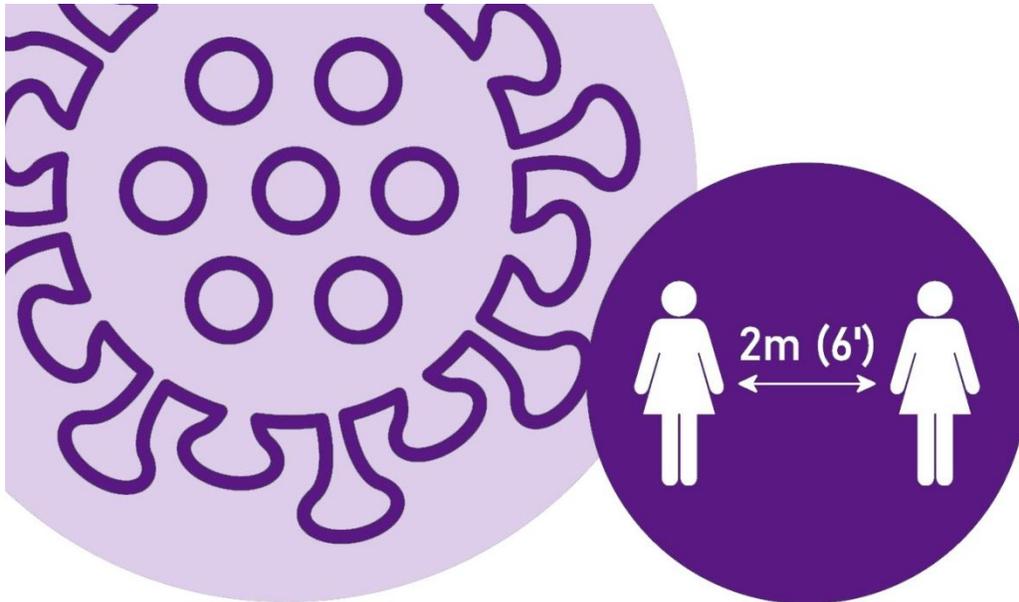


# SAFE RETURN TO SCHOOLS & EARLY YEARS

Information Pack & Safety Checklist



# SAFE RETURN TO SCHOOLS & EARLY YEARS

## Information Pack & Safety Checklist

UNISON, the largest trade union representing education staff, has responded to Nicola Sturgeon's announcement that early years and childcare services will start to expand from Monday 1 June.

UNISON stress we need risk assessments, staff training and clear guidance on safe working practices. Trade unions must be involved in local planning to ensure agreement round safe opening of schools and early learning centres.

Lorraine Thomson, chair of UNISON's education issues group said:  
"Education staff can't avoid close contact with children, especially young children. They comfort children, give medicines, support children with disabilities, support children in the dining room and playground and classroom. The safety of all is vital and we need to all be properly prepared."

The purpose of this pack is to make trade union involvement a reality on the ground for our growing number of members in schools. Staff have skills, they know their jobs. They must be included at the start of any local planning of expansion and reopening. Risk assessments and then action to mitigate risks need to be in place to ensure that children and staff are safe. This is no time for short cuts.

If you would like to take train for a role at your workplace in promoting Covid safety please contact your branch.

**Mike Kirby**

**Scottish  
Secretary**

**Lorraine Thomson**

**Chair, UNISON Education  
Issues Group**

## Section A: Scottish Government Plan, Guidance and Timeline

### SCHOOLS

The First Minister's announcement on schools, and early years was made in conjunction with the publication of national guidance for schools. UNISON has been involved in the development of this guidance.

The FM's announcement was that:

*"from 1 June teachers and staff can return to schools to prepare for their reopening. From next Wednesday childcare will be available to more people, for example vulnerable children and the children of key workers. Childminding services and fully outdoor nursery provision can start to reopen next Wednesday too, with guidance for childminders being issued from Monday."*

This does not mean that all schools will re-open to staff on Monday 1 June or that all staff will be expected to return to their workplaces in June. Your Employer will communicate with you about what is expected of you, now that the announcement has been made.

There is a great deal more work to be done to ensure the safety of staff with increased numbers of children attending.

There are key steps and checks in the national guidance:

- Trade unions (your local branch) need to be involved in local planning to ensure agreement round safe opening of schools.
- There needs to be agreed risk assessments produced before workplaces become operational.
- If prepared at school level, there will be very limited, if any, pupil attendance at schools in June (P.1 and S.1 transition groups)

UNISON'S aim is to ensure the safety of staff who are currently working and other workers as they return to workplaces in the coming weeks and months.

Schools are expected to resume after summer on 11 August which is likely to be an in service day. Not all pupils will be in school and not all staff. The 'blended' learning approach means that some pupils will be in class, whilst others will require to be supported at home in continuing distance learning using digital and other resources.

## EARLY LEARNING CENTRES

Further clarification on the FM statement has been provided on ELC. Full guidance for early years will be issued on 15th June.

### Critical childcare for keyworkers and vulnerable children

If you are providing childcare to key worker children and vulnerable families then you should continue to do so. During Phase 1 there may be an increase in the number of key worker families looking for critical childcare provision due to other changes in their household circumstances. As was the case during the initial period of lockdown, settings (other than childminders and fully outdoor provision) should only open if required to provide critical childcare for keyworkers and vulnerable children, preferably as part of a coordinated local authority plan.

We expect a gradual transition process as we move away from a majority 'childcare hub' model to more childcare settings reopening to provide critical childcare for children key workers and vulnerable families. This will be a local decision for local authorities to make and you will hear from your authority about reopening to provide critical childcare.

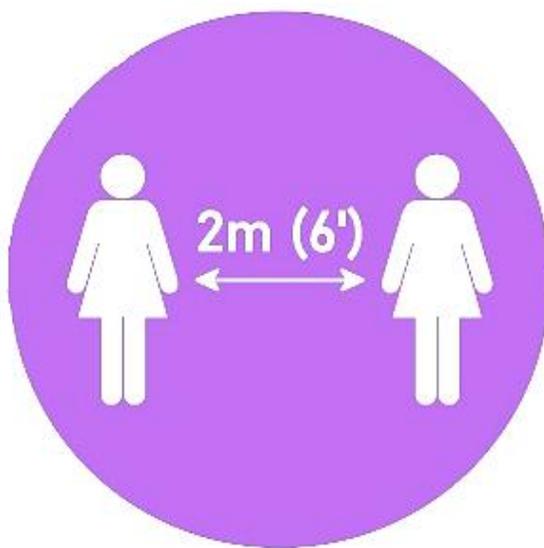
Childminding services and fully outdoor childcare provision from Wednesday 3 June 2020 all childminders and fully outdoor childcare provision can reopen if they wish to do so.

In allocating their spaces, continued critical childcare for keyworkers and vulnerable children should be the first priority. Beyond that, childminders and fully outdoor settings can use their discretion to allocate places to families.

Further guidance to support the reopening of both types of service was published on Monday 1 June 2020.

**Childminding guidance** – <https://www.gov.scot/publications/coronavirus-covid-19-childminder-services-guidance>

**Outdoor guidance** - <https://www.gov.scot/publications/coronavirus-covid-19-fully-outdoor-childcare-providers-guidance/>



## **FULLY OUTDOOR SERVICES**

Outdoor nurseries should not be confused with settings which currently provide outdoor experiences as part of their provision of early learning and childcare or school age childcare. According to current Care Inspectorate registrations there are 22 registered fully outdoor nurseries and 1 fully outdoor out of school care setting operating in Scotland.

Wednesday 3 June is the earliest reopening date for these services and reopening is at the discretion of individual providers. There is no requirement for all childminding and fully outdoor services to reopen immediately or during Phase 1.

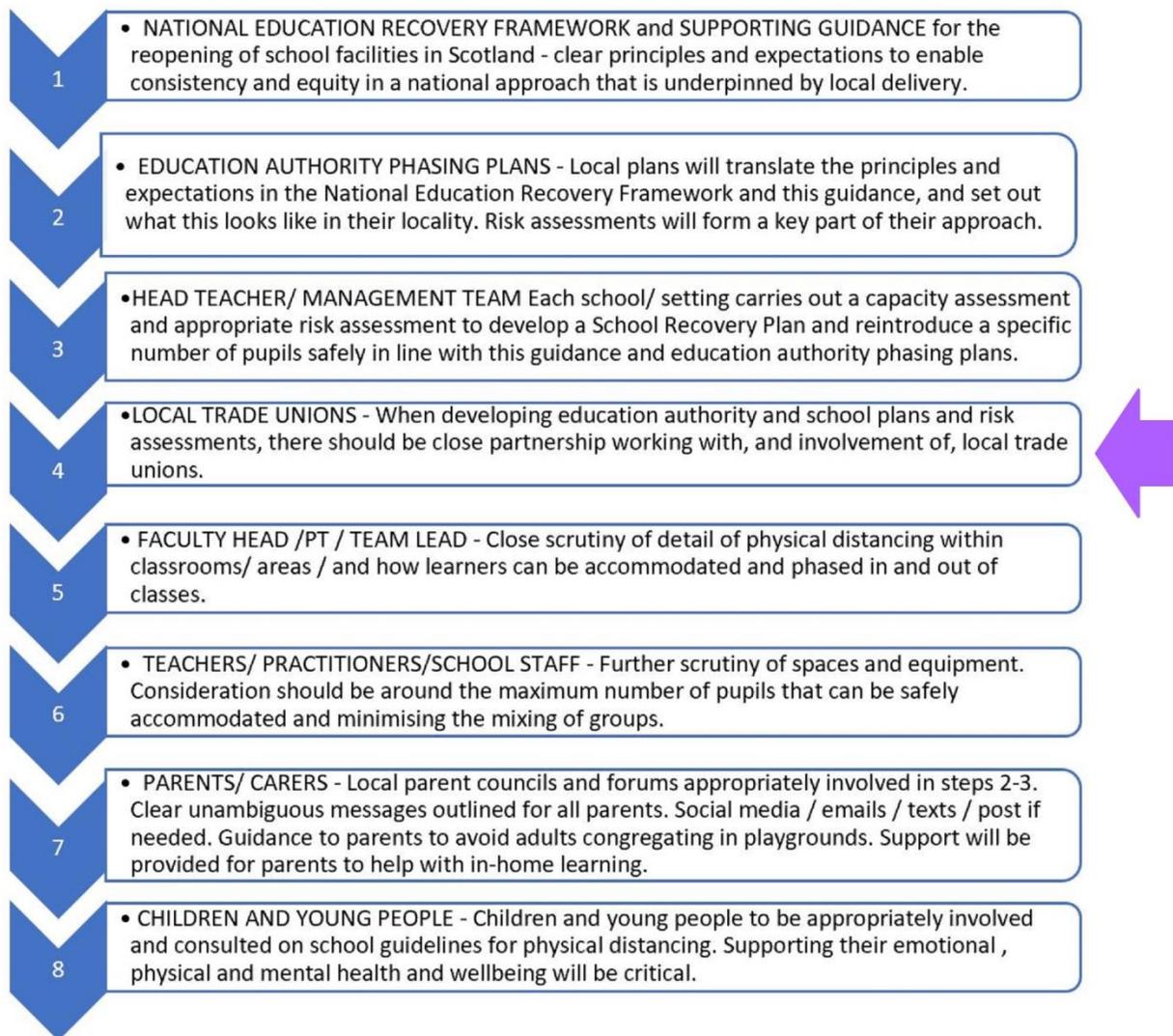
It is important that each provider takes the time they need to prepare to reopen if they wish to do so, based on their own business and personal circumstances.

## **CHILDMINDING SERVICES**

Restrictions on the number of households for whom childminders can care at any one time will continue to be in place to reduce the risk of transmission. The current two household limit is being reviewed. The guidance published on Monday 1 June will confirm the restrictions for services operating during Phase 1. There will be no change to the current Care Inspectorate arrangements for registration of services and the number of children a service can care for as detailed on the certificate of registration.

## SECTION B: Role of Councils and Branches

The national guidance makes the role of unions very clear and UNISON will lead that work for the family of school jobs.



### Key concerns for UNISON are:

- Testing, tracing and isolation (TTI): needs to be in place to ensure children are not bringing Covid-10 into schools
- Appropriate guidance round safety and infection control needs to be in place
- Guidance needs to implemented in settings

- Risk assessments need to be done for settings but also for some staff who have specific health concerns and for some pupils
- Training for staff re new ways of working re COVID-19
- Cleaning plans and supplies for COVID-19: who what when how often
- Appropriate PPE: what it is for settings and staff? PPE supplies need to then be available in appropriate quantities
- Decision need to be made about the safe capacity of individual settings.
- Space in school office? Should admin and clerical staff continue to work from home. What support and equipment will they need.
- Safe drop off and collection plans need to be organised
- School transport plans need to be in place
- Staff room space/cleaning needs to be reviewed
- Equipment sharing; what can be shared and how is it kept clean?
- Changes to staff/child ratios to meet COVID-19 new ways of working
- Utilising more outdoor space: a great deal of work is needed to put more outdoor space into safe use.

### **Staff who will not return ?**

General public health guidance remain in place. Education staff still require to follow the rules on self isolation; seeking tests if symptomatic; shielding if falling within that category due to underlying health conditions. There is contractual arrangements in place to cover these absences and how they will be treated in relation to attendance management and sick pay (see, <https://www.cosla.gov.uk/news/2020/03/covid-19-employee-faqs>).

The 'blended' learning model will mean that digital and paper resources require to be provided to those not attending in class. A proportion of the work undertaken by those in the school family may similarly still require to be undertaken from home.

School staff will have their own childcare and other caring responsibilities. Again agreements are in place to cover such absences.

## SECTION C: SAFETY CHECK

UNISON is committed to working with Councils for the recovery of education services in Scotland. We must work together to ensure the safety, health, and wellbeing of all the staff, children and parents.

This document sets out the provisional conditions that the trade unions require to be considered and signed off prior to any joint statement being issued for the return of all education and related services.

These considerations should apply to all establishments and all staff working in all education settings of whatever type.

All School and Education estates should have individual recovery plans which must include risk assessments for all areas. There will also be a requirement for individual risk assessments where required including:

- Additional support needs
- Administration of medicine
- Medical interventions
- Equality Act rights of pupils & staff

### Key Areas:

All employers are obliged to work with the education unions to create the conditions for a safe return to schools based on the principles and tests set out below:

- Safety and welfare of children and staff as the paramount principle

- Limited numbers of pupils to ensure social/physical distancing can be assured
- Consideration of the specific needs of vulnerable pupils and families facing economic disadvantage
- Additional resources for enhanced cleaning, PPE and risk assessments
- Training for staff and awareness sessions to ensure they are fully familiar with the new arrangements being put in place
- Binding procedures and protocols for children or staff who display symptoms
- Where there is a requirement for homeworking consideration should be given to physical or social issues, costs beyond HMRC provision, accommodation, and equipment



### Breaks

Staff should have safe areas for regular breaks that comply with all guidance.

### School Transport

Risk Assessments should include driver/bus escort duties and safe working (cleaning of vehicle & limits on capacity) - current transport may not be suitable such as taxis etc.

## Peripatetic workers

Specific guidance and risk assessment will be required as they move from location to location.

The above list covers the main elements to facilitate dialogue and negotiations during these unprecedented times.

Also note that every school is unique and, whilst there will be many common features, each will need to consider any additional relevant risk factors beyond what is set out in this joint commentary and checklist. This will include when a high incidence of infections develops in a particular area.

## Questions for reps to answer

### Overall

Have you been consulted on the risk assessment for extended opening of your school? Yes No

Are you satisfied that it addresses all key issues?

Yes

No

## Step 1

### Preparing the Site

#### Health and Safety Check of the Building

Are you satisfied that these checks will be complied with in time for extended opening?

Yes

No

## Step 2

### Reviewing staff for availability in school

#### Audit of staff

Are you satisfied that safe staffing levels will be in place from when the school starts to open more widely?

Yes

No

#### If there is no Head/Deputy, DSL, SENCO, caretaker/cleaning staff available

Will the school close if any of these key staff are unavailable? If not, are you satisfied that a safe environment can be maintained from when the school starts to open more widely?

Yes

No

#### Cleaning and hygiene

Are you satisfied with the cleaning and hygiene arrangements that will operate from when extended opening begins?

Yes

No

### **Movement around the school to reduce contact**

Are you satisfied that staff and children will be able to move safely through the corridors and up and down stairs from the date when the school opens more widely?

Yes  No

### **Step 3**

#### **Familiarise yourself with the maximum safe group size**

Are you satisfied that adequate arrangements for group sizes, social distancing and PPE where necessary will be in place when extended opening begins?

Yes  No

#### **Site Examination**



Are you satisfied that these arrangements will be in place in time for extended opening and they will work on a practical level?

Yes  No

### **Step 4**

#### **Creating and staffing your temporary teaching groups**

Are you satisfied that the arrangements to operate from when the school opens more widely are safe and fair and will be acceptable to both teachers and learning support workers?

Yes  No

### **Step 5**

Practical steps to reduce risk

Are you satisfied that these issues have been resolved to your satisfaction in time for the start of extended opening? Yes No

Yes  No

### **Step 6**

#### **External support for SEND and behaviour**

Are you satisfied that these issues have been considered and that measures covering these areas will be in place in time for extended opening?

Yes  No

## Step 7

### Changes to routines for staff and pupils

Are you satisfied that these issues have been adequately addressed before extended opening begins?

Yes  No

## Step 8

### Communicating with staff

Are you satisfied that this issue has been adequately addressed before extended opening begins?

Yes  No

## Step 9

### Communicating with parents

Are you satisfied that parents are aware of what is expected of them?

Yes  No

## Step 10

### Managing pupil and staff wellbeing and mental health

Are you satisfied that appropriate measures will be in place when the school begins to open more widely?

Yes  No

## Step 11

### Planning what to teach and how

Are you satisfied that these issues will be adequately addressed by the time extended opening begins?

Yes  No

## Step 12

### Remote education during wider opening

Are you satisfied that the school will be able to operate on both levels with the staffing available and without increasing the pressure on staff, when extended opening begins?

# Questions for reps to ask

## Step 1

### Preparing the Site

### Health and Safety Check of the Building

#### Questions for reps to ask:

Has the safety check been through consultation between the union and management?

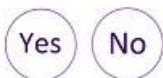
Has confirmation been given to you that each of these points will be addressed in advance

of reopening for schools that have been entirely closed?

Have assurances been given in writing about the safety of the following areas?

- hot and cold water systems
- gas safety
- fire safety
- kitchen equipment
- Specialist equipment used by pupils (eg for access/mobility/changing)
- security including access control and intruder alarm systems
- ventilation

Are you satisfied that these checks will be complied with in time for extended opening?



## Cleaning and hygiene

Guidance states education providers should make clear to school staff and parents what their 'expectations' are about cleaning and hygiene.

It suggests that they 'may wish to consider plans' for the following:

- The availability of soap and hot water in every toilet and any areas used for

personal care of pupils eg changing (and if possible in classrooms).

- The location of hand sanitizer stations, for example at the school entrance for pupils and any other person passing into the school to use, and their replenishment.
- The location of lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other potentially infected waste, their double bagging and emptying.
- Ensuring you have a good supply of disposable tissues in each classroom and enough to top up regularly, as well as lidded bins with double bagging for disposal, with any other potentially infected waste, and where these should be located.

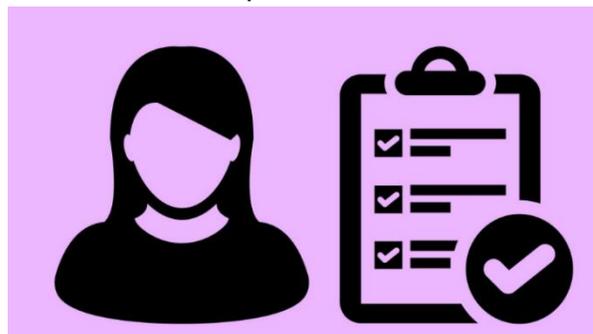
## Questions for reps to ask:

Reps need assurances about the systems that the head teacher will be able to implement. Without these assurances there can be no 'expectations' on either staff or parents.

- © Will soap and, preferably warm, water be available at all times, with systems in place to ensure continuity of supply of soap and sanitizer?



- Ⓞ How will the school ensure that children and staff arriving can safely queue up, at 2-metre distance from each other, to access the sanitizer on arrival?
- Ⓞ Will staffing levels (and PPE) allow for enough staff to support those pupils in special schools to do this who are unable to do it independently?
- Ⓞ Are lidded bins available in every classroom? Unless operated by pedal, the lids will need to be regularly sanitised throughout the day. How will this happen? Who will empty them during the day?
- Ⓞ What arrangements are in place to keep every classroom supplied with tissues?
- Ⓞ Will staff and children wash their hands for at least 20 seconds with water and soap on arrival, before departure and regularly throughout the day, including before and after every break and lunchtime, and how will this be supervised and monitored?
- Ⓞ Will pupils be regularly reminded to catch coughs and sneezes with a tissue or elbow?
- Ⓞ Will appropriate PPE be provided in schools where pupils are unable, or less able to catch their sneezes and coughs?
- Ⓞ Will hand dryers be disconnected and replaced with paper towels and bins?
- Ⓞ Will drinking fountains be taken out of use?
- Ⓞ Will only rooms with windows that can be kept open be used?
- Ⓞ Will doors be kept open where possible to aid ventilation?
- Ⓞ Will separate risk assessments take place in classes where leaving a door open will expose children to additional risks (e.g. runners)?
- Ⓞ Will air conditioning systems not be used unless it can be confirmed that there is no additional risk?
- Ⓞ Will all areas of the premises be thoroughly cleaned on a daily basis with particular focus on surfaces that are touched by multiple people such as photocopiers, door handles, table/counter tops, computers including mouse and keyboard, light switches, telephones, chairs, bannisters, shared learning resources or toys, specialist equipment for ASN pupils, toilets and toilet handles, sinks, taps and other areas touched regularly, with additional cleaning during the day as necessary?
- Ⓞ Will each classroom be provided with gloves and disinfectant spray in case a pupil coughs or sneezes on a piece of equipment?
- Ⓞ Is there capacity amongst the cleaning staff to meet these requirements?



Are you satisfied with the cleaning and hygiene arrangements that will operate from when extended opening begins?

Yes

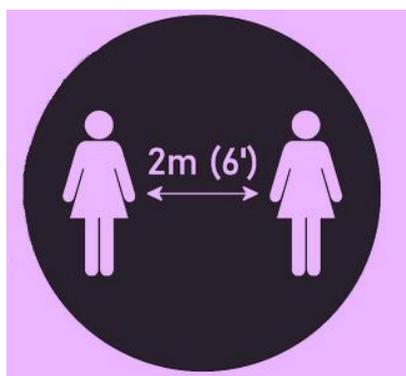
No

### Movement around the school

The guidance states that corridors to be used on a one-way basis.

#### Questions for reps to ask:

- ⓐ Will a one-way system be introduced? If not why is it not needed?
- ⓐ What arrangements are proposed for safe movement on staircases?
- ⓐ What arrangements are in place for use of lifts - can social distancing be achieved if a staff member travels in the lift with a child?
- ⓐ How will staff and children be made aware of the new arrangements, with particular reference to very young children and those with special needs?



- ⓐ Who will monitor that the systems are being complied with? Will a member of staff be on duty at all times?

- ⓐ Are other measures needed in corridors, for example floor markings or removal of furniture or students walking in single file without holding hands?

- ⓐ Is there provision for the movement of pupils around the school who may need additional assistance from an adult?

- ⓐ How will pupils and staff keep 2-metres apart, even with these arrangements?

- ⓐ That arrangements are proposed around access to pupil toilets to ensure no overcrowding during lesson and break times?

- ⓐ What signage will be displayed to support these new systems?

Are you satisfied that staff and children will be able to move safely through the corridors and up and down stairs from the date when the school opens more widely?

Yes

No

### Site Examination

Head teachers are advised to examine the classrooms available and any other rooms that can be used as temporary classrooms. Suggests that essential resources may need to be moved from one classroom to another where classes are split and that non washable resources, other than books, should be taken away or put out of reach.

#### Questions for reps to ask:

- ⓐ Given that classes will be split, how in practical terms can resources be split between two classrooms?

Q Will additional resources be needed to ensure that both classes have what they need?

Yes No

Q How will young children be taught (reception especially and nursery) without physical resources?

Has it been confirmed that sufficient cleaning staff will be engaged to allow for the enhanced cleaning levels required?

Are you satisfied that these arrangements will be in place in time for extended opening and that they will work on a practical level?

Yes No

Yes No

Have you been given an assurance that non cleaning staff will not be expected to undertake cleaning work?

Yes No

## Step 2

### Reviewing staff for availability in school.

#### Audit of staff

Employer should undertake an audit of how many staff are available, both teaching and support staff.

#### Questions for reps to ask:

Are you satisfied with the proposed rota arrangements?

Yes No

Have you been given an assurance that there will always be a head/deputy, first aider, Designated Safeguarding Lead (DSL), Janitorial, catering and sufficient cleaning staff on duty at all times?

Yes No

Are you satisfied that consistency can be ensured to minimise staff movement between classes?

Has the site been measured to ascertain what the maximum capacity is and proportion of pupils that can be accommodated to allow safe distancing? (This needs to adopt a cautious approach in relation to staff availability, taking into account those who must work from home because they are vulnerable or may need to self-isolate and likely future levels of absence.)

Yes No

Is it clear to all staff and parents that only healthy staff and pupils who are not exhibiting symptoms, and who do not need to self-isolate, may attend school?

Yes No

Is it clear that pregnant staff and those with underlying health conditions that make them vulnerable, or who live with or care for vulnerable or shielding household members or those over age of 70 are permitted to continue to work from home?

Yes  No

The Scottish Government advises that if 'vulnerable' as opposed to 'extremely vulnerable' staff cannot work from home 'they should be offered the safest available on-site roles,' also that a member of staff who lives with someone who is vulnerable can attend work. The joint unions disagree, both should be allowed to work from home.

Evidence from the Office for National Statistics shows a greater impact of Covid-19 on Black communities with a disproportionate number of deaths being recorded.

Have the risks to Black staff been assessed when planning rotas?

Yes  No

Will parents be advised that the school cannot guarantee to be able to keep their children socially distant, with support for parents to assess the risks to themselves and other family members of sending their child to school?

Yes  No

Are satisfactory arrangements in place for safe induction of new staff during this period?

Yes  No

Have catering staff been involved in discussions about how meals will be served and are there sufficient catering and lunchtime supervision staff to ensure that children can safely eat their lunch?

Yes  No

Is there a procedure to close the school or college at short notice if staffing levels fall to levels where safety cannot be assured?

Yes  No

Are you satisfied that safe staffing levels will be in place from when the school starts to open more widely?

Yes  No

**If there is no Head Teacher/Deputy Head Teacher, Janitorial/adequate numbers of cleaning staff available**

**Questions for reps to ask:**

Will the school close if any of these key staff are unavailable?

Yes  No

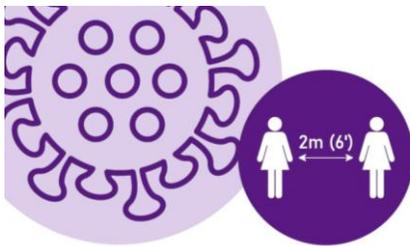
If not, are you satisfied that a safe environment can be maintained from when the school starts to open more widely?

Yes No

### Step 3

Familiarise yourself with the maximum safe group size.

The Planning Guide is explicit that 'unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff'.



#### Questions for reps to ask:

Given that social distancing is expected in all other areas of society, it is unacceptable that the Government expects schools to open without the protections that are recommended for other environments, e.g. shops and public transport. Are there satisfactory arrangements to address this issue?

Yes No

Where there is a risk of airborne contamination, because social distancing cannot easily be adhered to, particularly where staff are at risk from spitting or biting and where pupils are unable to catch or control coughs and sneezes, the joint unions believe that PPE must be provided and training given on its use and disposal. Will this happen?

Yes No

Will PPE be available for emergency situations, for example when a pupil develops symptoms during the school day and is awaiting collection?

Yes No



- © What assurances can be given about secure arrangements for sourcing PPE? Can confirmation be given that, if any member of staff wishes to wear a face covering, they will not be prevented from doing so?

Yes No

- © Are you satisfied that adequate arrangements for group sizes, social distancing and PPE where necessary will be in place when extended opening begins?

Yes No

### Step 4

#### Creating and staffing your temporary teaching groups

The next step is to work out how to accommodate the eligible pupils.

### Questions for reps to ask:

- ⓐ How many pupils can each individual classroom safely accommodate to ensure that they and staff remain 2-metres apart on entry and departure and during the lesson? This needs to take account of the additional staff numbers in classes with SEND pupils who have individual adult support. How many people altogether will be in a classroom should be the measure.
- ⓐ What areas are safe to use for different purposes than usual to aid social distancing?
- ⓐ How many per class? Has account been taken of the fact that some staff, in particular support staff, normally work at close proximity to individual pupils and how this work can continue in a safe manner?
- ⓐ In special schools, given the level of adult support required for pupils, what is a safe number of people to have in a classroom and how is this determined?
- ⓐ In special schools, where social distancing will be impossible, what measures are in place to protect staff and pupils?
- ⓐ To what extent can parents of ASN children be reassured that their child will still be working with, or have access to, their key worker/learning support assistant?
- ⓐ Is the school prepared to consider attendance on a rotational basis in order to reduce class sizes?

- ⓐ Can an assurance be given that classroom assistants, will not be expected to lead classes

Will supply teachers be brought in as necessary?

Yes  No

- ⓐ Will senior leaders be available to cover classes if needed?

Yes  No

- ⓐ Will parents be told not to bring their children to school if there is a shortage of staff for a particular class?

Yes  No

- ⓐ Are you satisfied that the arrangements to operate from when the school opens more widely are safe and fair and will be acceptable to both teachers, classroom assistants and ASN auxiliaries?

Yes  No

## Step 5

### Practical steps to reduce risk

### Questions for reps to ask:

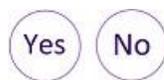
- ⓐ How does the school propose to ensure social distancing at the start and end of each school day?
- ⓐ What measures are in place to protect staff and pupils who may at times need to use physical interventions (in alternative provision (ASN) and mainstream) to protect pupils from harming themselves or others? (They will clearly not be able to socially distance when doing this)
- ⓐ In ASN and mainstream what measures are in place to ensure that enough appropriately trained staff are on site to support pupils with behavioural issues to keep safe? How and what PPE will be used in this situation?



- ⓐ Is it practical to stagger arrival times, if so how?
- ⓐ How will parents be informed and the system monitored?

- ⓐ Is there sufficient staffing to monitor the safe arrival and departure of children at varying times?
- ⓐ How will overcrowding at the school gates or in the playground be prevented?
- ⓐ What will be expected of parents/carers in terms of social distancing and how will they be informed of arrangements?
- ⓐ Will parents/carers be instructed that they may not enter the premises other than in an emergency situation?
- ⓐ Will there be clear guidelines on entry to school about the procedures in place for essential visitors to the school?
- ⓐ Will there be social distancing measures in place for visitors to the school?
- ⓐ Will visitors working closely with pupils be offered PPE where necessary?
- ⓐ How will other unauthorised visitors be kept away?
- ⓐ Will enough staff be available at the beginning of the day (and able to socially distance) to assist children in coming into school where needed (younger children/ children with ASN/anxiety etc)?
- ⓐ How will break times operate to ensure social distancing?
- ⓐ What will happen in wet weather at break and lunchtimes?
- ⓐ What arrangements are in place to ensure that meals can be safely prepared and served?

- Ⓞ How many separate lunch sittings will be needed to ensure social distancing and is sufficient staffing in place to manage this, even where someone may be absent?
- Ⓞ Have families been told to provide water bottles?
- Ⓞ How will breaks for staff operate?
- Ⓞ Have assemblies and the coming together of other large groups, both staff and pupils, been suspended
- Ⓞ Is there a system in place for isolating children who develop symptoms during the day, while they wait to be picked up?
- Ⓞ Will all staff be sent home as soon as they report symptoms during the school day and will arrangements be in place to provide cover as necessary?
- Ⓞ Have off site visits been suspended?
- Ⓞ What are the plans for ensuring that staff can travel safely to and from school?
- Ⓞ For those who have no car and cannot walk or cycle, how can they safely travel to school, when use of public transport is discouraged? (note: car sharing other than between members of the same household should not happen). A safe travel plan for each individual member of staff needs to be agreed.
- Ⓞ Where school transport operates under normal circumstances, how will this operate at this time, ensuring social distancing and hygiene arrangements?
- Ⓞ Are you satisfied that these issues have been resolved to your satisfaction in time for the start of extended opening?



## Step 6

### External Support for ASN and Behaviour

#### Questions for reps to ask:

- Ⓞ Will individual risk assessments and discussion with parents/carers have taken place and been agreed by the date when extended opening begins, to ensure that any provision required by a child in order to attend school is safely in place?
- Ⓞ Where LAs cannot, despite 'best endeavours' provide the support listed in an EHC plan can pupil safety in school be guaranteed? Eg behaviour support.
- Ⓞ Will there be clear guidelines on entry to school about the procedures in place for essential visitors from external agencies visiting pupils at the school (eg educational psychologists, child and adult mental health services (CAMHS), behavioural support, advisory teachers etc)?
- Ⓞ Will there be social distancing measures in place for visitors from external support agencies visiting pupils at school?
- Ⓞ Will visitors working closely with pupils be offered PPE where necessary?
- Ⓞ If LAs cannot provide additional trauma support for pupils can another provider be quality assured and risk assessed in time for when the school begins to open more widely?

- ⓐ Are you satisfied that these issues have been considered and that measures covering these areas will be in place in time for extended opening?

Yes No

## Step 7

### Changes to routines for staff and pupils

#### Questions for reps to ask:

- ⓐ Will guidance and training be provided for staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them and are familiar with revised physical arrangements, well in advance on when wider opening begins?



- ⓐ Will individual pupil risk assessments be in place for all pupils who exhibit anti-social behaviour, eg biting, before a decision is made about admitting them under the new arrangements?
- ⓐ Will compassionate and proportionate behaviour policies that protect health and safety, while also supporting pupils who may exhibit problematic behaviours as a response to trauma they may have experienced during

lockdown, be in place by the time wider opening begins?

- ⓐ It will not be safe to mark children's books during this period. Will clear instruction be given that no marking should take place and the books should not be taken to and from home/school?
- ⓐ Will staff be told to wash their hands before and after handling pupils' books?
- ⓐ Will library books be regularly sanitised?
- ⓐ Some teaching assistants will be used to working in very close proximity to individual pupils, so how can this work continue in a safe manner?
- ⓐ Have parents been informed about new arrangements for drop off and pick up routines?
- ⓐ Have other regular visitors to the school, eg parent volunteers, been informed that they should not attend at this time?
- ⓐ Do essential contractors, including those who deliver food, understand how they may access the premises and what precautions are expected of them while they are on site?
- ⓐ Are catering staff aware of new safe working practices?

Are you satisfied that these issues have been adequately addressed before extended opening begins?

Yes No

## Step 8

### Communicating with staff

The planning guide recommends that on-line meetings be held before reopening and that senior staff are on hand to support staff.

#### Questions for reps to ask:

- ⓐ Will senior staff be visibly present around school during the day?
- ⓐ What arrangements will be put in place to ensure regular staff feedback on arrangements?
- ⓐ Are you satisfied with on-going communication arrangements?

Yes

No

## Step 9

### Communicating with parents

Head teachers are advised to communicate with parents so that they know who is eligible to attend school and from when and what measures will be in place to 'make the school a low-risk place for their child.'

Are you satisfied that parents are aware of what is expected of them?

Yes

No

## Step 10

### Managing pupil and staff wellbeing and mental health

It is recognised that school closure may have caused significant mental health difficulties for some children and some may have suffered a bereavement. Staff may be similarly affected.

#### Questions for reps to ask:

- ⓐ What guidance will be given to staff on how to support children?
- ⓐ What pastoral support services will be available?
- ⓐ Does the school recognise its duties under health and safety law to protect the mental as well as physical health of staff?
- ⓐ What plans are in place to ensure that this duty is applied?
- ⓐ What counselling services are available for staff and pupils who may need support?
- ⓐ How will the school monitor workload at this time to ensure a reasonable work/life balance for staff?

Are you satisfied that appropriate measures will be in place when the school begins to open more widely?

Yes

No

## SECTION D: UNISON ACTIVITY & RESOURCES

## Covid Safety Campaign

UNISON is recruiting an army of new safety reps to join our many hundreds of accredited reps to make sure public services in Scotland are Covid Secure.

If you work in education, why not think about becoming a health and safety rep. in your school? Never have safety reps been more important. We need to ensure the risks to staff and children are assessed and managed.

You can help keep us all safe by becoming a UNISON health and safety rep. Contact your branch for more details.

To download the poster click the image opposite or click [here](#).

**Every school needs a Safety Rep!**

**Elect a safety rep in your school:**  
For those returning to work – or working alongside colleagues as they come back into the workplace – we need to ensure that the risks to staff and children are assessed and managed. The aim is to make workplaces “COVID secure”.

UNISON is negotiating with Council leadership constantly about staff safety. However, every school needs a health and safety rep for a return to work.

**Get together as a staff group online and choose one now.** UNISON can support you to set up an online meeting.

Protect your colleagues, build UNISON's strength and make sure you and your colleagues are kept safe by becoming a UNISON safety rep.

**Your employer must:**

- Identify hazards that may harm their staff.
- Identify those staff at risk.
- Estimate the chance of harm occurring.
- Identify ways to avoid or reduce the risk.
- Record the assessment and keep it under review and up to date.

We need to strengthen the union at your school to keep staff safe and informed!

**A safety rep tackles important issues:**

- Social distancing rules
- Any new working arrangements
- PPE
- Reasonable adjustments

**How to raise a concern?**  
If you have concerns about what is happening in your workplace or would like to become a H&S rep, please contact the branch: [branchoffice@unison-edinburgh.org.uk](mailto:branchoffice@unison-edinburgh.org.uk) or 0131 558 7488

## Education Issues Group

UNISON'S education members have been shaping education policy and practice for many years and has been central to the pandemic response. Each branch sends two representatives to the Education Issues Group. If you would like to participate please contact your branch. If you would like more information on the work of EIG you can access publications [here](#).

## Train as a safety rep and join the UNISON Covid Safety Campaign

UNISON has hundreds of safety reps and thousands of union reps across Scotland. Thousands of workers have joined UNISON this year and many are volunteering to help keep colleagues safe during the pandemic. If you would like a short taste of what the role involves please email your branch. We are running short online Webinars on safety you will find interesting and practical. Contact your branch for info. You could save a life.

## SECTION E: USEFUL LINKS

This pack is based on the guidance as at 9th June 2020. Some of these guidance documents change as the pandemic progresses. If you need more detail or just want to keep up to date these are useful sources.

UNISON Scotland

Scottish Government Guidance

**Guidance for outdoor nurseries**

**Guidance for childminders**

**Guidance for schools**

Guidance for Early Years

Health Protection Scotland guidance for non healthcare settings

<https://www.hps.scot.nhs.uk/web-resources-container/covid-19-guidance-for-non-healthcare-settings/>

HSE Guidance on Risk Assessments for COVID-19

<https://www.hse.gov.uk/news/working-safely-during-coronavirus-outbreak.htm>

## SECTION F: COVID-19 Workplace Checklist

The purpose of this document is to provide guidance to assist the responsible person in the management of Health and Safety and arrangements during pandemic

**Location:**

**Date:**

**Carried out by Whom:**

**Comments**

No	SUBJECT	Comment
1	Displayed Site Paper Work	
2	Site Safety Management	
3	First Aid	
4	Health and Wellbeing	
5	Welfare	
6	Fire Arrangements	
7	Personal Protective Equipment	
8	Waste and Laundry	
9	Plant and Equipment	
10	Site Security	
11	General Workplace	
12	Office	
13	Storage and Operations	
14	Working Practices	

Serial	Recommendations	Action By	Date By

Observations

## COVID-19 Workplace Checklist

### 1. DISPLAYED SITE PAPER WORK

		YES	NO	N/A	COMMENTS
1.1	Is the health & safety law poster displayed?				
1.2	Is the Employers liability insurance displayed?		X		Information is available through council's website
1.3	Have emergency arrangements been displayed?				
1.4	Is suitable signage in place with regards to COVID-19, social distances?				
1.5	Is there COVID-19 guidance displayed?				
1.6	Is there adequate hand washing guidance posted?				
1.7	Is statutory Inspection Documentation available (or available on CAMIS)?				
<b>Print Name</b>		<b>Signature</b>			<b>Date</b>

### 2. SAFETY MANAGEMENT

		YES	NO	N/A	COMMENTS
2.1	Is there a known point of contact - providing names and contact details - is this made available to all occupants?				This should be detailed on Health & Safety Law Poster
2.2	Are screens, barriers or markings in place to separate and control personnel at a reception area?				2m social distancing. Consideration to be given to reception staff / visitors signing visitors in.
2.3	Are there authorised access arrangements in place both for visitors and employees?				Maximise "visits by appointment only". Queuing outside the building if required and where possible.
2.4	Is there a building specific procedure with regards to COVID-19?				
2.5	Is there a screening questionnaire for staff and pupils?				
2.6	Is there a dedicated Isolation area?				
2.7	Are there floor markings for distancing?				
2.8	Is there one-way systems needed and in place? Stairwells, classrooms, Corridors etc				
<b>Print Name</b>		<b>Signature</b>			<b>Date</b>

### 3. FIRST AID ARRANGEMENTS

		YES	NO	N/A	COMMENTS
3.1	Does site provide sufficient trained first aid persons and notification posted of who and where?				
3.2	Does site provide sufficient first aid kits?				

3.3	Do the First Aiders know the advised procedure for a casualty suspected or confirmed COVID-19?				Follow risk assessment in relation to a person suspected with COVID-19
3.4	Is there disposable gloves, masks and anti-septic wipes held within the first aid kit updated for				

## COVID-19 Workplace Checklist

	COVID-19?				
3.5	Is there a suitable location to treat a casualty?				
3.6	Do pupils and staff carry their own Inhalers, epi-pens etc?				Detailed in child's plan
3.7	Is there a dedicated Isolation area, for someone with suspected COVID symptoms?				
<b>Print Name</b>		<b>Signature</b>			<b>Date</b>

### 4. HEALTH and WELLBEING

		YES	NO	N/A	COMMENTS
4.1	Is there sufficient information made available to staff and visitors in relation to mental health and awareness?				
4.2	Are staff informed through official sources?				
4.3	Is there a good network and information with regards to mental health?				
<b>Print Name</b>		<b>Signature</b>			<b>Date</b>

### 5. WELFARE

		YES	NO	N/A	COMMENTS
5.1	Are site toilets sufficient for number of persons on site – is there a sign on the toilet door - regards social distancing?				Consideration of “member of the public” toilets where applicable.

5.2	Are eating facilities provided? Can they adopt the 2m social distance rule?				
5.3	Is sufficient drying room available for work personnel's clothes? – Can they adopt the 2m social distance rule?				
5.4	Does the building have suitable hand washing facilities, is there a suitable supply of hand wash soap and or hand sanitiser?				
5.5	Are there suitable disposable towels available?				
5.6	Are the toilet facilities well maintained and kept clean and adequate ventilation provided?				
5.7	Are the eating facilities clean and tidy - is there a cleaning regime in place? Is it suitable? Are patrons 2m apart?				Consider for classroom environments also.
5.8	Are water fountains/ stations disconnected or removed?				
<b>Print Name</b>		<b>Signature</b>			<b>Date</b>

## COVID-19 Workplace Checklist

### 6. FIRE ARRANGMENTS

		YES	NO	N/A	COMMENTS
6.1	Are weekly fire alarm checks in place?				
6.2	Are the fire doors checks in place?				
6.3	Does the location have a designated fire warden?				
6.4	Are there suitable fire assembly point(s) and Social distancing being observed?				
6.5	Are personnel fully aware of the fire arrangements – what to do in the event of a fire?				
6.6	Are escape routes clear?				
6.7	Are the fire extinguishers in place - have they been tested, is there any damage?				
6.8	Are any PEEPS needed reviewing and PEEP equipment clean e.g. Evac Chair?				
<b>Print Name</b>		<b>Signature</b>			<b>Date</b>

### 7. P.P.E.

		YES	NO	N/A	COMMENTS

7.1	Is suitable personal protective equipment supplied to all personnel for their role?				
7.2	Is personal protective equipment being worn as required?				
7.3	Does the site have sufficient stocks of PPE where required, disposable masks, disposable gloves?				
7.4	Do personnel know how to don and doff the PPE - has training been made available?				This information is available on RENFO
7.5	Are arrangements in place for the disposal of waste PPE?				Refer to Risk Assessment

<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
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### 8. WASTE AND LAUNDRY

		YES	NO	N/A	COMMENTS
8.1	Is there an appropriate storage area for suspected or confirmed COVID19 case related waste. (Not applicable if a clinical waste arrangement is in place?)				Refer to Risk Assessment
8.2	Are there suitable bags available to hold the waste prior to disposal?				
8.3	Is the waste kept secure?				
8.4	Is there a laundry procedure?				Refer to Risk Assessment

<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
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### 9. PLANT AND EQUIPMENT

		YES	NO	N/A	COMMENTS
9.1	Portable appliance testing - have electrical items be tested and are they maintained?				
9.2	Is plant and equipment in good working order - is the statutory inspection in date, i.e. fork lifts, telehandler, vehicle ramps, axle stands/jacks, lifting accessories that may be in use – is there a quarantine for items overdue inspection?				Consideration for passenger lifts. Consider signage, number of persons, good hygiene protocols on entering and leaving the lift.

## COVID-19 Workplace Checklist

9.3	Guarding - Is the machinery guarding in place where required?				
9.4	Are vehicle/equipment before use checks being carried out and documented?				
9.5	Are there suitable cleaning products made available such as anti-bacterial wipes to clean the plant/equipment/vehicle/desks before and after use and COSHH assessment available?				

**Print Name** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Date**

**10. SITE SECURITY**

		YES	NO	N/A	COMMENTS
10.1	How is site/ plant protected from the public?				
10.2	Has the site adopted additional security measures – What are they?				
10.3	Does the building have arrangements/ safety notices informing visitors/clients/ contractors etc of the alternative COVID appointment system in use?				
10.4	Does the building have a form of security alarm and has this been tested?				
10.5	Is equipment stored securely at times when it is not in use?				

**Print Name** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Date**

**11. GENERAL WORKPLACE (as per existing Children’s Services WOIR)**

		YES	NO	N/A	COMMENTS
11.1	Floors & Workings Areas				
11.2	Stairs & Passageways				
11.3	Access, Egress & Exits				Consideration to social distancing, signage, hand sanitiser station, single access flow, keep left signage
11.4	Roadways				
11.5	Vehicle Parking				Maintain social distancing where possible. Car users must use the designated entrance points.
11.6	Pathways				
11.7	Ladders				
11.8	Authorised Access Arrangements				
11.9	Confined Spaces				

**Print Name** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Date**

## COVID-19 Workplace Checklist

### 12. OFFICE (as per existing Children's Services WOIR)

		YES	NO	N/A	COMMENTS
12.1	Is there a management arrangement in place to ensure office spaces support the principles of social distancing.				
12.2	Furniture				
12.3	Chairs				
12.4	Filing Cabinets / Storage				
12.5	DSE Workstations				
12.6	Portable Steps				
12.7	Meeting rooms				Seating plan, consider 2m distancing. Remove excess furniture.
<b>Print Name</b>		<b>Signature</b>			<b>Date</b>

### 13. STORAGE AND OPERATIONS (as per existing Children's Services WOIR)

		YES	NO	N/A	COMMENTS
13.1	Hazardous Substances – Storage				
13.2	Hazardous Substances – Identified				
13.3	Flammable Substances (including hand sanitiser) – Storage				
13.4	Flammable Substances – Identified				
13.5	Storage Cupboards & Shelves				
13.6	Stacking				
13.7	Workplace Tidiness				
13.8	Waste Disposal Containers				
13.9	Mechanical Handling Devices				
13.10	Lifting Tackle & Equipment				
<b>Print Name</b>		<b>Signature</b>			<b>Date</b>





## RISK ASSESSMENT (Pre Identified)

Date of Assessment:

Service Location:

Date Reviewed:

Next Review Date:

Completed Sections (Cross Applicable)

**Once completed this document must be securely retained by line management for a period of 3 years after any revision and incident (40 years for prescribed diseases incidents e.g. Asbestos exposure etc.)**

### Assessment Contributors

Name:

Position:

**This Risk Assessment has been compiled during the Corona Virus Pandemic (2020) and must be reviewed when Government guidance changes**

## Work Activity: Infection Control procedures for dealing with coronavirus (COVID-19) outbreak.

This Risk Assessment has been created in response to the national / international outbreak of coronavirus (COVID-19).

It needs to be recognised by all staff that caring for children in school buildings **comes with an increased risk of exposure to COVID-19 for both young people and staff.**

The following controls **will reduce that risk so far as is reasonably practicable.**

Information in this risk assessment should be followed by all education and related services.

**IMPORTANT:** The following guidance is also being updated regularly so please continue to review

Management Approval:

Manager Name:

Hazard	H	Likelihood	L	Risk Rating (R)	H x L = R
Severe	3	Definite	3	High	6-9
Moderat	2	Likely	2	Medium	3-4
Low	1	Unlikely	1	Low	1-2

	Hazard	Persons Affected			Control Measures	Risk Rating after Controls			Further Action Necessary (What/Who/When)
		Employee	Contractor	Children / Families		Hazard	Likelihood	Risk	
	Hazard term should be supported with the description of it occurring.								
1	<b>Possible exposure / spreading of Coronavirus.</b>				<p><b>Social Distancing</b> - Set groups of up to 10 children should be allocated to a specific room / mini hub for the duration of their placement, with an aim of 6 or less children being in at any one time. Family groupings SHOULD be maintained.</p> <p>Key staff will be allocated to a particular group and will remain with those children throughout their shift (as much as possible). The least number of staff appropriate should be allocated to each group, this will normally be 1 or 2.</p> <p>Staff and children will, where possible, maintain a 2 metre distance between each other (This will not always be appropriate / possible for our youngest children.) On arrival children and staff should go straight to their nominated area, no congregating in wider groups is allowed.</p> <p>Shared areas e.g. gym halls etc., will be used with caution and will be used one group at a time. Touch areas will be sanitised after each use. Staff offering particular activities will work in a set area with one group at a time. Activities must allow 2 metre distance to be maintained.</p> <p><b>Good Hand Hygiene</b> – hand washing is the best way to decontaminate your skin. Children and staff should wash hands, with soap and water, on arrival / before departure and at regular intervals / between activities. Handwashing should take place at the nearest sink to designated play area. Soap and disposable towels must be available. *Adults should support / supervise children's handwashing Mr Handy Video .</p>	2	2	4	<p>*Teaching Union guidance of 10:1 pupil to staff ratio should never be exceeded for school aged children.</p> <p>*Normal nursery ratios should not be exceeded for children under 5</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Children under 2 - 1:3</li> <li><input type="checkbox"/> Children Aged 2-3 - 1:5</li> <li><input type="checkbox"/> Children aged 3-5 - 1:8</li> </ul> <p>If staff would feel more comfortable wearing gloves and aprons throughout the day, they should do so. However they must be changed regularly (particularly before / after; entering a new area, eating, toileting, cleaning or changing children) and should not replace regular</p>

	<p><b>Risk Rating is 9 - High</b></p>			<p>Hand sanitiser is available for use by staff, children and parents on arrival / departure. Following application ensure that all liquid has evaporated before touching any surface or using a naked flame. Alcohol based hand sanitiser safety guidance below:</p>		<p><b>medium</b></p>	<p>handwashing.</p> <p>Hand sanitiser must be stored in a well ventilated place. Keep away from direct heat, sunshine, sparks, flame and other sources of ignition.</p>
				<p><b>Respiratory and Cough Hygiene – CATCH IT, BIN IT, KILL IT!</b> Adults and children should be encouraged to cover their mouth and nose with a tissue when coughing or sneezing, put their tissue in bin immediately all waste bin lids must be removed where possible to prevent incidental touching of a previously contaminated surface and then wash hands.</p> <p><b>Personal Protective Clothing (PPE)</b> – PPE (disposable gloves and aprons) must be used when / where required, for example, changing children, wiping noses, dealing with spillages of body fluids, supervision of children displaying symptoms, cleaning equipment etc.</p>			

	Possible exposure / spreading of Coronavirus continued. /		<p><b>Cleaning of the Environment –</b></p> <p>‘Touch’ surfaces (door handles, taps, toilets, wash basins, tables etc.) should be cleaned regularly (including before / after drop off / pick up times).</p> <p>Variety of experiences on offer should be minimised – For example, water play, malleable play etc. must not be offered and other resources should be kept to a minimum.</p> <p>All resources / furnishings / equipment must be cleaned / sanitised regularly. To make this more manageable resources available may have to be reduced (particularly resources that children can wear, e.g. dressing up, and resources that are difficult to clean, for example porous loose parts). Choice / quantity of resources should be kept to a minimum to ensure cleaning is manageable. The number of chairs in a room must not exceed the number of people. Resources, including board games, shouldn’t be shared between designated areas.</p> <p>Soft furnishings should be reduced, if possible, and / or laundered regularly, at the highest temperature possible.</p> <p>Hubs will be cleaned daily by cleaning team outwith opening hours.</p> <p><b>Toothbrushing –</b> Toothbrushing should not take place.</p> <p><b>Laundry –</b> all laundry should be stored in line with infection control procedures [see below], no dirty laundry to be shaken before being loaded and washed at highest temperature possible. Buckets etc. used to store dirty laundry must be cleaned and disinfected after each use.</p> <p><b>Food and kitchen hygiene –</b> All HACCP cooksafe rules should be followed. In addition self-service food &amp; drinks should not take place. Adults should individually plate foods, pour drinks and distribute cutlery (wearing disposable gloves and aprons).</p> <p>Baking / cooking activities should not take place.</p> <p>DISPOSABLE CLOTHS / BLUE ROLL MUST BE USED.</p> <p>Please continue to use infection control guidance for further information on all of the above - Infection Control in Day Care Guidance May 2019</p>	2	2	<p><b>*Reference to cleaning / sanitising</b></p> <p>- General cleaning products active against viruses and bacteria should be used (sanitiser, disinfectant, anti-bac, sterilising fluid – all should be diluted according to manufacturers guidelines).</p> <p>Staff / Volunteers should ‘clean as you go’ to ensure resources / equipment used is being regularly cleaned / sanitised. Resources used within your designated hub area should be cleaned / sanitised at the end of each session.</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 PPE provided and follow the instructions provided with the spill-kit. If no spill-kit is available, place paper towels over the spill, and seek further advice from the SLT and / or facilities / cleaning staff.</p> <p>4 <a href="https://www.foodstandards.gov.scot/publications-and-research/publications/covid-19-guidance-for-food-business-operators-and-their-employees">https://www.foodstandards.gov.scot/publications-and-research/publications/covid-19-guidance-for-food-business-operators-and-their-employees</a>.</p> <p><b>Note above guidance regarding</b></p>
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	Risk Rating is 9 - High					medium	cleaning in food preparation areas
2	<p><b>Children or staff display symptoms of Coronavirus</b></p> <p><b>Signs / symptoms:</b> The most common symptoms of COVID-19 are a new continuous cough and/or a fever/high temperature (37.8C or greater). You may feel warm, cold or shivery.</p> <p>Some people will have more serious symptoms, including pneumonia or difficulty breathing, which might require admission to hospital.</p> <p><b>Risk Rating is 9 - High</b></p>			<p>If a child or adult display any signs or symptoms associated with coronavirus, a new, continuous cough or a high temperature, the Hub leader on duty must be informed straight away. Person with symptoms should be kept safe and away from other children – <b>in the designated isolation area</b>. . *Hubs should have a designated isolation room, with at least one other as a backup.</p> <p>If a staff member or child have symptoms of coronavirus, they should go home / self-isolate and follow up to date NHS advice available on NHS Inform.</p> <hr/> <p>Where possible, you should minimise contact with others i.e. use a private vehicle to go home. If using public transport, you should keep away from other people and catch coughs and sneezes in a tissue.</p> <p>Staff volunteers should also phone 0330 660 0365 and speak with an Occupational Health Adviser</p> <p>If they are so unwell that they require an ambulance, call 999 and let them know you are concerned about coronavirus.</p> <p>All other pupils or staff making use of the room (where symptomatic person was) should be moved to a vacant room. The original room should be locked. The person doing so should be wearing PPE (disposable gloves and apron). If possible, it should be left vacant for 72 hours before cleaning. This will reduce the risk of exposure to cleansing staff/contractors. Cleaning should be undertaken by designated cleaning staff – not teaching / childcare staff. Cleaning staff must have appropriate PPE in place. Once completed, this PPE should be double bagged, stored in a secure location for 72 hours, and then disposed of appropriately.</p> <p><b>Signage</b> must be in place to avoid accidental entry and use. Sign should include date &amp; time room locked.</p> <p><b>Air conditioning</b> to and from the room should be shut off. Once a possible case has left the premises, any used areas, resources / equipment and touch areas, which cannot be locked down should be cleaned and disinfected (following appropriate protocols)</p> <p>All persons (staff and pupils) who have been in the vicinity of the person showing symptoms must immediately wash their hands using warm water and soap for at least 20 seconds.</p>	2	2	<p><b>4</b> <b>medium</b></p>

				<p>All areas the person has passed through on the way to the isolation room must also be cleaned.</p> <p>Once vacated, the isolation room itself must be treated by following the above measures. The second isolation room should then be made ready.</p> <p>issued</p> <p>NHS Advice: <b>Keep away from others and stay at home to stop the infection spreading.</b> Further advice regarding staying at home is available below –</p>				
3	<p><b>Outbreak of Coronavirus</b> (one or more suspected or confirmed cases).</p> <p><b>Risk Rating is 9 - High</b></p>			<p>Outbreak should be reported to <b>Public Health</b> to advise of situation / action taken and seek further advice  <b>Tel: 01786 457283 or Out of Hours: 01324 566 000</b></p> <p>A deep clean should be requested</p> <p>Notify Care Inspectorate of outbreak via eforms.</p> <p>Further Guidance:</p> <p><a href="#">Care Inspectorate</a></p> <p><a href="#">COVID 19 - Guidance for Non-Healthcare Settings</a></p> <p><a href="#">NHS Inform</a></p>	2	2	4 medium	<p><b>Further action may be taken by the Local Authority or Government.</b></p>
4	<p><b>Adults or children with underlying health conditions may be more susceptible to infection.</b></p> <p><b>Risk Rating is 9 - High</b></p>			<p>Families should be directed to government advice, on social distancing and protecting vulnerable people, and should be encouraged to follow whichever advice applies to them / their children.</p> <p><input type="checkbox"/> Parents / Carers should be advised to keep their child at home if they fall under social isolation criteria.</p> <p><a href="#">Social Distancing Hyperlink</a></p> <p>Affected staff, including those pregnant, must be advised to work at home and / or seek medical advice.</p>	2	2	4 medium	

5	<p>Spread of infection in shared work spaces.</p> <p><b>Risk Rating is 9 - High</b></p>			<p>All desks and work / rest areas must be kept clear to allow for easy cleaning / disinfecting.</p> <p>Staff must clean / disinfect surfaces before and after each use (wearing disposable gloves and aprons).</p> <p>When one member of staff replaces another, the desk and IT contact surfaces they have been using must be cleaned with disinfectant.</p>	2	2	<p><b>4</b> medium</p>	
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6	<p>Risk of external exposure from staff.</p> <p><b>Risk Rating is 9 - High</b></p>			<p>Upon leaving the site, staff should go directly home. Once home, staff should <b>consider having a shower or bath</b> immediately and also washing their clothes. Staff must not shake their clothing and should wash separate from other items at the highest appropriate temperature.</p>	2	2	<p><b>4</b> medium</p>	
7	<p>Loss of staffing numbers due to illness putting service continuity at risk.</p> <p><b>Risk Rating is 6 - High</b></p>			<p>Each Hub should have a designated SLT in place, which where possible should include back-up SLT (not currently being used). An identified group of volunteers should also be in place, again where possible with a back-up list in place if possible.</p> <p>Volunteers should work in as few areas / with as few groups as possible to minimise possible exposure.</p> <p>During an outbreak our organisation will provide clear guidance for the management of staff who are affected by the virus.</p>	2	2	<p><b>4</b> medium</p>	<p>Service Management to review their Business Impact as required.</p>

8	<p>Lack of Personal Protective Equipment (PPE) to prevent infection spread and control.</p> <p><b>Risk Rating is 6 - High</b></p>		<p>PPE (disposable gloves and aprons) will be provided for use by staff / volunteers.</p> <p>Staff / volunteers must use PPE in line with this risk assessment.</p> <p>Issues with PPE should be raised with management immediately when levels drop to, or approach, the designated restock level.</p>	2	2	<p><b>4</b> medium</p>	
	<p>Staff members have confirmed symptoms of COVID-19</p> <p><b>Risk Rating is 9 - High</b></p>		<p>Confirm with your Line Manager if:</p> <p>You've developed a new continuous cough and/or a fever/high temperature in the last 7 days, stay at home, self-isolate for 7 days from the start of your symptoms even if you think your symptoms are mild.</p> <p>Line Manager to consider making arrangements for other colleagues who have worked with confirmed case recently to self-isolate at home and make arrangements for working from home thereafter as applicable.</p> <p>You should also phone your GP or NHS 24 (111) if you develop breathlessness or it worsens, especially if you:</p> <ul style="list-style-type: none"> <li>• are 60 years old or over</li> <li>• have underlying poor health</li> <li>• have heart or lung problems</li> <li>• have a weakened immune system, including cancer</li> <li>• have diabetes</li> </ul> <p>If your GP is closed, phone NHS 24 (111).</p> <p>If you have a medical emergency, phone 999 (9 999 from a Council landline) and tell them you have COVID-19 symptoms.</p>	2	2	<p><b>4</b> medium</p>	<p>Use this <b>NHS Inform link</b>, this will provide the most up to date information/guidance.</p> <p><a href="https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19">https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19</a></p>

The above measures are designed to minimise and reduce the risk.

## **THEY DO NOT REMOVE THE RISK.**

**Not following the above measure significantly increases the risk to yourself and others.**

This is a situation which is continually evolving. The Schools, Learning and Education Team will keep you up to date with significant developments. The following guidance is also being updated regularly so please continue to review –

### **COVID 19 - Guidance for Non-Healthcare Settings**

**Care Inspectorate**

**NHS Inform**

**Infection Control in Day Care Guidance May 2019**

**Common Questions – NHS Inform**

If you have any concerns about working within a hub please speak the hub manager, .

UNISON members can also contact: their UNISON Branch