

## Return to School – August 2020

<b>Service: CAL</b>	<b>DESCRIPTION OF WORK ACTIVITY OR AREA OF THE WORKPLACE ASSESSED:</b>  <b>Aviemore Primary School and ELC return to school – August 2020.</b>			<b>Name of Assessor:</b> <b>Emma MacCallum</b>		
<b>Area: Badenoch and Strathspey</b>				<b>Date completed:</b> <b>24<sup>th</sup> June 2020</b>		
<b>Location: Aviemore Primary School and ELC</b>	Click <a href="#">here</a> for Highland Council's guidance notes re risk assessments.			<b>Date of Review:</b> <b>3<sup>th</sup> August 2020</b> <b>7<sup>th</sup> August 2020</b> <b>18<sup>th</sup> August 2020</b>		
<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>		<b>STEP 5</b>	
List potential Hazards here:	List groups of people at risk from hazards. Including those most vulnerable:	List existing control measures or note where information may be found:	Calculate residual risk hoe effective are existing controls Severity x Likelihood = Risk Rating (1 TO 3) (1 TO 3)		List further risk reduction control measures (include implementation date if known)	
Covid-19 (Coronavirus)  Frontline staff having contact with service users (no signs of symptoms)	Frontline staff  Service Users (children)	In line with procedures and guidance, only allow staff and children in good health to be in school/ELC provision. - Where children/staff have a high temperature, new continuous cough or loss or change to their sense of smell or taste,	<b>3</b>	<b>1</b>	<b>3</b>	If allergies to hand gel consider the provision of bottles of (tap) water, soap and paper

<p>Service Users having contact with staff (no signs of symptoms)</p>		<p>they should remain at home. - Follow infection control guidelines.</p> <p>Assign coordinator to ensure effective staffing ratio &amp; cover at short notice.</p> <p>Wherever possible, the same staff should work with the same groups of children.</p> <p>The response to the coronavirus COVID-19 outbreak is complex and fast moving. Relevant websites will be checked daily where possible and advice will be adapted accordingly. Note the following links: <a href="https://www.hps.scot.nhs.uk/a-to-z-of-topics/covid-19/">https://www.hps.scot.nhs.uk/a-to-z-of-topics/covid-19/</a> (<a href="mailto:hpt.highland@nhs.net">hpt.highland@nhs.net</a>) and <a href="https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf">https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf</a> which includes guidance on Educational settings (section 2.3).</p> <p>Shared resources such as telephones, printers and photocopiers should be wiped down after each use. Usual restrictions on printing economically will not apply as printing rather than copying minimises surfaces touched.</p> <p>All children, staff and any visitors must clean their hands either before or on entering the classroom. They must also wash hands on leaving the classroom. This must be done every time the classroom is entered or left.</p> <p>Build handwashing into daily routine.</p>				<p>towels with them to remove the need for hand gels.</p> <p>Regular handwashing and use of disinfectants can cause dermatitis. Staff to self-check.</p>
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		<p>Where tissues are used, bin immediately, then wash hands. Children to be encouraged to cough into the crook of the elbow.</p> <p>Practice good hygiene practices regular hand washing by all staff and children.</p> <p>Preferred options for cleaning hands from HSE guidance on this:</p> <ol style="list-style-type: none"><li>1. soap and hot water</li><li>2. soap and cold water</li><li>3. 60% alcohol hand sanitisers.</li></ol> <p>Wash hands for at least 20 seconds when:</p> <p>Before leaving home</p> <p>On arriving at work or other premises</p> <p>After using the toilet</p> <p>After breaks</p> <p>After sporting activities</p> <p>Before food preparation</p> <p>Before eating any food, including snacks</p> <p>Before leaving work</p> <p>On arrival at home</p> <p>Avoid touching eyes, nose and mouth with unwashed hands.</p> <p>Children should be supervised and supported to follow guidance.</p> <p>Minimise physical contact with the person – e.g. no hand shaking.</p>				
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		<p>Packed lunches and snacks eaten in classrooms. Parents advised not to supply food items containing nuts.</p> <p>Minimised sharing of resources apart from ELC and early years.</p> <p>In cases where it is not possible to maintain social distancing avoid kneeling/bending down near the child's face, if possible, wear a mask.</p> <p>PPE to be worn where children are not able to social distance and contact is for 15 minutes or more except ELC. Type IIR masks to be worn for intimate care or where there is a risk of being on contact with body fluids.</p> <p>Minimise contact with surfaces if possible, e.g. tables, furniture. Spray bottles containing disinfectant or cleaner/sanitiser will be provided for each room along with disposable blue roll and will be replenished by FM/Cleaning as required.</p> <p>Provide additional supplies of resources including tissues, soap and hand sanitizer.</p> <p>Do not share items that come into contact with your mouth such as cups &amp; bottles.</p> <p>Do not share items such as bedding, dishes, pencils &amp; towels.</p>				<p>Staff to sanitise/use gloves between handling children's jotters. 72 hour quarantine if staff are taking books to and from home. Only do this if essential.</p>
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		<p>Staff hair tied back where appropriate/necessary and clothes changed daily.</p> <p>Children should also change clothing daily. Uniform expectations relaxed.</p> <p>Handwashing posters displayed in classrooms.</p> <p>Numbers of children playing/learning limited in each area. Children to stay in each playground according to wing.</p> <p>Movement around the school limited to essential. No access to school kitchen. No access to gym hall (P.E outdoors, in kit if desired)</p> <p>Good use should be made of the outdoor areas to support social distancing.</p> <p>Children to use allocated toilets and sinks – sharing only with their class bubble. Children to be encouraged to put toilet seat down before flushing.</p> <p>Any concerns with standards of cleanliness should be first reported to the appropriate member of management who will direct their concerns to the main contact for the Cleaning &amp; FM Service, and if not resolved satisfactorily</p>				<p>ELC and B/C and OOSC should not share a space.</p> <p>No soft play.</p>
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<p>Child Protection issues; Non-Covid related health issues</p>	<p>Service Users (children)</p>	<p>escalated to the Area Care and Learning Manager.</p> <p>Parents/carers encouraged to drop off children and collect without gathering at gates and only one parent per household.</p> <p>Parents should be instructed to bring children to the gate (or designated drop off location for ELC) each morning and not to allow children to run around outside prior to opening hours. At pick up time children will be escorted to the gate. No visitors, parents, carers beyond front door.</p> <p>Increased ventilation – doors that can be left open to be opened (where no fire or security risk) and windows opened where possible too.</p> <p>All staff to be employees with PVGs and references obtained at time of recruitment. Clear information about individual circumstances and meeting needs from current records on SEEMIS - Emergency contacts double checked - Staff with relevant training in place: first aid, epi-pen etc. Named child protection officer in place for each setting. First aiders on site at all times.</p>				
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<p>Provision of assistance to person developing symptoms Covid-19 (Coronavirus) and/or when doing personal care or cleaning up body fluids e.g. toileting/changing or when dealing with spillages – bodily fluids, blood, vomit, etc</p> <p><b>Note: individual risk assessments will need to be developed for those with Intimate Care needs.</b></p>	<p>Employees Service users (children)</p>	<p>Follow procedures to remove from setting where someone becomes unwell - NHS guidance followed at all times - Emergency contact list accessible and up to date – Remove from setting to Medical Room/separate area of outdoor location to ensure child can be isolated but appropriately supervised until arrival of emergency contact.</p> <p>Emergency contacts informed immediately - Emergency contact for child - Self-isolate - Facilities informed and deep clean carried out.</p> <p>Personal Protective Equipment (PPE) - Disposable gloves (nitrile) and disposable plastic apron recommended. Fluid Resistant Surgical Mask (Type IIR) where social distancing cannot be maintained. Disposable eye protection (such as face visor or goggles) should be worn if there is a risk of splashing into the eyes.</p> <p>Wash hands thoroughly with soap and water before putting on and after taking off PPE.</p>	<p><b>3</b></p>	<p><b>1</b></p>	<p><b>3</b></p>	<p>Staff to watch training video about appropriate use of PPE.</p>

		<p>Specified bags should be identified for double bagged disposal of any items including disposable PPE should be used and that can be sealed.</p> <p>After contact with the person – thoroughly wash hands with soap and water at the earliest opportunity. 60% Alcohol hand gel recommended if soap and water not available. Soap and water is preferable. Alcohol sanitiser that contains 60% provided if water and soap not available. Avoid touching your mouth, eyes or nose, unless you have recently cleaned your hands. Keep people away from the area. Use spill – kit if available, and the PPE provided with the spill kit. If spill kit not available place paper towels / roll onto spill. Seek further advice from NHS 24 (phone 111). and/or the emergency services as required.</p>				
Waste	Employees Service Users (Children)	<p>Consumable waste items that have been in contact with a service user with symptoms, including used tissues, should be put in a plastic rubbish bag, double bagged and tied. Double bag placed in a secure location and marked for storage until the test result is available</p>				



		<p>If the child with symptoms tests negative, double bag can be put in the normal waste.</p> <p>If the child tests positive, contact NHS 24 (phone 111) or your GP for advice.</p>				
Laundry	Employees Service Users	<p>Any clothing, towels or other laundry used by the child should be bagged in accordance with service policy or into disposable plastic bags (double bagged and tied).</p> <p>Bag should be set aside in a secure location pending assessment of the possible case by a healthcare professional.</p> <p>If the test result of the person is negative, the laundry can be managed as per normal service policy/practice.</p> <p>If the result is positive, follow the advice of the local Health Protection Team for NHS Highland: telephone 01463 704886</p>				
Fire	Staff, children, visitors, contractors	<p>Emergency evacuation procedures up to date.</p> <p>Ensure all are familiar with the sound of the fire alarm, procedures and evacuation routes.</p> <p>Register for staff and children. Teachers to keep a laminated copy of weekly timetable in fire folder.</p> <p>Review at each return phase.</p> <p>Sign in for visitors and contractors.</p> <p>Fire drills held.</p> <p>Weekly alarm testing, ensuring fire doors/exits are operating correctly.</p> <p>Keep corridors and fire exits clear.</p>	<b>3</b>	<b>1</b>	<b>3</b>	<p>Emergency evacuation procedures should be updated to reflect the current situation e.g. new fire controller, restricted parts of building?</p> <p>Occupiers not</p>

		Staff familiar with telephony.				familiar with the premises, etc.
First Aid In the event of an accident	First Aiders (FAs)/ Emergency FAs, staff, children, visitors, contractors	First Aiders to wear appropriate PPE. Make sure all first aiders are contactable. All staff familiar with First Aid box locations; essential kit kept in each classroom. First Aid portable kits taken to outdoor locations for ELC. First Aid boxes kept up to date. (Weekly Friday task – CD) Children to apply own plasters/wipes independently where possible.	<b>3</b>	<b>1</b>	<b>3</b>	
Slips/trips at the same level	Staff, children, visitors, contractors	Spillages should be mopped up immediately. Floor and stair areas should be kept clear of obstructions.	<b>2</b>	<b>1</b>	<b>2</b>	
Working at height	Staff	Council/NHS staff should avoid working at height	<b>3</b>	<b>1</b>	<b>3</b>	
Contact with chemicals	Unauthorised persons. Children.	Cleaning resources to be kept in a locked cupboard. Antibacterial wipes to be kept out of reach of children if not in locked location.	<b>3</b>	<b>1</b>	<b>3</b>	
Violence and aggression towards staff.	Staff	See pupil protocols and child plans for de- escalation techniques. Avoid using CALM unless necessary to avoid significant safety issue. If involved in a CALM hold – wash hands and take all necessary hygiene precautions. Additional staff to assist and support with application of PPE	<b>3</b>	<b>1</b>	<b>3</b>	

Children or adults refusing to follow risk assessment measures/Covid guidelines.	Everyone	during CALM holds where possible. Try to resolve situation through parental contact sooner than usual de-escalation time – preferably within 15 minutes.  Incidents should be reported to SMT who will discuss with staff member/parent/carer and child. If child continues to disregard measures, the risk assessment will be used to help to consider if the child is safe to be at school.				
Security (possible violence and aggression towards staff and children)	Staff and children	Follow usual security system and lockdown procedures. Children should register at school within 30 minutes and ELC children should be handed over and staff sign children in and out.	<b>2</b>	<b>1</b>	<b>2</b>	
Traffic management (being struck by a moving vehicle)	Everybody	Traffic management in place. One-way systems with pedestrian crossing points.	<b>3</b>	<b>1</b>	<b>3</b>	

Assessor Signature	Emma MacCallum	Grade / Location	HT Aviemore Primary/ELC	Date	25/6/20
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