigations designed to reduce the risk for children, young people and staff and as set out in the existing [guidance on reducing the risks from COVID-19 in schools](#) and the equivalent [guidance on ELC settings](#).

2m distancing should be put in place at the current time between secondary-aged learners, in addition to continuing to be in place for staff in secondary schools. This applies to all learners in secondary schools including vulnerable children and the children of key workers. Physical distancing requirements in primary schools remain unchanged e.g. 2m distancing between adults not from the same household should be maintained. There should also be 2m distancing between adults and children whenever possible.

Recommended that 2m distancing should also apply on school transport for secondary schools.

No more than 5 – 8% of the secondary school roll should be in school at any time for this purpose, specifically to [support learning in practical subjects that cannot be delivered remotely](#). Education Scotland has published [technical guidance](#) on this.

[Prioritising the return of senior phase learners: Technical guidance for providing senior phase practical work in-school \(education.gov.scot\)](#) which includes the advice:

- *Existing provision for key worker children and vulnerable learners must be factored in when planning in-school provision for practical work, and these groups must be kept separate. If a learner who is part of the existing keyworker/vulnerable learner provision is timetabled to complete senior phase practical activities they must be included in the total that does not exceed 5-8% of the school roll.*
- *Different entrances/exits should be used for senior phase learners attending for this purpose and for the children of key workers and vulnerable learners who are attending for their existing provision.*

Additional guidance: [Coronavirus \(COVID19\): Advisory Sub-Group on Education and Children’s Issues – advice on mitigations to minimise transmission during phased return to in-person learning - gov.scot \(www.gov.scot\)](#)

Spread of Infection	Staff Students	Cross contamination of infection	LOW	MED	<b>HIGH</b>	<ul style="list-style-type: none"> <li>• Students on the shielding list should not attend settings (If Level 4 continues for an extended period individualised risk assessments may make it possible for these students to attend. This decision would be made by the secondary care (hospital) clinical team caring for the child.</li> </ul>	<b>LOW</b>	MED	HIGH
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	Visitors	Infection of Staff, Students and Visitors			<ul style="list-style-type: none"> <li>• Line managers should ensure that individualised risk assessment for clinically vulnerable school staff and students as set out in the <a href="#">‘reducing risks in schools guidance’</a> should be followed. Staff should speak to their employer to ensure all appropriate protections are in place. Line managers should ensure clinical advice is taken fully into account when agreeing appropriate mitigations with employees.</li> <li>• Use individualised risk assessments to ensure appropriate protections are in place. For example - protective measures in workplace; option to work remotely or carrying out different tasks in workplace. If protections cannot be put in place staff should contact their GP to see if they require a “fit to work” note. (The Chief Medical Officer will issue a letter, which is similar to a fit note. This letter will last as long as the Level 4 restrictions apply. Being a receipt of a letter does not automatically mean staff should not attend work, but very careful consideration should be made as to how they can be protected if they do).</li> <li>• Information on shielding, including who would be considered within the highest risk group, is available in <a href="#">COVID-19: shielding advice and support</a>. Where concerns exist, <a href="#">guidance for people with underlying health conditions</a> has been prepared and will continue to be updated.</li> <li>• Physical education within school settings should only take place out of doors. If weather is extremely bad, then schools may use their judgement as to whether it is safe for students to be outside.</li> <li>• The provision of non-essential activities or clubs outside the usual school timetable should be paused. This does not include regulated childcare operating from school premises.</li> <li>• All staff and students should wear a face covering in classrooms during lessons where students are attending the school.</li> <li>• Staff who require to access the building for work purposes must sign in and out, indicating which rooms they are accessing/working in to ensure all areas in use are cleaned daily. Any staff who require additional PPE items in their workspace should contact Grant Stirling or Marion Morrell</li> </ul>			
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People with symptoms attending ECS sites	Staff Students Visitors	Infection of staff, Students and visitors	LOW	MED	HIGH	<p><b>Identifying Staff / Students who should attend Inverurie Academy</b></p> <ol style="list-style-type: none"> <li>1. Identify staff who can't return to school in line with current government guidance and whether they can work from home. A link can be found <a href="#">here</a> for an occupational risk assessment from the Scottish Government and recommended by Health &amp; Safety colleagues for managers with members of staff in high risk categories.</li> <li>2. Line managers to carry out risk assessments for most vulnerable members of staff who require additional steps to be put in place to enable their return to work. A link is found <a href="#">here</a> for advice for people with specific medical conditions.</li> <li>3. All staff to be given time as part of Staff Meeting allocation to complete a COVID-19 Age Risk Calculator on a termly basis (can be found <a href="#">here</a>).</li> <li>4. Explore barriers to attendance with parents/ carers where there are concerns.</li> <li>5. Identify those staff or students who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19. They cannot return to school until self-isolation is over, or a negative test is received.</li> <li>6. Ensure up to date risk assessments for students on EHC plans, carried out with educational providers and parents/carers, to ensure child is at no more risk in the school setting than at home.</li> <li>7. Remind staff, students 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 <a href="http://www.nhsinform.scot">www.nhsinform.scot</a> or the staff referral portal. Remind all staff and students of this each day.</li> <li>8. Plan to resume taking attendance registers and continuing to complete the online educational setting status form to provide daily updates on how many students and staff are in school.</li> <li>9. Staff and Senior Students are encouraged to participate in LFD testing twice weekly from 22<sup>nd</sup> February 2021 (testing to commence the day before student or staff member is due to be in school).</li> </ol>	LOW	MED	HIGH
People with symptoms attending ECS sites	Staff Students Visitors	Infection of staff, students and visitors	LOW	MED	HIGH	<p><b>Discouraging Symptomatic Visitors/Users at ECS establishments</b></p> <ol style="list-style-type: none"> <li>1. Virtual Induction Pack (Student &amp; Staff) to remind staff, students and parents/carers that they should not come to school if they or someone in their household has developed symptoms (new persistent cough or increased temperature or a loss/change to your sense of smell or taste).</li> </ol>	LOW	MED	HIGH

						<p>2. School 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.</p> <p>3. Signage at the entrances to remind staff, students and visitors.</p> <p>4. GM1 to be used as COVID isolation room (with GM2 used as overflow alternative if required). Please access guidance <a href="#">here</a></p> <p>5. It is recommended that staff who have a closer interaction with students limit their movement between schools to two sites per day, for example teaching and support staff.</p>			
<p>Spread of infection.</p> <p>Infection of staff, students &amp; visitors.</p>	<p>Staff</p> <p>Students</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, students and visitors</p>	LOW	MED	<b>HIGH</b>	<p><b>Access, Entry &amp; Exit</b></p> <ol style="list-style-type: none"> <li>1. Visitors (including parents/carers) or contractors to come on site by appointment only, and not unless an emergency. Guidance for visiting staff can be found in Appendix III.</li> <li>2. Virtual Briefing / Guidance provided to all staff and students required to be in the School Building.</li> <li>3. Guidance page provided <a href="#">here</a> for any visitor / contractor or relief staff.</li> <li>4. Advisory and directional signage for School users will be visible throughout the building and must be adhered to.</li> <li>5. Hand sanitising stations will be located at the main entrances (Visitor, North and South Entrances). These will be routinely checked by the janitorial team. Staff should alert Janitors if supplies are running low.</li> <li>6. At the end of the school day, all school users should be encouraged to wash hands as they leave the building.</li> <li>7. If an emergency evacuation is triggered, all school users should proceed to the relevant assembly point (see Emergency Evacuation Plan). Where possible, users should socially distance in their movement towards assembly points. Staff should maintain 2m social distancing through staggering the start of class rows.</li> <li>8. This has and will continue to be a time where there is likely to be increased anxiety, staff should be made aware of the Aberdeenshire Council support that is available <a href="#">here</a>.</li> <li>9. Staff should only car share with members of own, or extended, household, and follow guidance when there is no alternative.</li> <li>10. If a School user starts to feel unwell or display symptoms during their time in School, they should be directed to GM1 or GM2 as an alternative.</li> </ol>	<b>LOW</b>	MED	HIGH


					<p><b>Protection Level 4 - enhanced and targeted protective measures</b></p> <ul style="list-style-type: none"> <li>• The current advice is that children on the shielding list should not attend in person.</li> <li>• Employers should ensure that individualised risk assessments for school staff members with the highest clinical risk are in place and updated appropriately</li> <li>• Physical education within school settings should only take place out of doors</li> <li>• Pausing of the provision of non-essential activities or clubs outside the usual school timetable.</li> </ul> <p>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.</p> <p>Clinically extremely vulnerable staff electing to waive this right must have discussed it with their doctor and head teacher.</p> <p>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.</p>				
<p>Spread of infection.</p> <p>Infection of staff, students &amp; visitors.</p>	<p>Staff</p> <p>Students</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, students and visitors</p>	LOW	MED	<b>HIGH</b>	<p><b>Spread of Infection within the Campus</b></p> <ol style="list-style-type: none"> <li>1. All spaces within the School will require compliance with social distancing (updated as per government guidelines).</li> <li>2. Staff, students and visitors should tie hair back where appropriate and change clothes daily.</li> <li>3. Offices, Staff Room and Meeting spaces will be marked by the removal of chairs, indicating of maximum occupancy numbers or taping of areas to enable distancing.</li> <li>4. A one-way system will be in operation that all users must adhere to.</li> <li>5. All teaching rooms should be left with the doors open (with exception of Offices) unless there is a more pressing Health &amp; Safety or Child Protection requirement.</li> <li>6. Staff will be asked to be present in corridors to supervise orderly entry / exit from classes.</li> </ol>	<b>LOW</b>	<b>MED</b>	HIGH
							<p>Not all cases will show symptoms &amp; social distancing challenging to maintain with students so risk assessed as low to medium.</p>		

					<p>7. Any member of staff or student who has concerns regarding infection control measures in School should raise them with Mark Jones or Marion Morrell as soon as possible (or for students their class teacher).</p> <p>8. All students and adults should wear face-coverings (not to be confused with PPE including Type IIR face mask) in corridors and social spaces.</p> <p>9. Those staff and students with exemptions will wear a badge to identify them as provided by Inverurie Academy.</p> <p>10. All students are expected to wear face coverings in class. Students should also wear face coverings when seated but not eating in social spaces.</p> <p>11. <i>If a School user starts to feel unwell or display symptoms, they should be directed to GM1 or GM2 as an alternative.</i></p> <p>12. Self-Isolation periods for those identified by school or contacted by Test &amp; Protect have been reduced from 14 days to 10 days.</p> <p>13. Student numbers in school will be reduced to only those senior phase students requiring to complete practical activities. This will not exceed a total of 8% of the total school roll on any given day. Student advice for 'in-person' learning can be found <a href="#">here</a> and Staff advice can be found <a href="#">here</a>.</p> <p>14. Inverurie Academy will strongly encourage participation in the LFD Testing programme. The flowcharts for this can be found <a href="#">here</a>.</p> <p><i>Social distancing should be adhered to.</i>  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings</a></p>				
<p>Spread of infection.</p> <p>Infection of staff, students &amp; visitors.</p>	<p>Staff</p> <p>Students</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, students and visitors</p>	LOW	MED	<b>HIGH</b>	<p><b>Infection Control Measures within teaching rooms / work spaces</b></p> <ol style="list-style-type: none"> <li>1. The virtual induction for staff and students (and guidance page) will cover requirements for infection control measures within teaching rooms / work spaces.</li> <li>2. The requirement is that any user of a workspace (staff or student) will be responsible for wiping down surfaces they have come into contact with prior to leaving that workspace. Surfaces should be left for five minutes after spraying before being wiped down.</li> <li>3. Every teaching room or work space will have the resources to carry out the above task.</li> <li>4. Staff must ensure 2m distancing is maintained in all communal staff areas.</li> <li>5. Where safe, available and appropriate, windows in teaching areas and office and meeting areas should be opened. 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.</li> </ol>	<b>LOW</b>	MED	HIGH

						<p>6. More detailed expectations for practical subjects and IT areas (as per national advice) will be reflected in the updated Risk Assessments created by each Faculty.</p> <p>7. Staff should ensure they use their own eating and drinking utensils and areas should be kept clean and tidy.</p> <p>8. Faculties and subjects should seek ways to mitigate the requirement for staff to handle student jotters. This should be discussed in the Faculty or Team but some alternatives could include:- use of Google Classroom / Teams, Peer &amp; Self-Assessment. Careful hand washing and use of hand sanitiser mitigates the need for quarantine of 72 hours before and after the handling of jotters.</p> <p>9. For the period of phased return, teaching will be delivered in larger spaces to ensure that 2m distancing can be maintained for all students and adults.</p> <p>10. Students will wear face coverings in teaching areas and will be supervised during lunch times where social distancing will be maintained.</p> <p>11. If a School user starts to feel unwell / display COVID related symptoms, they should be directed to GM1 or GM2 as an alternative.</p>			
<p>Spread of infection.</p> <p>Infection of staff, students &amp; visitors.</p>	<p>Staff</p> <p>Students</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, students and visitors</p>	LOW	MED	<b>HIGH</b>	<p><b>COVID related illnesses during attendance at establishments</b></p> <p><u>With the Individual</u></p> <ol style="list-style-type: none"> <li>1. Student / Staff member removed and sent to GM1 or GM2 as an alternative, putting on the face covering that has been provided.</li> <li>2. School Office phoned to request immediate collection / staff member returns home.</li> <li>3. Parent/carer or staff should be made aware of the Test and Protect process, and the school also consult with local HPT.</li> <li>4. First Aider contacted with COVID related symptom advice, puts on relevant PPE – supervises ill user until collection (supervised outside the room).</li> <li>5. School office notifies supervisory janitor to have the designated isolation room/space and any toilets used deep cleaned.</li> </ol> <p><u>With the group/class</u></p> <ol style="list-style-type: none"> <li>1. Where student/staff has been identified displaying COVID related symptoms, lesson proceeds in situ for the remainder of that period.</li> <li>2. At the end of that period, 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.</li> <li>3. Staff member notifies line manager and supervisory janitor to enable deep cleaning to take place. Advice from the Health &amp; Safety team is that once a</li> </ol>	<b>LOW</b>	MED	HIGH




						<p>symptomatic person has left the premises the area/room where they have been needs undergo an enhanced clean as soon as possible</p> <p>4. Alternative locations are found for classes due to be in that room/area.</p> <p><i>Supervisory Janitor should be informed and deep clean carried out of areas deemed exposed to potential infection following <a href="#">covid-19-decontamination-in-non-healthcare-settings</a> guidance.</i></p> <p>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. Janitorial Staff can provide assistance in provision of materials.</p> <p>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 students 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.</p>			
<p>Spread of infection.</p> <p>Infection of staff, students &amp; visitors.</p>	<p>Staff</p> <p>Students</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, students and visitors</p>	LOW	MED	HIGH	<p><b>Protocols for moving around the School</b></p> <ol style="list-style-type: none"> <li>1. Signage reminding all School users that if they are symptomatic, they should return home.</li> <li>2. Community Lets and School visitors restricted to essential only (to be approved only by members of school SLT).</li> <li>3. Hygiene stations in place at the three entrances to the School.</li> <li>4. One-way system in place for all School users – signage clearly visible around the School.</li> <li>5. All doors and corridor doors (where safe to do so) will be left open.</li> <li>6. During this phased return, staff will collect students from the Four Court Games Hall / Atrium and escort them to the designated delivery space.</li> </ol>	LOW	MED	HIGH
<p>Spread of infection during canteen use</p>	<p>Staff</p> <p>Students</p> <p>Visitors</p>	<p>Cross contamination of infection.</p>	LOW	MED	HIGH	<p><b>Unstructured time and use of Canteen Services</b></p> <ol style="list-style-type: none"> <li>1. Signage will remind students of hygiene expectations.</li> <li>2. Senior students will be provided with canteen options delivered to the Four Court Games Hall and will be supervised in their seats in this space at lunchtime. Students of keyworkers and vulnerable students will continue to be supervised in the Atrium. Face coverings will be worn when not eating or drinking.</li> </ol>	LOW	MED	HIGH

/ break and lunchtimes		Infection of staff, students and visitors				<p>3. Students should keep face-coverings on in the queue for canteen services and as directed on Page 4.</p> <ol style="list-style-type: none"> <li>1. Canteen staff should continue to follow Food Standard Agency's (FSA) <a href="#">guidance on good hygiene practices</a> in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</li> <li>2. Catering services will clean down surfaces after the lunch period has finished.</li> <li>3. Canteen deliveries to use <u>separate entrance where possible</u>. To follow same hand sanitising and washing rules as per other visitors and staff.</li> <li>4. Catering Risk Assessment found <a href="#">here</a>.</li> </ol>			
Spread of infection and administration of First Aid	Staff Students Visitors	Cross contamination of infection.  Infection of staff, students and visitors	LOW	MED	<b>HIGH</b>	<p><b>First Aid</b></p> <ol style="list-style-type: none"> <li>1. GM1 (with GM2 as an alternative) is identified as the room to be used for COVID symptom isolation areas.</li> <li>2. For non COVID first aid presentations, the usual first aid room should be used.</li> <li>3. Staff use dynamic risk assessments through process due to needs/ conditions of students, staff member or contractor.</li> <li>4. First Aiders should take appropriate care when treating individuals presenting with illness or injury, PPE equipment used as required – bodily spills kits (each kit contains mask, apron and gloves). <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul> </li> <li>5. As it is the responsibility of the Head Teacher to ensure that there are sufficient stocks of PPE, please notify Marion Morrell or a member of SLT if you have a concern about reducing stocks. The current guidance from procurement is having 4 weeks stock on site at all times.</li> </ol> <p> Guidance for School Staff on Personal Prot</p> <p><i>Please click on link for the correct methods of putting on, and removing PPE:</i> <a href="https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Se">https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Se</a></p>	<b>LOW</b>	MED	HIGH

						<p><a href="#">rvices/HR%20and%20OD/Health%20and%20Safety,%20Wellbeing%20and%20Risk%20Management/Health-and-Safety,-Wellbeing-and-Risk-Management.aspx.</a></p>			
						<p><b>General Information &amp; Links to Guidance/Policy</b></p> <p><i>The response to the coronavirus COVID-19 outbreak is complex and fast moving. Advice from Government sources will be shared with staff daily on the Aberdeenshire Council staff COVID-19 site: <a href="https://covid19.aberdeenshire.gov.uk/">https://covid19.aberdeenshire.gov.uk/</a></i></p> <p><i>Staff should follow good infection control guidance <a href="#">Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings)</a> and put in place the guidance from Health Protection Scotland.</i></p> <p><i><a href="#">Guidance on shielding and protecting people defined on medical grounds as extremely vulnerable from COVID-19 - GOV.UK</a></i></p> <p><i>Aberdeenshire Council policies always adhered to. Advice available on Arcadia by accessing this link <a href="https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety,%20Wellbeing%20and%20Risk%20Management/Health-and-Safety,-Wellbeing-and-Risk-Management.aspx">https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety,%20Wellbeing%20and%20Risk%20Management/Health-and-Safety,-Wellbeing-and-Risk-Management.aspx</a>.</i></p> <p><i>Health, Safety and Wellbeing policy is available <a href="#">here</a>.</i></p> <p><i>Aberdeenshire Council staff can access testing advice <a href="#">here</a>, with NHS advice <a href="#">here</a>. COSLA advice can be found <a href="#">here</a>.</i></p> <p><i>Guidance for the ASN team – ASN teachers, Students Support Assistants and Workers, Psychologists, School Escorts and Nurses can be found <a href="#">here</a>. (Document1: Covid-19 Guidance ASL Teachers, Students Support Assistants Students Support Workers; Document2: Covid-19 Guidance ASN Peripatetic Services; Document 3: Covid-19 Guidance Escorts; Document 4: Guidance on re-opening school age childcare services ASN)</i></p> <p><i>Guidance for PE found <a href="#">here</a>.</i></p> <p><i>Guidance for Home Economics, Science and Technologies, Art, Design and Photography found <a href="#">here</a>.</i></p>			

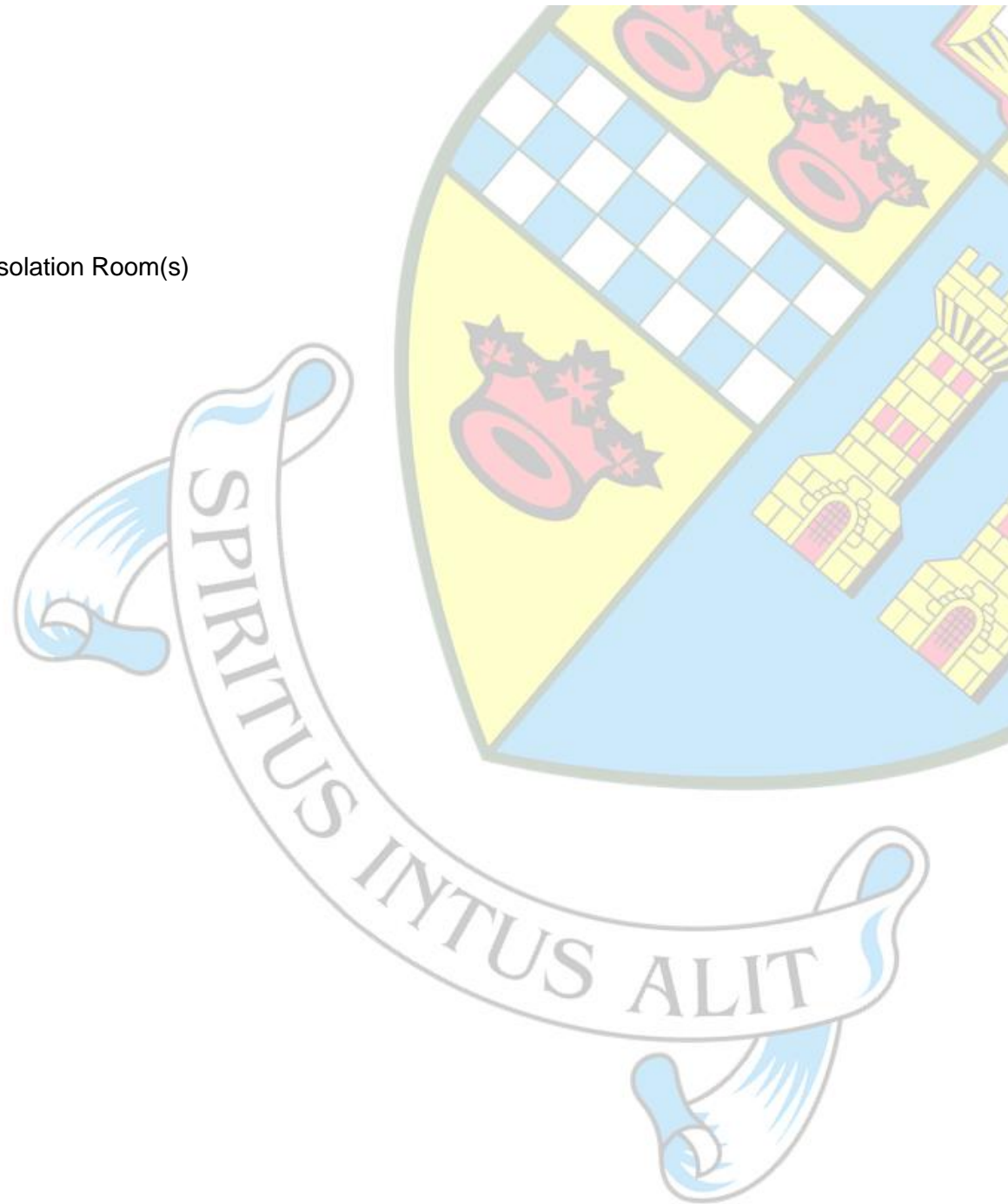
						<p>A risk assessment needs to be completed for all students attending multiple educational settings and consideration needs to be given to groupings. Young people in the senior phase may require to spend time in college environments. They should ensure that they follow the <a href="#">guidance on the appropriate approach to these specific circumstances while on campus</a>. This has now been included in updated guidance for colleges.</p> <p>Further specific advice can be found in Appendix IV on the following themes using the links below:-</p>			
<p>Spread of infection.</p> <p>Infection of staff, students &amp; visitors.</p>	<p>Staff</p> <p>Students &amp; young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, students and visitors</p>	L	M	<b>H</b>	<p><b>Outbreak Management</b></p> <p><b>Please follow the management and communications steps in the COVID-19 Confirmed Case: School Management and Communications Flowchart: Confirmed Case of COVID-19 Flowchart for Schools 280920.docx</b> (it will need to be uploaded onto Sharepoint). Please note this needs to be used in conjunction with the following advice/guidance:</p> <ul style="list-style-type: none"> <li>• Coronavirus Guide for schools in the NHS Grampian area August 2020</li> <li>• Coronavirus (Covid-19) in Schools: Communications Protocol</li> <li>• COVID-19: Outbreak Management (Out-of-Hours)</li> </ul> <p>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:</p> <ul style="list-style-type: none"> <li>• 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: <a href="mailto:grampian.healthprotection@nhs.net">grampian.healthprotection@nhs.net</a></li> </ul> <p>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.</p>	<b>L</b>	M	H

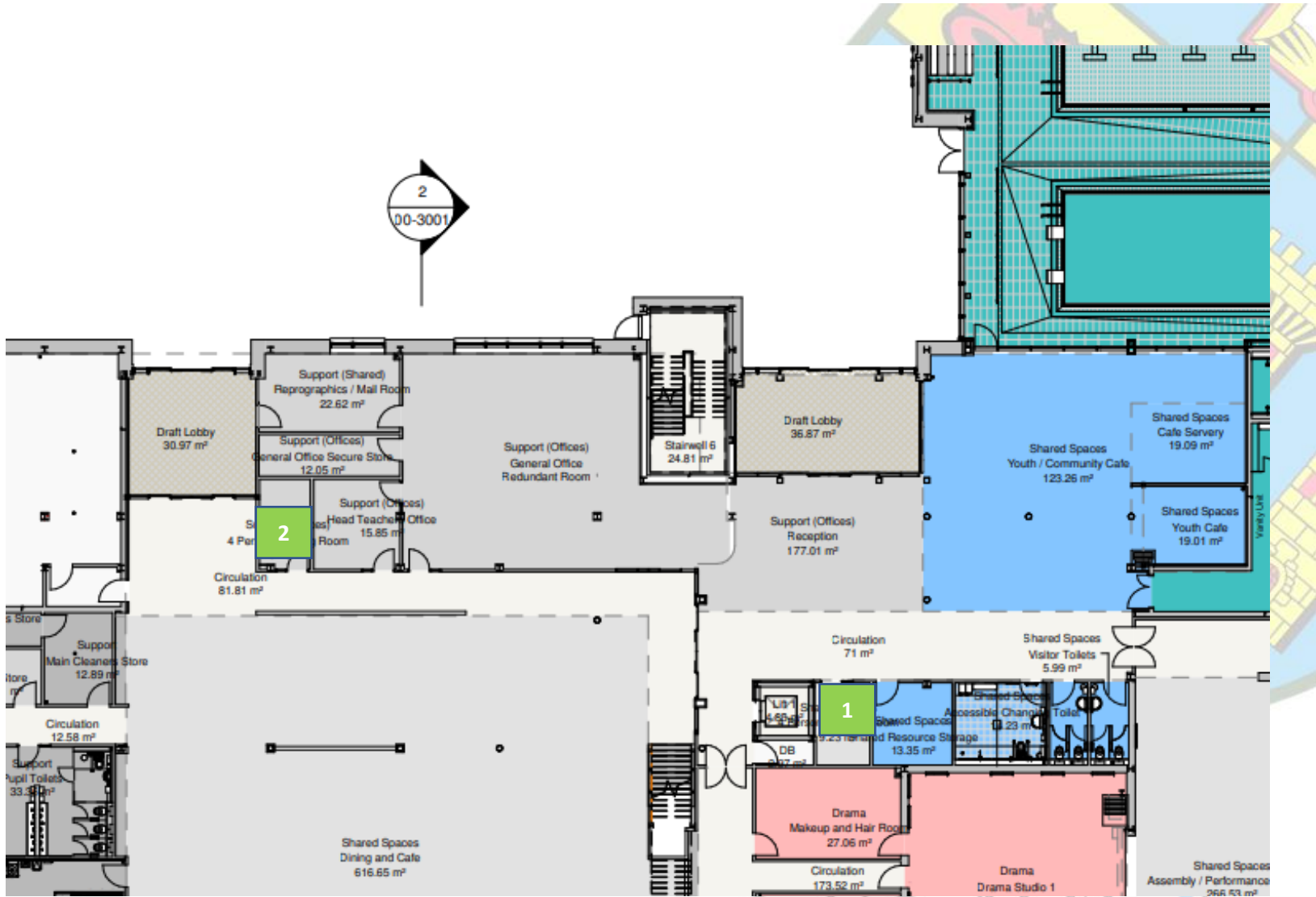
					<p>If outbreak confirmed schools should work with local HPT to manage with local authority. Actions may include:</p> <ul style="list-style-type: none"> <li>• Attendance at multi-agency incident management team meetings</li> <li>• Communications with students, parents/carers, and staff</li> <li>• Provide records of school layout / attendance / groups</li> <li>• Implementing enhanced infection, prevention and control measures.</li> </ul> <p>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.</p> <p><b>Notification Processes:</b></p> <p><u>ALL</u> confirmed cases must be reported through adding the details to the Accident/Incident reporting system on Arcadia and by notifying the school's Health &amp; Safety Officer f. Include as much information as possible - including any evidence of the infection was work related as this will assist the Health &amp; Safety Team conclude if the case is notifiable <b>by them</b> to the Health &amp; Safety Executive (HSE).</p> <p>If the case is a member staff iTrent also needs to be updated.</p>		
<p><b>Sector Advice Card</b> - found <a href="#">here</a>. This will be displayed in school to signpost guidance.</p>							

<p><b>Process/Activity:</b> Infection Prevention &amp; Control</p>	<p><b>Location:</b> Inverurie Community Campus</p>	<p><b>Date:</b> 22.02.21</p>
<p><b>Establishment RA Author:</b></p> 	<p><b>Date of Review:</b></p> <p>02.03.21</p>	

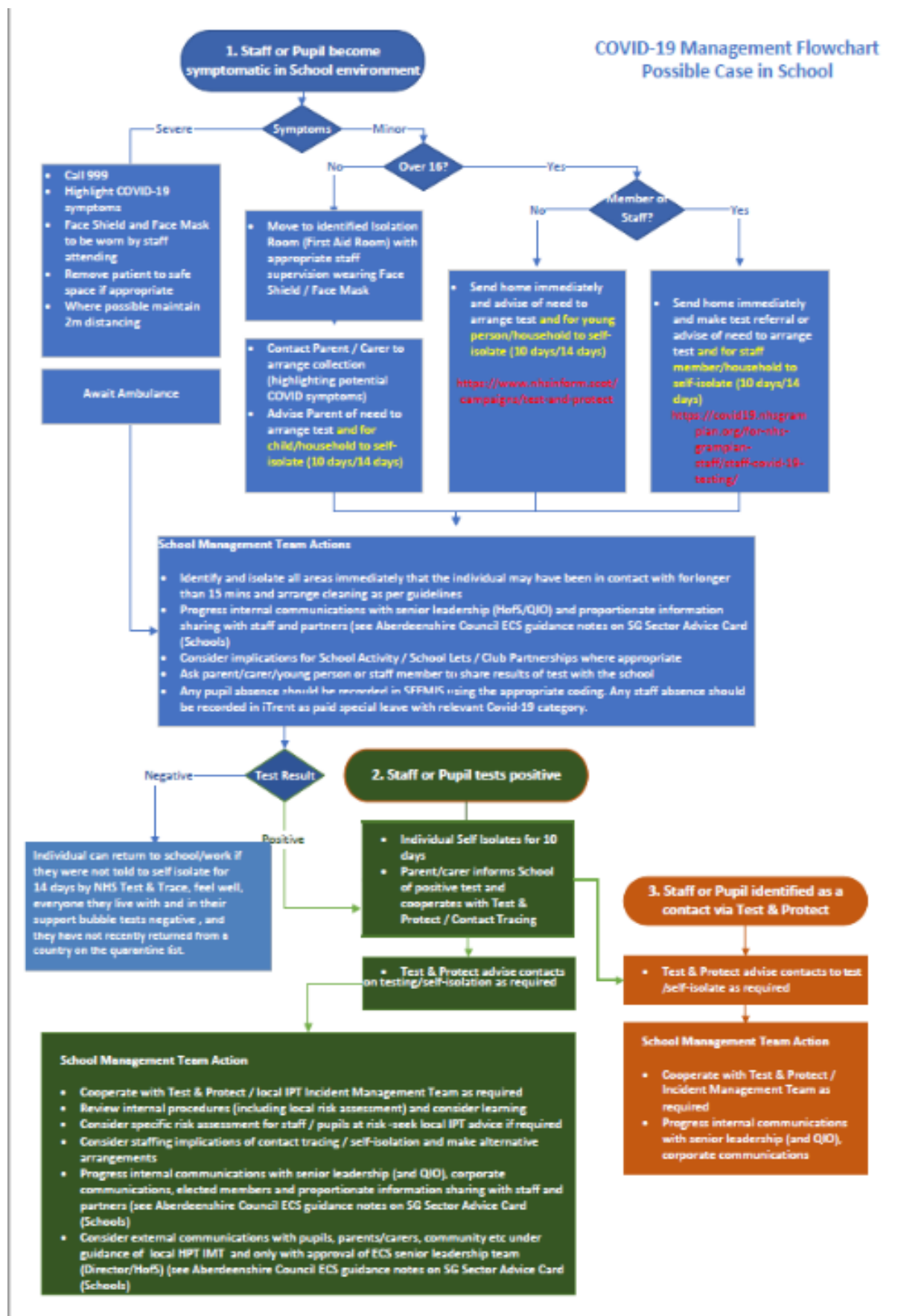
This is a Risk Assessment specific to Inverurie Academy. Other users will require to complete their own Risk Assessment process. Existing Risk Assessments should be reviewed to highlight controls in light of COVID -19 and how they aim to reduce risk as far as is reasonably practical

Appendix I – Map with COVID-19 Isolation Room(s)




































# Appendix II – COVID-19 Flowchart

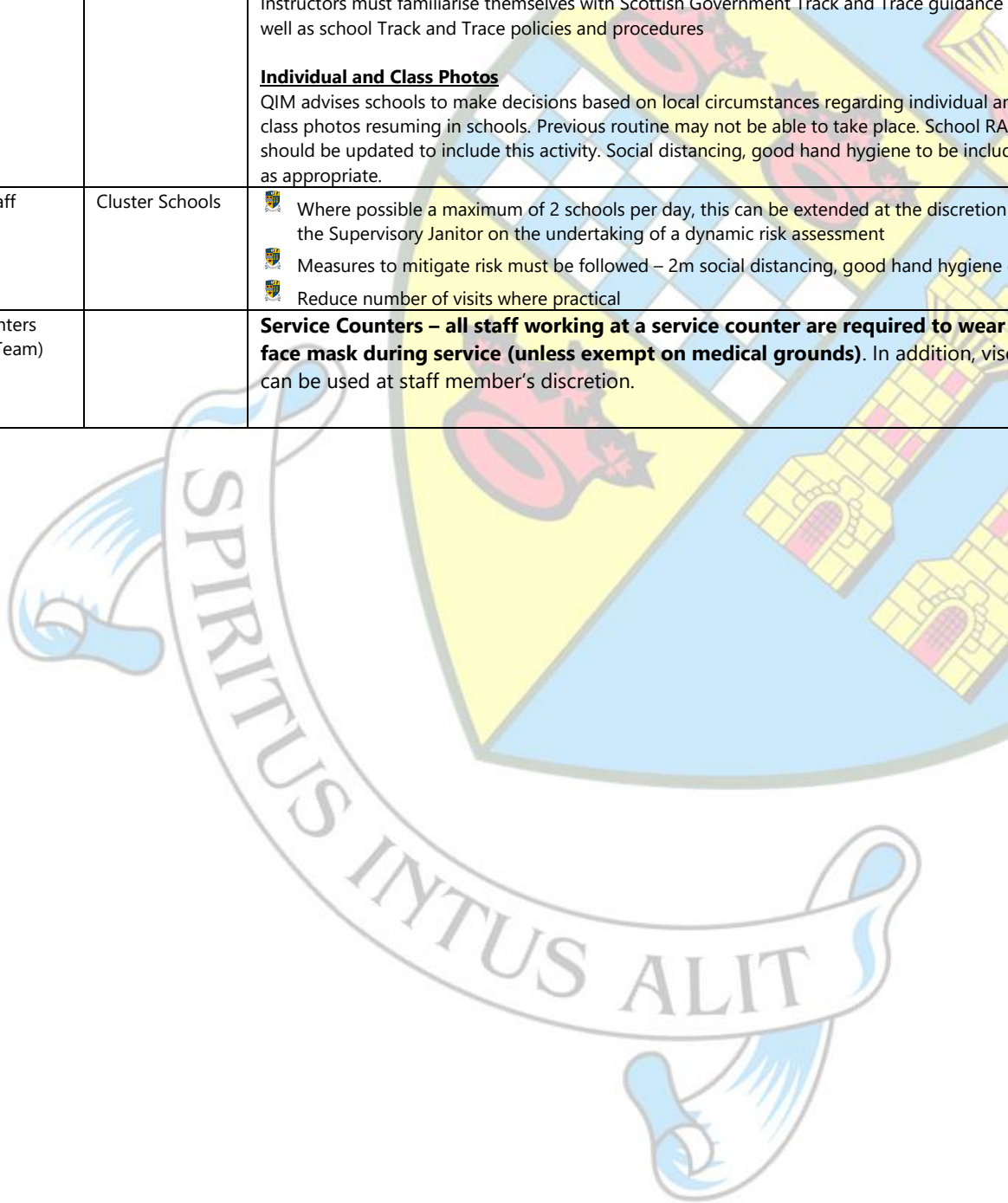




## Appendix III – Visiting Staff Guidance

Staff Type	Working Location	Guidance
ASN Students Escorts	Transport	<ul style="list-style-type: none"> <li> Do not work with more than 2 contacts per day</li> <li> A contact is defined as one child, a group of students (may be a class), a single member of staff, a group of staff, a parent or carer, a family group.</li> <li> Schools using ASN transport should provide Type IIR face covering/PPE to Students Escort. Schools also to support Students Escort in their understanding of their responsibilities in adhering to the infection control procedures.</li> </ul>
ASN Staff (e.g. ASN Teachers, PSAs, PSWs)	Base school only location	<ul style="list-style-type: none"> <li> Follow school's own guidance and risk assessment as other school staff</li> <li> Where colleagues need to work in close proximity to a child or students, the school will provide Type IIR face mask / PPE for that purpose. A Type IIR mask is not required for moving around communal spaces and corridors, where a standard face covering will suffice as contact within 1m is not face to face for one minute or longer.</li> </ul>
ASN Peripatetic Staff (e.g. ASN Teachers, PSAs, PSWs)	Base school & one other location per week	<ul style="list-style-type: none"> <li> Follow the school guidelines in their base school (i.e. the school that the staff member works most of the week in)</li> <li> Only visit one school per day on days not in base school</li> <li> Do not work with more than 2 contacts per day in schools that are not base school</li> <li> A contact is defined as one child, a group of students (may be a class), a single member of staff, a group of staff, a parent or carer, a family group.</li> </ul>
ASN Peripatetic Staff (e.g. Relief PSAs)	Working in more than 2 schools per week & does not have a base school	<ul style="list-style-type: none"> <li> Do not visit more than one school per day</li> <li> Do not work with more than 2 contacts per day</li> <li> A contact is defined as one child, a group of students (may be a class), a single member of staff, a group of staff, a parent or carer, a family group.</li> <li> A school will need to know whether a PSA has worked in other schools within the last 7 days, and whether they are working with any other schools, as that will influence whether they need to take into account the number of contacts that that PSA can have during their time in the school.</li> </ul>
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	<ul style="list-style-type: none"> <li> Continue to offer a service remotely where possible</li> <li> Do not visit more than one school per day</li> <li> Do not work with more than 2 contacts in a school</li> <li> A contact is defined as one child, a group of students (may be a class), a single member of staff, a group of staff, a parent or carer, a family group.</li> </ul>
Visiting Specialists	Various schools across clusters	<ul style="list-style-type: none"> <li> Maximum of 2 schools per day, no limit on number of groups but staff advised to reduce the number of interactions</li> <li> Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc</li> <li> Reduce number of visits where practical, i.e. if usually 3 schools per day – reduce to maximum of 2</li> <li> Undertake risk assessment for each staff member</li> </ul>
Supply Teacher	Various schools across clusters	<ul style="list-style-type: none"> <li> Maximum of 1 school per day, no limit on number of groups but staff advised to reduce the number of interactions</li> <li> Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc</li> <li> Reduce number of visits where practical, i.e. if usually 3 schools per week – reduce to maximum of 2</li> <li> Undertake risk assessment for each staff member</li> </ul>
Music Instructors	Various schools across clusters	<ul style="list-style-type: none"> <li> Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc</li> <li> 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)</li> <li> Consider fortnightly visits so 1 school per day can be achieved</li> <li> Consider online learning using Glow or Goggle platform</li> <li> No brass or woodwind physical instruction at the moment. Consider talking through lesson instead or online learning.</li> <li> See whole school risk assessment template for more information</li> </ul> <p><b><u>Instrumental Instructors</u></b></p>

		<p>Instructors should ensure prior arrangements are made for access to school buildings. A dedicated space for the day of attendance should be made available for the provision of Instrumental Music Tuition within the school to be used solely for the provision of Instrumental Music Tuition with adequate ventilation where possible. Where this is not possible effective cleaning should take place prior to and after use.</p> <p>Additional breaks of a duration agreed by the school/department and instructor or IMS Manager, should be timetabled for each room to ventilate rooms as a range of different students will be taught in the same room during the day.</p> <p>Instructors must familiarise themselves with Scottish Government Track and Trace guidance as well as school Track and Trace policies and procedures</p> <p><b>Individual and Class Photos</b></p> <p>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.</p>
Janitorial Staff	Cluster Schools	<p>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</p> <p>Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc</p> <p>Reduce number of visits where practical</p>
Service Counters (Reception Team)		<p><b>Service Counters – all staff working at a service counter are required to wear a face mask during service (unless exempt on medical grounds).</b> In addition, visors can be used at staff member’s discretion.</p>



Appendix IV – Specific Themed Advice

Car Sharing	Car-sharing with students and young people of other households should be discouraged
Clubs & Activities	<p><b><u>The provision of activities or clubs outside the usual school timetable</u></b></p> <p>The COVID-19 Advisory Sub Group on Education and Students’s issues has also published <a href="#">advice</a> on school trips which include an overnight stay. Where a school has a breakfast club which is organised by the third sector, parents and carers or volunteers, rather than by the school itself, the <a href="#">guidance on unregulated students’s services will apply</a></p>
Drinking Water	Ensure that free drinking water is available to students and young people throughout the day
Face Coverings	<p><b><u>Health and safety advice on face masks</u></b></p> <p>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.</p> <p>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</p> <p><b><u>Face Coverings – Updated guidance from 31 August 2020:</u></b>  A further <a href="#">update</a> was published on 30 October  NHS guidance to wearing Type IIR mask in schools found <a href="#">here</a>.</p> <p>A definition of face coverings (which should not be confused with PPE) can be found in <a href="#">Covid-19: staying safe and protecting others</a>, including Type IIR face masks.  Some individuals are exempt from wearing face coverings and exemption information can be found <a href="#">here</a>.</p> <p>Where adults cannot keep 2m distance and are interacting face-to-face -a Type IIR face mask should be worn.</p> <p>Face covering should be worn in the following circumstances (except where an adult or child/young person is exempt from wearing a covering):</p> <ul style="list-style-type: none"> <li>• <b>At Levels 0-2 Type IIR masks</b> should be worn by adults where they are working directly with others and cannot keep two metres from other adults and / or students and young people across primary and secondary (but with ELC models permitted for early stage, P1-2, as before). <b>Face coverings</b> should be used by adults when not working directly with students, 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</li> </ul> <p>• <b>At Levels 3-4 face coverings</b> should also be worn by adults and young people in classrooms.</p> <p><b>At all Levels face coverings</b> should be used by adults when not working directly with students, 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);</p> <ul style="list-style-type: none"> <li>• <b>Face coverings</b> 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.</li> <li>• <b>Students Support Assistants and those supporting students with Additional Support Needs</b> who routinely have to work within two metres of <b>students and young people</b> should wear <b>Type IIR face masks</b> as</li> </ul>

	<p>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.</p> <p>In line with the current arrangements for public transport, where adults and students and young people aged 5 and over are travelling on dedicated school transport face masks should be worn .</p>
Jotters	<p><b>Marking Jotters</b></p> <p>It is recommended that guidance should be in place to reduce or stop the need for teachers to handle students 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.</p> <p>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.</p> <p>(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</p>
Latex Gloves	<p><b>Health and safety advice on Latex Gloves</b></p> <p>Disposable Nitrile gloves are usually the glove of choice, during the Covid-19 Pandemic.</p> <p>Due to known latex allergy risks, latex gloves must only be purchased where there is a reason for them to be used and the <a href="#">guidance for the use of latex gloves</a> must be followed before staff use the gloves.</p>
Minority Groups	<p><b>Support for minority ethnic students, young people and staff</b></p> <p>The concerns within Minority Ethnic communities must be recognised and individual requests for additional protections should be supported wherever possible.</p> <p>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.</p> <p>Employers should be mindful of their duties under the <a href="#">Equality Act 2010</a> 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.</p>
Physical Education	<p>PE UPDATE</p> <p>Added: Updated guidance for PE found <a href="#">here</a>.</p>

## Updates on Curriculum Changes

### Physical Education

- Children aged 11 and under can play organised contact sport both indoors and outdoors.
- Organised outdoor contact sports such as rugby can re-start for people of all ages.
- For outdoor coaching sessions, there is a limit of 30 on the total number of people who can be coached at any one time.
- When in an indoor facility, those aged 12 and over can participate in organised contact and non-contact sport.

**Please Note:** Where a school is in a community under protection level 4 mitigations, physical education within school settings should only take place out of doors. If weather is extremely bad then schools may use their judgement as to whether it is safe for children to be outside.

### Other Curriculum Areas

- Guidance on other subjects with practical experiential learning, such as music and drama has not been altered at this point. All advice is kept under review and will be updated as appropriate.

### Levels 0-3

	Indoors	Outdoors
<b>Primary</b>	Children can participate in contact and non-contact activities.	Children can participate in contact and non-contact activities.
<b>Secondary</b>	Young people can participate in contact and non-contact activities.	Young people can participate in contact and non-contact activities.

**Level 4 – Children and young people within school settings can only participate in activities that are non-contact and outdoors.**

Level Protective Measures

**In Protection levels 0 – 2**, students with the highest clinical risk can continue to attend schools and follow the advice to the general population. Staff with the highest clinical risk can continue to work in schools, following a dynamic risk assessment, and arrangements should be made to enable appropriate physical distancing staying 2 metres away from others wherever possible, in line with current advice on maintaining a safe school environment Enhanced measures apply to students and young people, and staff, at highest clinical risk in schools in local areas at Protection Levels 3 and 4

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

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

	<p>Employers should ensure that individualised risk assessments for school staff members with the highest clinical risk are in place and updated appropriately</p> <p><b>Protection Level 4 - enhanced and targeted protective measures</b></p> <ul style="list-style-type: none"> <li>• The current advice is that students on the shielding list should not attend in person.</li> <li>• Employers should ensure that individualised risk assessments for school staff members with the highest clinical risk are in place and updated appropriately</li> <li>• Schools should be prepared to engage with enhanced testing responses to Covid outbreaks in schools, where recommended by the Incident Management Team.</li> <li>• Physical education within school settings should only take place out of doors</li> <li>• Pausing of the provision of non-essential activities or clubs outside the usual school timetable.</li> </ul>
Ventilation	<p><b>Ventilation</b></p> <p>Leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation. Open windows to improve the flow of air where possible.</p> <p>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.</p> <p>Measures to improve ventilation should be viewed as just one part of the overall package of control measures in schools. Schools should continue to ensure a focus on implementation and maintenance of wider controls including personal hygiene, symptom vigilance, enhanced cleaning and distancing.</p> <p>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.</p> <p>Fire Safety Risk Assessment should always be reviewed before any internal doors are held open</p> <p>Ventilation</p> <ul style="list-style-type: none"> <li>• partially opening doors and windows to provide ventilation while reducing draughts</li> <li>• opening high level windows in preference to low level to reduce draughts</li> <li>• 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)</li> </ul> <p><b>Temperature</b></p> <ul style="list-style-type: none"> <li>• providing flexibility in permissible clothing while indoors.</li> <li>• designing seating plans to reflect individual student/staff temperature preferences</li> <li>• adjusting indoor heating to compensate for cold air flow from outside (e.g. higher system settings, increased duration)</li> </ul> <p>Centralised or local mechanical ventilation systems should wherever possible be adjusted to full fresh air. Air recirculation should be avoided or minimised.</p> <p>Updated guidance for ventilation can be found <a href="#">here</a></p> <p>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.</p> <p>Some schools may require the controlled propping open of fire doors to enable queuing for lunch lines. There are also circumstances where there are internal classroom spaces and offices that do not have ventilation.</p>

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

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.

