

**The Montessori School
Covid 19 Risk Assessment**

September 2023

This document sets out the identified hazards and control measures that are in place to prevent teachers, children, parents and other visitors to the school from becoming unwell with Covid-19. The control measures are updated in line with the most recent guidance from the Scottish Government.

Hazard	Person(s) Affected	Risk	Control Measures
Congregation of people at the school entrance	Staff, children, families and the wider community	H	<ul style="list-style-type: none"> • Children will be dropped off and picked up outside, at the main entrance to the school. • Adults are encouraged to maintain at least 1 metre physical distancing where possible. Children are not required to physically distance themselves from each other, or from adults.
Travel to and from school	Staff, children, families and the wider community	H	<ul style="list-style-type: none"> • Parents are asked to consider transport arrangements and try to minimise the risk of coming into contact with someone who has COVID-19. • Staff will review risk assessments for any outings and speak to the parents well in advance.
Spread of infection between pupils and/or staff	Staff, children and families	H	<ul style="list-style-type: none"> • Individuals should only attend school if they are feeling well. • The classroom is well ventilated with 6 open windows. • A CO2 monitor is in place • Staff and children will frequently wash their hands with soap and water for 20 seconds. Hand Washing

			<p>should take place: on arrival; before and after eating; after toileting and at regular intervals throughout the day; when moving between different areas such as from outdoors to inside. Staff will monitor effective handwashing carried out by children (and other staff) and reinforce as necessary.</p> <ul style="list-style-type: none"> ● Children are encouraged to cough into a tissue or their elbow. ● Staff will maintain a 1 metre distance from each other whenever possible. Children are not required to physically distance themselves from each other, or from adults.
Contaminated surfaces spreading infection	Staff, children, families and the wider community	H	<ul style="list-style-type: none"> ● The building is cleaned daily prior to school starting. ● All tables are cleaned when setting up the classroom and prior to mealtimes. ● Staff regularly clean touch points and electronic devices throughout the day. ● Any resources or soft furnishings (such as cushions) used by a child who becomes unwell with Covid-19, will be removed and cleaned as quickly as possible. ● As much as possible, materials and resources will be cleaned daily. ● Toilets will be checked throughout the day. The sink and toilet will be wiped down before and after each use by a member of staff and the cleaning schedule signed.
Dealing with suspected and confirmed cases	Staff, children, families and	H	<ul style="list-style-type: none"> ● Adults (updated 3/8/23) If you have symptoms of a respiratory infection, such

	the wider community		<p>as COVID-19, and you have a high temperature or are too unwell to carry out normal activities, stay at home and avoid contact with other people, until you no longer have a high temperature (if you had one) or until you no longer feel unwell. If you have symptoms of a respiratory infection including COVID-19 but no high temperature it is still recommended that you avoid contact with others and that if you do need to go out, you wear a well-fitting face covering.</p> <p>We are keen to avoid the unnecessary spread of illness and ask all staff to take a cautious and responsible approach and to only come to work if they feel well enough.</p> <ul style="list-style-type: none"> • Children and young people aged 18 and under with mild symptoms such as a runny nose, sore throat or a slight cough, who are otherwise well, do not need to stay at home and can continue to attend education settings. Children and young people should stay at home if they are unwell and have a high temperature. They can go back to school and resume normal activities when they no longer have a fever and they feel well enough to attend. (updated 3.8.23) <p>We ask that children remain at home for 24 hours after a fever ends in order to minimise the spread of infection to others.</p> <p>We are keen to avoid the unnecessary spread of illness and appreciate parents being mindful of this when considering if their child is well enough to attend school.</p> <ul style="list-style-type: none"> • If a child feels unwell and shows signs of coronavirus while at school their parent/carer will be contacted and asked to collect them. They will
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			<p>wait in a well ventilated area away from other children to minimise the spread of infection. A member of staff will stay with the child and will wear PPE.</p> <ul style="list-style-type: none"> ● Staff will wear nitrile gloves and an apron when cleaning areas where a person suspected of having covid has been identified. ● If a member of staff feels unwell and shows signs of coronavirus while at school, they will make arrangements to leave and return home safely. All others interacting with them should wear PPE. ● Although previously issued 'warn and inform' letters do not need to be sent following every case given the cessation of universal asymptomatic testing, the school will update families where it is expected that concerns may arise. (updated guidance 3.8.23)
Travel	Staff, children, families and the wider community	M	<ul style="list-style-type: none"> ● Please ensure that you follow the most up to date COVID-19 guidelines for travel. This information can be found here International travel and quarantine
Interaction with others in communal areas of the building	Staff, children, families and the wider community	M	<ul style="list-style-type: none"> ● Care will be taken to avoid crossing paths with users of the downstairs rooms within the building. ● As much as possible staff and children will maintain a distance of 1 metre from other users of the church hall space when communicating with them.
Visitors	Staff, children, families and the wider community	L	<ul style="list-style-type: none"> ● Individuals should only visit the setting if they are feeling well enough. ● Phone or video meetings can take place as an

			<p>alternative.</p> <ul style="list-style-type: none"> • Visitors will be asked to wash their hands before entering the classroom. • Parents entering the school to support children with transition will be shown to a designated seating area and encouraged not to move around unnecessarily. • Staff will maintain a 1 metre distance from visitors wherever possible.
Flexi-schooling	Staff, children, families and the wider community	L	<ul style="list-style-type: none"> • In the event that a pupil has a flexi-schooling arrangement and attends another school part-time, the school will make regular contact with the other setting to ensure that both parties are informed of any known outbreaks.
Insufficient staffing	Staff, children and families	H	<ul style="list-style-type: none"> • The school requires two adults to operate. Arrangements have been made with The Montessori Nursery School for cover staff to be provided as and when required.
Staff understanding of procedures	Staff, children, families and the wider community	L	<ul style="list-style-type: none"> • All staff will be made aware of the guidelines and procedures and asked if they understand them.
Specific risk to individuals	Staff, children, families and the wider community	L	<ul style="list-style-type: none"> • Management will have sensitive, supportive conversations with staff that consider their health, safety, physical and psychological wellbeing, as well as personal views/concerns about risks. (updated guidance 3.8.23) • Individual Health Risk Assessments will be put in place for any children who may be at high risk. The onus is on the families who should seek advice

			from their GP.
Management of waste	Staff, children, families and the wider community	H	<ul style="list-style-type: none"> ● Pedal bins with bin liners are provided for disposal of tissues and hand towels.
Snack / Lunch	Staff, children and families	H	<ul style="list-style-type: none"> ● Children and Staff should bring their own food and crockery. ● Any crockery and equipment used in the provision of meals and snacks for children will be cleaned with general-purpose detergent and dried thoroughly before being stored for reuse. ● Any food prepared by a child at school will be for their consumption only and not shared with the rest of the group.