

St Charles RC Primary School



Procedures, Risk Assessment and Action Plan for preventing & managing a sickness and/or infection outbreak in school

Response Stage	Trigger	Key Actions	Who?
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 - Enforce 48hr after symptoms have stopped for all fever, sickness, diarrhoea etc. 	All
STAGE 2 – Prevention	<p style="text-align: center;">Where an increased risk is present</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 - 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 Teachers & TA's
STAGE 3 – Mitigate/ Delay	<p style="text-align: center;">Where a significant risk is present</p> <ul style="list-style-type: none"> - Direct case or increased likelihood of cases - Public Health advice for restrictions 	Consider reducing contact situations such as assemblies, carpet time, meetings, training, school events and educational visits. Consider: <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 any symptoms - Additional Cleaning including deeper cleans 	SLT for decision making All to adopt measures
STAGE 4 – Containment		<ul style="list-style-type: none"> - Part/full closures of site/classes - Deep cleans 	HT/Chair of Governors

	<p>Where specific and/or significant changes or restrictions need to be in place.</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"> - Reduction or exclusion of visitors 	
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Coronavirus Specific - Key Actions (as situation escalates)

Specific Issue	Actions including messages	Who ?
Suspected case in school (staff or pupil)	<ul style="list-style-type: none"> - Contact relevant agencies e.g. DfE/Coronavirus Helpline/LA/Public Health England - Deep clean core areas - Inform staff - Core reminders of hygiene - Contact parents – general information about sickness etc. 	SLT, Premises
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. 	SLT, Premises and Admin Team
Suspected case in a family	<ul style="list-style-type: none"> - Parents to ensure child washes hands before leaving the house. - Child to wash hands immediately after coming into school - Increase monitoring of pupils 	Families & Staff
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 	SLT
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 	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 	SLT
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
Staff with symptoms	<ul style="list-style-type: none"> - Stay at home; follow NHS 111 advice; discuss with HT 	HT
Pregnant staff	<ul style="list-style-type: none"> - Ask them to contact their midwife to seek advice - Consider working from home 	SLT

Kitchen shut down	- Parents to provide packed lunches	Families
Site team shortage	- Discuss with cleaning contractor cover arrangements in good time - In the absence of the Site Manager speak to HT	SLT, Premises
Leadership shortage	- Access via phone	SLT
Admin shortage	- Cover with TAs/SLT Site Inform parents not to phone unless emergency	Premises
Other school users	- Inform of control measures, including the possibility that a suspension or usage may occur.	Premises
Long period shut down	- Continue learning activities through class email address, school website and text message - Children to take resources home with them and will be directed via email or text about work set - Possible use of technology to deliver assemblies/stories etc.	SLT, Teapots Staff

Core Control Measures

Control Measure	Control Stage	Notes/Action	Who
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 	Premises Staff
Alcohol based gel	1	<ul style="list-style-type: none"> - Additional dispensers implemented in the main office - Ensure dispensers and full from the start of each day - All children to use this where hand washing isn't possible - Ensure adequate stock levels 	Premises Staff
Increase hand washing facilities	1	<p>Expectation that everyone washes their hands</p> <ul style="list-style-type: none"> - Upon arrival at school - Before and after break time - Before and after lunch - Before and after going to the toilet - Before and after doing PE - After coughing or sneezing - Before leaving school 	All
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 	Admin Team HT
Finding out about travel arrangements now and in the future of staff and pupils	3 (where specific threats are evident aboard)	<ul style="list-style-type: none"> - Newsletter: - Ask parents to inform us of any recent travel including family member 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. 	Admin Team HT
Reducing contact point activities	2	Ensuring extremely high hygiene for any ie food making / tasting	All

		<p>Avoid any activity where you are passing items around a class</p> <ul style="list-style-type: none"> - Circle time objects - Artefact sharing - Touching activities – PE / Gymnastics <p>Other</p> <ul style="list-style-type: none"> - Cease hand shaking of children and visitors - Cease use of shared cups in class - inform parents to ensure children have water bottles in school. 	
Good personal hygiene	2	<p>Newsletter/Letters:</p> <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 <p>Information:</p> <ul style="list-style-type: none"> - Distribute key information posters 	SLT Admin Staff
Review of cleaning	2, 3	<ul style="list-style-type: none"> - Meet with Citywide 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 	SLT
Additional 'touch point' cleaning	2, 3	Handles, rails and doors to be cleaned before Site Manager leaves for break	Site Officer
School visitors and 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 	All
Absence policy	2, 3	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)	SLT
Support for families	2, 3	<p>Communicate to parents and staff to contact school if they require support;</p> <ul style="list-style-type: none"> - Regular contact with affected families and staff 	SLT

		- wellbeing checks.	
Taking temperature of anyone in school who may begin to feel unwell	2, 3	Have we enough thermometer plastic covers in stock? Order supplies	All

Continuation of learning

Planning ahead of possible closure

- Teachers to obtain email addresses for each child and make a photocopy for the office **(appendix 1)**
- Teachers and support staff to prepare resources linked to current learning (where possible) that could be sent home including reading book and stationery
- PiXL logs ins for each child to be emailed to class teachers & printed out for each child
- Teachers and TA's to identify work that they can conduct at home – examples such as; resources, planning, subject leadership, policies, report writing, assessment, website content, laminating, labels for 2020/2021 etc
- Support staff to identify work that they can conduct at home – eg anything linked to their individual roles
- Fingertips to set up alternative email accounts for each class & set up any spare laptops for staff members who currently don't have one
- Staff to notify NP if they have recently changed their mobile telephone number
- Admin staff to run a *Teachers to parents* update on DB's pc

Actions staff are to take from Friday 13th /Monday 16th March 2020

- Teachers must access Target Tracker in school so that they will be able to access TT at home
- Each day, staff are to take their laptops, ipads and chargers home and bring them back into school the following day
- In addition to their laptops, Teachers are to take home their subject leader folders and planning books each day
- All staff must ensure that desks/work areas/classrooms are left clean each night in case a deep clean is required at short notice
- Educational visits will be reviewed on a daily basis; we ask that all staff appreciate that these may need to be cancelled at short notice
- In the event of self-isolation, staff members are still expected to follow the usual procedures i.e call at 7am and update at 2pm daily however, these procedure will be relaxed slightly where it will be acceptable to update the people listed below with any developments as they occur.

Continuation of learning plan if school is closed for a prolonged period

1. Children to take home appropriate resources ie reading book, exercise books, spellings, pencils, pens, printed sheets etc
2. Staff to communicate updates to families via text and email

- School website will be updated regularly (including the useful websites located under the information tab)

Important!

Under GDPR regulations, when communicating to the whole class, please **DO NOT** send an email in the 'TO' field you **MUST** use the 'BCC' field as we **CANT** expose individual email addresses to others. If you are sending to 1 recipient only then the use of the 'TO' field is acceptable.

- Other core learning to be complete:
 - Use of online learning e.g TT Rockstars
 - Any outstanding activities on their homework, spellings etc
 - Daily reading

Expectations of staff if school is closed for a prolonged period

It is reasonable to ask staff & children to undertake work from home during a period of self-isolation or closure

- Staff are to log into to <https://schoolszone.salford.gov.uk> (using email account username & password) regularly where information on health & wellbeing can be found
- Staff are expected to conduct online CPD training opportunities. You will need to register for **me learning** by logging onto <https://myzone.salford.gov.uk> and clicking on learning zone and then selecting the E-learning section

Reaction required if school is closed for a prolonged period

- Admin staff to communicate updates to parents as received – this is to be approved by a member of SLT beforehand
- Admin staff to cancel any commitments in the school diary i.e meetings, training, trips etc
- Teachers to contact any volunteers, students to inform them that school is closed
- Premises staff to contact any contractors, suppliers due on the premises
- SLT to cancel any supply?

Additional Information

List of children and staff classed as 'high risk' for medical conditions

Supplies required

Severe Asthmatics

-
-

Diabetics

-

Sickle Cell

-

Spina Bifida & Hydrocephalus

-

Soap
Hand gel
Blue paper towels
Disposable gloves
Ear thermometer covers

