

St Mary Magdalen's CEPS

Preventing and Managing Sickness including outbreaks

Risk Procedures and Risk Assessment

Progression of restrictions / Staged Response

At St Mary Magdalen's CEPS

we have 4 stages for when dealing with medical incidents / outbreaks. Depending on the nature of the situation and stage can be

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 		
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 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 - 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 	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>Consider reducing contact situations:</p> <ul style="list-style-type: none"> - Assemblies - Carpet time - School events - Trips <p>Consider:</p> <ul style="list-style-type: none"> - Sending home any children with <i>any</i> symptoms - Additional Cleaning including deeper cleans on public health advice 	SLT	
STAGE 4 – Containment	<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 	<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 - Follow public health advice. 	HT / Chair of Governors	

Coronavirus Key Actions (as situation escalates)

Specific Issue	Actions including messages	Who	Notes
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. - Phone: 0800 046 8687 Dfe helpline number 	SLT; Site	
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 - Phone: 0800 046 8687 Dfe helpline number 	SLT Site	
Teacher shortage	<ul style="list-style-type: none"> - Supply / Splitting classes / HT cover - Where too many – partial closure for certain classes or part time / AM / PM classes 	SLT	
Support staff shortage	<ul style="list-style-type: none"> - Supply / Prioritise most needy children / classes with remaining staff 	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 	SEND Team; FSW	
Staff with health issues (e.g. Heart)	<ul style="list-style-type: none"> - Ask them to contact their consultants to seek advice on their condition - Consider working from home 	SLAM 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; - Consider working from home 	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 	Site	
Leadership shortage	<ul style="list-style-type: none"> - Access via phone 	SLT; Staff	
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. 	Site	
Long period shut down	<ul style="list-style-type: none"> - Continue learning activities through seesaw, including TT rock stars, spelling shed, read theory - Children in Year 6 to use study guides. - Provide children with book to write in, pencil and pen 	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 (adults only) Antiseptic wipes in all rooms	1	<ul style="list-style-type: none"> - Additional dispenser fitted in main atrium - Ensure dispensers and full from the start of each day - Ensure adequate stock levels 	Site; Staff; Lunch Staff	
Increase hand washing facilities	1	<ul style="list-style-type: none"> • First thing in morning on arrival • Straight after break • Before lunch • After lunch • 1 time half way through the afternoon 	Site	
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 	Site	
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 aboard)	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	

Control Measure	Control Stage	Notes / Action	Who	Review
Reducing contact point activities	2	<p>Ensuring extremely high hygiene for any</p> <ul style="list-style-type: none"> - Food making / tasting <p>Other</p> <ul style="list-style-type: none"> - Cease hand shaking of children and visitors - Cease 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. - Ask every child to bring in a water bottle and take it home everyday 	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 (classrooms/ hall corridor toilets / hand sanitiser) <p>Information:</p> <ul style="list-style-type: none"> - Distribute key information posters 	HT; Staff	
Review of cleaning	2, 3	<ul style="list-style-type: none"> - Meet with cleaning staff 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 (cost?) - Daily cleaning of classrooms (already in place) - Preparations for deep cleans if necessary 	Site; 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 	Site	
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 	Office; Site	

Control Measure	Control Stage	Notes / Action	Who	Review
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. 48 hrs clear of sickness / diarrhoea 	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. 	SLT; Kitchens	

St Mary Magdalen's CEPS
Preventing and Managing Sickness
Information for staff, visitors
and building users

STAGE 2 - PREVENTION

We have currently increased precautions in place to ensure 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

- ✗ 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.

St Mary Magdalen's CEPS
Preventing and Managing Sickness
**Information for staff, visitors
and building users**

STAGE 3 - MITIGATE/ DELAY

We have currently increased precautions in place to ensure 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

- ✗ 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.

St Mary Magdalen's CEPS
Preventing and Managing Sickness

Continuation of learning Plan if school closure **for a prolonged period**

- Staff to communicate to pupils via Seesaw
- Children to have 1 maths and 1 English activity **per day** sent home via Seesaw.
 - This could be basic 4 operations/grammar/comprehensions
- Staff to set an additional project / longer task based on current topic
 - Research project, design and make a 3D model etc
- Other core learning to complete:
 - TT Rockstars- All classes to be signed up and registered
 - Read Theory- KS2 - all set up with an account
 - Spelling shed- All classes to set and share their spellings for the week
 - Daily Reading
(Remind them of username and password for all online activities)
- Year 6 to follow their revision guide timetables
- Please ensure work is uploaded at the start of the day (9am) and then be around to answer any questions for the next 30 minutes via Seesaw.

St Mary Magdalen's CEPS
Preventing and Managing Sickness
Information for lettings users

STAGE 2 - PREVENTION

Dear School user,

In order to ensure we do what we can to reduce the risk of illness in school we have a clear strategy plan in place.

Part of this strategy includes, where there is an increased risk of illness, implementing additional cleaning, hygiene expectations and certain restrictions.

At the moment we have increased our level of response to stage 2 – PREVENTION. This is to ensure we do what we can to prevent/ reduce the chance of illness developing or the further spread of illness.

At this stage, you are able to continue to use the school facilities, but we ask that you ensure that all those using the building as part of your company comply with the following:

- Wash your hands as you enter the building or use the hand sanitisers
- Wash your hands frequently
- Avoid unnecessary contact (no shaking hands)
- Avoid touching your face including mouth, nose and eyes
- Sneeze into your elbow or a tissue (not your hands)
- Put any used tissues in the bin and then wash your hands

We have included a poster which you may wish to circulate to your users.

We also ask you to inform us if any of your users are confirmed to have the coronavirus; this will help us to develop our response and ensure deep cleaning takes place.

If we need to take further precautions and move to stage 3 - MITIGATE/ DELAY, we will be in touch again; at this stage we need you to know that we may need to reduce or cease your ability to use the facilities for a period of time.