



Green Park Community Primary School

Preventing and Managing Sickness Including Outbreaks

Risk Procedures and Risk Assessment

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 • Reminders about respiratory hygiene (e.g., coughing/sneezing into a tissue or elbow) are also part of everyday procedures. • Daily monitoring of supplies of soap, tissues, and hand sanitizer. • Regular inspection of handwashing facilities to ensure functionality. • Regular communication to parents on illness protocols. 	SITE	

<p>STAGE 2- PREVENTION</p>	<p>Where an increased risk is present: Increased absence rates of staff or pupils Local increases in sickness e.g. flu, norovirus, Public health alerts Suspected cases of specific illnesses in school or within the community (e.g. norovirus)</p>	<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 • Prepare for possible escalation: Assess staffing and consider cover plans. Plans in place for all year groups. • Ensure availability of substitute teachers or staff. • Monitor staff and pupil wellbeing regularly 	<p>SLT Admin Staff</p>	
<p>STAGE 3- Mitigate/Delay</p>	<p>Where a significant risk is present: Direct case or increased likelihood of case Public health advice for restrictions</p>	<ul style="list-style-type: none"> • Consult public health guidelines • Consult public health experts for additional screening or measures. <p>Consider reducing contact situations: Assemblies Carpet time School events Trips</p> <p>☐ 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</p>	<p>SLT</p>	

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 • Implement remote learning where necessary. • Coordinate with local health authorities for potential vaccination or health measures. 	HT/Chair of Governors	
---------------------	--	---	-----------------------	--

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. Monitor air quality or CO2 levels if possible to ensure adequate ventilation in occupied spaces.		
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	Additional hand washing facilities will be available if needed Ensure appropriate signage is placed around the school to remind of proper handwashing techniques.	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 Track patterns of absences to detect early signs of potential outbreaks.	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 Signpost access to food support or other resources for families in need during prolonged absences.	STAFF	

Taking temperature of anyone in school who may begin to feel unwell	2,3	If there someone has a raised temperature, they will be sent home.	ADMIN	
Mental Health and wellbeing support	2,3	Provide additional emotional and mental health support for pupils and staff affected by illness or anxiety about illness. Ensure wellbeing resources are available, including access to counselling if needed.	SLT Pastoral Team	
Parent/Community Communication	1, 2, 3	Establish a communication plan to keep parents and the wider community updated on measures, illness trends, and any necessary school actions (closures, hygiene expectations). Use newsletters, emails, and social media.	SLT Admin	
Staff Training	1, 2, 3	Provide regular staff training on outbreak response protocols, hygiene procedures, and symptom monitoring. Ensure all staff are clear on the steps to take if symptoms are observed.	SLT	
Record Keeping	2, 3	Maintain detailed logs of absences, illness reports, and actions taken (e.g., deep cleans, additional cleaning measures).	SLT Admin	