

Amblecote Primary School

Preventing and Managing Sickness including outbreaks

Risk Procedures and Risk Assessment

Progression of restrictions / Staged Response

At Amblecote we have 4 stages for when dealing with medical incidents / outbreaks. Depending on the nature of the situation and stage

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 	Whole School	
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 - Follow government and WHO guidance after symptoms have stopped for all fever, sickness, diarrhoea etc. https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf - https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection - Follow most recent self – isolation guidelines, Government and Public Health guidance as above. - Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points) - Daily review of the situation 	SLT Admin All Staff	
STAGE 3 – Mitigate/ Delay	<p><u>Where a significant risk is present</u></p> <ul style="list-style-type: none"> - increased likelihood of cases - Confirmed case - Public health advice for restrictions 	<ul style="list-style-type: none"> - If confirmed case follow https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings - Follow Dudley LA for advice re deep clean. - Contact public health and follow advice - Ensure all building users are told, including lettings Consider reducing larger gatherings <ul style="list-style-type: none"> - Assemblies - Carpet time - School events - Trips - Closure of lettings and building use - Reduction or exclusion of visitors 	SLT Admin All Staff	

		<ul style="list-style-type: none"> - Consider if vulnerable staff groups (e.g. pregnant staff) are affected and take precautionary measures. <p>Consider:</p> <ul style="list-style-type: none"> - Any screening measures e.g. visual check of pupil who may be unwell. - Increase time of exclusion from school for those with symptoms following Government and Public Health guidance - https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection - 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 / symptoms - High rates of absence (children and / or staff) - Significance of danger of disease or illness 	<ul style="list-style-type: none"> - Part / full closures of site / classes - Deep cleans - See HSE and Government Guidance <p>https://content.govdelivery.com/accounts/UKHSE/bulletins/2844a8e https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19</p>	Government Public Health Local Authority HT / Chair of Governors	
<u>STAGED PLAN IN RELATION TO POSSIBLE SCHOOL CLOSURE</u>				
STAGE 1	School Open as normal. All staff / pupils attend if well.			
STAGE 2	Staffing is predicted to be low. No PPA and not attending courses / planned CPD. School will be open to KS1 and KS2. Time for Twos and Pre-school and Reception children notified to stay at home. All non-self-isolating staff (including T4Ts, Pre-school and Reception to attend and support where needed.			
STAGE 3	Staffing is predicted to be critically low. School will be open to KS2 only or only for Keyworker Children following LA and government guidance. All non-self-isolating staff (including T4Ts, Pre-school and Reception) to attend and support where needed on a rota basis.			
STAGE 4	Insufficient staff for safe opening of the site School will be closed to all children All staff will be expected to access emails daily to receive updates regarding the situation. Staff will be expected to work from home, where reasonably practical.			
STAGE 5	The school has been instructed to closed by LA / Government / Public Health. All staff will be expected to access emails daily to receive updates regarding the situation. Staff will be expected to work from home, where reasonably practical.			

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 with LA support - Inform staff - Core reminders of hygiene - Contact parents – general information about sickness etc. 	SLT	
Confirmed case in school	<ul style="list-style-type: none"> - Contact relevant agencies e.g. LA / Public Health England - Follow https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-setting - Deep clean core areas with LA support - 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; Site	
Suspected case in a family	<ul style="list-style-type: none"> - Follow most recent self – isolation guidelines, Government, NHS 111 and Public Health guidance. 	Families; Staff; Admin	
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 following most recent self – isolation guidelines, Government, NHS 111 and Public Health guidance. - Deep clean of the classroom and school with LA support (possible closure) 	SLT Site	
Teacher shortage	<ul style="list-style-type: none"> - Splitting classes / SLT & TA Cover / No PPA - Where too many – partial closure for certain year groups - See staged plan in relation to school closure. 	SLT	
Support staff shortage	<ul style="list-style-type: none"> - SLT & TA Cover / Prioritise most vulnerable 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 SEND Team; FSW	
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 	SLT Staff	
Staff with symptoms	<ul style="list-style-type: none"> - Stay at home. - Follow most recent self – isolation guidelines, Government, NHS 111 and Public Health guidance; discuss with HT 	HT	
Pregnant staff	<ul style="list-style-type: none"> - Instruct them to work from home following discussion with HT 	SLT	
Kitchen shut down	<ul style="list-style-type: none"> - Parents to provide packed lunches 	SLT; Families	
Site team shortage	<ul style="list-style-type: none"> - Discuss cleaning with LA to support cover arrangements. 	Site / SBM	
Leadership shortage	<ul style="list-style-type: none"> - Access via phone / email 	SLT; Staff	
Admin shortage	<ul style="list-style-type: none"> - Cover with TAs / SLT - Inform parents not to phone unless emergency - Encourage parental use of Parent Hub and website for updates. 	SBM	
Other school users (outside agencies and lettings)	<ul style="list-style-type: none"> - Inform of control measures, including the possibility that a suspension of usage may occur. 	SBM	

Long period shut down	- Continue learning activities through Home Learning Packs sent home and home learning web links sent via parent hub and on website.	SLT; Staff	
-----------------------	--	------------	--

Core Control Measures

Control Measure	Control Stage	Notes / Action	Who	Review
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 	Site; Staff	
Alcohol based gel if available	1	<ul style="list-style-type: none"> - Dispenser fitted in corridors - 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; Lunch Staff	
Other users of the building	2, 3	<ul style="list-style-type: none"> - Contact every user and inform them of usage expectations: - Clean hands or use gel before using facilities - Restrictions or suspensions of usage 	Site / SBM/ Admin/ SLT	
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; 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"> - Ask parents to inform us of any close family member who has 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; SLT	

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"> - Food making / tasting <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 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. 	Staff	
Good Personal Hygiene	2	<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 before coming to school, regular intervals in the day, 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) <p>Information:</p> <ul style="list-style-type: none"> - Distribute key information posters 	HT; Staff	
Review of cleaning	2, 3	<ul style="list-style-type: none"> - Meet with cleaning team 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 with LA support 	Site / SBM	
Additional touch point cleaning daily	2, 3	<ul style="list-style-type: none"> - Handles and rails to be cleaned at mid points during the day - Cleaning of ICT equipment – including keyboards. 	Site	
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 	Office; Site	

Control Measure	Control Stage	Notes / Action	Who	Review
Absence policy	2, 3	<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 following most recent guidance on self-isolation from WHO and government as per links above. 	SLT	
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. 	SLT	

Amblecote 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.

Amblecote Primary School - Preventing and Managing Sickness

Information for staff, visitors and building users

STAGE 3 - MITIGATE/ DELAY

We have 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).

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.

Continuation plan

- Children to complete activities set by staff and sent by parent hub and website
- Staff to set an additional project / longer task where appropriate
- Other core learning to complete:
 - Any online learning available e.g. TT Rockstars all web links on school website
 - Daily Reading (children will be sent home with additional books)
- Children to bring completed work back to school when it re opens
- Staff to communicate to parents via Parent Hub
- School based message to parents explaining the above and the expectations from parents to support this
- Staff to update the activity list on a weekly basis if closed for a longer period

Amblecote Primary School - Preventing and Managing Sickness

Information for lettings users

STAGE 2 - PREVENTION

Dear School user,

In order to ensure we do what we can to reduce the risk of illness in school we have a clear strategy plan in place.

Part of this strategy includes, where there is an increased risk of illness, implementing additional cleaning, hygiene expectations and certain restrictions.

At the moment we have increased our level of response to stage 2 – PREVENTION. This is to ensure we do what we can to prevent/ reduce the chance of illness developing or the further spread of illness.

At this stage, you are able to continue to use the school facilities, but we ask that you ensure that all those using the building as part of your company comply with the following:

- Wash your hands as you enter the building
- Wash your hands frequently
- Avoid unnecessary contact (no shaking hands)
- Avoid touching your face including mouth, nose and eyes
- Sneeze into your elbow or a tissue (not your hands)
- Put any used tissues in the bin and then wash your hands

We also ask you to inform us if any of your users are confirmed to have the coronavirus; this will help us to develop our response and ensure deep cleaning takes place.

If we need to take further precautions and move to stage 3 - MITIGATE/ DELAY, we will be in touch again; at this stage we need you to know that we may need to reduce or cease your ability to use the facilities for a period of time.

If you have any questions, please get in touch with school.