














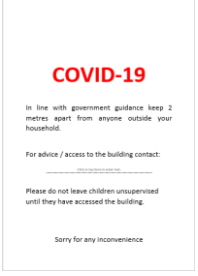
	<p>All staff must wear face coverings, at all times except when eating or drinking.</p> <p>Pupils may if they wish wear face coverings.</p> <p>'Wear a face covering in this area' – signs will be displayed throughout the school and also outside and inside the school gates.</p>	
<p>Pupil displaying symptoms.</p>	<p>Following on from guidance sent out at start of term regarding suspected Covid-19 cases and Test & Trace guidance, please note the following:</p> <p>Headteacher and Admin Assistant have a Coronavirus Toolkit folder with them at all times. There is a further copy in the cupboard in the Admin Office.</p> <p>Following a child with symptoms being tested positive the pupil should isolate for at least 14 days and contact the school to advise them. They will have received this in text or email form.</p> <p>health.protection@nhslothian.scot.nhs.uk</p> <p>All cases that are reported should be entered in the COVID register, which is kept in the cupboard in the Admin Office.</p> <p>If you think a child has Covid-19 symptoms they should not be admitted to school.</p> <p>Once pupil is in school if they are found, 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 area the pupil was working in will be isolated and a sign displayed to prevent anyone using it, until there has been a special clean and where necessary, the business contingency plan implemented.</p> <p>Please note that a number of children with chronic respiratory conditions have a cough a daily symptom. Examples are asthma, cystic fibrosis (CF), bronchiectasis, tracheostomy, ventilation and non-invasive ventilation. These children are at no increased risk of Coronavirus infection than other children.</p> <p>As in the case for everyone, children who feel unwell with symptoms of COVID-19 (new continuous cough, fever, loss / change in taste or sense of smell) should isolate and seek testing. It should be emphasised that in the situation all household members should isolate until the test result is known.</p> <p>A new continuous cough is:</p> <ul style="list-style-type: none"> • A new cough that's lasted for at least an hour • 3 or more episodes of coughing in 24 hours • Coughing more than usual (if you usually have a cough) <p>In the classroom and also in the staffroom there will be an isolation pack. In this there will be 1 pair of gloves, 1 apron, 1 face mask and 1 visor which will be sealed in a zippy bag. Member of staff to stay with child and wear the above PPE. Once child has gone home member of staff must also go home. Staff member and pupil will then follow the requirements of 'Test and Protect (Test, Trace, Isolate and Support)'. Please contact 0800 028 2816.</p>	 

	<p>Contact Craig Gillie for deep clean to be carried out or if there are any concerns. craig.gillie@midlothian.go.uk or office number 0131 561 5260.</p> <p>Janitorial staff will clean the door handles, sink taps within the building during lunchtime. Staff/pupils will clean at other times during the day where necessary.</p> <p>Teaching / assistant staff will maintain good hygiene standards, (use sanitiser provided), and wipe over surfaces where required, <i>e.g. shared equipment, kettles, fridge, microwave, etc</i></p> <p>Staff will be encouraged to:</p> <p>The rule of social distancing will be maintained at all times, i.e. 2 metres between everyone occupying the school. If there are any issues, appropriate enforcement/ isolation will be required. 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>	
Hazards	Control measures	Examples
<p>Maintaining social distancing within the school</p>	<p>All staff will aim to maintain social distancing of 2 metres at all times for everyone within the school, (for social distancing to work while Midlothian Council can set up social distancing measures to promote this, but there is an individual responsibility by every staff member to make it work), this will include:</p> <p>Undertaking a 'capacity assessment' for the learning accommodation. This will include:</p> <ul style="list-style-type: none"> • All pupils will enter by the back door • The door will be open from 8.40am • As from Monday 24th August all pupils should arrive at school by 8.50am • All pupils will be in school to 3.15pm • Pupils will exit by the back door <p>To aid in the management of pupils with social distancing, they will be:</p> <ul style="list-style-type: none"> • Due to small numbers pupils should be able to social distance safely throughout the school. • Pupils however will be reminded to keep a safe distance. <p>To minimise the need for social distancing within the school:</p> <ul style="list-style-type: none"> • Pupils can come into school between 8.40am and 8.50am to ensure that pupils will not be coming into school at the same time. • Pupils will enter and exit via back door. • Social distancing posters will be displayed at the entrance and throughout the school 	
Hazards	Control measures	Examples

<p>Maintaining social distancing within the school (continued)</p>	<p>To manage social distancing in learning accommodation:</p> <ul style="list-style-type: none"> All non-essential items in the learning accommodation are removed and put into the sheds to maximise capacity and decrease the number of items requiring cleaning. 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. Learning accommodation will be demarcated in to individual pupil work areas to ensure social distancing will be maintained and no face to face working, this includes: <ul style="list-style-type: none"> Repositioning furniture and removing desks / chairs not required into storage. Pupils will be allowed to sit on the carpet All staff must wear face coverings, at all times except when eating or drinking 'Wear a face covering in the area' signs will be displayed. <p>To manage social distancing in the breaks / dining area / toilets:</p> <ul style="list-style-type: none"> Pupils will all be able to be in the playground all at once due to the number being within the permitted bubble. Pupils will eat their lunch in the dininghall as there are so few. No more than 3 pupils to sit at a table. Pupils will require to bring their own packed lunch, as no hot meals can be ordered from Roslin Kitchen If the weather is nice pupils will be able to have lunch outside, whilst socially distancing. <p>To manage social distancing in the staff room</p> <ul style="list-style-type: none"> Staff will have agreed staggered breaks in order to maintain a designated number of staff in the staffroom whilst getting their lunch prepared. Staff able eat their lunch in their staffroom as long as this does not exceed 3 members of staff at one time If number exceeds this staff to eat either in own classroom or socially distanced within a classroom or PE Hall 	    
Hazards	Control measures	Examples
<p>Maintaining social distancing within the school (continued)</p> <p>Parents/guardians drop off and collection of pupil</p>	<p>To manage social distancing at the drop off and pick up point:</p> <ul style="list-style-type: none"> 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: 0131 271 4590. Please do not leave children unsupervised until they have accessed the building. Sorry for any inconvenience Two 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. Parents should not gather at the gate but come into the playground. Signage outside the school gates informing parents/carers to wear face coverings 	

	<ul style="list-style-type: none"> • Parents are reminded that they should social distance in the playground • To aid in the management of pupil social distancing during arrival and departure: <ul style="list-style-type: none"> - The back door will be open from 8.40am to enable pupils to come straight into school - On arrival, pupils will hang up their coat and bag on their peg in the corridor. - Pupils will then head to the classroom, wash their hands then sit down at their desk. - Pupils can bring a change of shoes with them, so that they can change from wellies etc. - Pupils can bring gym shoes to school. These can be used as change of shoes. • For those arriving by car. <ul style="list-style-type: none"> - Parents and carers will not be able to stop in the bus stop or at the front gate to drop off their child. Parents are asked to park further away from the school and then walk with their children to avoid congestion. - Parents should avoid car-sharing with children of other households. <p><u>(Any concerns or advice contact health&safety@midlothian.gov.uk)</u></p> <ul style="list-style-type: none"> - All staff must wear face coverings, at all times except when eating or. - PPE can be found in the PPE cupboard in the corridor. 	
Hazards	Control measures	Examples
<p>Touching desks, cabinets, equipment, and fixtures / fittings, e.g. door handles, taps.</p>	<p>Janitorial staff will clean the door handles, sink taps within the building during lunchtime. Staff/pupils will clean at other times during the day where necessary.</p> <p>Teaching / assistant staff will maintain good hygiene standards, (use sanitiser provided), and wipe over surfaces where required, e.g. shared equipment, kettles, fridge, microwave, etc</p> <p>Staff will be encouraged to:</p> <p>Should there be a 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 and where necessary, the business contingency plan implemented.</p> <p>Washing your hands posters will be placed near the basins / sinks and staff advised to wipe down kitchen equipment, e.g. kettles, taps, microwave / cooker knobs and buttons, 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>	  

	<ul style="list-style-type: none"> • Pupils will be provided with stationery by school, which they will leave in school. • In the event of school being closed pupils will have a zippy bag prepared by staff with work for them to do at home, pencils, glue, jotters, reading books etc. • It is recommended that pupils wear clean clothes every day. • Where practicable, doors and windows will be opened to increase natural ventilation and reducing contact with door handles. <i>(Some door are required for fire safety and will have a self-closer fitted to them, they must be kept closed unless approval is gained from Scottish Fire & Rescue Service and the Health & Safety Team. If temporary approval is given, suitable items will be placed on the doors to hold them open, <u>not wedged</u>. They would need to be removed immediately should the fire alarm activate.</i> <p><i>(For advice and assistance contact health&safety@midlothian.gov.uk)</i></p>	
Fire or other emergencies.	<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. <i>(For advice and assistance on fire safety please contact health&safety@midlothian.gov.uk)</i></p> <p>The designated first aiders, are Alison and Hilary 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>First aid box is kept in Admin's office in drawer, with a record book indicating ie if a plaster has been applied etc.</p> <p>All PPE equipment required is held in the cabinet in the hall labelled PPE. This is checked regularly and orders returned to MC for replenishment.</p> <p>COVID-19 register together with the Coronavirus Toolkit for Test and Trace folder is kept in the Admin Office metal cabinet. Headteacher and Admin Assistant carry Coronavirus Toolkit folder at all times.</p>	
Customers/ Clients / Visitors and deliveries	<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><i>Engineers or maintenance workers require to contact the school to arrange an appointment to visit the school. Please note that they should not be allowed entry to school for routine maintenance unless they have arranged an appointment or it is an emergency.</i></p>	
Track and Trace	<p>All deliveries should we be wiped down with sanitising material, unless they will immediately go in to storage and not used for at least 72 hours.</p> <p>Anybody who is in the school for any length of time will be asked to complete a track and trace slip with their name and contact telephone number. This will be kept by the Headteacher for 10 days before being destroyed.</p>	
Hazards	Control measures	Examples

<p>Visitor / intruders</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. (Please note whatever measure social distancing measures are implemented, the security of the building and staff must be paramount).</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>Vulnerable staff/pupils</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. <i>(For example by asking them to support remote education, carry out lesson planning or other roles which can be done from home).</i></p> <p>This includes:</p> <ul style="list-style-type: none"> • Is a vulnerable person, (by virtue of their age, underlying health condition, clinical condition or are pregnant). • Is living with someone in self-isolation. • Is within 10 days of the day when the first member of their household showed symptoms of Coronavirus. • Has been advised by a notification that, in accordance with that guidance they need to follow rigorously shielding measures. • Adherence to ‘test, trace, isolate and support’ (TTIS or Test and Protect) practices. • All members of staff have either contacted their doctor, had an Occupational Health (PAM referral) telephone conversation. All have been advised that they can return to work as long as they socially distance. • All staff have had a Risk Assessment completed for their return to school 	
<p>Staff travelling to work</p>	<p>Staff should consider the following options:</p> <ol style="list-style-type: none"> 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). 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. 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. 4. 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. 	

<p>Testing of Schools and ELC Staff and Senior Phase Pupils</p>	<ul style="list-style-type: none"> • Alison Hutton is the member of staff identified as the named Covid-Co-ordinator and Registration Office for school. • Alison has been given information on the process for obtaining consent and distribution of test kits. • Alison will open the test kit boxes and record number of test kits and inform SG test programme of any damaged or insufficient kits to control@dhsc.gov.uk or 0207 972 1000 – option 3. • Ensure all staff have viewed the video before kits given out. • Staff to be given information on testing, how to test themselves, privacy letter and letter for consent. • Alison to receive consent form signed before handing over kits to staff. • Alison will then prepare registration sheet/test kit log, test kit collection point – this has been identified as Headteacher classroom • Test kits will be available Tuesday – Thursday when Alison is in school. • Test kits and consent forms will be kept securely in locked cabinet in Headteacher’s room. • An incident log will also be retained in the locked cabinet. This will be used for either swab broke in mouth bleeding, allergic action when using kit, staff will be required to raise a yellow card and report it on https://yellowcard.mhra.gov.uk/ If staff members have issue with something damaged in kit they should call 0300 303 2713. Staff are also required to report incidents of ie multiple voids in one pack or overall increase in void reports, breakage and other issues with testing kits etc. to control@dhsc.gov.uk or 0207 972 1000 – option 3. • Once staff have taken their test, preferably before they come into work– this will be twice weekly 3 to 4 days apart they must register their result on line within 24 hours to www.gov.uk/report-covid-19-result • If a negative test is recorded there is no further action to take. • If a positive test is recorded individuals should self-isolate and request PCR test. School should also initiate track and trace as per guidance handed out. • If test result comes back as positive staff should notify the school immediately and then contact www.gov.uk/report-covid19-result • School provider in partnership with local Health Protection Team will begin contact tracing and self-isolation begins. • If void then another test should be taken. In the event of receiving 2 void tests, request a PCR test. • Record all tests whether positive/negative or void as per instructed in the information pack. <p>Disposal of Test Kits:</p> <ul style="list-style-type: none"> • After use, test kits should be place in a clear bag and disposed of in municipal bins. 	
<p>Contingency Plans</p>	<p>There are Contingency Plans in place in the event that the Headteacher is taken ill and there is nobody to replace her.</p> <p>In this case the whole school will close and all staff, pupils will have to self-isolate for 10 days.</p>	

Staying COVID-19 Secure in 2021

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 *Julie Barnes for
Glencorse Primary School,
Midlothian Council* Date *16/03/21*

Who to contact: *Julie Barnes/Alison Hutton*
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)