



Grove Street Primary School Preventing and Managing Sickness including outbreaks of Coronavirus

Risk Procedures and Risk Assessment

Progression of restrictions / Staged Response at Grove Street: we have 4 stages for when dealing with medical incidents / outbreaks. Depending on the nature of the situation stages can be;

Response Stage Trigger / Key Actions / World Health Organisation Notes

STAGE 1 – General (everyday hygiene and procedures)

- General reminders for hygiene - Effective handwashing facilities and soap available - Follow usual absence periods for sickness

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)
 - 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 48 hours after symptoms have stopped for all sickness, diarrhoea etc. **14 days for high temperature or cough including all siblings.**
 - 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

SLT Admin Staff

STAGE 3 – Mitigate/ Delay

Where a significant risk is present

- direct case or increased likelihood of cases - Public health advice for restrictions
 - Consider reducing contact situations: - Assemblies - Carpet time - School events – Trips – Learning Reviews
 - Consider: Any screening measures e.g. use of a thermometer in school.
 - Increase time of exclusion from school for those with symptoms (beyond 48hrs, **14 days for Coronavirus, including all siblings.**)

- Sending home any children with any symptoms
- Additional Cleaning including deeper cleans

SLT

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
- Part / full closures of site / classes
- Deep cleans
- Reduction or exclusion of visitors

HT / Chair of Governors

Coronavirus Key Actions (as situation escalates)

Specific Issue Actions including messages WHO Notes

- **Suspected case in school (staff or pupil)**
 - Contact relevant agencies e.g. LA / Public Health England
 - Deep clean core areas
 - Inform staff - Core reminders of hygiene
 - Contact parents – general information about sickness etc. links to Gov.uk website

SLT

- **Confirmed case in school**
 - 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.

Headteacher, Chair of Governors

- **Suspected case in a family**
 - Keep all family members off school and self- isolate as per gov.uk advice.

Families; Staff; Admin

- **Confirmed case in a family**
 - Keep all family members off school and self- isolate as per gov.uk advice
 - Deep clean of the classroom and school

- **SLT/ Site Staff /Teacher shortage –**

- Splitting classes/SLT to support
- Where too many – partial closure for certain classes (to ensure legal ratios can be met)
- Support Staff shortage - Prioritise most vulnerable children / classes with remaining staff

SLT

- Protection for most vulnerable children. Identify why 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

SEND Team;

- **Staff with underlying health issues (e.g. Heart/Respiratory)**

- Ask them to contact their consultants to seek advice on their condition - Consider working from home
- SLAM (Stop, Look, Assess and Manage) Staff - Staff with symptoms - Stay at home; follow NHS 111 advice; discuss with HT
- Pregnant staff - Ask them to contact their midwife to seek advice; Consider working from home

SLT/Chair of Governors

- **Kitchen shut down**

- Parents to provide packed lunches or take children home for lunch

SLT

- **Facilities Site team shortage –**

- Discuss with cleaning contractor cover arrangements in good time
- Discuss with Site Manager potential contingency

- **School Leadership shortage**

- Access via phone to SLT/Chair of Governors;
- Designated Safeguarding Leads access via phone/CPOMs

- **Staff Admin shortage**

- Cover with TAs / SLT to manage communication links (short term)
- Inform parents not to phone unless emergency
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Long period shut down

- Continue learning activities through Learning Packs on Class Pages of Website, Class Dojo
- Where possible all Staff to meet weekly at School to co-ordinate further learning for Children and directed tasks for Staff
- Staff will be expected to communicate via email during school hours
- At least weekly updates to families via School Website
- Designated Safeguarding Leads/ELSA Staff to make weekly contact with all Children on Safeguarding Register

SLT; Staff

Core Control Measures

Control Measure Control Stage Notes / Action WHO Review / Reducing contact point activities

Stage 1 Measures

- Ensure adequate stock levels of hand-wash for each class / office - Replenish as needed - Staff to also self-replenish from stock

Site Manager; Staff

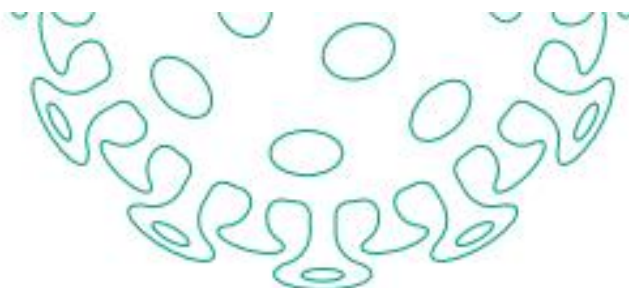
Stage 2 and 3 Measures

- Good Personal Hygiene
- Clean hands or use gel before using facilities - Restrictions or suspensions of usage
- 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 and before eating dinner
- Site Manager to meet with cleaning team to review cleaning arrangements and make any necessary changes - Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed) - Daily cleaning of classrooms (already in place) –
- Preparations for deep cleans if necessary
- Distribute key information posters via school website
- Ensuring extremely high hygiene for any Circle time objects - Artefact sharing - Touching activities – Contact PE Activities / Gymnastics Other
- Cease use of water fountains and shared cups in class (e.g. using cups for water)
- Replace with disposable cups; inform parents to ensure children have water bottles in school (parents to be notified via text/school website).
- Monitoring daily any child or staff absence
- Daily Staff briefing
- Daily communication to the HT of number of absences and symptoms
- Daily communication to Kitchen/Lunchtime Staff number of children in school
- 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.
- School visitors and site users: Compulsory handwashing 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

Admin; HT

Stage 4 Measures

- Preparations for deep clean
- No Staff on Site until deep clean has taken place
- Staff to meet in the School Hall



Advice on the coronavirus for places of education

How serious is the coronavirus?

- it can cause flu-like symptoms, including fever, cough & difficulty breathing
- the infection is not serious for most people, including children
- there is currently no vaccine
- most people get better with enough rest, water to drink and medicine for pain

How likely are you to catch the virus?

- you can only catch it if you have been close to a person who has the virus
- the chance of being in contact with the virus is currently low in the UK
- if you have travelled to areas where many people are infected, your chance of catching the virus is higher, i.e. China and any affected areas

How can you stop coronaviruses spreading?

If you need to cough or sneeze



Catch it with a tissue



Bin it



Kill it by washing your hands with soap & water or hand sanitiser

You should wash hands with soap & water or hand sanitiser



After breaks & sport activities



Before cooking & eating



SCHOOL ETC.
On arrival at any childcare or educational setting



After using the toilet



Before leaving home



Try not to touch your eyes, nose, and mouth with unwashed hands



Do not share items that come into contact with your mouth such as cups & bottles



If unwell do not share items such as bedding, dishes, pencils & towels



Stop germs spreading with our e-Bug resources on hand and respiratory hygiene lesson plans for KS1, 2 and 3: campaignresources.phe.gov.uk/schools

What should you do if you feel unwell?

Keep away from others and stay at home to stop the infection spreading. Avoid public transport if you think you have symptoms of coronavirus. If you become unwell at a place of education, tell a member of staff and let them know if you have travelled to any other countries in the last 14 days.

If your staff member or parent thinks you have symptoms of coronavirus, they should call **NHS 111** for advice. Follow the UK Government advice for childcare or educational settings [gov.uk/government/publications/guidance-to-educational-settings-about-covid-19](https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19). Parents can visit [NHS.UK](https://www.nhs.uk) to find out more information. Teachers and support staff should follow the UK Government advice.

Staff, students and pupils who have returned from Iran, specific lockdown areas in northern Italy, special care zones in South Korea or Hubei province China (returned in the past 14 days) should self isolate, and NOT attend education or work for 14 days. See [NHS.UK](https://www.nhs.uk) for advice on coronavirus.



If there is an emergency, call 999 immediately