


Department: Education and Children's Services		RISK ASSESSMENT	Aberdeenshire COUNCIL 
Process/Activity: COVID-19 Infection Prevention & Control	Location: All ECS Establishments	Date: Revised 08.11.2020	
Describe activity: ECS establishments opening August 2020 to children, young people, staff, visitors and contractors.			
Establishment Name and Location: Hillside School		Isolation Room Location in Establishment: First Aid Room (Secondary space has also been identified for First Aid, if necessary- kitchenette/GP area).	

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		
			L	M	H		L	M	H
Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors	L	M	H	<p>GENERAL CONTROL MEASURES</p> <p>Hillside School will encourage and support all children, young people, staff and any others for whom it is necessary to enter the school estate to maintain COVID-secure personal hygiene throughout the day and ensure continued rigour about hand hygiene. Visuals will be displayed throughout the building as reminders.</p> <p>This includes:</p> <ul style="list-style-type: none"> • 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. <p>Supplies of resources including tissues, soap and hand sanitiser will be provided and made available throughout Hillside School.</p> <p>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. There is currently no expectation that sanitiser will be made available in classrooms and/or other areas. 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.</p>	L	M	H

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: <https://covid19.aberdeenshire.gov.uk/> All staff will know how to access these daily updates.

Sector Advice Card found [here](#). This will be displayed in school and available for guidance.

Additional guidance is listed below for Early Learning and Childcare Services with links: [here](#). Good infection control guidance specifically for nurseries is as follows: [Infection Prevention and Control in Childcare Settings \(Day Care and Childminding Settings\)](#) Guidance from Health Protection Scotland will be followed. General local authority ELC Risk assessment can be 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.

(Document1:[Covid-19 Guidance ASL Teachers, Pupil Support Assistants Pupil Support Workers](#); Document2: [Covid-19Guidance ASN Peripatetic Services](#); Document 3: [Covid-19 Guidance Escorts](#); Document 4: [Guidance on re-opening school age childcare services ASN](#); Document 5: [ASN FAQs](#).)

Please also see Hillside School Nursery’s risk assessment separately (a copy can be found on Hillside School’s website), detailing practices and procedures specific to a pre-school environment.

Visiting Staff Guidance:

Staff Type	Working Location	Guidance
ASN Pupil Escorts	Transport	<ul style="list-style-type: none"> 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 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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. 		
					Visiting Specialists	Various schools across clusters	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 Consider online learning using Glow or Goggle platform No brass or woodwind physical instruction at the moment. Consider talking through lesson instead or online learning. See whole school risk assessment template for more information
Janitorial Staff	Cluster Schools	<ul style="list-style-type: none"> 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

Covid-19 – Guidance for non-healthcare settings is available [here](#).

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:

Key posters/guides will be displayed across Hillside School. However, the information will mainly be promoted, encouraged and supported through effective scaffolding from adults/peers.

Hillside School and its staff members will continue to follow Aberdeenshire Council's Health, Safety and Wellbeing policy. This is available [here](#). **A copy is printed and available at both the school office and stored in the shared staffing area.**

PPE

For the majority of Hillside School 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, i.e. 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. A Type IIR mask is not required for moving around communal spaces and corridors. However, all staff (provided their health circumstances allow) will wear a face covering when moving throughout the school.

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 if a risk assessment determines there is a risk of splashes to the eyes. Gloves and aprons worn when cleaning the areas where suspected case 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.

PPE will be appropriately stored across the school and disposed of sufficiently. The senior Leadership Team will ensure that staff know where PPE can be accessed. **PPE will be stored in identified first aid spaces, the Nursery, Portakabin units and each zone of the school. PSAs and NCCT teachers will carry PPE with them where appropriate.**

Face Coverings

Face Covering guidance for schools was updated on 30th October 2020, by the Scottish Government, accounting for all 5 COVID levels. <https://education.gov.scot/media/gqfjuqlp/es-summary-guidance-301020.pdf>

Updates are summarised as follows:

- Complying with physical distancing advice continues to be very important and requires regular reinforcement.
- At Levels 0-2 face coverings should be worn by adults where they 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). The “sustained period” 15-minute caveat no longer applies.
- At Levels 3-4 face coverings should also be worn by adults and young people in classrooms in senior phase.

- 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.
- 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.
- Classroom assistants and those supporting children with Additional Support Needs who routinely have to work within two metres of children and young people should wear face coverings 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.
- 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 and adjusted where appropriate/necessary.

Definition of face covering found [here](#) (should not be confused with PPE, including Type IIR face masks). Some individuals are exempt from wearing face coverings and exemption information can be found [here](#).

Face coverings should not be required for most children and staff in classrooms, or other learning and teaching environments, unless clinically advised to do so.

Where adults cannot keep 2m distance and are interacting face-to-face -a Type IIR face mask should be worn. Face covering should be worn in the following circumstances (except where an adult or child/young person is exempt from wearing a covering):

- In Secondary schools when moving in corridors and confined communal areas, incl. toilets.
- For public and dedicated school transport, where all those travelling are above the age of 5 years of age

Instructions on how to put on, remove, store and dispose of face coverings must be provided to staff and pupils:

- Face coverings must not be shared
- Hands should be cleaned by appropriate washing or hand sanitiser before putting on or removing the face covering
- Face covering of an appropriate size should be worn
- Children should be taught how to wear the face covering properly, including not touching the front and not pulling it under the chin or into their mouth.
- When temporarily storing a face covering (e.g. during classes), it should be placed in a washable, sealed bag or container. Avoid placing it on surfaces, due to the possibility of contamination.
- Re-usable face coverings should be washed after each day of use in school at 60 degrees centigrade or in boiling water.
- Disposable face coverings must be disposed of safely and hygienically. Children and young people should be encouraged not to litter and to place their face coverings in the general

waste bin. They are not considered to be clinical waste in the same way that used PPE may be.

Further general advice on face coverings is available [here](#). Contingency measures need to be in place for pupils/staff who have forgotten their face covering or in instances where anyone is struggling to acquire a face covering.

Adults in school in other circumstances should not need to wear face coverings as long as they can maintain 2m distancing.

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.

Anyone (staff or pupil) who wishes to wear a face covering is free to do so.

Although school staffrooms are not categorised as workplace canteens, Hillside School suggest that practitioners (who are able to do so) wear a face covering when visiting the staffroom, removing their mask once seated.

Special Consideration for Certain Groups

All schools should follow the latest guidance on attendance for children, young people and staff who have health conditions or are pregnant, or who live with individuals who have health conditions or are pregnant. Information can be found [here](#).

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.

Hillside will follow all guidance, as required.

Hillside has home learning suggestions displayed on the school website. Where children are well but have to self-isolate for 10-14 days, then Seesaw will be used to send daily learning task.

Hillside School will ensure that any clinically extremely vulnerable staff are enabled to work 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.

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.

From 1 August advice on shielding and protecting people who are clinically extremely vulnerable changed. Identify (and record that this has been carried out for every individual) all staff who are [clinically extremely vulnerable\(link\)](#) with the Head Teacher prior to them entering the school.

- 'Clinically extremely vulnerable' staff should be able to attend unless advice from their GP is not to.
- Those with a 'clinically vulnerable' household member can attend following a dynamic risk assessment.
- Those who are 'clinically extremely vulnerable' should discuss their options with their Head Teacher/line manager
- Those who live with someone 'clinically extremely vulnerable'/shielded should attend and carefully follow guidance on staying alert and safe (social distancing) as per online guidance listed above.

Ensure up to date risk assessments for children on EHC plans (if/when applicable), carried out with educational providers and parents/carers, to ensure child is at no more risk in the school setting than at home.

General Advice - Staff and Pupils

Identify those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19.

Should staff or pupils who are symptomatic (or live with someone who is) or receive a confirmed diagnosis of COVID-19 then they cannot return to school until self-isolation is over, or a negative test is received. Hillside School aims to 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. Schools will be able to register symptomatic staff as Cat 3 Key workers under the employer referral portal to ensure priority access to testing.

Aberdeenshire Council staff can access testing advice [here](#), with NHS advice [here](#).

Movement between schools will be kept to a minimum until further notice, e.g. temporary/supply staff, visiting teachers, psychologists, nurses, and social workers. Hillside will consider lower risk methods for inputs including digital/virtual means, or outdoor settings/meetings. Where movement across locations is necessary to deliver school operations the number of interactions will be minimised as far as is possible. 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.

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](#). [ASN FAQs](#).

Changes to working practices for administration staff have been considered. This includes 2m social distancing markings, drop off stations, information clearly displayed on doors/windows, no other personnel permitted in the office unless to make an essential call to parents/carers and there will be minimal movement of individuals between workstations (as far as is possible). The use of the tannoy system will be used to limit movement throughout school also. Cleaning of any shared supplies will occur. PSA calling system will be in place to ensure support arrives as quickly as possible for anyone requiring first aid.

Hillside School will resume taking twice daily registration and record the appropriate absence codes both existing and COVID-19 related. Registration will be in accordance with Guidelines on Managing and Promoting Pupil Attendance in [Nursery, Primary and Special Schools](#) and [secondary schools](#). Registration will be recorded through SEEMIS.

Should any child(ren) attend Hillside and an additional setting also, a risk assessment will need to be completed and consideration given to groupings.

Where possible groups will be kept apart.

- Each shared area will be divided to ensure each classroom has an identified breakout space.
- Where possible classes will be seated together in the lunch hall. However, there will be transition points where pupils from different classes may be seated together.
- Morning and lunch break times will be staggered – 3 sessions.

Hillside School will avoid assemblies and other large group gatherings where possible (other than lunch time etc). Where this is necessary to do so alternative mitigating actions should be put in place, such as limiting the time spent together. Benchmark information regarding numbers can be found [here](#) in guidance for the safe use of places for worship.

Clear signs are displayed as reminders to staff and children regarding social distancing and how to handwash properly. Reinforce messaging regarding handwashing if sneezing or coughing. Children should be supervised and supported to follow guidance. 'Sniffle Stations' are in all classrooms- pupils and staff have access to tissues and hand sanitiser.

Consideration has been given to emergency evacuation procedures/ fire drill & muster point at Hillside School, which includes the addition of the Portakabin. **As a result, the revised muster point will be the all-weather pitch, until building works are completed.** However, when not a drill all people occupying the site should evacuate as quickly as possible (without panic) and then when at assembly point they can revert to physical distancing. **A fire drill/practice was carried out on Friday 21st August 2020 successfully – Nursery – Primary 7.**

Hillside will suggest that staff have hair tied back where appropriate and clothes changed daily. Children will also be encouraged to tie hair back.

General Advice - Facilities

Commonly touched objects and surfaces will be cleaned daily, and regularly (e.g. handles, shared surfaces desks / technology surfaces / dining tables), toilet areas, changing rooms and staff areas.

Cleaning materials to be made available throughout the day for staff – the procedure to replenish materials for Hillside School is to contact the janitor on duty.

As a minimum, frequently touched surfaces should be wiped down at the beginning and end of each day, and more frequently depending on: the number of people using the space, 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.

It is important that missed opportunities for social distancing and appropriate handwashing are highlighted, where staff, pupils or parents forget the safety rules.

All toilet areas to contain signage highlighting good handwashing routines.

Ventilation

Where practical, non-fire doors can be left open to reduce the amount of contact with doors and also potentially improve workplace ventilation. Hillside will open windows to improve the flow of air where possible.

Where it's not possible to keep doors and windows, centralised or local mechanical ventilation is present, systems should be, where possible, 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.

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.

At times, Hillside School may require the controlled propping open of fire doors to improve ventilation. Advice from Health & Safety colleagues is that under certain circumstances internal fire

						<p>doors can remain open whilst the space is in use. However, internal fire doors must be closed 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.</p> <p>External Fire Doors, if opened to facilitate lunchtime queues, will 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.</p> <p>As winter approaches, local authorities will support schools to adopt strategies that help balance the need for ventilation with keeping people warm. Expert advice identifies that using pragmatic approaches which recognise the importance of people being comfortable may help everyone to stick to guidance in relation to ventilation (https://education.gov.scot/media/qqfjugglp/es-summary-guidance-301020.pdf)</p>			
People with symptoms attending ECS sites	Staff Children & young people Visitors	Infection of staff, children and visitors	L	M	H	<p><u>PEOPLE SYMPTOMATIC ATTENDING ECS ESTABLISHMENTS</u></p> <p>Hillside School will 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 or increased temperature). They should self-isolate straight away, stay at home and arrange a test via www.nhsinform.scot or the staff referral portal <u>Hillside will remind staff and pupils of this regularly.</u></p> <p>Guidance will be followed from NHS Inform and from Test and Protect. Schools should ensure they understand this process and cases in schools, as complex settings, will be prioritised and escalated to specialist Health Protection Teams.</p> <p>Hillside School will use existing methods and channels of communication with parents/carers to reduce the need for face to face meetings/contact.</p> <p>Hillside School will remind all staff that if they or pupils develop symptoms, they should be sent home. Potentially symptomatic pupils can be located in the First Aid Room until they can be collected. Teachers should send a non-symptomatic adult/responsible young person to the office to call a designated Pupil Support Assistant. The Admin Team will use the tannoy to locate the PSA to support with due processes. Please access guidance here and see detailed information below.</p>	L	M	H
Spread of infection. Infection of staff,	Staff Children & young people	Cross contamination of infection.	L	M	H	<p><u>PROTECTION WHEN DROPPING OFF AND PICKING UP FROM THE ESTABLISHMENT</u></p> <p>Signage and information added to the entrance of Hillside School. Information shared on school websites and social media.</p> <p>During drop off and pick up, parents will be asked to leave the premises as soon as is possible. All adults should continue to socially distance from one another and other pupils (2m). Where possible,</p>	L	M	H

children & visitors.	Visitors	Infection of staff, children and visitors				<p>parents will be advised not to enter the playground unless considered absolutely vital. Parents will be advised to drop children off to school as close to 9am as possible. The Senior Leadership Team will endeavour to support these times offering guidance and direction.</p> <p>Children will enter/exit through specific doors. This has been signposted and information has been emailed to parents.</p> <p>Hillside will operate 3 staggered morning breaks and lunches.</p> <p>All staff, parent/carers, children and visitors to wash hands before coming into the setting. Handwashing will be built into daily routines.</p> <p>On entering the building, hand sanitiser should be made available and everyone should use this before moving to wash their hands thoroughly at the nearest available handwashing area.</p> <p>No visitors, parents, carers will be permitted beyond the front door. All participants to remain within restricted designated areas.</p> <p>Parents/carers will be discouraged from dropping off items for pupils at reception to reduce potential transfer of infection.</p> <p>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.</p>			
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	<p><u>WHEN CONTRACTORS / VISITORS COME ONTO SITE</u></p> <p><u>All visitors will 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 will be retained by the school office.</u></p> <p>Social distancing has been set up at reception areas. Procedures are in place for deliveries and facility management work. ALL visitors into the building, including delivery drivers MUST provide track and trace information. Reception windows will remain closed where possible.</p> <p>There is a legal duty to provide welfare facilities and washing facilities for visiting drivers.</p> <p>Contractors arriving at site are directed by signs to <u>main entrance</u> where possible. To follow same hand sanitising and handwashing rules as per other visitors and staff. Only essential maintenance to take place during normal school hours and social distancing must be adhered to at all times.</p> <p>Canteen deliveries to use <u>separate entrance where possible</u>. 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.</p>	L	M	H

					<p>Canteen deliveries will be delivered through the canteen door. A track and trace system is in place here too.</p> <p>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.</p> <p>Instrumental Instructors</p> <p>Instructors should ensure prior arrangements are made for access to Hillside School. A dedicated space for the day of attendance will 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 pupils will be taught in the same room during the day. Instructors must familiarise themselves with Scottish Government Track and Trace guidance as well as school Track and Trace policies and procedures.</p> <p>All music instructors must use Hillside School's Track and Trace system in place by using the QR code displayed at the school entrance or by completing the available forms.</p> <p>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.</p>				
<p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p>	<p>Staff</p> <p>Children & young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	H	<p><u>PROTECTION WHEN MOVING AROUND THE DESIGNATED SCHOOL AREAS</u></p> <p>Social distancing should be adhered to. Staff distance of 2m where possible from other adults and pupils. Where this is not possible a Type IIR face mask should be worn as per guidance and will be provided.</p> <p>Hillside School to promote one way walking systems (always walking on the left hand side).</p> <p>Hillside School will 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 the wipe down of their own desk/chair/surfaces before leaving and or, especially, on entering the room, especially in secondary schools.</p>	L	M	H

						When NCCT teachers enter/exit a work pace/classroom they should wipe down resources used. Where possible, they should bring and use their own resources.			
Risk of infection of children with additional support needs	Children & young people	Risk of not following existing procedures for pupils	L	M	H	<p><u>SUPPORT FOR CHILDREN AND YOUNG PEOPLE WITH ADDITIONAL SUPPORT NEEDS</u></p> <p>Hillside will review any Personal Evacuation Emergency Plans (PEEPS) to ensure that arrangements are still adequate and relevant.</p> <p>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.</p> <p>Establish a cleaning routine for specialist equipment for children with additional support needs, sensory rooms, to ensure safe use – as required.</p>	L	M	H
Infected person attending the site	Staff Children & young people Visitors	Risk of infection to other people	L	M	H	<p><u>ILLNESSES AND ACCIDENTS DURING ATTENDANCE AT ESTABLISHMENTS</u></p> <p>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.</p> <p>The symptomatic individual may also be asked to wear a Type IIR face mask to reduce environmental contamination where this can be tolerated</p> <p>Guidance on putting on and removing PPE will be displayed.</p> <p>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).</p> <p>Isolation area within the building identified (FRIST AID ROOM) in case of any individuals who present as unwell during the day. Follow procedures to remove from setting where someone becomes unwell:</p> <ul style="list-style-type: none"> - 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. - A room or area should be designated for the pupil to wait to be collected with appropriate adult supervision- FIRST AID ROOM - 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. <p>All First Aid Kits to contain PPE: gloves, aprons and masks.</p>	L	M	H

Additional guidance for staff is available here:



Guidance for School
Staff on Personal Prot

It is the responsibility of the Head Teacher (Jordan Leslie) to ensure that they have sufficient stocks of PPE within their school at all times – the current guidance from procurement is having 4 weeks stock on site at all times. 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](#).

Hillside School will maintain accurate register of absences for staff and pupils – codes for this have been developed through 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 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. If decanting is necessary, 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- until cleaning has occurred.

Supervisory Janitor should be informed and deep 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.

If area has been quarantined for 72 hours, then Enhanced cleaning applies.

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 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

						<p>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.</p> <p>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-Health Protection Scotland kit is available, place paper towels over the spill, and seek further advice from the local Health Protection Team.</p>			
<p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p>	<p>Staff</p> <p>Children & young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	H	<p>OUTBREAK MANAGEMENT</p> <p>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 (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"> • Coronavirus Guide for schools in the NHS Grampian area August 2020 • Coronavirus (Covid-19) in Schools: Communications Protocol • COVID-19: Outbreak Management (Out-of-Hours) <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"> • 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: grampian.healthprotection@nhs.net <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> <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"> • 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. 	L	M	H

					<p>HPT will make recommendations on self-isolation, testing and the arrangements to do this. Any discussion of possible school closures should take place between school, local authority and local HPTs. Schools should maintain appropriate records.</p> <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>Notification Processes:</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 & Safety Officer. 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).</p> <p>If the case is a member staff iTrent also needs to be updated.</p>				
<p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p>	<p>Staff</p> <p>Children & young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	H	<p><u>CLASSROOM MANAGEMENT</u></p> <p>Staff and pupils reminded of social distances rules.</p> <p>Each teacher plans out their teaching spaces to maximise staff physical distancing. Existing furniture can be used effectively to support this.</p> <p>Pupils should be instructed to keep bags on the floor/on the back of their chair. They should be instructed not to place bags on their tables.</p> <p>Hillside School will reduce the unnecessary sharing of resources as much as possible. Each child has received their own stationery pack and folder for jotters.</p> <p>Shared packs have also been created which will be cleaned daily i.e. coloured pens.</p> <p>All shared resources to be cleaned after use (including computers, PE equipment etc). Build this into end of lesson activity routines in each setting. Schools to ensure anti-bacterial wipes are 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.</p> <p>Additional cleaning will be provided by Cleaning Services and Janitorial Support for touch points in communal areas and will be organised locally.</p>	L	M	H

Resources will/can be removed 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.

Where there is a sink in the classroom, soap and paper towels will be available. Bin placed near sink.

Surfaces will be kept clear to make cleaning easier. Box of tissues will be available in each class.

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).

Handwashing routines will be in place in each class. Hand sanitiser will be made available to each class.

Further consideration will 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.

Instrumental Instructors

Guidance for Singing, Woodwind and Brass instruments is being developed. Face to face tuition should be avoided until further advice emerges. For other instruments the normal social distancing of 2 metres may be considered sufficient provided there is appropriate ventilation in the room.

The practical nature of the subject may mean that there are exceptional situations in which the 2 metres distancing cannot be observed for a short period of time for a specific purpose. In these instances, face coverings should be worn by instructors.

Where ensemble work is being considered, social distancing measures must be implemented. An upper limit placed on the number of people who can be involved, including staff and pupils should be agreed between instructors, IMS and the school. Conductors should be able to stand 3-5 metres beyond the front row of the ensemble. Plexiglass screens or similar should be considered by instructors and school departments. Each player (including strings) will require their own music stand.

Where pupil attend a virtual lesson in a designated area, the area will require suitable cleaning to the required standard, following each lesson, by a member of staff. Consideration to be given to pupils receiving training with a view to cleaning the area with staff supervision. In addition, time should be allowed following each lesson to allow for adequate ventilation.

Shared instruments such as piano, drumkit, tuned percussion, audio equipment and music stands should be cleaned between pupils.

Pupils should clean their own instruments under the guidance and instruction of the instructor. Pupils should not be allowed to blow or tip water from instruments in the teaching room. Newspaper or paper towels (or anti-bacterial paper) should be provided for the venting of water keys and pupils should remove and dispose of their own at the end of the lesson.

Current guidelines state that Brass, Woodwind and Singing lessons should be avoided in school Mouthpieces must not be shared (in the event of Brass and Woodwind lessons being delivered face to face. These activities are currently to be avoided).

Drumsticks should not be shared.

Bows should not be shared.

Each pupil should have their own copies of sheet music.

Handheld instruments should be cleaned before and after use and issued to one pupil for the duration of a lesson.

Consideration should be given to the use/cleaning of Timpani regarding different players using the instrument during a rehearsal, or whether one pupil should remain on the instrument for the entire session.

Guidance for PE found at <https://education.gov.scot/media/ohyofihd/pe-guidelines-02-11-20.pdf>

Hillside School will continue to allow pupils to wear PE kits to school on the day they take this class to reduce to close interaction in PE changing rooms. Local arrangements will be made regarding the cleaning schedule for changing areas.

Physical Education (<https://education.gov.scot/media/gqfjuglp/es-summary-guidance-301020.pdf>)

- 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.

Guidance for Home Economics, Science and Technologies, Art, Design and Photography found [here](#).

					<p>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 may be set up. Initially Hillside School's Library will not be in use.</p> <p>Consideration will be made for pupils wearing PE kits to school on the day they take this class to reduce to close interaction in PE changing rooms. Local arrangements need to be made regarding the cleaning schedule for changing areas.</p> <p>Marking Jotters</p> <p>Discussion and agreement took place re marking in level groups at a staff meeting – Tuesday 18.08.2020.</p> <p>Marking advice was update as part of 'Safe Learning in Schools: Building on Our Success' documentation, found at https://education.gov.scot/media/gqfjuglp/es-summary-guidance-301020.pdf</p> <p>Careful hand washing with soap and warm water/use of alcohol-based hand sanitiser before and after handling jotters (or other pieces of equipment) mitigates the need for quarantine for 72 hours before, and 72 hours after. Staff should also avoid touching their mouth, nose and eye area.</p>				
<p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p>	<p>Staff Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	H	<p>STAFF AREAS/BASES</p> <p>The same social distancing and hand washing hygiene applies to all staff. Breaks will be staggered as per children's breaks to avoid congestion/contact. Additional space has been made for staff in the PE hall (half furthest away from children's dining space).</p> <p>Seats and tables should be cleaned upon arrival and exit.</p> <p>Staff are advised to use their own eating and drinking utensils. <u>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.</u></p> <p>Safe, hygienic and labelled food storage is necessary for shared fridges by staff.</p> <p>Universal signage will continue into any staff areas/bases and offices. Where there is a sink in the area, soap and paper towels will be available. Bin placed near sink.</p> <p>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.</p> <p>Hand sanitiser will be made available in key areas.</p>	L	M	H

<p>Spread of infection during canteen use / break and lunchtimes</p>	<p>Staff Children & young people</p>	<p>Cross contamination of infection. Infection of staff, children and visitors</p>	<p>L</p>	<p>M</p>	<p>H</p>	<p><u>BREAK AND LUNCHTIME</u></p> <p>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. Hand hygiene needs to be addressed on return and the sanitisation of hands followed by appropriate washing needs to be undertaken.</p> <p>Hillside pupils can still go home for lunch.</p> <p>Hillside staggered breaktimes are as follows:</p> <table border="1" data-bbox="775 459 1977 743"> <thead> <tr> <th colspan="2">Morning Break</th> </tr> </thead> <tbody> <tr> <td>10.10 – 10.30am</td> <td>Primary 4-7</td> </tr> <tr> <td>10.30 – 10.50am</td> <td>P1RLS, P1AW, P1MF, P1/2 & P2BF</td> </tr> <tr> <td>10.50 – 11.10</td> <td>P2T, P2/3, P3McCY & P3MY</td> </tr> <tr> <th colspan="2">Lunch</th> </tr> <tr> <td>12 – 1pm</td> <td>Primary 4-7</td> </tr> <tr> <td>12.20 – 1.20pm</td> <td>P1RLS, P1AW, P1MF, P1/2 & P2BF</td> </tr> <tr> <td>12.40 – 1.40pm</td> <td>P2T, P2/3, P3McCY & P3MY</td> </tr> </tbody> </table> <p>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.</p> <p>Classes out with the main school building (Portakabin unit) will enter for intervals via the main school entrance, using sanitiser.</p> <p>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.</p> <p>Discussion re provision and delivery with Catering Manager/staff has taken place. Tailored menu to be reviewed as guidance changes.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>All rubbish and waste should be put straight in the bin by pupils/ the user and not left for someone else to clear up.</p> <p>Where social distancing is not possible for staff approaching the counter staff should wear a mask.</p>	Morning Break		10.10 – 10.30am	Primary 4-7	10.30 – 10.50am	P1RLS, P1AW, P1MF, P1/2 & P2BF	10.50 – 11.10	P2T, P2/3, P3McCY & P3MY	Lunch		12 – 1pm	Primary 4-7	12.20 – 1.20pm	P1RLS, P1AW, P1MF, P1/2 & P2BF	12.40 – 1.40pm	P2T, P2/3, P3McCY & P3MY	<p>L</p>	<p>M</p>	<p>H</p>
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					<p>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.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs.</p> <p>Canteen staff available to clean tables between services.</p> <p>Catering Risk Assessment found here.</p>			
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Process/Activity: Infection Prevention & Control	Location: All ECS Establishments	Date: 08.11.2020
Establishment RA Author: Jordan Leslie, Acting Head Teacher	Date of Review: Ongoing – risk assessment to be updated according to latest advice/guidance.	

DRAFT