



## Preventing and Managing Sickness including outbreaks Risk Procedures and Risk Assessment

### Progression of restrictions / Staged Response

At Collierley Nursery and Primary School we have 4 stages for when dealing with medical incidents / outbreak, dependant on the nature of the situation



Response Stage	Trigger	Key Actions	Who	Notes
<b>STAGE 1 – General</b> (everyday hygiene and procedures)	None	<ul style="list-style-type: none"> <li>- General reminders for hygiene</li> <li>- Effective handwashing facilities and soap available</li> <li>- Follow usual absence periods for sickness</li> </ul>		
<b>STAGE 2 – Prevention</b>	<p><b><u>Where an increased risk is present</u></b></p> <ul style="list-style-type: none"> <li>- Increased absence rates of pupils or staff</li> <li>- Local increases in sickness e.g. flu, gastric, coronavirus</li> <li>- Public health alerts</li> <li>- Suspected cases of specific illness in school or within the community (eg. coronavirus / gastric)</li> </ul>	<ul style="list-style-type: none"> <li>- Increase hygiene procedure</li> <li>- Communication with key people including key information (staff, pupils and families, users of the site)</li> <li>- Specific hygiene lessons in class</li> <li>- Increased enforced use of handwashing before eating of food</li> <li>- Enforce 48hr after symptoms have stopped for all fever, sickness, diarrhoea etc.</li> <li>- Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points)</li> <li>- Review resources such as pencils for all (named pencil cases and no sharing of pencils)</li> <li>- Daily review of the situation</li> <li>- Increased attention, when cleaning, to high contact areas</li> </ul>	LLTT Admin Staff Site Manager	
<b>STAGE 3 – Mitigate/ Delay</b>	<p><b><u>Where a significant risk is present</u></b></p> <ul style="list-style-type: none"> <li>- direct case or increased likelihood of cases</li> <li>- Public health advice for restrictions</li> </ul>	Consider reducing contact situations: <ul style="list-style-type: none"> <li>- Assemblies</li> <li>- Carpet time</li> <li>- School events</li> <li>- Trips Consider:</li> <li>- Any screening measures e.g. use of a digital thermometer in school.</li> <li>- Increase time of exclusion from school for those with symptoms (beyond 48hrs) – following advice from School nurse/Public Health England</li> <li>- Sending home any children with <u>any</u> symptoms as advised by School nurse/Public Health England</li> <li>- Additional Cleaning focus on high traffic areas</li> </ul>	Teachers  LLTT	
<b>STAGE 4 – Containment</b>	<p><b><u>Where specific and/or significant changes or restrictions need to be in place.</u></b></p> <ul style="list-style-type: none"> <li>- High levels of sickness</li> <li>- High rates of absence</li> <li>- Significance of danger of disease or illness</li> </ul>	<ul style="list-style-type: none"> <li>- Part / full closures of site / classes</li> <li>- Deep cleans by cleaning staff</li> <li>- Closure of lettings and building use</li> <li>- Reduction or exclusion of visitors</li> </ul>	HT / Chair of Governors	

### 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"> <li>- Contact relevant agencies e.g. LA / Public Health England</li> <li>- Deep clean core areas</li> <li>- Inform staff</li> <li>- Core reminders of hygiene</li> <li>- Contact parents – general information about sickness etc.</li> </ul>	LLTT	
Confirmed case in school	<ul style="list-style-type: none"> <li>- Deep clean core areas</li> <li>- Inform staff</li> <li>- Core reminders of hygiene</li> <li>- Contact parents – general information about sickness etc. and the key next steps e.g. closure of a class / school/ or carry on etc.</li> </ul>	LLTT and Site Manager	
Suspected case in a family	<ul style="list-style-type: none"> <li>- Parents to ensure child washes hands before leaving the house.</li> <li>- Child to wash hands immediately after coming into school</li> <li>- Increase monitoring of pupils</li> </ul>	Families; Staff; Admin	
Confirmed case in a family	<ul style="list-style-type: none"> <li>- Children in the family to remain at home for a fixed period of time</li> <li>- Deep clean of the classroom and school</li> </ul>	LLTT Premises staff	
Teacher shortage	<ul style="list-style-type: none"> <li>- Supply / Splitting classes / HT Cover</li> <li>- Where too many – partial closure for certain classes or part time / AM / PM classes</li> </ul>	LLTT	
Support staff shortage	Supply / Prioritise most needy children / classes with remaining staff	LLTT	
Protection for most vulnerable children	<ul style="list-style-type: none"> <li>- Identify who these children are vulnerable e.g. underlying health conditions that may be affected by the current threat</li> <li>- Discuss with parents the initial steps and agree key actions re. isolation/seclusion</li> </ul>	Inclusion LLTT	
Staff with health issues (e.g. respiratory)	<ul style="list-style-type: none"> <li>- Ask them to contact their consultants to seek advice on their condition</li> <li>- Consider working from home</li> </ul>	LLTT Staff	
Staff with symptoms	Stay at home; follow NHS 111 advice; discuss with HT	HT LA	
Pregnant staff	<ul style="list-style-type: none"> <li>- Ask them to contact their midwife to seek advice;</li> <li>- Consider working from home</li> </ul>	HT	
Kitchen shut down	Parents to provide packed lunches	LLTT Families	
Site team shortage	School Staff to be paid to cover duties	Site	
Leadership shortage	Cover with supply staff – must have at least 2 members of leadership team in school	LLTT, Staff	
Admin shortage	<ul style="list-style-type: none"> <li>- Cover with TAs / HT</li> <li>- Inform parents not to phone unless emergency</li> </ul>	LLTT	
Other school users	Inform of control measures, including the possibility that a suspension or usage may occur.	HT	
Long period shut down	<ul style="list-style-type: none"> <li>- Continue learning activities through Facebook, website and twinkl go</li> <li>- Y6 Children to take CPG books home with them and will be directed to which units to do</li> <li>- Children to be directed to activities</li> <li>- Possible use of technology to deliver assemblies / stories etc. eg Live streaming</li> </ul>	LLTT; Staff	

## Core Control Measures

<b>Control Measure</b>	<b>Control Stage</b>		<b>Notes / Action</b>	<b>Who</b>	<b>Review</b>
Child allocated resources	1		Children to be given resources needed and asked not to share. Should sharing occur Children to wash hands. (eg EYFS sharing coloured pencils)	Class teacher	
Tissues for Each Class	1		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			Dispenser put in main entrance Ensure hand gel in all classrooms – children use when come in to school after each playtime and before go home at end of day When sinks are in classrooms children use the sinks to wash their hands with soap All children to use this (or have washed hands) before lunch daily  - Ensure adequate stock levels	<b>Site; Staff; Lunch Staff</b>	
Other users of the building			Contact every user and inform them of usage expectations: - Clean hands or use gel before using facilities - Restrictions or suspensions of usage		
Monitoring daily any child or staff absence finding out about travel arrangements now and in the future of staff and pupils	3 (where specific threats are evident aboard)		-Daily report to the HT or number of absences and symptoms Attendance officer to track attendance for each class weekly and alert any trends Ask parents to inform us of any closes family member who has returned from abroad within the last month Staff members to inform LLTT of any travel arrangements to high-risk areas including those of any close friends or family they have been in contact with.	<b>LLTT HT</b>	

Control Measure	Control Stage	Notes / Action	Who	Review
Reducing contact point activities	2	<p>Ensuring extremely high hygiene for any</p> <ul style="list-style-type: none"> <li>- Food making / tasting</li> </ul> <p>Avoid any activity where you are passing items around a class</p> <ul style="list-style-type: none"> <li>- Circle time objects</li> <li>- Artefact sharing</li> <li>- Touching activities – PE / Gymnastics</li> </ul> <p>Other</p> <ul style="list-style-type: none"> <li>- Cease hand shaking of children and visitors</li> <li>- Cease and use of shared cups in class (e.g. using cups for water); remind parents to ensure children have water bottles in school</li> </ul>	HT Staff	
Good Personal Hygiene	2	<p>Newsletter:</p> <ul style="list-style-type: none"> <li>- Inform parents of hygiene expectations and to discuss with children;</li> <li>- All children to wash their hands before coming to school, before going home and when they get home.</li> <li>- Classes to teach children hand washing techniques</li> <li>- Children to wash hands before snack (classroom) and before eating dinner (classrooms/ hall corridor toilets / hand sanitiser)</li> </ul> <p>Information:</p> <ul style="list-style-type: none"> <li>- Distribute key information posters</li> </ul>	HT; Staff	
Review of cleaning	2, 3	<ul style="list-style-type: none"> <li>- review cleaning arrangement and make any necessary changes</li> <li>- Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed) or increase hours (cost?)</li> <li>- Daily cleaning of classrooms (already in place)</li> <li>- Preparations for deep cleans if necessary – ordering more stock to enable deep clean.</li> </ul>	Site;	
Additional touch point cleaning daily	2, 3	<ul style="list-style-type: none"> <li>- Handles and rails to be cleaned at mid points during the day with anti bac wipes.</li> </ul>	Site	
School visitors and site users	2, 3	<ul style="list-style-type: none"> <li>- Informing us of any suspected or confirmed cases by any users</li> </ul>	Admin;	

Control Measure	Control Stage	Notes / Action	Who	Review
Absence policy	2, 3	<ul style="list-style-type: none"> <li>- 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 / diarrhea</li> <li>Follow public Health England advice</li> </ul>	LLTT	
Support for families affected	2, 3	<ul style="list-style-type: none"> <li>- Communicate to parents and staff to contact school if they require support;</li> <li>- Regular contact with affected families and staff – wellbeing checks.</li> <li>- Investigate maintaining school kitchen to provide Lunch food for affect families</li> </ul>	LLTT; Kitchens	
Taking temperature of anyone in school who may begin to feel unwell	2, 3	<ul style="list-style-type: none"> <li>- Purchase hand held non-contact thermometer.</li> </ul>	HT	



# Information for staff, visitors and building users

## STAGE 2 - PREVENTION

We currently 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 please speak to a senior member of staff before entering the school.

Also ring NHS 111. Visit <https://www.nhs.uk/conditions/coronavirus-covid-19/> for further Help.

# Information for staff, visitors and building users

## STAGE 3 - MITIGATE/ DELAY

We currently 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 headteacher 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 please speak to a senior member of staff before entering the school.

Also ring NHS 111. Visit <https://www.nhs.uk/conditions/coronavirus-covid-19/> for further details.