



**ASHURST CE AIDED PRIMARY SCHOOL**  
**PREVENTING & MANAGING SICKNESS**  
**INCLUDING COVID-19 CORONAVIRUS IN THE SCHOOL SETTING**



**RISK ASSESSMENT**

**Designated Leads HT/SLT**

**STAGED RESPONSE (4 STAGE RESPONSE SYSTEM)**

**Active: update 25<sup>th</sup> May 2020**

RESPONSE STAGE	TRIGGER	KEY ACTIONS	KEY CONTACTS/ PERSONEL	COMMENTS
<b>STAGE 1</b> - General (Everyday hygiene and procedures)		<ul style="list-style-type: none"><li>• General hygiene reminders</li><li>• Handwashing facilities and soap available at all times</li><li>• Absence periods for sickness as guidelines Public Health England</li></ul>	HT/SLT & All Staff	
<b>STAGE 2</b> - Prevention	Where an increased risk is present <ul style="list-style-type: none"><li>• Increased absence rates of pupils or staff</li><li>• Local increases in sickness e.g. flu, gastric/Covid-19)</li><li>• Public Health alters &amp; advice-including DfE/PHE posters</li><li>• Suspected cases of specific illness in school or within the community (Flu/gastric)</li><li>• NB: Specific cases of Covid-19 in school/family contact move to Stage 3</li></ul>	<ul style="list-style-type: none"><li>• Increase hygiene procedures</li><li>• Communicate with key stakeholders (staff, pupils, parents &amp; carers, cleaning contractors)</li><li>• Additional &amp; specific hygiene focus lessons for pupils</li><li>• Increase handwashing opportunities for all</li><li>• Absence following illness strict application of return guidance timelines</li><li>• Restriction of trips &amp; visits particularly where close contact is required</li><li>• Daily review of core control measures &amp; any ongoing situations</li></ul>	HT/SLT & All staff	



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<b>STAGE 3 - Mitigate/Delay</b>	<p>Where significant risk is present</p> <ul style="list-style-type: none"> <li>• Direct case or increased likelihood of cases</li> <li>• Public health guidance for restrictions</li> </ul>	<p>Reduce contact situations</p> <ul style="list-style-type: none"> <li>• Assemblies</li> <li>• Circle and/or carpet time</li> <li>• School events</li> <li>• Trips</li> <li>• Consider: screening measures e.g. Use of thermometer in school</li> <li>• Times of sickness absence e.g. extended in the case of Covid-19 &amp; guidelines (7-14 days)</li> <li>• Send pupils/staff home with <b>any</b> symptoms</li> <li>• Additional cleaning &amp;/or deeper cleaning as appropriate</li> </ul>	<p>HT/SLT/Chair or Governors/LA/Diocese as appropriate</p>	
<b>STAGE 4</b> Containment	<p>Where specific and/or significant changes or restrictions need to be applied</p> <ul style="list-style-type: none"> <li>• High levels of sickness</li> <li>• High rates of absence</li> <li>• Significant danger of infection, illness or disease</li> <li>• Public Health restrictions.</li> </ul>	<ul style="list-style-type: none"> <li>• Part or full school closure</li> <li>• Deep cleans</li> <li>• Reduction or exclusions of visitors &amp;/or contractors</li> <li>• Closure of building use</li> </ul>	<p>HT/SLT/PHE/Chair or Governors/LA/Diocese as appropriate</p>	



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<b>COVID-19 KEY ACTIONS</b>			
<b>Specific Issue</b>	<b>Actions including messages</b>	<b>Who</b>	<b>Comments</b>
Suspected case in school Staff or pupil	<ul style="list-style-type: none"> <li>• Contact relevant agencies LA/Public Health England</li> <li>• Deep clean core areas as appropriate</li> <li>• Inform all staff</li> <li>• Reminders for all hygiene</li> <li>• Parent information issue</li> </ul>	HT/SLT/Staff All/Chair of Govs/ Cleaning Contractors as appropriate	
Confirmed Case in school	<ul style="list-style-type: none"> <li>• Contact relevant agencies LA/Public Health England</li> <li>• Deep clean core areas</li> <li>• Inform all staff</li> <li>• Reminder for all hygiene</li> <li>• Contact parents – relevant information about sickness and key steps as appropriate e.g. School closures/partial closure</li> </ul>	HT/SLT/Staff All/Chair of Govs/LA/Diocese as appropriate Cleaning Contractors	
Suspected case in family	<ul style="list-style-type: none"> <li>• Guidance as PHE/DfE (7/14 days isolation as PHE guidance)</li> <li>• Entrance Handwash stations</li> <li>• High level of hygiene and frequent handwashing throughout school day</li> <li>• Reminders for all hygiene</li> </ul>	Staff/Pupils/Families	
Confirmed case in a family	<ul style="list-style-type: none"> <li>• Family/children to all remain at home for fixed time as appropriate PHE/DfE Guidelines</li> <li>• Deep clean school &amp; classroom</li> </ul>	HT/SLT/Cleaning Contractors as appropriate	
Teacher shortage	<ul style="list-style-type: none"> <li>• Join classes/supply as appropriate</li> <li>• Partial closure classes/year groups as appropriate</li> </ul>	HT/SLT/Staff All	
Support staff shortages	<ul style="list-style-type: none"> <li>• LA support finance/IT support Entrust/Rivanet as</li> </ul>	HT/SLT	



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	appropriate/TA Cover as appropriate		
Vulnerable Pupils protection	<ul style="list-style-type: none"> <li>• EHCP updates e.g. those with underlying health conditions, to include PPE equipment where appropriate</li> <li>• Discuss with parents/healthcare professionals/school nurse key actions e.g. social distancing/separate room etc</li> </ul>	HT/SLT/LA SEND team	
Staff with health conditions	<ul style="list-style-type: none"> <li>• Staff member to consult with health care professionals to seek advice and advise updates to school</li> <li>• Home-working where appropriate</li> </ul>	HT/SLT	
Staff with symptoms	<ul style="list-style-type: none"> <li>• Stay at home; follow 111 advice; Contact HT</li> </ul>	HT/SLT	
Pregnant staff	<ul style="list-style-type: none"> <li>• Staff member to seek advice from their midwife/healthcare professional</li> <li>• Home working where appropriate</li> </ul>	HT/SLT	
Hot School Meals provider shut down	<ul style="list-style-type: none"> <li>• Packed Lunches to be provided by parents</li> </ul>	HT/SLT Families/carers	
Cleaning company shut down	<ul style="list-style-type: none"> <li>• Arrange/discuss alternative cover with company</li> <li>• Alternative cleaning company/LA advice as appropriate</li> </ul>	HT/SLT/Buildings Management	
Long Period Shutdown	<ul style="list-style-type: none"> <li>• Learning activities &amp; work packs as appropriate</li> <li>• School's VLE Platform &amp; E-Learning websites as appropriate</li> <li>• Covid-19 Coronavirus e-learning sites as DfE &amp; LA advice &amp; guidance</li> </ul>	HT/SLT/All staff as appropriate	



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<b>CORE CONTROL MEASURES</b>				
Hygiene classrooms	Control Stage	Actions	Who	Comments
	1	<ul style="list-style-type: none"> <li>• Ensure supply of tissues for each class/office</li> <li>• Frequent replenishing of stocks</li> </ul>	Staff/All	
Soap dispensers/alcohol Gel	1.2.3.	<ul style="list-style-type: none"> <li>• Ensure supply in handwashing areas &amp;/or classrooms as appropriate</li> <li>• Ensure frequent handwashing by all (entry to school/playtimes/lunchtimes etc)</li> <li>• Ensure adequate stocks held</li> </ul>	Staff/All	
Visitors/Contractors	2,3	<ul style="list-style-type: none"> <li>• Ensure expectations are conveyed regarding hygiene/handwashing etc</li> <li>• Restricted access/suspension of services as appropriate</li> </ul>	SLT	
Absence Monitoring	2	<ul style="list-style-type: none"> <li>• Daily reporting to HT/SLT &amp; LA/DfE as appropriate</li> <li>• Weekly summary data to HT/SLT/LA/DfE as appropriate</li> </ul>	Admin/HT/SLT	
Travel arrangements	3 (Where specific threat evident)	Newsletter/Website/Home-school Communication <ul style="list-style-type: none"> <li>• Parents/Carers to inform school of family members returning from abroad within the past month</li> <li>• Staff members to inform HT/SLT where own travel arrangements may include to/from high risk areas or contact with others from high risk areas</li> </ul>	HT/SLT/All	



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Contact point activities	2	<p>Ensure extremely high hygiene for any:</p> <ul style="list-style-type: none"> <li>• Food making/tasting</li> </ul> <p>Avoid activities:</p> <ul style="list-style-type: none"> <li>• Circle time</li> <li>• Artefact sharing</li> <li>• Touching during games - PE/Gymnastics</li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>• Avoid Handshaking</li> <li>• Avoid shared cups</li> <li>• Encourage pupils to have own water bottles in school</li> </ul>	HT/SLT/All	
Good personal hygiene	2	<p>Newsletters/Website/parent communication</p> <ul style="list-style-type: none"> <li>• Inform parents of expectations e.g. frequent handwashing</li> <li>• Children to wash hands on entrance to school &amp; prior to going home</li> <li>• Children to be reminded of good handwashing techniques</li> <li>• Handwashing frequency reminders to all (playtimes/lunchtimes/going to the toilet/following use of tissues etc)</li> <li>• Information posters to be displayed</li> </ul>	HT/Staff/All	
Cleaning Review	2, 3	<ul style="list-style-type: none"> <li>• Discuss with cleaning contractors &amp; implement any required changes as appropriate</li> </ul>	HT/SLT/Staff All/NViro	



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		<ul style="list-style-type: none"> <li>• Increase focus cleaning – tables</li> <li>• Daily cleaning updated to increased focus area cleaning where appropriate</li> <li>• Deep cleans where circumstances dictate</li> </ul>		
Daily additional touch point cleaning	2,3	<ul style="list-style-type: none"> <li>• High usage points e.g. table surfaces/door handles - frequent cleaning where possible</li> </ul>	All	
Visitors/Contractors	2, 3	<ul style="list-style-type: none"> <li>• Handwashing &amp;/or hand gel on access to site</li> <li>• Inform of expectations &amp; increased requirements regarding hygiene</li> </ul>	All	
Absence Policy	2, 3	<ul style="list-style-type: none"> <li>• Time periods of absence for pupils and/or staff increase as guidance PHE/DfE/healthcare professionals as appropriate</li> <li>• Ensure enforced as above e.g. no return earlier than guidance</li> </ul>	HT/SLT	
Support for families	2, 3	<p>Newsletters/Website/Parent communication</p> <ul style="list-style-type: none"> <li>• Regular updates on 'situation' as appropriate</li> <li>• Frequent/regular contact with families daily/weekly/as appropriate</li> <li>• Contact/liaise with support agencies as appropriate</li> <li>• Wellbeing information &amp; guidance website/newsletters etc</li> <li>• FSM support where required</li> </ul>	HT/SLT	



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Temperature taking/ First Aid	2, 3	<ul style="list-style-type: none"><li>• As First Aid Guidance &amp; set for each group</li><li>• Handheld non-contact thermometer where appropriate</li><li>• Reporting to HT/SLT</li></ul>	First Aid Lead/First Aiders	
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## INFORMATION FOR VISITORS



### STAGE 2 - PREVENTION

We have currently increased precautions in place to ensure effective prevention of the spread of illness.

All users of the building are asked to follow this guidance:

#### Please do:

- ✓ Wash hands with soap and water often - do this for at least 20 seconds
- ✓ Always wash your hands when you go in to work or go home
- ✓ Use sanitizer gel if soap and water are not available
- ✓ Cover your mouth and nose with a tissue or your sleeve (not your hands)
- ✓ 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



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Enter the school if you are feeling unwell or have been in close contact with any person who is unwell (please contact the Headteacher to discuss prior to entry).