

Westlands First School Preventing and Managing Sickness including outbreaks
Risk Procedures and Risk Assessment
January 2021

| Staged Response | | | | |
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| 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 | |
| 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 at 8.40am) • 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- in class bubbles on a daily basis. RR to Zoom celebration assemblies\ • Carpet time – no carpet time, children to remain at their desks. • School events- where possible these will take place virtually & decisions will take place nearer the time. • School Trips (include hygiene on Risk Assessments and avoid crowded areas) | HT SLT | |

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| | | <p>Trips Consider:</p> <ul style="list-style-type: none"> • Any screening measures e.g. use of a thermometer in school – digital thermometer in school. • Increase time of exclusion from school for those with symptoms (beyond 48hrs) • Sending home any adults , children & siblings with any symptoms • Additional Cleaning including deeper cleans – increased cleaning duties undertaken throughout the school day. Allocated member of staff for am/pm extra cleaning duties as per addendum. | | |
| 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 | |

| Coronavirus Key Actions | | | |
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| Specific Issue | Actions Including Messages | Who | Notes |
| Suspected case in school (staff or pupil) Refer to Worcestershire County Council Covid-19 Public Health protective guidance for mainstream schools (Sept 2020) | <p>In the event of a child presenting with one or more of the three listed symptoms (See Appendix 1 Flow Chart) parents are to keep the child at home and seek medical advice from their own GP or NHS 111 & inform school of the advice given & outcome.</p> <p>For suspected cases of Covid-19 check symptoms as per the flow chart Covid 19 Suspected Cases v2 see Appendix 1 and seek medical guidance from child's GP or NHS 119 as per the Government Websites</p> | Staff/ Parents RT/Cleaning Staff Site Manager | See 1.3 of the Schools risk assessment checklist January 2021 All staff know that if anyone in the school becomes unwell with a new and persistent cough or a high |

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| | <p>Clean core areas more regularly and with anti-bacterial fluids. Parents/carers MUST inform school by phone or email of the outcome of the medical advice and this is recorded by school office staff on a form in the school office (Appendix 2). The child is to remain at home in isolation and if a test is positive for Covid-19 this is recorded by school, WCC Local Outbreak Response Team https://capublic.worcestershire.gov.uk/TestAndTracePublic/SchoolEducation notified and test result shared with school staff where appropriate. 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 10 days Absence code for pupils will be Y in line with the latest guidance</p> | | <p>temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be a) sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, b) book a test</p> |
| <p>Confirmed case in school</p> | <p>Flow chart followed Covid 19 Confirmed cases v2 School to record and notify WCC Local Outbreak Response Team https://capublic.worcestershire.gov.uk/TestAndTracePublic/SchoolEducation School to take advice from the WCC LORT regarding actions to take in the school in terms of staff & pupils required to isolate and send letters provided by them to notify parents/carers etc Preventive advice and actions followed and risk assessments updated based on their advice. Deep clean core areas as per advice from WCC LORT. Inform staff and all parents and issue letters provided by WCC LORT. Core reminders of hygiene Potential closure of parts of school or all of school on the advice of WCC LORT Contact parents general information about sickness etc. and the key next steps e.g. closure of a class / school/ or carry on etc. Refer to Flow Person with symptoms to self-isolate for 10 days as well as any other family members</p> | <p>HT SLT Staff RT/Cleaning Staff Site Manager</p> <p>RR/ SLT</p> | |

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| | Confirmed case of Covid-19 in school on 22:10:2020 resulting in whole staff and Nursery pupil self- isolation period until 3 rd November 2020. LORT informed and LA informed. | | Govs, staff & parents informed 22:10:2020 LORT paperwork completed, tracking all confirmed cases in school |
| Suspected case in a family | Person with symptom self isolates for 10 days, seeks medical advice from NHS 119 or GP and advises school accordingly. School to record and child to follow 'Stay at Home ' guidance (WCC LORT) , notify school of test result and follow flow charts (see Appendix 2) | Parents Staff | |
| Confirmed case in a family | Children in the family to remain at home for a minimum of 10 days Absence code Y Deep clean of the classroom and whole school, with particular attention to touch points | Parents Staff RT/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 (5 members of teaching staff) absent then closure | SLT HT | |
| 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 An individual risk assessment for vulnerable children and staff will be undertaken and shared with parents/carers & staff where appropriate. | 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 | SLT/HT | Staff to inform a member of SLT if they have a medical |

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| | Ask them to contact their consultants to seek advice on their condition - Consider working from home | | condition which would be compromising them if they work in school. This is line with the latest guidance. Individual risk assessments are in place for all vulnerable staff |
| Pregnant staff | Ask them to contact their midwife to seek advice; Work from home | SLT/HT | |
| Kitchen shut down | Parents to provide packed lunches unless pupils qualify for FSM (based on benefits) in which case the child will receive a packed lunch in school. FSM vouchers to be sent out to those pupils who qualify if they are not in school. | Parents | |
| Site team shortage | Discuss with cleaning contractor cover arrangements in good time SLT to cover Site Manager duties | RT SLT | Site Manager tested positive for Covid -19 on 22:10:2020 this has not jeopardised staffing as this falls over the half term break. Site Manager's self - isolation period ends on 29:10:2020. |
| Leadership shortage | Access via phone/Zoom meetings where appropriate | | |
| Admin shortage | Cover with TAs / SLT Inform parents not to phone unless emergency | SLT | |
| Long period shut down | Inform parents via Class DoJo and website immediately & by letter if appropriate | SLT Teachers | SLT to review this weekly depending |

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| Transmission of Covid-19 virus due to inadequate personal hygiene as a result of an increase in pupils attending school | | M/L | <p>with year group bubble on a designated playground.</p> <ul style="list-style-type: none"> Lunches to be collected by bubbles staff from the allocated table in the hall in order to reduce crossing of bubbles. Registers to be collected & returned to the allocated table in the main hall to avoid staff cross over. | SLT/ Staff/Parents/Carers/ identified pupils | H/T & Govs |
| | | M/L | <ul style="list-style-type: none"> First Aid will be administered where possible by lunchtime staff outside on the playground. In the event of a First Aider being required this will be administered from a table in the Library area outside the First Aid Room and must be cleaned down immediately afterwards by the First Aider . | SLT/ Teaching Staff/parents/carers | H/T & Govs |
| | | M/L | <ul style="list-style-type: none"> Class staff to collect lunches from an allocated table in the main hall in order to avoid cross over of kitchen/class staff. Plates & cutlery to be returned to the table at the end of lunchtime. | SLT/ | |

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| <p>Transmission of Covid-19 virus due to symptomatic adults or pupils as a result of an Increase in pupils attending school</p> | <ul style="list-style-type: none"> To reduce footfall & cross contamination pupils are assigned times to use their allocated toilet. In order to reduce the risk of cross contamination. | M/L | <p>& prior to leaving the school site. Pupils to wash hands in classrooms not the toilets.</p> | Teaching Staff/parents/carers | H/T , Govs |
| <p>Transmission of Covid-19 virus due to shared resources as a result of an increase in pupils attending school.</p> | | M/L | <ul style="list-style-type: none"> In the event of a fire drill all classes are to exit their classrooms via their external classroom doors and meet on the bottom playground, socially distanced for the fire register and when given the all clear to return to class via the external classroom doors. The fire evacuation plan is displayed on the board in the staffroom. | SLT/ Teaching Staff/parents/carers | This fire evacuation was practised in line with Covid-19 social distancing on 15:12:21 . However staff are aware that in the event of a real |
| | | M/L | <ul style="list-style-type: none"> Cleaners deployed to clean classrooms, communal areas & toilets at the end of each school day. This is in addition to the regular cleaning of touch points, surface cleaning and toilet cleaning throughout the school day by class staff. | All adults/pupils | evacuation staff must lead the pupils out of the building quickly and safely with no requirement to socially distance. |
| | | M/L | <ul style="list-style-type: none"> All pupils / staff to wash hands in classroom sinks after | SLT/ Teaching Staff/parents/carers | |

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| <p>Increase of emotional distress & raised anxiety levels of staff, parents, carers & pupils</p> | <ul style="list-style-type: none"> To limit the transmission of Covid-19, in the event of a confirmed case. | <p>M/L</p> | <p>sneezing or coughing. Pupils & staff, reminded to cough & sneeze into bent arm as per Government guidance and tissues disposed of in 'Catch It, Bin It, Kill It' bins located in all classroom bubbles.</p> <ul style="list-style-type: none"> All pupils & staff to wash hands in classroom sinks prior to eating (including snack time and lunchtimes) | <p>SLT/ Teaching Staff/parents/carers</p> | <p>H/T, Govs</p> |
| <p>Increase of emotional distress & raised anxiety levels of staff, parents, carers & pupils</p> | <ul style="list-style-type: none"> In order to address the increased emotional stress & anxiety amongst pupils, staff, parents/carers | <p>M/L</p> | <ul style="list-style-type: none"> Children to wash hands with soap & water regularly in classroom sinks. | <p>HR/ SLT/ Teaching Staff/parents/carers</p> | <p>H/T , Govs</p> |
| <p>Increase of emotional distress & raised anxiety levels of staff, parents, carers & pupils</p> | <ul style="list-style-type: none"> In order to address the increased emotional stress & anxiety amongst pupils, staff, parents/carers | <p>M/L</p> | <ul style="list-style-type: none"> All staff to adhere to 2 metre distancing support for children and other adults at all times. | <p>HR/ SLT/ Teaching Staff/parents/carers</p> | <p>H/T , Govs</p> |
| | | <p>M/L</p> | <ul style="list-style-type: none"> Class bubbles to use the toilets at the given times – see classroom timetable. The allocated class staff to ensure touch surfaces are cleaned before other classes/bubbles use the facility & cleaning | <p>SLT/</p> | <p>See Appendix 1</p> |

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| | | | <p>record is signed when completed.</p> | Teaching Staff/parents/carers | |
| | | M/L | <ul style="list-style-type: none"> No adult or child to enter the school site who has any Covid-19 symptoms as described in the Government guidelines. | | H/T , Govs |
| | | M/L | <ul style="list-style-type: none"> Adults in school will limit their movements around school. There is restricted use of the Staff Room, Library. (See PPA & Lunchtime timetable & Appendix 1) | SLT/ Teaching Staff/parents/carers | |
| | | M/L | <ul style="list-style-type: none"> All visitors to the school site to enter the main school entrance and sign in leaving a contact telephone number as per Track & Trace guidance. | | Visits to school are restricted to essential service providers eg sanitary/nappy bin disposal etc |
| | | | <ul style="list-style-type: none"> In the event of a member of staff, pupil, parent etc presenting with Covid-19 symptoms the symptomatic person will be escorted externally via the playground by a member of the SLT to Rainbow House bungalow. | | |
| | | | <ul style="list-style-type: none"> No sooner than 72 hours after the confirmation of a positive | | H/T , Govs |

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| | | | <p>case, a deep clean is undertaken of the site. This is in line with County & government guidance.</p> <ul style="list-style-type: none">• Learning opportunities are planned to require limited resources & social distancing measures adhered to at all times.• TISUK (Trauma Informed Schools UK) resources to be used alongside Motional Tool when & where required.• Safe areas have been identified for class/year bubbles to eat lunch & undertake PPA. Please refer to the timetable & Appendix 1.• At the end of the school day pupils are to be collected promptly at allocated collection time/points. Late arriving parents/carers | | |
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This Risk Assessment will be reviewed and updated in line with the latest Government & Local Authority guidance. Once agreed by the Governing Body it will be shared with staff, made available to parents & carers on the school website and shared with the Local Authority.

Updated 18th January 2021

Rachel Roberts

Headteacher

Westlands First School

18:01:2021

Colin Barratt

Chair of Governors

Westlands First School

18:01:2021