
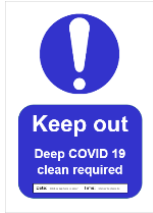





Please note that the content below is not exhaustive and will need to be amended and adding to, as required.

Hazards	Control measures	Examples
<p><b>Working with members of staff in the school</b></p>	<p>Every member of staff will be fully briefed to ensure that that they are aware of the hazards and risks and understand the rules and procedures put in place.</p> <p>All staff will maintain social distancing within the school of two metres at all times.</p> <p>If staff have a new, continuous cough, high temperature, loss of taste / smell, they will be informed to stay at home, self-isolate and call / email their line manager. They will be advised to consult: <a href="http://www.nhsinform.scot">www.nhsinform.scot</a>, if they cannot access the advice online, they would call 111.</p> <p>If advised, staff will follow the requirements of ‘Test and Protect (Test, Trace, Isolate and Support)’.</p> <p>If symptoms start to develop over the working day, staff will be sent home immediately and told to self-isolate. Their work area will be isolated and a sign displayed to prevent anyone using it. Children in that class will be accommodated in a spare classroom.</p> <p>Cleaning / janitorial staff will regularly clean the door handles, sink taps and toilets within the building. Teaching / assistant staff will maintain good hygiene standards, (use sanitiser provided), and wipe over surfaces where required, e.g. <i>shared equipment, kettles, fridge, etc.</i></p> <p>Additional cleaner to clean the toilets during lunchtime, P5/6 bay, office foyer, nursery and other areas during the school day. Blue roll and chlorine tablet spray in toilets for staff to clean toilet before/after use.</p> <p>Children may bring in their own soap and hand sanitisers. Small packs of tissues will be provided if they need a tissue.</p> <p>Staff will be encouraged to:</p> <ul style="list-style-type: none"> <li>- Speak up / report - “Say if it’s Not Okay”.</li> <li>- Prepare food at home and so that they can avoid the need to visit takeaways/shops at lunch breaks and the potential exposure to infection.</li> <li>- If they wish, to wear their own face covering / face mask during school hours, (not supplied).</li> </ul>	
<p><b>Pupil displaying symptoms</b></p>	<p>The rule of social distancing will be maintained at all times, i.e. 2 metres between everyone occupying the hub.</p> <p>If pupils are found on arrival, or if signs of continuous coughing, high temperature, loss of taste / smell develop during the working day they will be placed in isolation and their parents / guardian will be called to collect them. If there are any immediate concerns an ambulance would be called.</p> <p>The Isolation Room in Paradykes is the Hygiene Room. It will solely be used for this purpose. Any changing of clothes etc. will take place in the Medical Room.</p> <p>The area the pupil was working will be isolated and sign displayed to prevent anyone using it, until there has been a special clean. The children and teacher will be accommodated in a spare classroom.</p> <p>If advised, will follow the requirements of ‘Test and Protect (Test, Trace, Isolate and Support)’.</p>	

	<p>Cleaning / janitorial staff will regularly clean the door handles, sink taps and toilets within the building. Teaching/assistant staff will maintain good hygiene standards, (use sanitiser provided), and wipe over surfaces where required, e.g. <i>shared equipment, kettles, fridge, etc.</i></p> <p>The posters showing 20 second hand washing guidance / Covid 19 safety guidance will be displayed throughout the school hub area.</p> <p>Pupil may wear if they wish their own face covering / face mask during school hours, (not supplied).</p>	
<p><b>Maintaining social distancing within the school</b></p>	<p>All staff will aim to maintain social distancing of two metres at all times for everyone within the school - there is an individual responsibility by every staff member to make this work.</p> <p><b>To support this, there will be:</b></p> <ul style="list-style-type: none"> <li>• Staggered start/finish times and break/lunch times will be introduced. The bells will be switched off.</li> <li>• Classes in the lower atrium will enter directly from external classroom doors</li> <li>• Upper atrium classes will be assigned a specific staircase to go both up and down to reduce cross contamination. Signs will be placed on the doors to illustrate which classes.</li> <li>• Furniture will be used down the centre of each atrium and a one-way system devised. Signs will be used to show this.</li> <li>• Class teachers and their class should stay, as much as is practicable, in their one room.</li> <li>• LAs will be assigned in order to reduce the number of classes they are in contact with as much as is practicable.</li> <li>• Non-contact cover will be taken through one teacher covering no more than 2 classes a day. Our preference is that the cover is taken one day every 2 weeks . This take away the need for teachers to be moving around classes to provide cover.</li> <li>• Social distancing posters will be displayed at the entrance and throughout the school as a reminder for parents to social distance in the school playgrounds. We expect children to not social distance within their own class but the playground will have a zone for each class to play in. Each class will be allocated the same LA to support this zone with a first aid kit.</li> <li>• The photocopier door will remain open and people will wipe the copier down after each use. Carol and Lisa are happy to photocopy for people to reduce the number using the room.</li> <li>• The lift in school will have metre standing distancing point will be marked on the floor next to the lift and a signage displayed stating 1 person only in the lift.</li> <li>• School staff and pupils will be provided with a school plan detailing entry / exit points and new circulation patterns. Plans will also be displayed on notice boards</li> </ul> <p><b>To manage social distancing in learning accommodation:</b></p>	  

- All non-essential items in the learning accommodation will be removed into storage to maximise capacity and decrease the number of items requiring cleaning.
- P4-7 There will be no pupil 'hot desking', pupils will sit at their designated desk and when the lesson / class starts and finishes, pupils will wipe clean the desk surface and chair with the sanitising material supplied.
- Coats will be placed on the back of the children's chair and bags underneath. However moving forward all children to be trained to use cloakroom areas safely.
- Furniture, chairs and desks not required will be removed and placed in storage/used to delineate space.
- P4-7 All children in classes at tables of 2 and all facing the front. A 2 m distance from smartboard to first table allows social distancing from teacher.



**To manage social distancing in the breaks / dining area / toilets:**

- Pupil groups will be kept separate at break times and when they are given lunch, with each being given their own marked off area of the playground to use.
- Pupils will be informed that they must maintain physical distancing with signage displayed throughout the school.
- Pupils will stay in classrooms to eat, bringing their own packed lunch or a lunch trolley will deliver lunch
- Staggered break and lunch times
- Each class will have designated toilets (number to be confirmed). Signs on the doors will indicate classes. During lunchtime the children will use the dining hall toilets with a cleaner consistently cleaning after use.




**To manage social distancing in the staff room / kitchen area:**




- Staff will have agreed staggered breaks and lunches. There is to be no more than 12 people in the staffroom at any one time. Signage will be displayed on the door stating how many can be in the room.
- All non-essential items will be removed into storage to maximise capacity and decrease the number of items requiring cleaning and tables / chairs will be repositioning taped over / removing into storage.
- Equipment used in the kitchen area must be wiped down after use. Eg. kettle, microwave.
- Staff should use their own mug/utensils etc.

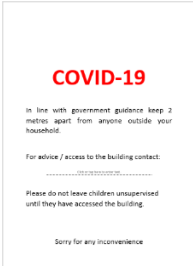


**To manage social distancing at the drop off and pick up point:**

- A sign will be displayed on the main door stating:  
**COVID-19. In line with government guidance keep 2 metres apart from anyone outside your household. For advice / access to the building contact: #####. Please do not leave children unsupervised until they have accessed the building. Sorry for any inconvenience**

	<ul style="list-style-type: none"> <li>To ensure there is no overcrowding parents / guardians will be advised that only one parent / guardian will be allowed to drop off and collect each child, with no gathering by the school gates.</li> <li>Staggered starts and finishes will be used to ensure that there are no gatherings. Doors will be left open so children can enter as they arrive without the need for waiting.</li> <li>SLT will be in the playground to ensure social distancing is maintained at drop off/pick up</li> <li>For those arriving by car, parents / carers will be informed of the temporary measures in place including: <ul style="list-style-type: none"> <li>- Dropping off in the back car park</li> <li>- Car-sharing with children of other households should be discouraged.</li> <li>-</li> </ul> </li> </ul> <p>Should there be a requirement for face-to-face working for a sustained period a specific risk assessment will be undertaken to see whether the activity can safely go ahead. No one within the school is obliged to work in an unsafe environment.</p>	
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<p><b>Touching desks, cabinets, equipment, and fixtures / fittings, e.g. door handles, taps.</b></p>	<p>Cleaning / janitorial staff will provide enhanced cleaning, with regularly cleaning of the door handles, light switches, doorframes, taps and toilets within the school. Teaching aids, resources and books used by children would be wiped clean cleaned between use, by the relevant staff / pupils with the sanitising material supplied.</p> <p>Should there be an incident where a member of staff / pupil show signs of COVID 19 and are sent home, their work area will be isolated and sign displayed to prevent anyone using it, until there has been a special clean.</p> <p>Washing your hands posters will be placed near the basins / sinks and staff advised to wipe down kitchen equipment, e.g. <i>kettles, taps, microwave / cooker knobs and buttons</i>, after use.</p> <p>Everyone within the school will be encouraged to regularly wash their hands with soap and warm water, for at least 20 seconds, especially before eating or drinking. In addition, recommend that cuts should be covered with Elastoplast's.</p> <p>'Cleaning stations' signs will be prominently displayed at the school entrances / exits and throughout the building, with antibacterial hand gel or similar and contents to be replenished, as necessary.</p> <p>Pupils will be provided with their own stationery packs which will include a maths and writing jotter, as well as pencil, sharpener, rubber, ruler etc. as appropriate for their stage. These will be kept in a plastic wallet in children's trays. If children bring in pencil case this will remain in the class with the child or stored in their own personal tray.</p> <p>Teachers will use stamps to indicate feedback on jotters to avoid handling them.</p>	  
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	<p>Text books may be handled only by the teacher and placed in zip wallets showing the correct page.</p> <p>School uniform will be relaxed. There will be a supply of spare clean jumpers for children to use.</p> <p>Where practicable, doors and windows will be opened to increase natural ventilation and reduce contact with door handles. Fire doors must remain closed and should not be propped open.</p> <p>Children should be encouraged to open doors with their elbows/hip etc.</p> <p>Class books will be covered/put in a box to discourage sharing. Children will choose one book at a time, monitored by the teacher. After use, the book will be wiped and stored for 72 hours before further use.</p> <p>There will be a spray bottle, containing a chlorine tablet, and paper towels in each classroom, to be used to wipe down resources/equipment/furniture etc.</p>	
<p><b>Fire or other emergencies.</b></p>	<p>In class will have a mask, gloves and apron in case emergencies have to be dealt with.</p> <p>Fire action procedures have been reviewed for the school and Teachers / Assistants are aware of what action to take should a fire break out or the fire alarm is activated. If contractors are on site undertaking emergency work, they will need to be made aware of what to do in case of fire.</p> <p>Staff will make themselves aware of who are the designated first aiders, they will wear suitable face covering / face masks, gloves when attending an incident. Should there be no trained first aiders due to illness, senior staff members will act as 'appointed persons' should there be a first aid emergency, i.e. they will take charge when someone falls ill or is injured at work, including calling an ambulance if needed; look after the first aid box and other first aid equipment, including restocking the box; and keep records.</p>	
<p><b>Customers/ Clients / Visitors and deliveries</b></p>	<p>All non-essential visits will be stopped. Parents / guardians / delivery drivers will be made aware of the temporary arrangements in place for attending meetings, deliveries and collections.</p> <p>Where practical using 'Zoom'; Microsoft Team' or similar will be used for meetings and no face to face contact unless there is two metres distance between both parties. Implications for parent consultations need to be considered.</p> <p>Deliveries will be timed to avoid drop off / pick up times. All deliveries should we be wiping down with sanitising material, unless they will immediately go in to storage and not used for at least 72 hours.</p>	
<p><b>Visitor / intruders</b></p>	<p>Security arrangements will be maintained at all times and no members of public allowed into the building. Only Council officials / PPP Management personnel that show their badge will be allowed entry.</p> <p>A poster will be displayed on the front door stating that there is no public / contractor access into the building unless prior arrangement had been made and agreed.</p>	 <p>The poster contains the following text:</p> <p><b>COVID-19</b></p> <p>In line with government guidance keep 2 metres apart from anyone outside your household</p> <p>For advice / access to the building contact: .....</p> <p>Please do not leave children unsupervised until they have exited the building</p> <p>Sorry for any inconvenience</p>

<p><b>Vulnerable staff</b></p>	<p>Any employees within vulnerable groups are to remain self-isolating at home or as directed by ongoing government advise. Staff who fall into this category will be supported to work from home where possible.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Is a vulnerable person, (by virtue of their age, underlying health condition, clinical condition or are pregnant).</li> <li>• Is living with someone in self-isolation.</li> <li>• Is within 14 days of the day when the first member of their household showed symptoms of Coronavirus.</li> <li>• Has been advised by a notification that, in accordance with that guidance they need to follow rigorously shielding measures.</li> <li>• Adherence to ‘test, trace, isolate and support’ (TTIS or Test and Protect) practices.</li> </ul> <p>Individualised risk assessments will be carried out where appropriate for both staff and pupils.</p>	
<p><b>Staff travelling to work</b></p>	<p>Staff should consider the following options:</p> <ol style="list-style-type: none"> <li>1. Walking is probably the safest method of travel, observing the 2 metre rule at all times and avoid pressing crossing patrol buttons with fingers, where possible (use a pen or similar).</li> <li>2. Using their own bicycle, if they have access to one. The distance to be travelled of course may be too great or too arduous. Where a push bike is used, again the 2 metre rule must be observed when waiting at junctions, etc. and there are other pedestrians or cyclists in the vicinity.</li> <li>3. Using their own car, it is advisable that they sanitise keys, boot and door handles, steering wheel, gear shift, handbrake, radio buttons and instruments used, including seatbelts, cup holders, mobile phone holders. When using fuel pumps, use the disposable gloves provided at the filling station or wipe the pump handle prior to use, with a sanitising wipe. If offering a lift to a friend or colleague, the points below in 4 and 5 should also be followed.</li> <li>4. Where car sharing is required, it is advised that it is only undertaken if: <ul style="list-style-type: none"> <li>– There is only one passenger, both wear a face covering and no face to face contact. The passenger should sit in the rear of the vehicle on the opposite side to the driver, and the windows opened.</li> <li>– They have asked the other person if they are suffering from any COVID-19 symptoms or if anyone in their household has any symptoms.</li> <li>– No food or drink is consumed during the journey and avoid touching the face during the whole trip and refrain from touching / leaning over towards the other person.</li> </ul> </li> <li>5. Where public transport has to be used, wear a face covering and ensure that the 2 metre social distancing rule is maintained and sit at least 2 metres away from other passengers. Where practicable, travel at off peak times, or wait for public transport to be less crowded. Contactless payment methods are preferable to cash. It is recognised that fellow passengers will be wishing to exercise similar precautions which will assist with social distancing. It is advised that they use their own supply of hand wipes to keep hands as clean as possible and avoid eating or drinking whilst on public transport.</li> </ol>	

	6. Staff should inform a member of SLT if they are using public transport to discuss appropriate start/finish times.	
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# Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

## FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer \_\_\_\_\_ Date \_\_\_\_\_

Who to contact: \_\_\_\_\_

(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)