

Service: Education and Learning	DESCRIPTION OF WORK ACTIVITY OR AREA OF THE WORKPLACE ASSESSED: SCHOOL, NURSERY, COMMUNITY CENTRE (ALL IN ONE BUILDING) RETURN TO SCHOOL POST COVID-19 – FEBRUARY 2021 <ul style="list-style-type: none">ACCESS for children in ELC, P1, P2 and P3ACCESS for any staff who are supporting the learning and teaching of children in ELC, P1, P2 and P3ACCESS for the children of key workers and those identified as vulnerableACCESS for any staff who are supervising the children of key workers and those identified as vulnerableACCESS to health/ social care practitioners who are supporting the wellbeing of children in schoolACCESS for catering staff to provide lunchACCESS for any staff who are requiring access as part of preparing for remote learning in P4-P7.					Name of Assessor: James Cook, HT		
Area: NB&S/ South						Date completed: 19-02-2021		
Location: Cawdor Primary	<ul style="list-style-type: none">ACCESS from Monday 22nd February 2021Monday to Friday between the core hours of 8am and 6pm.Follows guidance set out in Scottish Government Education & Children documentation – February 2021.					Date of Review: 12/03/2021		
STEP 1	STEP 2	STEP 3			STEP 4	STEP 5		
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 - taking account of existing control measures Severity x Likelihood = Risk Rating (1 TO 3)	List further risk reduction control measures (include implementation date if known)		
1. Catching and Spreading COVID-19	ALL	LIMITING ACCESS Limited access to children in ELC, P1, P2 and P3 as well as the children of key workers and those deemed by the guidance to be vulnerable. Practitioners supporting development, learning and wellbeing of and/or supervising children access the building. Breakfast club limited only to the children of key workers. ALL children and adults attending to follow the current COVID-19 guidance – only attending if in good health. Any adult attending should sign-in at the front door using the MEARS book for contractors, identifying the room(s) that they will be accessing that day. No contractors in the building unless pre-arranged and comply with Risk Assessment and physical distancing is enforced.			3	1	3	Regularly review numbers of children and adults to ensure they are in alignment with current national and local guidance.

		<p>HYGIENE PROTOCOLS</p> <p>Wash hands in soap and water for 20 seconds before leaving home and on arrival back at home.</p> <p>Any child or adult attending should sanitise at the gel stations on every entry/ exit of the building.</p> <p>Wash hands for at least 20 seconds:</p> <ul style="list-style-type: none"> ▪ After using the toilet ▪ Before breaks ▪ After breaks ▪ Before eating any food, including snacks <p>Avoid touching eyes, nose and mouth with unwashed hands.</p> <p>Minimise physical contact with others – e.g. no hand shaking.</p> <p>Keep all non-fire doors open to minimise contact with handles - can be wedged open.</p> <p>Minimising contact with surfaces e.g. tables, furniture.</p> <ul style="list-style-type: none"> ▪ Spray bottles containing disinfectant or cleaner/sanitiser will be provided for each room along with disposable blue roll and will be replenished as required. ▪ Additional supplies of resources including tissues, soap and hand sanitizer to be provided. ▪ Cleaning of touchpoints to take place throughout the day. <p>Where tissues are used, bin immediately, then wash hands. ALL should cough into a tissue or the crook of the elbow.</p> <p>Staff toilet:</p> <ul style="list-style-type: none"> ▪ Wash hands before entering ▪ Close lid to flush ▪ Wash hands before leaving cubicle ▪ After, wash hands, avoiding direct contact with taps when turning off e.g. use paper towel ▪ Wash hands/ gel after leaving 				<p>Let it be known if allergies to hand gel and we will make provision of water, soap and paper towels.</p> <p>Make us aware of allergies to soap and provide a medicated alternative.</p>
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		VENTILATION Windows opened in the indoor spaces used. HC ventilation guidance followed. Physical exercise to take place outdoors only. Education Scotland guidance followed .				Utilise outdoor space for physical exercise and recreation.
		FACE COVERINGS Face coverings to be worn by adults when: <ul style="list-style-type: none"> they are moving through the building; they are within a 2m distance from children (ELC do not need to wear face covering to support interactions). Adults who are on foot in the car park at drop off and pick-up to wear a face covering and observe 2 metre physical distancing from adults outwith their household. Children who are travelling on transport to wear face coverings.				
		SPACES AND RESOURCES Children attending to be organised in bubbles, to limit the number of close contacts. No physical distancing is required between children. Lunchtime in the canteen will be staggered in bubbles (ELC to eat in the ELC setting). Canteen windows will be open and the environment sanitised between sittings. Outside time will be staggered in bubbles. Any resources used to be washed/ sanitised/ quarantined as per guidance . All children's belongings will remain in their school bag or at their designated area in the space. No organised group singing indoors or outdoors. (Children in the Early Learning and Childcare setting may sing spontaneously as part of their play). Photocopier, phone and laminator procedures in place in the school office, which must be adhered to. Adults to observe a 2 metre physical distance from one another. Adults to observe a 2 metre physical distance from children whenever possible as per the COVID-19 Schools Guidance (exemption for those following the early learning and childcare guidance) – 2 metre physical distancing not required between adults and children to support adult/child interactions). Face coverings to be worn when adults are not able to maintain a physical distance of 2 metres from children (ELC do not need to wear face covering to support interactions).				

		ASYMPTOMATIC TESTING Lateral Flow Device (LFD) Tests undertaken twice weekly for those attending school by staff who have consented to take part as per Highland Council information.				
		RESPONDING TO SYMPTOMS OF COVID-19 If a child or staff member is feeling unwell prior to attending they should following the current COVID-19 guidance . An isolation space has been identified for any one showing symptoms of COVID-19 whilst at Cawdor. Up to date guidance will be followed including the wearing of PPE, contacting families (if children) and the most current testing guidance. Where assistance is needed with an unconfirmed case of COVID19 (e.g. someone is isolated and awaiting pick up), use of Personal Protective Equipment (PPE) is appropriate where social distancing cannot be maintained. Disposable gloves (nitrile) and disposable plastic apron are 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. These items are stored in the Medical Room. Anyone who assisted the unwell person is to dispose of any PPE safely into a double bagged and tied plastic rubbish bag and ensure hands are thoroughly washed. <ul style="list-style-type: none"> ▪ Consumable waste items that have been in contact with a person with symptoms, including used tissues, should be put in a plastic rubbish bag, double bagged and tied. ▪ Double bag should be labelled and dated and placed in a secure location in the Boiler Room. ▪ If person tests negative for Covid-19, bag can be put in normal waste. ▪ If person tests positive, then bag should be kept secure for at least 72 hours then put in normal waste. Mears to be contacted to advise of any extra cleaning necessary. Isolation area to be deep cleaned once unwell person has left. Also person's work area, door knobs, handles and other items with which they may have come in contact to be deep cleaned. Advice can be sought from the Highland Health Protection Team on 01463 704886. A list of the children attending and the bubble that they are in is recorded to be used in collaboration with the Test and Protect Contact Tracing Team. If children are using transport this will also be noted. If there is a staff outbreak, HT to report to Health and Safety team in Highland Council.				
Assessor	James Cook	Head Teacher, Cawdor Primary School	Date: 19-02-2021			