



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
STAGE 1 – General (everyday hygiene and procedures)	None	<ul style="list-style-type: none"> - General reminders for hygiene - Effective handwashing facilities and soap/anti bac gel available - Follow usual absence periods for sickness 	All staff	
STAGE 2 – Prevention	Where an increased risk is present	<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 - Enforce 48hr absence after symptoms have stopped for all fever, sickness, diarrhoea etc - Review <i>Core Control Measures and make changes as necessary</i> - Daily review of the situation - Keep occupied spaces well ventilated - CO₂ Monitors installed in all classrooms and Pre-School – staff monitor and take additional ventilation measures as necessary. 	SLT Admin Staff / classroom staff	
	<ul style="list-style-type: none"> - Increased absence rates of pupils or staff - Local increases in sickness eg flu, gastric, coronavirus - Public health alerts - Suspected cases of specific illness in school or within the community (eg coronavirus / gastric) 			
STAGE 3 – Mitigate/ Delay	Where a significant risk is present	Consider reducing contact situations: <ul style="list-style-type: none"> - Assemblies - Carpet time - School events - Trips - Staff training/meetings Consider: <ul style="list-style-type: none"> - Any screening measures eg use of a thermometer in school. - Increase time of exclusion from school for those with symptoms (ie beyond 48hrs) - Sending home any children with <i>any</i> symptoms - Additional Cleaning including deeper cleans - Reduction or exclusion of visitors 	SLT	
	<ul style="list-style-type: none"> - direct case or increased likelihood of cases - Public health advice for restrictions 			
STAGE 4 – Containment	Where specific and/or significant changes or restrictions need to be in place.	<ul style="list-style-type: none"> - Seek advice if the number of positive cases increase as we may have to: - One off enhance cleaning on touch points and equipment - Consider ventilation - Whether activities can take place outdoors 	EHT / Chair of Governors	
	<ul style="list-style-type: none"> - High levels of sickness (5 or 10% in 10 days) - High rates of absence - Significance of danger of disease or illness 			

Coronavirus Key Actions Returning to school

Specific Issue	Actions including messages	Who	
Confirmed case(s) in school	<ul style="list-style-type: none"> - One member of staff puts on PPE from PPE bag - Once child is collected Staff member puts PPE back in bag and put in the Yellow body fluid bin - Child tested for virus - Staff member goes home to change clothes - Inform staff - Deep clean core areas - Reminders of core hygiene practices - Advise all parents to increase home testing <p>5 related cases or more: 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"> - Children in the family to have a PCR test and isolate until test results. If positive 10 day isolation, if negative and have had both jabs or under 18 yrs then return to school. Advised to take daily laterel Flow Tests 	Admin	
Return of Child/Adult	<ul style="list-style-type: none"> - Return after completion of Isolation period of 10 days unless they still have a high temperature or continued symptoms. 	Families / Staff / SLT	
Teacher/Support shortage	<ul style="list-style-type: none"> - Cover across the Federation - Where too many – partial closure for certain classes or part time / AM / PM classes 	SLT/Gov	
Protection for mostvulnerable children	<ul style="list-style-type: none"> - Continue with phone calls if they are not attending - Deputy Heads and Inclusion Leader to ensure access to work and wellbeing 	SEND Team / PSW / Class Teacher	
Protection of staff and children	<ul style="list-style-type: none"> - One adult per family to enter school grounds at drop-off and collection - All adults to maintain social distance. - No secondary school children to enter the site. - Shields will be provided for SLT/Admin officers dealing with confrontations where social distancing may be compromised - Staff making home visits are advised to wear a shield/gloves with their face covering. - Parents have been asked to email or phone and Admin Officers have been asked to keep glass screens closed at all times - Risk assessment shared - Procedures for dealing with children showing symptoms shared; PPE equipment available 	EHT	

First Aid	<ul style="list-style-type: none"> - Infant School injuries dealt with in First Aid room. - For Junior Schol injuries that cannot be managed in class call office. If unable to call office send an adult. DO NOT send the child to seek help. - Office / First Aider to use PPE as required - Escalation managed as required (101/999) 	First Aider	
Staff with symptoms	<ul style="list-style-type: none"> - Stay at home; follow NHS 111 advice – get tested and inform EHT – walk/drive through telling them you are a Critical Worker - Staff sent testing link and link put in Federation Drive (<i>Coronavirus</i>) - 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). - Positive result action should be taken in accordance of National Health guidance and inform EHT as early as possible. 	EHT	
Pregnant staff	<ul style="list-style-type: none"> - To follow Government guidelines and liaise with EHT. 	SLT	
Kitchen shut down	<ul style="list-style-type: none"> - Parents to provide packed lunches if Aspens are unable to provide a packed lunch 	SLT / Families	
Site team shortage	<ul style="list-style-type: none"> - Cover and prioritise jobs - Cover with other members of staff - Close areas down if necessary 	SLT / Site Team	
Leadership shortage	<ul style="list-style-type: none"> - Access via phone and follow leadership structure 	SLT / Staff	
Admin shortage	<ul style="list-style-type: none"> - Cover with other admin staff across the federation - Cover with TAs / SLT - Inform parents/carers not to phone unless emergency 	SLT / Senior Admin	
Other school users	<ul style="list-style-type: none"> - Inform of control measures, including the possibility that a suspension will continue to occur 	Site / Admin	
Long period shut down	<ul style="list-style-type: none"> - Continue learning activities through Purple Mash, TTRock Stars, Education City, schools' website and ParentMail messages - ParentMail – set projects/tasks. Teachers to teach from home following planning. 	SLT / Staff	

Core Control Measures

Control Measure	Control Stage	Notes / Action	Who	Review
Tissues for Each Class	2	<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	
Hand Sanitisers	2	<ul style="list-style-type: none"> - Additional dispenser available in main atrium - All children to use this (or have washed hands) before lunch daily - Ensure adequate stock levels 	Site / Staff & Lunch Staff	
Lidded bin for tissues	3	<ul style="list-style-type: none"> - Small bin to be used for tissues only - Single bagged - Empty at the end of the day or if full into bin bag in Caretaker's Room - Wash hands 		
Other users of the building	2, 3	<p>Contact every user and inform them of usage expectations:</p> <ul style="list-style-type: none"> - Clean hands or use gel before using facilities - Visiting adults to wear face covering - Restrictions or suspensions of usage 	Site / Admin	
Staff LFT	2	<ul style="list-style-type: none"> - Twice week test at home. - Report result to NHS - Report positive and voidest results to school via Email covidtesting@wallisdean-jun.hants.sch.uk. - Do not need to test for 90 days after COVID infection. 	All staff	
Reduce parent contact Staff Lunch/break time	3	<ul style="list-style-type: none"> - Maintain a one-way system across the federation (updated 11/10/2021) – Communication through email and phone calls - Drop-off times only one adult per family - Glass screens remaining closed - Any parent when on site and entering the school building needs to wear a face mask. - Staff have the option to wear masks in communal areas (staffroom, corridors) <p>All staff to put own equipment in dishwasher after scrapping/rinsing plates and bowls. Wipe down own area. No cups left in classrooms.</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"> - Meet with Site Manager to review cleaning arrangement and make any necessary changes - Increase focus cleaning on touch points and tables - Daily cleaning of classrooms - Preparations for deep cleans if necessary/Deep cleaning kits 	Site Manager / Senior Admin	
School visitors and site users	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	
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	
Taking temperature of anyone in school who may begin to feel unwell	2, 3	<ul style="list-style-type: none"> - Use non-contact thermometer - Follow Government Guidelines 	SLT / Admin	
Consistency across the federation	2	<ul style="list-style-type: none"> - Policy shared with all staff - Relevant parts of policy shared with all children on Day 1 and shared with any children/staff who join later 		