

# Upton upon Severn CE Primary School and Riverboats Children's Centre

## CORONAVIRUS - Policy Risk Assessment and Social Distancing



Response Stage	Trigger	Key Actions	Who	Notes
<b>STAGE 1 – General</b> (everyday hygiene and procedures)	None	<ul style="list-style-type: none"> <li>- General reminders for hygiene</li> <li>- Effective handwashing facilities and soap available</li> <li>- Follow usual absence periods for sickness</li> </ul>		
<b>STAGE 2 – Prevention</b>	<p><b><u>Where an increased risk is present</u></b></p> <ul style="list-style-type: none"> <li>- Increased absence rates of pupils or staff</li> <li>- Local increases in sickness e.g. flu, gastric flu, coronavirus</li> <li>- Public health alerts</li> <li>- Suspected cases of specific illness in school or within the community (eg. coronavirus / gastric)</li> </ul>	<ul style="list-style-type: none"> <li>- Increase hygiene procedure</li> <li>- Communication with key people including key information (staff, pupils and families, users of the site)</li> <li>- Specific hygiene lessons in class</li> <li>- Increased enforced use of handwashing before eating of food</li> <li>- Enforce 48hr after symptoms have stopped for all fever, sickness, diarrhoea etc.</li> <li>- Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points)</li> <li>- Review <i>Core Control Measures and make changes as necessary</i></li> <li>- Daily review of the situation</li> </ul>	HT Admin Staff	
<b>STAGE 3 – Mitigate/ Delay</b>	<p><b><u>Where a significant risk is present</u></b></p> <ul style="list-style-type: none"> <li>- direct case or increased likelihood of cases</li> <li>- Public health advice for restrictions</li> </ul>	<p>Consider reducing contact situations:</p> <ul style="list-style-type: none"> <li>- Assemblies</li> <li>- Carpet time</li> <li>- School events</li> <li>- Trips</li> </ul> <p>Consider:</p> <ul style="list-style-type: none"> <li>- Any screening measures e.g. use of a thermometer in school.</li> </ul> <p>Increase time of exclusion from school for those with symptoms :</p> <p>To support the delay of the spread of the virus, the Department for Health and Social Care has asked anyone who shows certain symptoms to stay at home for 7 days, regardless of whether they have travelled to affected areas. This means people should stay at home and avoid all but essential contact with others for 7 days from the point of displaying mild symptoms, to slow the spread of infection.</p> <p>The symptoms are:</p>	HT	

		<ul style="list-style-type: none"> <li>• A high temperature (37.8 degrees and above)</li> <li>• A new, continuous cough</li> <li>- Sending home any children with any symptoms</li> <li>- Additional Cleaning including deeper cleans</li> </ul>		
<p><b>STAGE 4 – Containment</b></p>	<p><b><u>Where specific and/or significant changes or restrictions need to be in place.</u></b></p> <ul style="list-style-type: none"> <li>- High levels of sickness</li> <li>- High rates of absence</li> <li>- Significance of danger of disease or illness</li> </ul>	<ul style="list-style-type: none"> <li>- Part / full closures of site / classes</li> <li>- Deep cleans</li> <li>- Closure of lettings and building use</li> <li>- Reduction or exclusion of visitors</li> </ul>	HT / Chair of Governors	

### Coronavirus Key Actions (as situation escalates)

Specific Issue	Actions including messages	Who	Notes
Suspected case in school (staff or pupil)	<ul style="list-style-type: none"> <li>- Contact relevant agencies e.g. LA / Public Health England</li> <li>- Deep clean core areas</li> <li>- Inform staff</li> <li>- Core reminders of hygiene</li> <li>- Contact parents – general information about sickness etc.</li> </ul>	HT	
Confirmed case in school	<ul style="list-style-type: none"> <li>- Deep clean core areas</li> <li>- Inform staff</li> <li>- Core reminders of hygiene</li> <li>- Contact parents – general information about sickness etc. and the key next steps e.g. closure of a class / school / or carry on etc.</li> </ul>	HT; Cleaners	
Suspected case in a family	<ul style="list-style-type: none"> <li>- Parents to ensure child washes hands before leaving the house</li> <li>- Child to wash hands immediately after coming into school</li> <li>- Increase monitoring of pupils</li> </ul>	Families; Staff; Admin	
Confirmed case in a family	<ul style="list-style-type: none"> <li>- Children in the family to remain at home for a fixed period of time</li> <li>- Deep clean of the classroom and school</li> </ul>	HT Cleaners	
Teacher shortage	<ul style="list-style-type: none"> <li>- Supply / Splitting classes / HT Cover/TA cover supervision</li> <li>- Where too many – partial closure for certain classes or part time / AM / PM classes</li> </ul>	HT	
Support staff shortage	<ul style="list-style-type: none"> <li>- Supply / Prioritise most needy children / classes with remaining staff</li> </ul>	HT	
Protection for most vulnerable children	<ul style="list-style-type: none"> <li>- Identify those children who are vulnerable e.g. underlying health conditions that may be affected by the current threat</li> <li>- Discuss with parents the initial steps and agree key actions re. isolation/seclusion</li> </ul>	Staff	
Staff with health issues (e.g. Heart)	<ul style="list-style-type: none"> <li>- Ask them to contact their consultants to seek advice on their condition</li> <li>- Consider working from home</li> </ul>	Staff	
Staff with symptoms	<ul style="list-style-type: none"> <li>- Stay at home; follow NHS 111 advice; discuss with HT</li> </ul>	HT	
Pregnant staff	<ul style="list-style-type: none"> <li>- Ask them to contact their midwife to seek advice;</li> <li>- Consider working from home</li> </ul>	HT	
Kitchen shut down	<ul style="list-style-type: none"> <li>- Parents to provide packed lunches</li> </ul>	HT; Black Pepper	
Site team shortage	<ul style="list-style-type: none"> <li>- Discuss with cleaning contractor cover arrangements in good time</li> </ul>	Cleaners	
Leadership shortage	<ul style="list-style-type: none"> <li>- Access via phone</li> </ul>	HT; Staff	
Admin shortage	<ul style="list-style-type: none"> <li>- Cover with TAs / HT</li> <li>- Inform parents not to phone unless emergency</li> </ul>	HT	
Other school users	<ul style="list-style-type: none"> <li>- Inform of control measures, including the possibility that a suspension or usage may occur.</li> </ul>		N/A
Long period shut down	<ul style="list-style-type: none"> <li>- Continue learning activities through individual packs for specific age range, Class Projects, Reading, online resources accessed through website and communication from school via email/website etc.</li> </ul>	HT; Staff	

	- Children to take work packs home with them which are prepared and ready. Possible use of technology to deliver assemblies / stories etc. We are currently working on this plan and it will evolve.		
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### Core Control Measures

Control Measure	Control Stage	Notes / Action	Who	Review
Tissues for Each Class	1	<ul style="list-style-type: none"> <li>- Ensure adequate stock levels of tissues for each class / office</li> <li>- Replenish as needed</li> <li>- Staff to also self-replenish from stock</li> </ul>	Staff	
Alcohol based gel	1	<ul style="list-style-type: none"> <li>- Additional dispenser fitted in school</li> <li>- Ensure dispensers are full from the start of each day</li> <li>- All children and staff to use hand gel prior to school entry</li> <li>- All children to use this (or have washed hands) before lunch daily</li> <li>- Ensure adequate stock levels</li> <li>- Children can bring and use own provided by parents</li> </ul>	Staff; Lunch Staff	
Increase hand washing facilities	1	<ul style="list-style-type: none"> <li>- Use classroom sinks to support handwashing</li> <li>- Sensitive soap and moisturiser for dry cracked hands</li> </ul>	staff	
Monitoring absence daily - any child or staff absence	2	<ul style="list-style-type: none"> <li>- Daily report to the HT of number of absences and symptoms</li> <li>- Weekly summary data for each class to HT</li> </ul>	Admin; HT	
Finding out about travel arrangements now and in the future of staff and pupils	3 (where specific threats are evident aboard)	<ul style="list-style-type: none"> <li>- Ask parents to inform us of any closes family member who has returned from abroad within the last month</li> <li>- Staff members to inform HT of any travel arrangements to high-risk areas including those of any close friends or family they have been in contact with</li> </ul>	Admin; HT	
Reducing contact point activities	2	<p>Ensuring extremely high hygiene for any</p> <ul style="list-style-type: none"> <li>- Food making / tasting</li> </ul> <p>Avoid any activity where you are passing items around a class</p> <ul style="list-style-type: none"> <li>- Circle time objects</li> <li>- Artefact sharing</li> <li>- Touching activities – PE / Gymnastics</li> </ul> <p>Other</p> <ul style="list-style-type: none"> <li>- Cease hand shaking of children and visitors</li> </ul>	Staff	

Control Measure	Control Stage	Notes / Action	Who	Review
		<ul style="list-style-type: none"> <li>- only use disposable cups for children; all adult cups to be washed in dish washer</li> <li>- inform parents to ensure children have water bottles in school</li> <li>- Cease using water fountains</li> </ul>		
Good Personal Hygiene	2	<ul style="list-style-type: none"> <li>- Inform parents of hygiene expectations and to discuss with their child(ren);</li> <li>- All children to wash their hands before coming to school, before going home and when they get home</li> <li>- Classes to teach children hand washing techniques</li> <li>- Children to wash hands before snack (classroom) and before eating dinner (classrooms/ hall corridor toilets / hand sanitiser)</li> </ul> <p>Information:</p> <ul style="list-style-type: none"> <li>- Distribute key information posters</li> </ul>	HT; Staff	
Review of cleaning	2, 3	<ul style="list-style-type: none"> <li>- Discuss with cleaning contractors to review cleaning arrangement and make any necessary changes</li> <li>- Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed) or increase hours (cost?)</li> <li>- Daily cleaning of classrooms (already in place) including cleaning with anti-bacterial agent key points at lunchtime</li> <li>- Preparations for deep cleans if necessary</li> </ul>	Cleaners	
Additional touch point cleaning daily	2, 3	<ul style="list-style-type: none"> <li>- Handles and rails in communal areas to be cleaned at mid points during the day and also the front entrance</li> </ul>	Lunch time staff	
School visitors	2, 3	<ul style="list-style-type: none"> <li>- Compulsory handwashing / use of gel before entering school</li> <li>- No external visitors unless emergency</li> <li>- Inform them of new requirements and risk of suspension of use</li> <li>- Informing us of any suspected or confirmed cases by any users</li> </ul>	Office	
Absence policy	2, 3	<ul style="list-style-type: none"> <li>- Review time period of absence for ill children or staff and increase if necessary but at least to the minimum requirement (e.g. 48 hrs clear of sickness / diarrhoea; 7 days of self-isolation for coughs/colds/high temperature)</li> </ul>	HT	

<b>Control Measure</b>	<b>Control Stage</b>	<b>Notes / Action</b>	<b>Who</b>	<b>Review</b>
Support for families affected	2, 3	<ul style="list-style-type: none"> <li>- Communicate to parents and staff to contact school if they require support;</li> <li>- Regular contact with affected families and staff – wellbeing checks.</li> </ul>	HT;	
Taking temperature of anyone in school who may begin to feel unwell	2, 3	<ul style="list-style-type: none"> <li>- Purchase hand held non-contact thermometer.</li> </ul>	HT	

# Upton-upon-Severn CofE Primary and Pre School - Preventing and Managing Sickness

## Information for staff, visitors and building users

### STAGE 2 - PREVENTION

We have currently increased precautions 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

**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.

# Upton-upon-Severn CofE Primary and Pre School - Preventing and Managing Sickness

## Information for staff, visitors and building users

### STAGE 3 - MITIGATE/ DELAY

We have currently increased precautions 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.



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

- Children to have 1 maths and 1 English activity **per day**
- Staff to set an additional project / longer task where appropriate
- Other core learning to complete:
  - o Any online learning available
  - o Daily Reading
- School based message to parents explaining the above and the expectations from parents to support this
- Daily updates from all the staff to each of their classes to provide the information they require for the maths and English tasks each day