

Preventing and Managing Sickness including Outbreaks

RISK ASSESSMENT AND PROCEDURES

Progression of Restrictions / Staged Response

At Lothersdale Primary School we have 4 stages for when dealing with medical incidents / outbreaks.

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 - soap available and anti-bacterial hand gel Follow usual absence periods for sickness 		
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, 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 and whole school assemblies. Increased enforced use of handwashing before eating food Enforce 48hr 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 <i>Core Control Measures and make changes as necessary</i> Daily review of the situation 	HT Teachers /TAs Admin Staff	
STAGE 3 – Mitigate/ Delay	Where a significant risk is present <ul style="list-style-type: none"> Direct case or increased likelihood of cases Public health advice for restrictions 	<ul style="list-style-type: none"> Increase hygiene procedures – in addition to Stage 2 all children to wash their hands on arrival to school and at the end of the day. <p>Consider reducing contact situations:</p> <ul style="list-style-type: none"> Assemblies and carpet time Non- essential school events Trips and visitors Parents on the playground <p>Consider:</p> <ul style="list-style-type: none"> Communication with key people including key information (staff, pupils and families, users of the site) 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) Sending home children with <u>any</u> Coronavirus symptoms Where children with symptoms will be held in school until parents collect them. Additional Cleaning including deeper cleans – cleaning surfaces and objects of high contact e.g. door handles and light switches. 	HT Teachers /TAs Caretaker/ Cleaner	
STAGE 4 – Containment	Where specific and/or significant changes or restrictions need to be in place <ul style="list-style-type: none"> 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 <p>Consider:</p> <ul style="list-style-type: none"> Continuing communication methods with key stakeholders – staff and parents – use of the school website and text/email service. 	HT / Chair of Governors	

Coronavirus Key Actions

Preventing and Managing Sickness including Outbreaks

RISK ASSESSMENT AND PROCEDURES

Covid-19 Specific Risk Assessment

Potential hazards covered within this RA:

- **Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed**
- **Social Distancing Measures Not Followed During Travel to and from School**
- **Inadequate Cleaning/Sanitising**
- **Shared Resources**
- **Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors**
- **Site User Becoming Unwell**
- **Site User Developing Symptoms**
- **Inadequate Hand Washing/Personal Hygiene**
- **Inadequate Personal Protection & PPE**
- **Visitors, Contractors & Spread of Coronavirus**
- **Inadequate Ventilation**

This risk assessment updated MARCH 2022 following reviewed guidance from HANDS. Update content highlighted in yellow.

Specific Issue	Actions including messages	Who	Notes								
Child or adult displays symptoms of Coronavirus	<p>All staff are able to recognise the symptoms:</p> <p>The main symptoms of coronavirus are:</p> <ul style="list-style-type: none">• a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)• a new, continuous cough – this means <u>coughing a lot for more than an hour</u>, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)• a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal <p>There is no longer any requirement for staff to undertake twice-weekly testing.</p>	HT All staff									
Suspected case in school (pupil)	<p>1. Staff caring for a pupil or adult while they are awaiting collection should maintain 2 metre distancing. If not possible, for example with a young child, they should wear suitable PPE – see table:</p> <table><tr><th>Situation</th><th>PPE</th></tr><tr><td>2m distance cannot be maintained</td><td>A face mask should be worn</td></tr><tr><td>Contact is necessary</td><td>Gloves, an apron and a face mask should be worn</td></tr><tr><td>Risk of fluids entering the eye (e.g. from coughing, spitting or vomiting)</td><td>Eye protection should also be worn</td></tr></table> <p>2. Check child’s temperature.</p> <p>3. Take staff/pupil to Headteacher’s office and open the window.</p> <p>4. Contact parents (child)/ next of kin (staff)</p> <p>5. Supervise child/staff member through the windows of the HT office.</p> <p>6. If child or staff member needs the toilet – use staff toilet.</p> <p>7. Use DfE guidance on what to do if a child/member of staff has symptoms. This guidance is updated frequently and can be accessed here: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>8. In an emergency, call 999 if the child becomes seriously ill.</p> <p>9. Deep clean Headteacher’s room and staff toilet as necessary.</p> <p>10. Deep clean child’s desk and known areas of contact within and around the classroom</p>	Situation	PPE	2m distance cannot be maintained	A face mask should be worn	Contact is necessary	Gloves, an apron and a face mask should be worn	Risk of fluids entering the eye (e.g. from coughing, spitting or vomiting)	Eye protection should also be worn	HT Staff Cleaner/Caretaker	
Situation	PPE										
2m distance cannot be maintained	A face mask should be worn										
Contact is necessary	Gloves, an apron and a face mask should be worn										
Risk of fluids entering the eye (e.g. from coughing, spitting or vomiting)	Eye protection should also be worn										

Preventing and Managing Sickness including Outbreaks

RISK ASSESSMENT AND PROCEDURES

	11. Contact relevant agencies e.g. LA / Public Health England for further advice 12. Inform staff		
Confirmed case in school	1. Use DfE guidance on what to do if a child/member of staff has COVID-19 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance <ul style="list-style-type: none"> Schools should contact the local health protection team who will work with schools in this situation to guide them through the actions they need to take PHE North Yorkshire and the Humber Health Protection Team, Block 2 The Food and Environment Research Agency (FERA), Sand Hutton, York, YO41 1LZ 0114 304 9843 2. Deep clean core areas 3. Inform staff 4. Contact parents – general information about sickness etc. and the key next steps e.g. closure of a class / school/ or carry on etc.	HT Staff Cleaner/Caretaker	
Suspected or confirmed case in a family	<ul style="list-style-type: none"> Where possible, other household members (close contacts) should avoid contact with the infected person. Close contacts should also avoid contact with those who are known to be at higher risk: <ul style="list-style-type: none"> older people those who are pregnant those who are unvaccinated people of any age who have a severely weakened immune system people of any age with certain long-term conditions Staff members who are close contacts should continue to attend school provided they do not have any symptoms and in line with the latest government guidance: COVID-19: people with COVID-19 and their contacts - GOV.UK (www.gov.uk) 	HT Cleaner/Caretaker Families, staff	Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.
Teacher shortage	<ul style="list-style-type: none"> Supply / Splitting classes / HLTA / HT Cover Where too many – partial closure for certain classes or part time / AM / PM classes will be considered 	HT	
Confirmed case in someone who has attended school	<ul style="list-style-type: none"> There is no continuation of the Test and Trace system. All school users continue to attend our setting unless they have symptoms, in which case they should seek a PCR test 	HT	
Confirmed case in member of staff	<ul style="list-style-type: none"> If a member of staff tests positive using either a LFD or PCR test, they should self-isolate at home and not attend school. Many people will no longer be infectious to others after 5 days. You may choose to take an LFD test from 5 days after your symptoms started (or the day your test was taken if you did not have symptoms) followed by another LFD test the next day. If both these test results are negative, and you do not have a high temperature, the risk that you are still infectious is much lower and you can safely return to your normal routine 	HT	
Protection for most vulnerable children	<ul style="list-style-type: none"> Identify who these vulnerable children are 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 	HT SENCo	
Staff with health issues (e.g. Heart) or other CEV colleagues	<ul style="list-style-type: none"> Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is 	HT Staff	

Preventing and Managing Sickness including Outbreaks

RISK ASSESSMENT AND PROCEDURES

	<p>important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take, such as:</p> <ul style="list-style-type: none"> ensuring the working environment is as Covid-safe as possible, taking into account individual vaccination status and the risk of coming into contact with Covid cases as part of their role; they should not provide direct care to people who are known to have a current Covid infection, or symptoms suggestive of Covid; continuation of the current amended duties for the time being may be appropriate depending on the risk assessment 		
Staff with symptoms	<ul style="list-style-type: none"> Stay at home – inform HT. Get a PCR test. Where the member of staff tests negative, they can return to school. Where the member of staff tests positive they must follow the advice above about staying at home. 	HT	
Pregnant staff	<ul style="list-style-type: none"> Ask them to contact their midwife to seek advice; HT complete the New and Expectant Mothers risk assessment as well as the Covid Individual risk assessment. For pregnant colleagues at any gestational stage we have been following the same guidance as for CEV colleagues so the approach outlined above should also be followed for these colleagues Pregnant women could still be at higher risk from COVID-19, although this risk is significantly reduced by vaccination. Pregnant women should avoid contact with others who they know are a close contact of a positive case, e.g. children in school with positive parents or siblings. They should follow the guidance detailed here: https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees 	HT	
Kitchen shut down	<ul style="list-style-type: none"> Parents to provide packed lunches 	HT; Families	
Site team shortage	<ul style="list-style-type: none"> Discuss with cleaning contractor cover arrangements in good time 	Site	
Leadership shortage	<ul style="list-style-type: none"> Access support from YCAT via phone 	HT; Staff	
Admin shortage	<ul style="list-style-type: none"> Cover with TAs / HT Inform parents not to phone unless emergency 	HT Staff	
Other school users	<ul style="list-style-type: none"> Inform of control measures, including the possibility that a suspension or usage may occur. 	Site	
Long period shut down	<ul style="list-style-type: none"> Continue learning activities through Zoom, emailed work packs and Purple Mash/Reading Plus/TT Rocks/ LbQ etc. Staff will provide work to go home with children – email and in work packs Increased use of technology to deliver online learning using Zoom. 	HT; Staff	

CHILDREN - CORE CONTROL MEASURES				
Control Measure	Control Stage	Notes / Action	Who	Review
Effective personal hygiene	1	<ul style="list-style-type: none"> The 'catch it, bin it, kill it' approach is very important and is promoted School has embedded the 'catch it, bin it, kill it' approach to ensure younger pupils and those with complex needs get this right, and that all pupils understand that this is now part of how the school operates - The e-bug website contains free resources for schools, including materials to encourage good hand and respiratory hygiene Staff to teach children hand washing techniques Staff to support any child with hand washing Children to wash hands and/or use hand sanitiser: <ul style="list-style-type: none"> On entry into school Before snack 	Staff Children	

CHILDREN - CORE CONTROL MEASURES				
Control Measure	Control Stage	Notes / Action	Who	Review
		<ul style="list-style-type: none"> After morning break Before eating lunch After lunch After any afternoon breaks After using the toilet. After going outside for learning activities e.g. PE or woodland area 		
Reduce contact with other children/adults in school	3	<ul style="list-style-type: none"> School is operating as normal, without restrictions on mixing. Children or staff who develop symptoms must seek a PCR test and remain at home until the result is known. If positive, they should remain at home until it is safe for them to return: Many people will no longer be infectious to others after 5 days. You may choose to take an LFD test from 5 days after your symptoms started (or the day your test was taken if you did not have symptoms) followed by another LFD test the next day. If both these test results are negative, and you do not have a high temperature, the risk that you are still infectious is much lower and you can safely return to your normal routine. <p>How to safely return to your normal routine before 10 days</p> <pre> graph TD subgraph "How to safely return to your normal routine before 10 days" direction TB D0[Day 0] --> S0[Stay at home] D1_4[Days 1-4] --> S1[Stay at home] D5[Day 5] --> T5[Take an LFD test] T5 -- "LFD is negative, stay at home" --> S2[Stay at home] T5 -- "LFD is positive, stay at home" --> S3[Stay at home] D6[Day 6] --> T6[Take an LFD test] T6 -- "LFD is negative, return to normal routine**" --> R6[Return to normal routine] T6 -- "LFD is positive, stay at home" --> S4[Stay at home] D7[Day 7] --> T7[Take an LFD test] T7 -- "LFD is negative, return to normal routine**" --> R7[Return to normal routine] end </pre> <p>*Day your symptoms started or your test was taken if you do not have symptoms **You can return to your normal routine if you do not have a high temperature</p>	Staff Children	
Unwell children	4	<p>Actions to take if a child develops symptoms of coronavirus:</p> <ol style="list-style-type: none"> The person caring for the child is wearing PPE equipment if a safe distance cannot be maintained. Take pupil to Headteacher's office and open window. If more than one child use the staffroom and open window there too. Contact parents (child)/ next of kin (staff). Child should take a PCR test and can return to school if negative – if positive they must self-isolate for 10 days. Use DfE guidance on what to do if a child/member of staff has symptoms. This guidance is updated frequently and can be accessed here: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Deep clean headteacher's office Deep clean classroom and core areas Contact relevant agencies e.g. LA / Public Health England for further advice 	HT Staff Caretaker/ cleaner	
No access to school site if...		<ul style="list-style-type: none"> Pupils, staff and other adults should not come into the school if: <ul style="list-style-type: none"> they have had a positive PCR test they have had a positive LFD test and are awaiting result of PCR test The main symptoms of COVID-19 are a recent onset of any of the following: <ul style="list-style-type: none"> a new continuous cough a high temperature a loss of, or change in, your normal sense of taste or smell (anosmia) If you have any of these symptoms you should order a PCR test. You are advised to stay at home and avoid contact with other people while you are waiting for the test result. You should also follow this advice if you have a positive LFD test result, even if you do not have any symptoms <p>We anticipate that parents and carers will agree that a pupil with the key symptoms of COVID-19 should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending our school where they have a confirmed</p>		

Preventing and Managing Sickness including Outbreaks

RISK ASSESSMENT AND PROCEDURES

CHILDREN - CORE CONTROL MEASURES				
Control Measure	Control Stage	Notes / Action	Who	Review
		or suspected case of COVID-19, we can take the decision to refuse the pupil if we believe it is necessary to protect other pupils and staff from possible infection with COVID-19.		
Monitoring daily any child/staff absence	2	<ul style="list-style-type: none"> Admin completes DFE return. 	Admin; HT	
Support and Guidance	1	<ul style="list-style-type: none"> Ensure children are fully supported through the crisis- opportunities for talk and discussion. Activities to support throughout the curriculum, including PSHE 'Coping with the Crisis' lessons. Pastoral activities, such as positive opportunities to renew and develop friendships and peer groups Social distancing/hygiene rules- staff to refer to regularly. Using this as part of school behaviour policy. Face coverings should not be worn by children as misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. However, if parents insist then they must send their child in with a clean face mask and the child must be taught how to keep it on without touching it; must have a bag to put it in when they eat lunch; must take it home to be washed each night; and must have child's name written in it. 	Staff	
Schools can resume educational day visits and residential visits		<ul style="list-style-type: none"> Any educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. 		
School will work to resume all before and after-school educational activities		<ul style="list-style-type: none"> School will return to offering a full range of extended schools activities, without the need to restrict them to bubbles. 		

STAFF - CORE CONTROL MEASURES				
Control Measure	Control Stage	Notes / Action	Who	Review
Effective personal hygiene	1	<ul style="list-style-type: none"> Staff to continue handwashing/gel on arrival at school. Regular hand washing throughout the day. 	Staff	
Reduce contact with other children/adults in school	3	<ul style="list-style-type: none"> School is operating as normal, without restrictions on mixing. Children or staff who develop symptoms must seek a PCR test and remain at home until the result is known. If positive, they should remain at home until it is safe for them to return: Many people will no longer be infectious to others after 5 days. You may choose to take an LFD test from 5 days after your symptoms started (or the day your test was taken if you did not have symptoms) followed by another LFD test the next day. If both these test results are negative, and you do not have a high temperature, the risk that you are still infectious is much lower and you can safely return to your normal routine. 	Staff	

Preventing and Managing Sickness including Outbreaks

RISK ASSESSMENT AND PROCEDURES

STAFF - CORE CONTROL MEASURES				
Control Measure	Control Stage	Notes / Action	Who	Review
Cleaning of classrooms, toilets, staffroom	3	<ul style="list-style-type: none"> Staff to continue with the cleaning timetable at the end of the morning session Zana will then clean again at the end of the day. 		
Unwell staff member displaying symptoms of Covid-19	4	<ol style="list-style-type: none"> The person caring for the staff member is wearing PPE equipment if safe distance cannot be maintained. Take staff member to headteacher's room or ask them to leave site and return home if they are well enough to travel independently Contact next of kin if required Use DfE guidance on what do to if a member of staff has symptoms. Contact relevant agencies e.g. LA / Public Health England for further advice 	HT Staff Caretaker/ cleaner	
Routine weekly testing		<ul style="list-style-type: none"> Staff in mainstream primary schools will not be expected to continue taking part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population. Get tested for coronavirus (COVID-19) - NHS (www.nhs.uk) 		
Test and Trace		Test and Trace is not continuing.	All staff	
Support and Guidance	1	<ul style="list-style-type: none"> Ensure staff are fully supported through the crisis- Regular communication with HT and SLT. Regular updates on school issues. Open door policy for any concerns. Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take: <ul style="list-style-type: none"> ensuring the working environment is as Covid-safe as possible, taking into account individual vaccination status and the risk of coming into contact with Covid cases as part of their role; they should not provide direct care to people who are known to have a current Covid infection, or symptoms suggestive of Covid; continuation of the current amended duties for the time being may be appropriate depending on the risk assessment arrangements to be reviewed again towards the end of September when it is anticipated the Covid risk should be reduced. 	Staff	
		<ul style="list-style-type: none"> 		

Preventing and Managing Sickness including Outbreaks

RISK ASSESSMENT AND PROCEDURES

BUILDING - CORE CONTROL MEASURES				
Control Measure	Control Stage	Notes / Action	Who	Review
Reducing contact points in school	3	<ul style="list-style-type: none"> School is operating as normal – no restrictions on mixing. 	All staff	
Maintaining ventilation in classrooms and around school	3	<ul style="list-style-type: none"> Occupied spaces must always be well ventilated and a comfortable teaching environment maintained if necessary external opening doors may also be used provided this doesn't compromise safeguarding measures Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and assist with creating a throughput of air In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open Consideration given to only opening every other window instead of all windows when the heating is activated 	All staff	
Maintaining hygiene in classrooms	3	<ul style="list-style-type: none"> Continue cleaning regime in classrooms of common touch points, door handles etc. at end of morning session Continue to keep windows and doors open (ensuring it is safe to do so). Tissues/soap/hand gel/paper towels in every classroom 	All staff	
Maintaining hygiene in corridors	3	<ul style="list-style-type: none"> Hand sanitisers in key areas Prop doors open to minimise touch points and enhance ventilation only where self-closing fire-door holds are fitted. Fire Exit doors can be manually held open where hooks or other devices are fitted, but must never be propped open by other objects such as chairs or fire extinguishers. 	All staff	
Maintaining hygiene in canteen	3	<ul style="list-style-type: none"> Requirement for staggered lunches removed We will return to Family Service whole-school lunches 	All staff	
Maintaining hygiene in toilets	3	<ul style="list-style-type: none"> Keep well ventilated Ensure well stocked with soap and hand towels Supervised use throughout the school day 	All staff	
Maintaining hygiene in staff areas	3	<ul style="list-style-type: none"> Staff to continue to observe enhanced hand hygiene, using gel regularly The requirement to reduce access to common areas has been removed 	All staff	
School visitors and site users	2, 3	<ul style="list-style-type: none"> Visitors are again welcomed to school Groups of visitors will be encouraged to wear face coverings, e.g. parents at Legends assembly 	Office; Site	
PARENTS - CORE CONTROL MEASURES				
Control Measure	Control Stage	Notes / Action	Who	Review
Reduce contact with other children/adults in school	3	<ul style="list-style-type: none"> Parents all welcome to enter school – where possible, however, contact should first be made via email or phone call. 	Parents	Jan 2021
No access to school site if...		<ul style="list-style-type: none"> Pupils, staff and other adults should not come into the school if: <ul style="list-style-type: none"> they have had a positive PCR test they have had a positive LFD test and are awaiting result of PCR test they are awaiting the result of a PCR test 	Parents	

Preventing and Managing Sickness including Outbreaks

RISK ASSESSMENT AND PROCEDURES

<u>BUILDING - CORE CONTROL MEASURES</u>				
Control Measure	Control Stage	Notes / Action	Who	Review
Support and Guidance	1	<ul style="list-style-type: none"> Ensure parents have open lines of communication with school via email or phone as well as face-to-face on playground. Regular communication from school. 	Staff HT	

Preventing and Managing Sickness including Outbreaks

RISK ASSESSMENT AND PROCEDURES

Resources	Quantity
Staff PPE Equipment <ul style="list-style-type: none"> ♦ Masks ♦ Gloves ♦ Apron ♦ Visor 	16 staff
Classroom Cleaning Pack <ul style="list-style-type: none"> ♦ Plastic container ♦ Anti-bacterial spray ♦ Pack of disposable gloves ♦ Bin Bags ♦ Pack of disposable aprons ♦ Cloths 	4 packs
Unisex Toilet Cleaning Pack <ul style="list-style-type: none"> ♦ Plastic container ♦ Anti-bacterial spray ♦ Pack of disposable gloves ♦ Pack of bin bags ♦ Pack of disposable aprons ♦ Cloths 	4 packs
Staff Toilet Cleaning Pack <ul style="list-style-type: none"> ♦ Plastic container ♦ Anti-bacterial spray ♦ Pack of disposable gloves ♦ Pack of bin bags ♦ Pack of disposable aprons ♦ Cloths 	1 pack
Staffroom Cleaning Pack <ul style="list-style-type: none"> ♦ Plastic container ♦ Anti-bacterial spray ♦ Pack of disposable gloves ♦ Pack of bin bags ♦ Pack of disposable aprons ♦ Cloths 	1 packs
School Table Cleaning Pack for dining room <ul style="list-style-type: none"> ♦ Plastic container ♦ Anti-bacterial spray ♦ Pack of disposable gloves ♦ Pack of bin bags ♦ Pack of disposable aprons ♦ Cloths 	1 packs
Headteacher's Room Cleaning Pack with PPE <ul style="list-style-type: none"> ♦ Plastic container ♦ Anti-bacterial spray ♦ Pack of disposable gloves ♦ Pack of bin bags ♦ Pack of disposable aprons ♦ Cloths ♦ Masks ♦ Gloves ♦ Apron ♦ Visor 	1 pack

Preventing and Managing Sickness including Outbreaks

RISK ASSESSMENT AND PROCEDURES

♦	
Hand Washing Posters	Every classroom (4 classes) Corridors (5) Main entrance (1) All other entrance/exits (4) Hall (3) Unisex Toilets (4) Male/Female Toilet (2) Staffroom (1)
COVID School Rules Posters	Every classroom (4 classes) Corridors (5) Main entrance (1) All other entrance/exits (4) Hall (3) Unisex Toilets (6) Male/Female Toilet (2) Staffroom (1)
Break/Lunch Timetable	Copy for all staff
Class list	Copy for all staff



Wet

NHS



Soap



Wash



Rinse



Dry

Stop germs spreading.
The power is in your hands.

Have you washed your germs away? Wash your hands.

CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.



Preventing and Managing Sickness

Information for Staff, Visitors and Building Users

STAGE 2 - PREVENTION

We have increased the precautions we have in place to support the effective 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.

Preventing and Managing Sickness

Information for Staff, Visitors and Building Users

STAGE 3 - MITIGATE/ DELAY

We have further increased the precautions we have in place to support the effective 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
- ✓ Face coverings to be worn by all adults in common areas of school, including parents on the playground.



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.