



# 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:               <ul style="list-style-type: none"> <li>- One off enhance cleaning on touch points and equipment</li> </ul> </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> </ul>			
	<ul style="list-style-type: none"> <li>- High rates of absence</li> <li>- Significance of danger of disease or illness</li> </ul>			

## Key Actions Returning to school

Specific Issue	Actions including messages	Who	
Suspected case (s) in school (staff or pupil)	<ul style="list-style-type: none"> <li>- Inform staff</li> <li>- Deep clean core areas</li> <li>- Reminders of core hygiene practices</li> </ul>	EHT/DHT/AHT Senior Admin Team	Reviewed 22/06/2020 Reviewed 19/11/2020 Reviewed 08/01/2021 Reviewed 02/03/2021 Reviewed 1/3/2022 Reviewed 1/4/22
<b>Confirmed Positive COVID Case</b>	<ul style="list-style-type: none"> <li>- Child to isolate for a minimum of 3 days and can return to school once they no longer have a high temperture and are well enough to attend. Child to report to office for temperture check.</li> <li>- Adult to isolate for a minimum of 5 days and can return to school once they no longer have a high temperture and are well enough to attend.</li> </ul>	SLT/ Site Team	Reviewed 1/3/2022 Reviewed 1/4/22
Teacher/Support shortage	<ul style="list-style-type: none"> <li>- Cover across the Federation</li> <li>- Where too many – seek advice from HCC</li> </ul>	SLT/Gov	Reviewed 1/3/2022 Reviewed 1/4/22
Protection for most vulnerable children	<ul style="list-style-type: none"> <li>- Continue with phone calls if they are not attending</li> </ul>	SEND Team/ PSW/Class Teacher	Reviewed 1/4/22
Pregnant staff	<ul style="list-style-type: none"> <li>- To follow Government guidelines and liaise with EHT.</li> </ul>	SLT	Reviewed 1/4/22
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	Reviewed 1/4/22
Site team shortage	<ul style="list-style-type: none"> <li>- Cover and prioritise jobs</li> <li>- Cover with other members of staff</li> </ul>	SLT/Site Team	Reviewed 1/4/22
Leadership shortage	<ul style="list-style-type: none"> <li>- Access via phone and follow leadership structure</li> </ul>	SLT/ Staff	Reviewed 1/4/22
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	Reviewed 1/4/22
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	Reviewed 1/4/22
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	Reviewed 1/4/22

### Core Control Measures

Control Measure	Control Stage	Notes / Action	Who	Review
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> </ul>		08/01/21 02/03/21 1/4/22
Reduce parent contact	3	<ul style="list-style-type: none"> <li>- Maintain a one-way system in the Infants</li> <li>- Communication through email and phone calls</li> <li>- Glass screens remaining closed</li> </ul>		08/01/21 02/03/21 1/4/22
Staff Lunch/break time		<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>		08/01/21 02/03/21 1/4/22
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 (already in place with staff wiping)</li> </ul>	Site Manager/ Senior Admin	08/01/21 02/03/21 1/4/22
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	08/01/21 02/03/21 1/4/22

