

TASK /ACTIVITY / PROCESS DESCRIPTION: LOCATION:	Potential exposure to COVID-19 (coronavirus)	DEPARTMENT/ SERVICE:	Polish School Glasgow CIC
	Dalmarnock Primary	REFERENCE:	COVID-19

TYPES OF INJURY / LOSS / ILL HEALTH This should include injuries, acute and chronic ill health, psychological harm etc. For example, burns, fractures, bruising, lacerations, punctures, vibration white finger, occupational dermatitis, stress.	Flu like symptoms, shortness of breath, loss of sense of taste or smell, pneumonia, severe respiratory illness in some cases
FOR EACH HAZARD, PLEASE IDENTIFY THE PERSON AT RISK (direct and indirect) Consider those especially vulnerable (young/inexperienced workers, members of the public, school pupils, the elderly, residents and contractors).	

HAZARD / SOURCE OF HAZARD	PERSON S AT RISK	CURRENT CONTROL MEASURES IN PLACE	Sever ity Ratin g (1 – 5)	Likeliho od Rating (1 – 5)	Risk Rati ng L/M/ H (1 – 25)
1 Contracting/ spreading covid-19	Employees	<ul style="list-style-type: none"> Lateral flow home testing kits are encouraged for staff to conduct weekly. Testing is voluntary and nobody is required to undergo testing without consent, or excluded from a setting if they do not wish to be tested. Managers and staff in the setting must make themselves familiar with COVID-19 advice available from Public Health Scotland (https://publichealthscotland.scot/publications/covid-19-guidance-for-non-healthcare-settings/covid-19-guidance-for-non-healthcare-settings-version-48/), and regularly review that information. It is important that the most up-to-date guidance is used, and that managers and staff are knowledgeable about current guidance. Staff will always access guidance online wherever possible and check regularly for any updated advice. The key personal hygiene measures that all children, young people and staff should follow to reduce the risk of COVID-19 infection are: <ul style="list-style-type: none"> frequent washing/sanitising of hands for 20 seconds and drying thoroughly, and always when entering/leaving the building, before/after eating and after using the toilet; encouraging children, young people and staff to avoid touching 	4	2	8

			<p>their faces including mouth, eyes and nose; and</p> <ul style="list-style-type: none"> - using a tissue or elbow to cough or sneeze, and use bins that are emptied regularly for tissue waste. <p>• Suspected COVID-19: A fluid-resistant surgical mask should be worn by staff if they are looking after a child or young person who has become unwell with symptoms of COVID-19 and 2m distancing cannot be maintained while doing so.</p> <ul style="list-style-type: none"> - If the child or young person who has become unwell with symptoms of COVID-19 needs direct personal care, gloves, aprons and a fluid-resistant surgical mask should be worn by staff. - Eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting. - Gloves and aprons should be used when cleaning the areas where a person suspected of having COVID-19 has been. <p>• Staff, parents and children will self-isolate straight away and get a PCR test (a test that is sent to the lab) on GOV.UK as soon as possible if they have any of these 3 symptoms of COVID-19, even if they are mild:</p> <ul style="list-style-type: none"> - a high temperature - a new, continuous cough - a loss or change to their sense of smell or taste <p>They should also self-isolate straight away if:</p> <ul style="list-style-type: none"> • they've tested positive for COVID-19 – this means they have the virus • someone they live with has symptoms or tested positive (unless you are not required to self-isolate – check below if this applies to them) 		
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			<ul style="list-style-type: none"> • they've been told to self-isolate following contact with someone who tested positive – find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app • However, if someone staff or children live with has symptoms of COVID-19, or has tested positive for COVID-19, they will NOT need to self-isolate if any of the following apply: <ul style="list-style-type: none"> - they're fully vaccinated – this means 14 days have passed since their final dose of a COVID-19 vaccine given by the NHS - they're under 18 years, 6 months old - they're taking part or have taken part in a COVID-19 vaccine trial - they're not able to get vaccinated for medical reasons • Parents, carers and early learning and childcare settings do not need to take children's temperatures every morning. • Good enhanced hand hygiene is essential at all times, thorough washing or use of sanitising gel and refrain from touching the nose, mouth or eyes with unwashed hands • If any cases are identified anyone within the school, public health procedures will be implemented to assess the risk to others who have been in contact with them • In the event of a positive test, Health Protection Team will advise on any requirement to isolate. • Staff will be encouraged to use private transport if they can, and if use of public transport is required they will maintain physical distancing guidelines and wear a face covering. • Where anyone develops coronavirus symptoms in school, management will be notified and arrangements made for them to go home. • A designated area will be used for those with coronavirus symptoms to wait to be picked up, this will be away from others and windows opened where practical. • Staff who are unwell with covid symptoms but have a negative PCR test 		
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			<p>can return to school as long as they feel well and have not vomited for 48 hours.</p> <ul style="list-style-type: none"> • Staff/Children/Pupils who have been to any country must keep updated with travel advice and abide by the legal guidance given re isolation and testing. • Deep cleans will be undertaken by School cleaning staff after a confirmed C-19 case has left the premises. • Management will carry out individual risk assessments for those staff who are categorised as vulnerable from the COVID Age Risk Assessment. • Management must notify the Care Inspectorate in the event of any confirmed or suspected outbreak. Similarly, management must also follow Health & Safety and HR procedures. • Management and staff in the setting will ensure they are familiar with COVID-19 advice available from Health Protection Scotland before the service reopens. • If a parent/carer or staff member is contacted by a contact tracer and told to self-isolate, the person should leave the setting to self-isolate at home straight away and, if possible, wear a face covering on route and avoid public transport. • There will be a pool of extra staff to support with classes in cases where teachers have C-19 or have to isolate. • If a child or staff member tests positive, the contact tracer will take into account the close contacts the person has had within the setting. 			
2	Building/Set ting Safety	Employees Children Parents/Carers Visitors	<ul style="list-style-type: none"> • All new staff to the Polish School Glasgow CIC will receive an induction on COVID safe measures for the setting i.e., infection control, physical distancing etc. Staff will be referred to the government guidelines re COVID-19 personal protective equipment use for non-aerosol generating procedures (https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures) • Enhanced clean will be carried out every day after sessions finish by designated school staff. • Appropriate cleaning of tables, toys etc will be undertaken throughout the day and in between sessions by staff. • Staff must ensure surfaces/desks are cleaned after use. 	3	1	3

			<ul style="list-style-type: none"> • Shared desk areas must be cleaned after use. • Car sharing should be avoided where possible. • Masks must be worn by all staff, unless exempt for medical conditions whilst moving around the School communal areas. 			
3	Children arriving to and from the school.	Employees Children Parents/Carers Visitors	<ul style="list-style-type: none"> • A hand sanitising station must be provided at the entrance to the school. • Clear signage on physical distancing and hygiene procedures will be displayed immediately upon entering the school. • Child friendly posters and information will also be displayed. • School staff will encourage the children to wash their hands as soon as possible following arrival. • Parents will be encouraged to practice good hand hygiene prior to arriving at the school. • Face coverings to be worn at drop-off/pick-up by Parents/Carers. • While adults should practice physical distancing, this is not always possible when young children are passed between parents and the school staff. Where close contact between two adults occurs, the receiving adult should ensure that they thoroughly wash their hands after contact. • Parents/Carers to be discouraged from gathering outside at drop-off and pick-up times. • Where possible, school and building staff will help direct parents and children. • Appointed school staff member will welcome parents and children at the designated area for each cohort of children arriving at the school. Where possible, parents should not come any further than the designated drop off area. The reverse will happen at pick up. • Appointed school staff members welcoming the children will be mindful of any children displaying symptoms prior to entering. • The school will communicate any new arrangements to parents in advance of children returning i.e., new routines and procedures that children and families will need to follow and understand. 	3	2	6
4	Minimising contact between groups of children/staff	Employees Children	<ul style="list-style-type: none"> • Settings should establish cohorts of children who will work together consistently throughout sessions. • If teachers move between classes to deliver their subject, they must uphold excellent hand hygiene and sanitise their desk before leaving. • Each group up will not exceed the maximum number of children stipulated by current government guidelines. 	4	2	8

			<ul style="list-style-type: none"> • More than one group can use a large space, but children should not mix freely with children in other groups. • 1m physical distancing between school staff in the setting will be adhered to at all times. This distance will be updated with national guidance. • Settings should ensure where possible the same staff work together consistently throughout sessions/work patterns. • Used resources such as toys/equipment will be cleaned down at the start or end of each day and between am/pm sessions, and wipes etc. disposed of in general waste. • Where possible, children should be discouraged from bringing toys from home to the setting. • Comforter or transitional objects brought from the home setting should be managed by key workers. • Children will be assigned where possible into the same fixed cohorts and key worker. • Workstations/areas will have access to hand sanitiser, cleaning material, paper towels • Increased use of outdoor spaces to be used where possible. • Good enhanced hand hygiene is essential at all times, thorough washing or use of sanitising gel if soap and water is not available and refrain from touching the nose, mouth or eyes with unwashed hands. Please note that sanitising gel is not suitable for children under 12 months. • School staff will remind the children throughout the day about handwashing. • Where adults cannot keep 1 metre distance from other adults due to exceptional circumstances, masks must be worn. 			
5	<p>Day to day activities including:-</p> <ul style="list-style-type: none"> ○ Playing with games, equipment, toys, yoga, outdoor play ○ Singing 	<p>Employees Children</p>	<ul style="list-style-type: none"> • All existing risk assessments still apply for task specific activities. • Large organised group singing is not permitted. • Children should not be discouraged from signing naturally during play or activities. • Singing can also be used to comfort young children when necessary. • Children do not have to physical distance from each other or other adults. • It is recommended that children access toys and equipment that are easy to clean. 			

	○ Snack time		<p>School staff to ensure that there is sufficient equipment set out in open plan spaces or rooms.</p> <ul style="list-style-type: none"> • Where possible, additional space will be considered for children with additional support needs. • School staff will reorganise play areas and utilise other rooms where possible. • Multiple cohorts of children should not use outdoor/indoor equipment simultaneously. • Staff where possible will minimise the mixing of cohort groups. • Setting where possible will ensure the same group of staff working together consistently across each week will reduce the risk of transmission among staff. • Brief interactions such as passing in corridors or crossing play spaces to access other space are considered low risk. • Each setting should ensure that adequate space is available for cohorts to transition between spaces whilst minimising contact (from indoors to outdoors or to the toilet). • Snack time breaks will be staggered/set times for each cohort group. • Surfaces in dining/snack areas will be wiped down and disinfected in between use. • All crockery used at snack times will be thoroughly cleaned and dried before restoring. • Additional PPE at meal and snack times is not required. • Handwashing will take place before and after eating, after toileting, at regular intervals throughout the day and when moving between different areas (different rooms or between inside and outside). • Good hand hygiene is essential at all times, thorough handwashing is essential. • Assist children who have trouble washing their hands properly. • Hand soap and paper towels should be at easy reach for the children. • Encourage children not to touch their face, use a tissue or elbow to cough or sneeze. • Routine cleaning and disinfection of all equipment, toys and surfaces being used. • Where adults cannot keep 1 metre distance from other adults due to exceptional circumstances, masks must be worn. • Face coverings/masks are not required when interacting with children. 			
6	Outdoor use		<ul style="list-style-type: none"> • Outdoor use will be maximised every day, fixed cohorts will be staggered for outdoor play. 			

			<ul style="list-style-type: none"> • Free flow indoor/outdoor play cannot take place as the bubbles of children should not mix. • Where possible parents should provide the necessary clothing for outdoor play. Where this is not possible, children should not share outdoor clothes or footwear. • Within any public spaces staff should be aware at all times of the need to keep children distanced from any other children who are not part of the setting, or other adults who may be in the area. • Outdoor equipment should be cleaned between groups i.e bike handles etc • Outdoor sandpits or mud kitchens staff should clean equipment children use in these activities between use by groups of children. • Maximising the use of the outdoor environment for dining 			
7	Using communal areas / items such as kitchen areas, toilets, break out rooms.	Employees	<ul style="list-style-type: none"> • Handwashing facilities/hand sanitisers must be available to children and all staff. • Staff must wash hands when crossing into different rooms/areas. • Do not share any food or drink items i.e., tea/coffee/sugar/milk /biscuits/buffets/tins of sweets etc in staff areas. • Staff must maintain 1m apart during break times. This may change depending on guidelines • Staff must use their own cups, plates and cutlery. • Kettles, fridges or any other items with common handles should be wiped down after use. • Signage advising of hand hygiene and physical distancing must be erected in prominent locations. • Staff should use a direct route when entering and exiting the building, avoiding walking through areas or rooms they would not normally be in – this may mean using the same door for entering and exiting the building. • Doors which are for NOT for fire safety purposes can be wedged open to reduce requirement for touching handles. Appointed member of staff must close these at the end of each day. • Good hand hygiene is essential at all times, thorough washing or use of sanitising gel and refrain from touching the nose, mouth or eyes with unwashed hands • After breaks staff will regularly clean touch point areas, e.g. door handles, keypads, kettles, taps etc. • Breaks will be staggered where possible to reduce the number of people in the kitchen / 	4	2	8

			<p>staff room at any one time, and physical distancing will be maintained</p> <ul style="list-style-type: none"> • Dishes will be washed using regular detergent, dried and put away, and sponges kept hygienic • Staff will sanitise / wash their hands before and after using the kettle, microwave, water cooler etc. and high touch areas of the appliances will be cleaned regularly • staff will be responsible for cleaning desks, phones, keyboards after use and personal items, etc • In narrow corridors, Staff should wait at the end if possible to allow others to pass, to minimise the requirement to pass closely in the area. If this cannot be avoided they should face away from each other when passing, if possible. • Staff will be reminded to keep to the left when using corridors / stairwells. • 			
8	Carrying out first aid provision and dealing with any existing medical conditions	Employees Children	<ul style="list-style-type: none"> • All existing risk assessments and emergency protocols procedures still apply and must be adhered to. • Handwashing facilities/hand sanitisers must be available to staff. • Signage advising of hand hygiene and physical distancing must be erected in prominent locations. • If anyone feels or appears to be showing any of the COVID symptoms, a ventilated space must be identified until they can be collected by a parent. • Staff should have access to disposable single use gloves for spillage of blood or other body fluids and disposing of dressings or equipment. • Staff have been provided with First Aid PPE kits. • Staff have been issued with the First Aid and RPE guidance. • Staff have been shown how to wear and remove PPE correctly as per training video. • Hand hygiene is essential before and after all contact with the child before putting on PPE, after removal of PPE and after cleaning equipment and the environment. Hands should be washed with soap and water. 	3	2	6
9	<p>Emergency situations</p> <ul style="list-style-type: none"> • Fire evacuations, emergency evacuation 	Employees Children	<ul style="list-style-type: none"> • Evacuation procedures will be specific for every setting, taking into consideration any layout changes, entry/exit points altered. • Staff will direct the children in the normal manner to exit the building and report to the assembly point. • Once the children have returned to the school areas of high contact, i.e., door handles, will be disinfected. 	3	1	3

10	Visitors to the premises	Employees Members of the public	<ul style="list-style-type: none"> • Handwashing facilities/hand sanitisers must be available to visitors. • Signage advising of hand hygiene and physical distancing must be erected in prominent locations. • When traveling with in the premise visitors must travel on one side of the corridor, i.e., <left or right>. • High touch point areas will be cleaned regularly, e.g., doorbells, door handles etc. • Public access, this will be restricted to appointments only until public & Schools areas can be fully opened. • When making an appointment potential visitors will be advised that they will not be permitted access to the premise out with their appointment time to prevent overlap of visitors. • Appointments must be timed to prevent overlap of visitors. • Where required, face to face appointments will be held in well ventilated rooms • Hand sanitiser will be available at entrances and signage in place to remind of hand hygiene and distancing guidelines • Meetings will be held virtually/over the phone wherever possible, to minimise the requirement for visitors to the building 	3	1	3
11	Ventilation	Employees Children Visitors	<ul style="list-style-type: none"> • Management will work to identify areas of limited fresh air supply to improve ventilation. • Staff should partially open doors and windows to provide ventilation. • Opening high level windows in preference to low level to reduce draughts • Staff should open windows when rooms are being unused • Staff should continue to ensure all other control measures personal hygiene, symptom vigilance, enhanced cleaning and distancing is also followed. • Doors which are for NOT for fire safety purposes can be wedged open to reduce requirement for touching handles. Appointed member of staff must close these at the end of each day. 	3	2	6

ASSESSOR(s) PRINT NAME/JOB TITLE:	Beata Koryga Head Teacher	ASSESSOR(S) SIGNATURE:	<i>Beata Koryga</i>
	Pawel Poranski Director		<i>Pawel Poranski</i>

ASSESSMENT REVIEWED BY:	Pawel Poranski	REVIEW DATE:	26/08/2023
	Beata Koryga		26/08/2023