

Sytchampton Endowed Primary School - Preventing and Managing Sickness including outbreaks
Risk Procedures and Risk Assessment
May 2020

| Staged Response | | | | |
|---|--|--|---|-------|
| 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 | HT SLT Class Teachers | |
| STAGE 2 – Prevention | Where an increased risk is present -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 including snack times and breakfast club Reception parents to drop children at the door and staff to support pupils in washing hands upon arrival All classes to wash hands upon arrival at school (school door to open earlier) Enforce 24hr 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 Core Control Measures and make changes as necessary Daily review of the situation Update parents as required | HT SLT Admin Staff Site Manager | |
| STAGE 3 – Mitigate/ Delay | Where a significant risk is present - 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 Carpet time School events School Trips (include hygiene on Risk Assessments and avoid crowded areas) <p>Trips Consider:</p> | HT SLT | |

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| | | <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 | | |
| STAGE 4 – Containment | Where specific and/or significant changes or restrictions need to be in place. - 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 | HT Chair of Govs LA PHE | |

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| Coronavirus Key Actions | | | |
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| Specific Issue | Actions Including Messages | Who | Notes |
| Suspected case in school (staff or pupil) | Check symptoms online on 111, Government Websites Clean core areas more regularly and with anti-bacterials Inform staff of staff and pupils absent Core reminders of hygiene for all staff and pupils Contact parents – general information about sickness etc. Person with symptoms to self-isolate for 14 days Absence code for pupils will be Y | Staff/ Parents JB/Cleaning Staff Site Manager | |
| Confirmed case in school | Deep clean core areas Inform staff and all parents Core reminders of hygiene Potential closure of parts of school or all of school Contact parents general information about sickness etc. and the key next steps e.g. closure of a class / school/ or carry on etc. Person with symptoms to self-isolate for 14 days as well as any other family members | HT SLT Staff JB/Cleaning Staff Site Manager | |
| Suspected case in a family | Person with symptom self isolates for 14 days Parents to ensure child washes hands before leaving the house. Child to wash hands immediately after coming into school Increase monitoring of pupils | Parents Staff | |
| Confirmed case in a family | Children in the family to remain at home for a minimum of 14 days Absence code Y Deep clean of the classroom and whole school, with particular attention to touch points | Parents Staff JB/Cleaning Staff and Site Manager | |
| Teacher shortage | Supply /Splitting classes/ SLT Cover/TA Cover Where too many – partial closure for certain classes or part time / AM / PM classes More than 35% of teachers absent then closure | SLT HT | |

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| Support staff shortage | Supply / Prioritise most needy children / classes with remaining staff | SLT/HT | |
| Protection for most vulnerable children | Identify who these children are vulnerable e.g. underlying health conditions that may be affected by the current threat (pupils with Asthma, list to be updated and ensure that all inhalers are up to date) Discuss with parents the initial steps and agree key actions re. isolation/seclusion | First Aiders | |
| Staff with health issues (e.g. Heart) | Inform staff of any confirmed cases and keep updated with suspected cases Consider moving to a different location in school Ask them to contact their consultants to seek advice on their condition - Consider working from home | SLT/HT | |
| Pregnant staff | Ask them to contact their midwife to seek advice; Work from home | SLT/HT | |
| Kitchen shut down | Parents to provide packed lunches | Parents | |
| Site team shortage | Identify cover arrangements in good time SLT to cover Site Manager duties (locking up) | JB SLT | |
| Leadership shortage | Access via phone | | |
| Admin shortage | Cover with TAs / SLT Inform parents not to phone unless emergency | SLT | |
| Long period shut down | Inform parents via text/email and Letter immediately Inform staff via briefing Teaching staff to set a project based activity (current theme) Teaching staff to set Literacy/Numeracy learning, spellings, multiplication tables or arithmetic learning, reading and handwriting activities, topic projects weekly on Seesaw and feedback School to set up Facebook Page for urgent messages/uploading daily stories and weekly assemblies Staff to provide a basic pack of resources to support learning (paper, pencils etc) for pupils who may not have access to materials at home Staff to send a larger number of reading books home for children to access | SLT Teachers | SLT to review this weekly depending upon the length of closure |

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| Risk rating | | Likelihood of occurrence | | |
|---------------|---|--------------------------|----------|------------|
| | | Probable | Possible | Remote |
| Likely impact | Major Causes major physical injury, harm or ill health. | High (H) | H | Medium (M) |
| | Severe Causes physical injury or illness requiring first aid. | H | M | Low (L) |
| | Minor Causes physical or emotional discomfort. | M | L | L |

| Area of Concern | Risk Assessment | | | | |
|------------------|--|------|---|-----|--------|
| | Control Measure | Risk | Notes/Action | Who | Review |
| Pupils attending | <ul style="list-style-type: none"> Pupils in Reception, Year 1 and Year 6 will be able to attend Children of those identified as Critical Workers will be able to attend Pupils classed as 'clinically extremely vulnerable' due to pre-existing medical conditions, they must NOT attend school until government guidance changes Pupils who live in a household with someone who is classed as 'clinically extremely vulnerable' must only attend if stringent social distancing can be adhered to and if the pupil is able to understand and follow these instructions. Individual risk assessments must be agreed with parents. Pupils who are classed as Clinically Vulnerable (but not clinically extremely vulnerable) should seek | L | HT to include this in letter to parents prior to return | AR | |

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| | <p>medical advice before attending school and individual risk assessments must be agreed with parents prior to attending</p> <ul style="list-style-type: none"> • Pupils who live in a household with someone who is 'clinically vulnerable' can attend | | | | |
| Staff attending | <ul style="list-style-type: none"> • Staff classed as 'clinically extremely vulnerable' due to pre-existing medical conditions, they must NOT attend school until government guidance changes • Staff who are classed as Clinically Vulnerable (but not clinically extremely vulnerable) should work at home where possible and seek medical advice before considering attending school. Individual risk assessments must be agreed • Staff who live in a household with someone who is classed as 'clinically extremely vulnerable' must only attend if stringent social distancing can be adhered to and if the pupil is able to understand and follow these instructions. Individual risk assessments must be agreed with parents. • Staff who live in a household with someone who is 'clinically vulnerable' can attend work | M | | AR | 1.6.20 |
| Infection Control – Pupil Drop and Collection | <ul style="list-style-type: none"> • One way system for drop off and collection • Staggered Start and Finish times for different year groups • Markings on playground for 2m distance • Pupils to remain in classrooms when being dismissed until called by teacher • Pupils to be dismissed from identified classroom doors to prevent crossover between year groups | L | Staff to set up one way system in playground and markings on playground on 21.5.20 | AR,JB,GP, RG | 1 st July |

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| | <ul style="list-style-type: none"> Pupils in the different year groups to be collected and dropped off at the earlier of the two times | | | | |
| Infection Control within the classroom | <ul style="list-style-type: none"> Maximum classroom capacities measured taking into account crossover points Rotate groups of pupils, one week in, one week off, to allow time for cleaning and reduce cross infection between groups of pupils Keep cohorts together wherever possible including members of staff Classroom spaces and toilets allocated so that there is no crossover between Year Groups and no use of narrow corridors One pupil to use the toilet facilities at a time (Year 1 and 6 to be taught to spray and wipe touch points after use) Pupils to be allocated individual work spaces (2 metres apart) and individual equipment packs to be kept under their desks (Years 1 and 6) and not to be shared Reception pupils to be given allocated spaces using spot markers (2 metres apart) Classrooms to be kept well ventilated Wherever possible, outdoor learning spaces to be utilised Pupils to wash hands thoroughly within classroom spaces upon entry to school, after every visit to the toilets, before snacks and lunchtime and prior to leaving school (to be closely monitored) Encourage pupils not to touch mouth, eyes or nose Pupils to be instructed to wash hands after sneezing or coughing and to cough or sneeze into elbows | M | Class Teachers to monitor soap availability and paper towels in all toilets and classrooms, ensure adequate stocks and ensure that these are kept topped up regularly | | |
| | | | JB to print and put up signs | 1.6.2020 | JB |
| | | | JB to source and cost additional cleaning staff and Deep Clean | 1.6.2020 | JB |

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| | <ul style="list-style-type: none"> • Provide hand sanitiser in classrooms • Prop doors open (not fire doors) where possible to increase ventilation and reduce the number of touch points • Reminder posters to be printed and displayed around the school • Regular cleaning of surfaces within the classroom • Class Teachers to wipe all tables and touch points down at the end of each day • Cleaning staff to focus on priority areas (classrooms, toilets) and clean all touch points daily • Remove soft furnishings, soft toys and toys that are hard to clean from learning environments • No classroom or equipment is to be sent home | | | | |
| Infection Control – Outdoor Areas (including lunchtimes and playtimes) | <ul style="list-style-type: none"> • All pupils to eat packed lunches in their classroom areas • Playtimes and Lunchtime play will be staggered to avoid crossover • No use of the outdoor play equipment to be permitted • Weather permitting, pupils should be encouraged to use the field areas and space out • No sports or contact games allowed • Staff to ensure that playtime slots are adhered to strictly and to ensure that no other pupils are out on the playground before allowing their pupils out | L | | | |
| First Aid/Intimate Care | <ul style="list-style-type: none"> • First aiders will be on site at all times • If a child needs to be attended to, AR/JB to supervise the class whilst First Aider delivers treatment • If a pupil becomes unwell with symptoms of COVID-19 the child should be moved to an unused area of | M | | | |

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| | <p>the school (Staff Room) with adult supervision (2 metre distancing) and windows opened</p> <ul style="list-style-type: none"> • If a member of staff becomes unwell with symptoms of COVID-19, they should be moved to an unused area of the school (Staff Room), windows opened and their emergency contact contacted by the office or headteacher • Any space used to accommodate a person displaying symptoms must be cleaned thoroughly at the soonest opportunity • In any emergency contact 999 prior to contacting parents or emergency contacts • If a person, who is displaying symptoms needs to use the toilet before leaving the site, they must use one of the staff toilets and this should be cleaned and disinfected immediately using standard cleaning products and paying particular attention to touch points. No other person to use the toilet until this has been completed. • First Aiders should wear face masks and if the pupil is coughing, sneezing, spitting or vomiting they should also wear a visor • Office staff or the Headteacher will inform Parents immediately for the pupil to be collected (from the front office) • Any pupil or member of staff who has displayed symptoms must be tested and receive negative results before being permitted back on site • Any person who has assisted a person who was unwell with the COVID symptoms must ensure that they wash their hands thoroughly immediately afterwards. | | | | |
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| | <ul style="list-style-type: none"> Where a child needs intimate care, parents will be contacted in the first instance to provide assistance This will be carried out in the staff room with the same safeguards as a first aid incident Parents will be admitted via the front office and asked to wear a face mask If parents are unable to attend, then staff supporting a child with intimate care must wear PPE | | | | |
| A pupil or member of staff is diagnosed with COVID-19 | <ul style="list-style-type: none"> Any pupil or member of staff who develops symptoms compatible with COVID-19 must be sent home and advised to self-isolate for 7 days School will provide them with details for arranging testing Fellow household members should also isolate for 14 days If a test is returned as negative, the pupil, member of staff and the household may return and end self-isolation Where a member of staff or pupil tests positive, the rest of the class or group within the setting will be sent home and advised to self-isolate for 14 days (the other household members of the class or group do not need to self-isolate unless the child or member of staff they live with subsequently displays symptoms) If further cases are then detected within the cohort or in the wider setting, Public Health England must be informed who will then conduct a rapid investigation and advise on the appropriate action to take | M | | | |

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| Mental Health and Wellbeing of Pupils | <ul style="list-style-type: none"> Teachers will plan daily wellbeing and mental health sessions until further notice. This will be a key focus until the Summer School to send out a 'Return To School' pack containing advice, links and resources to support parents with preparing pupils for their return to school Key staff will receive Bereavement Training prior to pupils returning to school Pupils to be allowed to return in their own clothing until the Summer Term | M | Send out Wellbeing Return to School Pack prior to return | 1.6.20 | AR |
| Mental Health and Wellbeing of Staff | <ul style="list-style-type: none"> Standing item on Staff Meeting agenda Staff Meetings and CPD time to be kept to a minimum School to close at lunchtime on Friday to enable staff to complete planning and preparation (PPA) Staff to be signposted to counselling service through the school insurance if required Staff to carry out minimal marking in order to ensure that they can leave the site as soon as possible DSL's to carry out Mental Health First Aid Training prior to re-opening HT and Office staff to offer regular breaks and opportunities for comfort breaks throughout the day | M | AR to include clothing on return letter | 1.6.20 1.6.20 | AR WW |
| Premises | <ul style="list-style-type: none"> HT and SBM to carry out fire alarm checks and water testing prior to re-opening Full Deep clean including Fogging to take place during Half Term 2 contract cover cleaners employed for 2.5 hours a day to carry out full clean of school every day including touch points | M | JB to confirm booking Re-claim costs from government | 20.5.20 | JB |

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| | <ul style="list-style-type: none">• Staff to carry out regular wipe down of surfaces and touch points throughout the day with anti-bacterial sprays• Electricity, boiler and internet have been checked and are all in good working order | | | | |
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