

Tatworth Primary School
Preventing and Managing Sickness including outbreaks
Risk Procedures and Risk Assessment

Progression of restrictions / Staged Response

Response Stage	Trigger	Key Actions
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
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 - 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
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>Consider reducing contact situations:</p> <ul style="list-style-type: none"> - Assemblies - 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 <u>any</u> symptoms - Additional Cleaning including deeper cleans
STAGE 4 – Containment	<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

Coronavirus Key Actions (as situation escalates)

Specific Issue	Actions including messages
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. any necessary closure of a class / school/ etc.
Suspected case in a family	<ul style="list-style-type: none"> - Increase monitoring of pupils - Whole household isolation for 14 days
Confirmed case in a family	<ul style="list-style-type: none"> - Children in the family to remain at home for a fixed period of time - Deep clean of the classroom and school
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
Support staff shortage	<ul style="list-style-type: none"> - Supply / classes with remaining staff
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
Staff with health issues (e.g. Heart)	<ul style="list-style-type: none"> - Ask them to contact their consultants to seek advice on their condition - Consider working from home
Staff with symptoms	<ul style="list-style-type: none"> - Stay at home; follow NHS 111 advice; discuss with HT
Pregnant staff	<ul style="list-style-type: none"> - Ask them to contact their midwife to seek advice; - Consider working from home
Kitchen shut down	<ul style="list-style-type: none"> - Parents to provide packed lunches
Site team shortage	<ul style="list-style-type: none"> - Discuss with cleaning contractor cover arrangements in good time
Leadership shortage	<ul style="list-style-type: none"> - Access via phone
Admin shortage	<ul style="list-style-type: none"> - Cover with TAs / SLT - Inform parents not to phone unless emergency
Other school users	<ul style="list-style-type: none"> - Inform of control measures, including the possibility that a suspension or usage may occur.
Long period shut down	<ul style="list-style-type: none"> - Continue learning activities through website/packs home - Children to take books home with them and will be directed to website to work - Work at home sheets provided by school with activities and signposting including daily activities such as reading and maths - Possible use of technology to deliver stories etc.

Core Control Measures

Control Measure	Control Stage	Notes / Action
Tissues for Each Class	1	<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
Hand cleaner/sanitiser	1	<ul style="list-style-type: none"> - Additional dispenser fitted in selected areas where necessary - Ensure dispensers are full from the start of each day - All children to use this (or have washed hands) before lunch daily - Ensure adequate stock levels
Increase hand washing facilities	1	<ul style="list-style-type: none"> - E.g. Get a quote for hand washing in playground / outside taps. - Increase facilities where able to
Other users of the building	2, 3	Contact every user and inform them of usage expectations: <ul style="list-style-type: none"> - Clean hands or use gel before using facilities - Restrictions or suspensions of usage
Monitoring daily any child or staff absence	2	<ul style="list-style-type: none"> - Daily report to the HT or number of absences and symptoms - Weekly summary data for each class to HT
Finding out about travel arrangements now and in the future of staff and pupils	3 (where specific threats are evident aboard)	Newsletter: <ul style="list-style-type: none"> - Ask parents to inform us of any close family members who have returned from abroad within the last month - Staff members to inform SLT of any travel arrangements to high-risk areas including those of any close friends or family they have been in contact with.

Control Measure	Control Stage	Notes / Action
Reducing contact point activities	2	Ensuring extremely high hygiene or curtail <ul style="list-style-type: none"> - Food making / tasting Avoid any activity where you are passing items around a class <ul style="list-style-type: none"> - Circle time objects - Artefact sharing Other <ul style="list-style-type: none"> - Cease hand shaking of children and visitors - Cease and use of shared cups in class (e.g. using cups for water); replace with disposable cups; inform parents to ensure children have water bottles in school.
Good Personal Hygiene	2	Newsletter: <ul style="list-style-type: none"> - Inform parents of hygiene expectations and to discuss with children; - All children to wash their hands before coming to school, before going home and when they get home. - Classes to teach children hand washing techniques - Children to wash hands before snack (classroom) and before eating dinner (classrooms/ hall corridor toilets / hand sanitiser) Information: <ul style="list-style-type: none"> - Distribute key information posters
Review of cleaning	2, 3	<ul style="list-style-type: none"> - Meet with cleaning staff/contractors to review cleaning arrangement and make any necessary changes - Increase focus cleaning on touch points and tables - Daily cleaning of classrooms (already in place) - Preparations for deep cleans if necessary
Additional touch point cleaning daily	3	<ul style="list-style-type: none"> - Handles and rails to be cleaned at mid points during the day
School visitors and site users	2, 3	<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

Control Measure	Control Stage	Notes / Action
Support for families affected	2, 3	<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.
Taking temperature of anyone in school who may begin to feel unwell	3	<ul style="list-style-type: none">- Purchase hand held non-contact thermometer.

Tatworth Primary School - Preventing and Managing Sickness

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

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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

- ✗ do not touch your eyes, nose or mouth if your hands are not clean
- ✗ 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).

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