



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



RISK ASSESSMENT

Designated Leads HT/SLT

STAGED RESPONSE (4 STAGE RESPONSE SYSTEM)

Active: update 25th May 2020

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



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



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



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



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



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



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



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Temperature taking/ First Aid	2, 3	<ul style="list-style-type: none">• As First Aid Guidance & set for each group• Handheld non-contact thermometer where appropriate• Reporting to HT/SLT	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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- ✓ 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).