



# Wallisdean Federation

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



### Progression of restrictions / Staged Response

*At Wallisdean 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
<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/anti bac gel available</li> <li>- Follow usual absence periods for sickness</li> </ul>	All staff	
<b>STAGE 2 – Prevention</b>	<b>Where an increased risk is present</b>	<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>- Enforce 48hr absence after symptoms have stopped for all fever, sickness, diarrhoea etc</li> <li>- Review <i>Core Control Measures and make changes as necessary</i></li> <li>- Daily review of the situation</li> <li>- Keep occupied spaces well ventilated</li> </ul>	SLT Admin Staff	
	<ul style="list-style-type: none"> <li>- Increased absence rates of pupils or staff</li> <li>- Local increases in sickness eg flu, gastric, coronavirus</li> <li>- Public health alerts</li> <li>- Suspected cases of specific illness in school or within the community (eg coronavirus / gastric)</li> </ul>			
<b>STAGE 3 – Mitigate/ Delay</b>	<b>Where a significant risk is present</b>	Consider reducing contact situations: <ul style="list-style-type: none"> <li>- Assemblies</li> <li>- Carpet time</li> <li>- School events</li> <li>- Trips</li> <li>- Staff training/meetings</li> </ul> Consider: <ul style="list-style-type: none"> <li>- Any screening measures eg use of a thermometer in school.</li> <li>- Increase time of exclusion from school for those with symptoms (ie beyond 48hrs)</li> </ul>	SLT	
	<ul style="list-style-type: none"> <li>- direct case or increased likelihood of cases</li> <li>- Public health advice for restrictions</li> </ul>			
<b>STAGE 4 – Containment</b>	<b>Where specific and/or significant changes or restrictions need to be in place.</b>	<ul style="list-style-type: none"> <li>- Seek advice if the number of positive cases increase as we may have to:</li> <li>- One off enhance cleaning on touch points and equipment</li> <li>- Consider ventilation</li> <li>- Whether activities can take place outdoors</li> <li>- Reduction or exclusion of visitors</li> </ul>	EHT / Chair of Governors	
	<ul style="list-style-type: none"> <li>- High levels of sickness (5 or 10% in 10 days)</li> <li>- High rates of absence</li> <li>- Significance of danger of disease or illness</li> </ul>			

## Coronavirus Key Actions Returning to school

Specific Issue	Actions including messages	Who	
Confirmed case(s) in school	<ul style="list-style-type: none"> <li>- One member of staff puts on PPE from PPE bag</li> <li>- Once child is collected Staff member puts PPE back in bag and put in the Yellow body fluid bin</li> <li>- Child tested for virus</li> <li>- Staff member goes home to change clothes</li> <li>- Inform staff</li> <li>- Deep clean core areas</li> <li>- Reminders of core hygiene practices</li> <li>- Advise all parents to increase home testing</li> </ul> <p><b>5 cases or more:</b> Contact relevant agencies eg DFE Coronavirus helpline Mon-Fri 8am -6pm LA District Manager</p>	SLT / Admin / Site Team	Inform School Improvement Mngr and CoG
Confirmed case in a family	<ul style="list-style-type: none"> <li>- Children in the family to have a PCR test and isolate until test results. If positive 10 day isolation if negative and have had <b>both jabs</b> or <b>under 18 yrs</b> then return to school. Advised to take daily laterel Flow tests</li> </ul>	Admin	
Return of Child/Adult	<ul style="list-style-type: none"> <li>- Return after completion of Isolation period of 10 days unless they still have a high temperature or continued symptoms.</li> </ul>	Families / Staff / SLT	
Teacher/Support shortage	<ul style="list-style-type: none"> <li>- Cover across the Federation</li> <li>- Where too many – partial closure for certain classes or part time / AM / PM classes</li> </ul>	SLT/Gov	
Protection for mostvulnerable children	<ul style="list-style-type: none"> <li>- Continue with phone calls if they are not attending</li> <li>- Deputy Heads and Inclusion Leader to ensure access to work and wellbeing</li> </ul>	SEND Team / PSW / Class Teacher	

Protection of staff and children	<ul style="list-style-type: none"> <li>- One adult per family to enter school grounds at drop-off and collection</li> <li>- All adults to maintain social distance.</li> <li>- No secondary school children to enter the site.</li> <li>- Shields will be provided for SLT/Admin officers dealing with confrontations where social distancing may be compromised</li> <li>- Staff making home visits are advised to wear a shield/gloves with their face covering.</li> <li>- Parents have been asked to email or phone and Admin Officers have been asked to keep glass screens closed at all times</li> <li>- Risk assessment shared</li> <li>- Procedures for dealing with children showing symptoms shared; PPE equipment available</li> </ul>	EHT	
First Aid	<ul style="list-style-type: none"> <li>- Class based first aid for minor bumps/grazes recorded on class record sheet</li> <li>- For other injuries that cannot be managed in class <b>call</b> office. If unable to call office send an adult. <b>DO NOT</b> send the child to seek help.</li> <li>- Office First Aider to use PPE as required</li> <li>- Escalation managed as required (101/999)</li> </ul>	First Aider	
Staff with symptoms	<ul style="list-style-type: none"> <li>- Stay at home; follow NHS 111 advice – get tested and inform EHT – walk/drive through <b>telling them</b> you are a <b>Critical Worker</b></li> <li>- Staff sent testing link and link put in Federation Drive (<i>Coronavirus</i>)</li> <li>- Return to work as soon as you receive your negative result (e.g. if received during the working day you are expected to return within your normal commuting time).</li> <li>- Positive result action should be taken in accordance of National Health guidance and inform EHT as early as possible.</li> </ul>	EHT	
Pregnant staff	<ul style="list-style-type: none"> <li>- To follow Government guidelines and liaise with EHT.</li> </ul>	SLT	
Kitchen shut down	<ul style="list-style-type: none"> <li>- Parents to provide packed lunches if Aspens are unable to provide a packed lunch</li> </ul>	SLT / Families	
Site team shortage	<ul style="list-style-type: none"> <li>- Cover and prioritise jobs</li> <li>- Cover with other members of staff</li> <li>- Close areas down if necessary</li> </ul>	SLT / Site Team	
Leadership shortage	<ul style="list-style-type: none"> <li>- Access via phone and follow leadership structure</li> </ul>	SLT / Staff	
Admin shortage	<ul style="list-style-type: none"> <li>- Cover with other admin staff across the federation</li> <li>- Cover with TAs / SLT</li> <li>- Inform parents/carers not to phone unless emergency</li> </ul>	SLT / Senior Admin	
Other school users	<ul style="list-style-type: none"> <li>- Inform of control measures, including the possibility that a suspension will continue to occur</li> </ul>	Site / Admin	
Long period shut down	<ul style="list-style-type: none"> <li>- Continue learning activities through Purple Mash, TTRock Stars, Education City, Bug Club and website</li> <li>- ParentMail – set projects/tasks. Teachers to teach from home following planning.</li> <li>- Support with homework through new homework email</li> </ul>	SLT / Staff	

## Core Control Measures

Control Measure	Control Stage	Notes / Action	Who	Review
Tissues for Each Class	2	<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>	Site / Staff	
Hand Sanitisers	2	<ul style="list-style-type: none"> <li>- Additional dispenser available in main atrium</li> <li>- All children to use this (or have washed hands) before lunch daily</li> <li>- Ensure adequate stock levels</li> </ul>	Site / Staff & Lunch Staff	
Lidded bin for tissues	3	<ul style="list-style-type: none"> <li>- Small bin to be used for tissues only</li> <li>- Single bagged</li> <li>- Empty at the end of the day or if full into bin bag in Caretaker's Room</li> <li>- Wash hands</li> </ul>		
Other users of the building	2, 3	<p>Contact every user and inform them of usage expectations:</p> <ul style="list-style-type: none"> <li>- Clean hands or use gel before using facilities</li> <li>- Restrictions or suspensions of usage</li> </ul>	Site / Admin	
Staff LFT	2	<ul style="list-style-type: none"> <li>- Twice week test at home.</li> <li>- Report result to NHS</li> <li>- Report positive and voidest results to school via Email <a href="mailto:covidtesting@wallisdean-jun.hants.sch.uk">covidtesting@wallisdean-jun.hants.sch.uk</a>.</li> <li>- Do not need to test for 90 days after COVID infection.</li> </ul>	All staff	
Reduce parent contact  Staff Lunch/break time	3	<ul style="list-style-type: none"> <li>- Maintain a one-way system across the federation (updated 11/10/2021) – Communication through email and phone calls</li> <li>- Drop-off times only one adult per family</li> <li>- Glass screens remaining closed</li> <li>- Any parent when on site and entering the school building needs to wear a face mask.</li> <li>- Staff have the option to wear masks in communal areas (staffroom, corridors)</li> </ul> <p style="color: red; margin-top: 10px;"><b>All staff to put own equipment in dishwasher after scrapping/rinsing plates and bowls. Wipe down own area. No cups left in classrooms.</b></p>		

Control Measure	Control Stage	Notes / Action	Who	Review
Good Personal Hygiene	3	Maintain good personal hygiene	Staff	
Review of cleaning	2, 3	<ul style="list-style-type: none"> <li>- Meet with Site Manager to review cleaning arrangement and make any necessary changes</li> <li>- Increase focus cleaning on touch points and tables</li> <li>- Daily cleaning of classrooms - Preparations for deep cleans if necessary/Deep cleaning kits</li> </ul>	Site Manager / Senior Admin	
School visitors and site users	3	<ul style="list-style-type: none"> <li>- Compulsory handwashing / use of gel before entering school</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 / Site	
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>	SLT	
Taking temperature of anyone in school who may begin to feel unwell	2, 3	<ul style="list-style-type: none"> <li>- Use non-contact thermometer</li> <li>- Follow Government Guidelines</li> </ul>	SLT / Admin	
Consistency across the federation	2	<ul style="list-style-type: none"> <li>- Policy shared with all staff</li> <li>- Relevant parts of policy shared with all children on Day 1 and shared with any children/staff who join later</li> </ul>		