



Green Park Community Primary School

Preventing and Managing Sickness Including Outbreaks

Risk Procedures and Risk Assessment- Updated 1/10/23

Progression of restrictions/Staged response

(At Green Park, we have 4 stages 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 and soap available Follow recommended absence periods for sickness 		
STAGE 2- PREVENTION	Where an increased risk is present: Increased absence rates of staff or pupils Local increases in sickness e.g. flu, norovirus, coronavirus Public health alerts Suspected cases of specific illnesses in school or within the community (e.g. coronavirus or norovirus)	<ul style="list-style-type: none"> Increase hygiene procedures Communication with key people including key information (staff, pupils and families and users of site) Specific hygiene lessons in school Increased enforced use of handwashing- before eating food. Enforce 48hr after symptoms have stopped for all fever, sickness and diarrhoea 	SLT Admin Staff	
STAGE 3- Mitigate/Delay	Where a significant risk is present:	<ul style="list-style-type: none"> Consider reducing contact situations: 	SLT	

	Direct case or increased likelihood of case Public health advice for restrictions	Assemblies Carpet time School events Trips <ul style="list-style-type: none"> Consider: Any screening measures e.g. use of thermometer in school Increase time of exclusion from school for those with symptoms (beyond 48 hrs) Sending home children with <u>any</u> symptoms Additional cleaning including deeper cleans 		
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	Part/full closures of site/classes Deep cleans Closure of lettings and building use Reduction or exclusion of visitors	HT/Chair of Governors	

Coronavirus key actions (as situation escalates)

Specific issue	Actions including messages	Who	Notes
Suspected case in school (staff or pupil)	Contact DfE help line /PHE Deep clean core areas Inform staff Core hygiene reminders Contact parents- general information about sickness	SLT	
Confirmed case in school	Deep clean core areas Inform staff Core reminders of hygiene Contact parents – general information about sickness etc and the next key steps e.g. closure of a class/school/ or carry on etc.	SLT SITE TEAM	

Suspected case in a family	Children to take LFT tests daily- if positive- follow isolation protocols The school will assess the risk on a case by case basis, but will always take the most cautious approach. Given the spread of the virus, it is highly likely that household contacts will catch it. Parents to ensure children wash hands before leaving house Child to wash hands immediately on entry to school Increase monitoring of pupils- If in school, they must take daily LFD tests for the first 7 days of family isolation. Families will be advised to keep child at home if they have any symptoms.	FAMILIES STAFF ADMIN	
Confirmed case in a family	Children to take LFT tests daily- if positive- follow isolation protocols Parents to ensure children wash hands before leaving house Child to wash hands immediately on entry to school Increase monitoring of pupils	SLT SITE	
Teacher shortage	Supply/splitting classes/SLT cover Where too many- partial closure for certain classes or part time/am/pm	SLT	
Support staff shortage	Prioritise need	SEND CO LOLS	
Protection for most vulnerable children	Identify children Discuss with parents the initial steps following PHE guidance and agree key actions- isolation/seclusion	SEND CO	
Vulnerable and Extremely vulnerable staff with health issues	Follow PHE guidance at the time Ask them to contact their consultant to seek advice on their condition Consider working from home	STAFF HT	
Staff with symptoms	Stay home Follow NHS 119 advice Discuss with HT	STAFF HT	
Pregnant staff	Follow PHE guidance at the time Ask them to contact midwife to seek advice Consider working from home	STAFF HT	
Kitchen shut down	Parents to provide packed lunches	PARENTS	
Site team shortage	Discuss with cleaning contractor	SITE	
Leadership shortage	Access via phone	SLT	
Admin shortage	Cover with SLT/TAs Inform parents not to phone unless an emergency	SLT	

Other school users	Inform of control measures, including possibility that a suspension of usage may occur	SLT ADMIN	
Long period shut-down	Continue learning activities through work packs and daily live sessions Children to take reading books home Y6 pupils to take SATs prep materials home and recommend accessing BBC education pages.	STAFF	

Core control measures

Control measure	Control stage	Notes/Actions	Who	Review
Increased ventilation	1	Ensure windows and doors are open to allow a flow of air. Maintain a minimum temperature in the rooms and allow coats etc to be worn.		
Tissues for each class	1	Ensure adequate stock Replenish as needed	SITE	
Alcohol based gel	1	Additional dispensers around the school Ensure full at start of day All children to wash hands before lunch	SITE	
Increased hand washing facilities	1	Get a quote for outside taps	SITE	
Other users of the building	2,3	Contact every user and inform them of usage expectations: Clean hands or use of gel before use of facilities Restrictions or suspension of usage	ADMIN	
Daily monitoring of staff/pupil absence	2	Daily report to HT	ADMIN	
Finding out about travel arrangements now and in the future of staff and pupils	3	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	

Reducing contact point activities	2	Extremely high hygiene for any food making/tasting Avoid activities where you are passing items around a class-artefact sharing/circle time/PE lessons with balls. Cease shaking hands for visitors or children Cease use of shared water cups in classes.	STAFF	
Good personal hygiene	2	Distribute key information posters Hold assembly on hygiene Hygiene letter to parents	SLT	
Review of cleaning	2,3	Meet with contractors to discuss increase focus on touch points and tables (redirect from vacuuming) Preparations for deep cleans if necessary	SITE	
Additional daily touch point cleaning	2,3	Handles and rails to be cleaned at mid points during the day	SITE	
School visitors and site users	2,3	Hand gel on entry	SITE	
Absence policy	2,3	Review time periods of absence for all children or staff and increase if necessary but at least to the minimum standard (48hrs clear of symptoms)	HT	
Support for affected families	2,3	Communicate to parents to contact school if they require support Regular contact with affected families	STAFF	
Taking temperature of anyone in school who may begin to feel unwell	2,3		ADMIN	