



St. Stephen's School

Preventing and Managing Sickness including outbreaks - Risk Procedures and Risk Assessment

Progression of restrictions / Staged Response

Response Stage	Trigger	Key Actions	Who	Notes
		PLEASE NOTE THAT WE WILL TAKE ADVICE FROM PUBLIC HEALTH ENGLAND		
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 		
STAGE 2 – Prevention	<p><u>Where an increased risk is present</u></p> <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/within the community (eg.coronavirus / gastric) 	<ul style="list-style-type: none"> - Communication with key people including key information (staff, pupils and families, users of the site) - Increase hygiene procedure - Specific hygiene lessons in class - 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 & make changes as necessary (e.g. those where lots of close contact / touch points). Update risk assessments to mitigate risk as far as possible. - Daily review of situation 	SLT Admin Staff	
STAGE 3 – Mitigate/ Delay	<p><u>Where a significant risk is present</u></p> <ul style="list-style-type: none"> - direct case or increased likelihood of cases - Public health advice for restrictions 	<p>In addition to items above:</p> <ul style="list-style-type: none"> - Increased enforced use of handwashing before eating food, after playtimes, sports - <i>All children/ adults with a new cough or fever to self- isolate for 7 days in line with Health England advice. [see below if this involves large numbers of adults]</i> - Sending home any children or staff with <u>any</u> symptoms - a new continuous cough and temperatures over 37.5 degrees to self-isolate for 7 days, sickness and diarrhoea 48hrs - Reduce close contact with larger numbers of people in an enclosed place. Postpone or cancel assemblies, productions, church gatherings. Phase meetings replace staff meetings. - Reduce carpet time - Postpone or cancel school events e.g. Quiz night - Review trips and take advice on the level of safety e.g. stopping/ postponing trips that will include time within enclosed spaces or with large numbers of people/ travel to an area which has a high incident of cases. - Consider staggered lunches in liaison with catering company - Water fountains turned off and reusable cups will be reduced – all children to ensure they have water bottles in school - Participation in cake sales at parent/carers discretion. Suggested all cakes are shop bought and sealed. 	SLT Parents	

<p>STAGE 3 – Mitigate/ Delay</p>	<p><u>Where a significant risk is present</u></p> <ul style="list-style-type: none"> - direct case or increased likelihood of cases - Public health advice for restrictions 	<p>Consider:</p> <ul style="list-style-type: none"> - Possible/partial school closure where incidents of self- isolation and/ or sickness are high - Any screening measures e.g. use of a thermometer in school. - Increase time of exclusion from school for those with symptoms (7 days) - Increase self- isolation if household member is displaying symptoms of a cough or /and fever. - Additional cleaning including deeper cleans - All staff, parent helpers, any person attending meetings and visitors to confirm they do not have any symptoms, have not been in contact with anyone who does have symptoms and have not travelled from those countries outlined by the Government as being at risk 	<p>SLT</p>	
<p>STAGE 4 – Containment</p>	<p><u>Where specific and/or significant changes or restrictions need to be in place.</u></p> <ul style="list-style-type: none"> - High levels of sickness - High rates of absence - Significance of danger of disease or illness 	<p>In addition to all above:</p> <ul style="list-style-type: none"> - Part / full closures of site / classes - Home learning whilst children when children are not at school - Possible cancellation of trips/ school journey - Deep cleans - Closure of lettings and building use - Reduction or exclusion of visitors 	<p>HT / Chair of Governors</p>	

Please see following pages....

Coronavirus Key Actions (as situation escalates)

All actions are preceded by the school contacting relevant agencies e.g. LA / Public Health England

Specific Issue	Actions including messages	Who	Notes
Suspected case in school (staff or pupil)	<ul style="list-style-type: none"> - Deep clean core areas - Inform staff - Core reminders of hygiene - Contact parents – general information about sickness etc. - Vulnerable (i.e. immune-compromised) children may be advised to remain at home 	SLT Premises Manager	
Confirmed case in school	<ul style="list-style-type: none"> - 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. depending on advice from Health England 	SLT; Premises Manager	
Suspected case in a family	<ul style="list-style-type: none"> - Parents to ensure child washes hands before leaving the house. - Child to wash hands immediately after coming into school Increase monitoring of pupils Consider [after liaising with public health] self- isolation for all members of the family who attend St Stephen’s 	Families; Staff; Admin	
Confirmed case in a family	<ul style="list-style-type: none"> - Children in the family to remain at home for a fixed period of time deep clean of the classroom and school (unless child has been isolated from sick relative) 	SLT / Families/ Premises Manager	
Staff shortage	<ul style="list-style-type: none"> - Supply / Splitting classes / SLT Cover - Where too many – partial closure for certain classes or part time / AM / PM classes 	SLT	
Protection for most vulnerable children	<ul style="list-style-type: none"> - Identify who 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/seclusion – based upon doctor advice / advice from Health England 	SENCo / Admin	
Staff with health issues	<ul style="list-style-type: none"> - Ask them to contact their consultants to seek advice on their condition. Check advice with health England and then follow advice. 	Staff	
Staff with symptoms	<ul style="list-style-type: none"> - Stay at home; follow NHS 111 advice; discuss with HT 	HT	
Pregnant staff	<ul style="list-style-type: none"> - Ask them to contact their midwife to seek advice and check with health England. 	SLT	
Kitchen shut down	<ul style="list-style-type: none"> - Parents to provide packed lunches 	SLT; Families	
Site team shortage	<ul style="list-style-type: none"> - Discuss with cleaning contractor cover arrangements in good time 	Premises and Business Manager	
Leadership shortage	<ul style="list-style-type: none"> - Access via phone 	SLT;	
Admin shortage	<ul style="list-style-type: none"> - Cover with TAs / SLT - Inform parents not to phone unless emergency 	Site	
Other school users	<ul style="list-style-type: none"> - Inform of control measures, including the possibility that a suspension or usage may occur. 	Admin	
Long period shut down	<ul style="list-style-type: none"> - Continue learning activities through Google Classroom and printed packs, if supplied in time before closing 	SLT; Staff	

Core Control Measures

Control Measure	Control Stage	Notes / Action	Who	Review
Tissues for Each Class	1	<ul style="list-style-type: none"> - Ensure adequate stock levels of tissues for each class / office - Replenish as needed - Staff to also self-replenish from stock 	Site; Staff	
Alcohol based gel	1	<ul style="list-style-type: none"> - Ensure dispensers and full from the start of each day for visitors and staff to use - Allow parents to send in small bottles of alcohol gel which is labelled with name - Remind all children that they must not share the gel - Send out google form to ask permission for children to use gel when on trips. - Take spare gel onto school trips and allow children to use if no access to soap and water 	Premises Manager; Admin; Staff; Lunch Staff	
Other users of the building	2, 3	Contact every user and inform them of usage expectations: <ul style="list-style-type: none"> - Clean hands or use gel before using facilities - Restrictions or suspensions of usage 	Admin	
Monitoring daily any child or staff absence	2	<ul style="list-style-type: none"> - Daily report to the HT or number of absences and symptoms Weekly summary data for each class to HT 	Admin; HT	
Finding out about travel arrangements now and in the future of staff and pupils	3 (where specific threats are evident abroad)	Newsletter: <ul style="list-style-type: none"> - 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. 	Admin; HT	
Reducing contact point activities	2	Ensuring extremely high hygiene for any food making / tasting or postpone Avoid any activity where you are passing items around a class <ul style="list-style-type: none"> - Circle time objects - Artefact sharing - Touching activities – PE / Gymnastics Other <ul style="list-style-type: none"> - Cease hand shaking of children and visitors Cease and use of shared cups in class (e.g. using cups for water); replace with disposable cups; inform parents to ensure children have water bottles in school.	Staff	

Good Personal Hygiene	2	<p>Newsletter:</p> <ul style="list-style-type: none"> - 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 (classroom) and before eating dinner and after playtimes/ sport - Information: - Distribute key information posters 	HT; Staff	
Review of cleaning	2, 3	<ul style="list-style-type: none"> - Meet with cleaning contractors to review cleaning arrangement and make any necessary changes - Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed) or increase hours - Daily cleaning of classrooms (already in place) - Preparations for deep cleans if necessary 	Premises Manager; Cleaning Contractor	
Additional touch point cleaning daily	2, 3	<ul style="list-style-type: none"> - Handles and rails to be cleaned at mid points during the day 	Premises Manager	
School visitors and site users	2, 3	<ul style="list-style-type: none"> - Compulsory handwashing / use of gel 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 - Completion of self-certification form to advise us if they have been exposed to the virus in any way, or have travelled from affected areas, as advised by the Government. 	Office; Premises Manager	
Absence policy	2, 3	<ul style="list-style-type: none"> - Review time period of absence for ill children or staff and increase if necessary but at least to the minimum standard (e.g. Sending home any children or staff with <i>any</i> symptoms - a new continuous cough and temperatures over 37.5 degrees to self-isolate for 7 days, sickness and diarrhoea 48hrs 	SLT	
Support for families affected	2, 3	<ul style="list-style-type: none"> - Communicate to parents and staff to contact school if they require support; Regular contact with affected families and staff – wellbeing checks. Information regarding local foodbanks to be distributed for those families. https://richmond.foodbank.org.uk/ 	SLT; Kitchens	
Taking temperature of anyone in school who may begin to feel unwell	2, 3	<ul style="list-style-type: none"> - Digital thermometer on site. 	SLT	



St. Stephens School - Preventing and Managing Sickness

Information for staff, visitors and building users

STAGE 2 - PREVENTION

We currently increased precautions in place to ensure effective the 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.

Information for staff, visitors and building users

STAGE 3 - MITIGATE/ DELAY

We currently have increased precautions in place to ensure effective the 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
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- ✓ 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**
- X 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.



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Remote School Work

- School work has been prepared for 10 days of the initial period of closure. This is tailored to your child's year group and each child will be expected to complete at least one 'lesson' or 'exercise' per school day.
- The majority of this can be completed online, although this will rely on you being able to log in to the online platforms from home. In addition, depending on age group, we will be able to send home various printed packs.
- Please remember that there will be increased online traffic due to the current situation and if you do have problems logging on, we would expect the printed work to be completed as a minimum. This work does not extend into the Easter Holidays.
- You will be advised about school work by your Year Group teachers and support staff by email, either before or on Day 1 of the school closure, depending on timings.
- Your Year Group Staff will be contactable via the usual year group emails during school hours, throughout the working week, for the duration of the closure (term time only and with the usual 48 hr response policy):
 - Reception@st.stephens.richmond.sch.uk
 - Year1@st.stephens.richmond.sch.uk
 - Year2@st.stephens.richmond.sch.uk
 - Year3@st.stephens.richmond.sch.uk
 - Year4@st.stephens.richmond.sch.uk
 - Year5@st.stephens.richmond.sch.uk
 - Year6@st.stephens.richmond.sch.uk
- If the school does close, the office will be contactable on info@st-stephens.richmond.sch.uk from 8.30 – 4.30pm during term time.
- The SENCo will be contactable during term time from 8.30am – 4.30pm on inclusion@st-stephens.richmond.sch.uk
- The Senior Leadership Team will be contactable during term time on SLT@st-stephens.richmond.sch.uk for safeguarding emergencies only.

The school switchboard will not be operational and will not be checked. Please DO NOT leave a message on the answerphone if you require an immediate response.