

Preventing and Managing Sickness including outbreaks

Risk Procedures and Risk Assessment

Progression of restrictions / Staged Response

At our School we have 4 stages for when dealing with medical incidents / outbreaks. Depending on the nature of the situation action can commence from any point.

Response Stage	Trigger	Key Actions	Who	Notes
STAGE 1 – General (everyday hygiene and procedures)	None	<ul style="list-style-type: none"> - General reminders for hygiene - Effective handwashing facilities and soap available - Follow usual absence periods for sickness 	All staff	
STAGE 2 – Prevention	<p><u>Where an increased risk is present</u></p> <ul style="list-style-type: none"> - Increased absence rates of pupils or staff - Local increases in sickness e.g. flu, gastric, coronavirus - Public health alerts - Suspected cases of specific illness in school or within the community (eg. coronavirus / gastric) 	<ul style="list-style-type: none"> - Increase hygiene procedure - Extra cleaning if at any point a space needs to be used by a different group - Communication with key people including key information (staff, pupils and families, users of the site) Specific hygiene lessons in class - Increased enforced use of handwashing before eating of food - Enforce 48hr after symptoms have stopped for all fever, sickness, diarrhoea etc. - Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points) - Review <i>Core Control Measures and make changes as necessary</i> - Daily review of the situation 	SLT Admin Staff	
STAGE 3 – Mitigate/ Delay	<p><u>Where a significant risk is present</u></p> <ul style="list-style-type: none"> - direct case or increased likelihood of cases - Public health advice for restrictions 	<p>Reducing or eliminating contact situations:</p> <ul style="list-style-type: none"> - Hall use - Assemblies and lunches - Carpet time - School events - Trips <p>Consider:</p> <ul style="list-style-type: none"> - Any screening measures e.g. use of a thermometer in school. - Increase time of exclusion from school for those with symptoms (beyond 48hrs) - Sending home any children with <i>any</i> symptoms - Additional Cleaning including deeper cleans 	SLT	

<p>STAGE 4 – Containment</p>	<p><u>Where specific and/or significant changes or restrictions need to be in place.</u></p> <ul style="list-style-type: none"> - High levels of sickness - High rates of absence - Significance of danger of disease or illness 	<ul style="list-style-type: none"> - Part / full closures of site / classes - Deep cleans - Closure of lettings and building use - Reduction or exclusion of visitors 	<p>HT / Chair of Governors</p>	
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Coronavirus Key Actions (as situation escalates)

Specific Issue	Actions including messages	Who	Notes
Suspected case in school (staff or pupil)	<ul style="list-style-type: none"> - Contact relevant agencies e.g. LA / Public Health England - Deep clean core areas - Inform staff - Core reminders of hygiene - Contact parents – general information about sickness etc. If a member of staff or pupil, guide towards booking test 	SLT	
Confirmed case in school	<ul style="list-style-type: none"> - Deep clean core areas - Inform staff - Core reminders of hygiene - Contact parents – general information about sickness etc. and the key next steps e.g. closure of a class / school/ or carry on etc. Bubble goes home for 14 days to isolate as per guidelines. Public health to advise who goes home dependent on contact 	SLT; Site , Cleaning team	
Suspected case in a family	<ul style="list-style-type: none"> - Child or staff member does not attend school and isolates with family - Increase monitoring of pupils . Parent to contact 111 and follow guidance - If a member of staff, guide towards booking test 	Families; Staff; Admin	
Confirmed case in a family	<ul style="list-style-type: none"> - Members of the family to remain at home for a fixed period of time (according to latest government guidance) - Deep clean of the classroom and school . Follow guidance provided 	SLT Site /Cleaning	
Teacher shortage	<ul style="list-style-type: none"> - Supply / Splitting classes / SLT Cover - Where too many – partial closure for certain classes or part time / AM / PM classes - Where possible – we will use the same adults with the bubble to cover 	SLT	
Support staff shortage	<ul style="list-style-type: none"> - Supply / Prioritise most needy children / classes with remaining staff 	SLT	
Protection for most vulnerable children	<ul style="list-style-type: none"> - Identify who these children are vulnerable e.g. underlying health conditions that may be affected by the current threat - Discuss with parents the initial steps and agree key actions re. isolation/seclusion 	SENco	

Staff with health issues (e.g. Heart)	- Ask them to contact their consultants to seek advice on their condition. Staff work from home if clinically vulnerable until guidance changes	Staff	
Staff with symptoms	- Stay at home; follow NHS 111 advice; discuss with HT - tested ASAP.	HT	
Pregnant staff	- Ask them to contact their midwife to seek advice; - working from home until guidance changes.	SLT	
Kitchen shut down	- Parents to provide packed lunches in the first instance School to seek other sources and make sandwiches	SLT; Families	
Site/cleaning team shortage	- Other staff to cover this work – if external contractors – not to be in school when staff are in - except staff letting them into building.	Site	
Leadership shortage	- Access via phone /Microsoft Teams/email - senior staff allocated in school in absence of EHT/HOS	SLT; Staff	
Admin shortage	- Cover with TAs / SLT - Inform parents not to phone unless emergency /use email	Site	
Other school users	- Inform of control measures, including the possibility that a suspension or usage may occur.	Site	
Long period shut down	- Continue learning activities – Staff follow Emergency Recovery Plan	SLT; Staff	

Core Control Measures

Control Measure	Control Stage	Notes / Action	Who	Review
Emergency Packs – when close proximity with another person is unavoidable	2, 3, 4	<ul style="list-style-type: none"> - Each pack contains gloves, aprons and a face mask - If you have to come in close proximity with another person you should don the PPE within the pack - e.g. first aid - After use all disposable equipment must be disposed of in the medical waste bin - First aider will ensure packs are replenished - Wash hand thoroughly 	Staff	
Classroom equipment	2, 3, 4	<ul style="list-style-type: none"> - All children to have names, designated pack of basic stationary that will be kept at their desks - Any additional equipment (i.e. Maths resources, art materials, PE equipment) should be used on an individual basis - Staff handing these out must sanitise hands directly before touching the equipment 	Children; Staff	

		<ul style="list-style-type: none"> - At the end of the session, the equipment should be placed away and not used for at least 24 hours. If appropriate it should also be cleaned with hard surface wipes 		
Tissues for Each Class	1, 2, 3, 4	<ul style="list-style-type: none"> - Ensure adequate stock levels of tissues for each class / office - Replenish as needed - Staff to also self-replenish from stock 	Site; Staff	
Alcohol based gel	1, 2, 3, 4	<ul style="list-style-type: none"> - Additional dispenser fitted in main entrance - Ensure dispensers and full from the start of each day - All children to use this (or have washed hands) before lunch daily - - Ensure adequate stock levels 	Site; Staff;	
Face masks and gloves	2, 3, 4	<ul style="list-style-type: none"> - To be worn by staff when delivering intimate care or in very close proximity to someone who may be infected - Face masks to be worn by any member of staff that is teaching/working with more than one bubble - Dispose of and replace if removed - To be worn by staff in communal areas where distancing not possible except for when teaching in bubble and eating/drinking - To be worn by all visitors to school - To be worn by all parents on grounds including at pick up and drop off. 	Staff	
Staff room	2, 3, 4	<ul style="list-style-type: none"> - Staff to have staggered breaks. - Staff to social distance from other staff. - Certain seats out of circulation to ensure distancing - 	Staff	
First aid	2, 3, 4	<ul style="list-style-type: none"> - Face mask and gloves to be worn whenever administering first aid - Spread children out around office so not within 2m - Extra-vigilant on hygiene as ever - Follow specific guidance on suspected C19 - child to go to designated isolation room and parents called immediately to collect. 	children; staff	

Phases to lower amount of others pupils and adults come into contact with	2, 3, 4	<ul style="list-style-type: none"> - School split into phases of 2 or 3 classes which have wherever possible allocated adults and will only use communal areas of school with other classes in these phases. - Teachers to consider the positioning of desks to lessen face to face contact 	Site; Staff	
Limit adults in school	2, 3, 4	<ul style="list-style-type: none"> - Remind all parents not to enter school building - Pick up and drop off points spread around the school to aid parents in social distancing - Request only one adult attends at a time to drop off and collect - Only essential workers to be permitted into school. Where possible, essential maintenance will happen outside of school hours. - 	Staff; Parents	
Books to read at home	2, 3, 4	<ul style="list-style-type: none"> - Children to have pack of books that go home and are returned each Monday - This must be returned to a decontamination box on a Monday and then teachers sort out for following week on a Friday 	Children; staff	
Children's work books	2, 3, 4	<ul style="list-style-type: none"> - Reduce risk of cross-contamination - No work books to be taken home by teachers or removed from learner's tray/ plastic wallets - Teachers physically mark books once per week and only 24 hours after children not used them 	Children; teachers	
Computer suites and laptops	2, 3, 4	<ul style="list-style-type: none"> - Pupils have their own equipment in classrooms e.g. laptops/ipads and only use these devices - Suite computers to be wiped after use and children to wash hands before and after use. 	Children; staff	
Staggered break and lunch times	2, 3, 4	<ul style="list-style-type: none"> - Utilise field - Staff to monitor non mixing of phases and different areas - Playground and field split into zones with a rota - All playground equipment to be decontaminated after each session 	Staff; Lunch Staff	

		<ul style="list-style-type: none"> - If wet break time, children to stay in their designated base - Enter and exit school via bubble base door 		
Eating lunch	2, 3, 4	<ul style="list-style-type: none"> - Junior lunches eaten in classrooms. - Where lunches eaten in hall children to sit in phases 	Dinner staff; staff; children	
PE sessions	2, 3, 4	<ul style="list-style-type: none"> - Where possible, practical sessions to take place outside - Equipment should be used by minimal children and be cleaned or left for 24 hours after sessions 	Staff; children	
No whole school assemblies	2, 3, 4	<ul style="list-style-type: none"> - These will be virtual as they have been and played in classrooms on smart boards 	SLT	
Other users of the building	2, 3, 4	This only when totally necessary and wherever possible outside of school hours. Meetings should continue to be held via zoom/teams where possible.	Site	
Monitoring daily any child or staff absence	2, 3, 4	<ul style="list-style-type: none"> - Daily report to the HT on number of absences and symptoms Weekly summary data for each class to HT	Admin; HT	

Good Personal Hygiene	2, 3, 4	<p>Newsletter:</p> <ul style="list-style-type: none"> - Inform parents of hygiene expectations and to discuss with children; - All children to wash their hands on entering school and before going home. - Classes to teach children hand washing techniques - Children to wash hands before and after breaks (classroom) and before eating dinner (classrooms/ hall corridor toilets / hand sanitiser) 	HT; Staff	
Review of cleaning	2, 3, 4	<ul style="list-style-type: none"> - Meet with cleaning staff to review cleaning arrangement and make any necessary changes - Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed) or increase hours (cost?) - Daily cleaning of classrooms (already in place) - Preparations for deep cleans if necessary 	Site; Cleaning Team	
Additional touch point cleaning daily	2, 3, 4	<ul style="list-style-type: none"> - Handles and rails to be cleaned at mid points during the day - Teachers to wipe down equipment regularly and in particular sink areas. 	Site	
Designated toilets	3, 4	<ul style="list-style-type: none"> - Specific toilets to be used by each phase so as to reduce risk of cross contamination - To use same toilets at lunch time - Children to have toilet opportunities in bubbles before and after each break and lunch to reduce need to use toilet. 		
Extra curricular clubs		These will take place in phases with phase staff but will not take place during times of National Lockdown.		
School visitors and site users who need to attend for an emergency situation	2, 3, 4	<ul style="list-style-type: none"> - Compulsory handwashing / use of gel before entering school; - Inform them of new requirements and risk of suspension of use - Informing us of any suspected or confirmed cases by any users - Social distance reminder posters at front entrance 	Office; Site	

Absence policy	2, 3, 4	<ul style="list-style-type: none"> - Review time period of absence for ill children or staff and increase if necessary but at least to the minimum standard (e.g. 48 hrs clear of sickness – following Dept of Health Guidance) 	SLT	
Support for families affected	2, 3, 4	<ul style="list-style-type: none"> - Communicate to parents and staff to contact school if they require support; - Regular contact with affected families and staff – wellbeing checks. 	SLT; Kitchens	
Photocopiers	2, 3, 4	<ul style="list-style-type: none"> - Printing to be minimal - Ensure are cleaned throughout the day and wiped after use - Follow social distancing guidance while using the machine - Sanitise hands before and after use – sanitiser bottle by each machine 	All staff	
Fire protocol	2, 3, 4	<ul style="list-style-type: none"> • Please ensure that you familiarise yourself with where your nearest fire call point, fire exit and route of escape is. If you are NOT sure ask SLT/Site Manager • In the event of a fire and the fire alarm sounder going off (the sounder is a loud siren). • The alarm will be raised immediately by whoever discovers the fire and a call point should be pressed. Emergency services should be contacted. Evacuation procedures will also begin immediately, maintaining social distancing measures of 2 metres, in a calm and controlled manor. 4 m between bubbles at fire point • We have a full evacuation policy. • Staff and pupils will muster at the assembly point. This will be on the playing field. Maintaining social distancing measures of 2 metres at all times. 	Everyone on site	

		<ul style="list-style-type: none">• Class Teachers will take a register of pupils, which will then be checked against the attendance register of that day. This register is then checked by the Admin Team.• Admin staff will take a register of all staff and any visitors• Staff, pupils and visitors will remain outside the building until the responsible person/emergency services say it is safe to re-enter <p>The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. Any staff and pupils who have a disability can go to the staff car park if this is easier to access.</p>		
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Preventing and Managing Sickness

Information for staff, visitors and building users

STAGE 2 - PREVENTION

We currently have increased precautions in place to ensure effective the prevention of the spread of illness.

All users of the building are asked to follow the following guidance:

Do

wash your hands with soap and water often – do this for at least 20 seconds

always wash your hands when you get home or into work

use hand sanitiser gel if soap and water are not available

cover your mouth and nose with a tissue or your sleeve (not your hands)

when you cough or sneeze

put used tissues in the bin straight away and wash your hands afterwards

try to avoid close contact with people who are unwell



Don't

X do not touch your eyes, nose or mouth if your hands are not clean

If you think you might have coronavirus, have been to a country or area with a high risk of coronavirus in the last 14 days or you've been in close contact with someone with coronavirus ring NHS 111. Visit <https://www.nhs.uk/conditions/coronavirus-covid-19/> for further details.

Information for staff, visitors and building users

STAGE 3 - MITIGATE/ DELAY

We currently have increased precautions in place to ensure effective the prevention of the spread of illness.

All users of the building are asked to follow the following guidance:

Do

- wash your hands with soap and water often – do this for at least 20 seconds
- always wash your hands when you get home or into work
- use hand sanitiser gel if soap and water are not available
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin straight away and wash your hands afterwards
- try to avoid close contact with people who are unwell



Don't

- X do not touch your eyes, nose or mouth if your hands are not clean**
- X enter the school if you are feeling unwell or have been in close contact with any person who is unwell (staff should contact the head teacher to discuss).**

If you think you might have coronavirus, have been to a country or area with a high risk of coronavirus in the last 14 days or you've been in close contact with someone with coronavirus ring NHS 111. Visit <https://www.nhs.uk/conditions/coronavirus-covid-19/> for further details.