



**Appleton CE Primary School**

**COVID -19**

**Preventing and Managing Sickness including outbreaks**

**Risk Procedures, Risk Assessment and action plan**

Appleton is a happy and welcoming school community where we learn to build wisely for life by following Jesus' example of love and care, and by aiming to be the best we can be for ourselves and the good of others.

**Respect:** We will recognise and respect the uniqueness of each individual

**Kindness:** We will show kindness by loving others as ourselves, making a difference to our community and the world around us through our words and actions

**Responsibility:** We are responsible for fulfilling our potential, believing in ourselves and making our own wise choices.

**Progression of restrictions / Staged Response**

*At Appleton we have 4 stages for managing Covid-19. Stage 1 is day to day running of the school. Stages 2-4 form our outbreak management plan. Depending on the nature of the situation action can commence from any point.*

Preventative procedures	Trigger	Key Actions	Who	Notes
<p><b>STAGE 1 – Day to day running of the school</b> hygiene while site is open</p>	<p>Groups of staff and pupils on school site</p>	<ul style="list-style-type: none"> <li>▪ All staff and pupils will wash hands or sanitize on arrival at school, before and after playtime and PE, before and after eating and before going home. Extra opportunities for washing hands for those who struggle to ‘catch it, bin it, kill it’ or who use saliva as sensory stimulation.</li> <li>▪ Effective handwashing facilities and soap available.</li> <li>▪ Hand gels will be available</li> <li>▪ PPE will be available for all staff if required (dealing with a child with symptoms)</li> <li>▪ General hygiene reminders will be given to children</li> <li>▪ Specific hygiene lessons in class/hygiene reminders</li> <li>▪ Daily cleaning of contact points e.g. workstations and equipment, door handles.</li> <li>▪ Classrooms to be well ventilated – doors/windows (ensure closed if leaving building in case of fire) wherever practical, including increased ventilation when the room is vacant. In the case of extreme weather conditions, we will continue to ventilate as is practical.</li> <li>▪ Teaching staff will monitor classroom ventilation by using the CO2 monitors</li> <li>▪ All crockery and cutlery to be put in dishwasher and not hand washed.</li> <li>▪ Catering providers have robust preventative measures and high levels of hygiene</li> </ul>		
<p><b>General</b> - Cleaning and waste disposal</p>		<ul style="list-style-type: none"> <li>▪ Enhanced cleaning schedule implemented throughout the site following <a href="#">COVID19: Cleaning in non-healthcare settings guidance.</a></li> </ul>		

		<ul style="list-style-type: none"> <li>▪ Adequate cleaning supplies and facilities around the school are in place.</li> <li>▪ Arrangements for longer-term continual supplies are in place</li> <li>▪ Emergency action plan in place if cleaning company are unable to clean due to staff illness</li> <li>▪ Daily cleaning and disinfecting of contact points e,g, work stations, taps, door handles</li> <li>▪ Cleaning cloths to be disinfected daily</li> <li>▪ All classrooms and staffroom to have hands free lidded bins (pedal bins)</li> <li>▪ Potentially contaminated waste to be kept closed and stored separately from communal waste for 72 hours (in yellow bins)</li> </ul>		
<b>Stage 1 – General Preventative measures</b>	Increased numbers of staff, pupils and on school site	<ul style="list-style-type: none"> <li>-</li> <li>▪ Latest government advice and guidance always followed</li> <li>▪ Staffing numbers required for full opening have been determined including support staff such as facilities, IT, midday and office/admin staff.</li> <li>▪ Plans to respond to increased sickness levels are in place.</li> <li>▪ Staff and pupils should not come into the setting if they have symptoms (Temperature, persistent cough, loss of sense of smell and/or taste.</li> <li>▪ Clear communication of key information to all stakeholders</li> <li>▪ All stakeholders agree to follow government guidance</li> <li>▪ Premises and utilities have been Health and Safety checked</li> <li>▪ Children to eat lunch in the hall in key</li> <li>▪ On days where 2 staff members are working in the school office, workstations to be separate, and good ventilation encouraged.</li> <li>▪ Staffroom – awareness of those around and overcrowding</li> <li>▪ Enhanced cleaning in staffroom.</li> <li>▪ Pupils to bring only essential items on site.</li> <li>▪ Pupils divided into two groups for work and play (Reception – 3; Yrs 4-6)</li> <li>▪ Children and staff to bring in their own water bottles.</li> <li>▪ Indoor shoes must be worn</li> <li>▪ Regular communication with all stakeholders.</li> </ul>		

		<ul style="list-style-type: none"> <li>▪ Reminders for the whole school community to exercise caution and consider the guidance on risks associated with Covid-19.</li> <li>▪ Risk assessment shared with all stake holders (staff, pupils and families, users of the site)</li> <li>▪ Communal areas wiped down throughout the day.</li> <li>▪ All lettings to do additional cleaning at end of letting.</li> <li>▪ Governors have oversight of full opening plans and risk assessments</li> <li>▪ Additional costs occurred are understood and clearly documented</li> <li>▪ Volunteers may be used, in line with the schools' procedures, where deemed appropriate to support the work of the school</li> </ul>		
<b>Stage 1 – Moving around the site, including start and end of day</b>		<ul style="list-style-type: none"> <li>-</li> <li>▪ Visitors by prior appointment where possible</li> <li>▪ Designated drop off/ collection points - main school gate for all pupils</li> </ul>		
<b>Stage 1 general Teaching/classrooms</b>		<ul style="list-style-type: none"> <li>-</li> <li>▪ Pupils may be kept in their key stage groups (Reception – year 3; Years 4-6)</li> <li>▪ Staffing allocations to groups determined, minimising contact with multiple groups as much as possible</li> <li>▪ Essential stationary will be provided by school but not shared with others – stationary not to be brought in from home</li> <li>▪ Individualised support for all pupils</li> <li>▪ PE outside wherever possible</li> <li>▪ Support for families in ensuring their children attend school regularly</li> <li>▪ Collective worships may take place in the following groups – Reception – year 3; years 4-6</li> <li>▪ Clear behaviour consequences for deliberate breaches to hygiene levels.</li> <li>▪ Evacuation plans shared</li> <li>▪ Ensure PEEP buddies are assigned if usual staff member is absent</li> </ul>		

			<ul style="list-style-type: none"> <li>▪ Pupil attendance and punctuality to be monitored closely, school policy to be followed for further actions</li> <li>▪ For remote learning please follow the Remote Learning risk assessment</li> <li>▪ High quality blended learning provision available for pupils who are absent with Covid and well enough to learn</li> </ul>		
<p><b>STAGE 1- general Mental Health and Well-being and safeguarding</b></p>	Increased levels of anxiety	-	<ul style="list-style-type: none"> <li>▪ All appropriate staff to be aware of vulnerable pupils and mindful of safeguarding procedures</li> <li>▪ A DSL is available on site at all times</li> <li>▪ Staff briefings to discuss any concerns</li> <li>▪ Where appropriate, work with other agencies</li> <li>▪ Social and emotional support available</li> <li>▪ Staff signposted to HR and aware of their remote availability and counselling support.</li> <li>▪ Staff consulted about and made aware of the risk assessment</li> <li>▪ Pupils to be made aware of how they are going to be safe</li> <li>▪ Line managers to be mindful of the wellbeing of the staff in their team</li> <li>▪ Staff aware of who they can raise issues or concerns with</li> <li>▪ Cohesive approach to supporting pupils in the return to School after absence</li> </ul>		

## Outbreak management plan

<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, 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>-</li> <li>-</li> <li>-</li> <li>-</li> </ul> <ul style="list-style-type: none"> <li>▪ Clear and timely communication of key information to all stakeholders (staff, pupils and families, users of the site)</li> <li>▪ Parents must provide up to date emergency contact for someone who can collect immediately.</li> <li>▪ Any pupil or staff member developing symptoms during the school day will be isolated immediately and then sent home. PPE will be provided for the staff member supporting the pupil showing symptoms and will be double bagged and kept in yellow bin for 72 hours.</li> <li>▪ Staff and pupils shouldnot come into the setting if they have symptoms (Temperature, persistent cough, loss of sense of smell and/or taste)</li> <li>▪ Latest guidance will be adhered to</li> <li>▪ Any child isolating as a result of a positive test or awaiting test results will receive high quality remote learning provision</li> <li>▪ Increased enforced use of handwashing.</li> <li>▪ Enforce 48hr after symptoms have stopped for all fever, sickness, diarrhoea etc.</li> <li>▪ Increase hygiene procedure - Communication with key people including key information (staff, pupils and families, users of the site)</li> <li>▪ Specific hygiene lessons in class</li> <li>▪ Review Core Control Measures and make changes as necessary</li> </ul>	SLT Admin Staff	
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		Daily review of the situation		
<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>	<ul style="list-style-type: none"> <li>• Clear and timely communication with all stakeholders</li> <li>Staff and pupils must not come into the setting if they have symptoms (Temperature, persistent cough, loss of sense of smell and/or taste)</li> <li>• Staggered use of communal toilets</li> <li>• Consider reducing contact situations: ASC/visitors, volunteers</li> <li>• Consider returning to class and ASC covid secure groups (partially or whole school)</li> <li>• Any screening measures e.g. use of a thermometer in school.</li> <li>• Sending home any children with any symptoms</li> <li>• Additional Cleaning including deeper cleans as appropriate</li> <li>• Seek further advice from PHE</li> </ul>	SLT	
<b>STAGE 4 – Containment</b>	<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> </ul> <p>Significance of danger of disease or illness</p>	<ul style="list-style-type: none"> <li>• Clear and timely communication with all stakeholders</li> <li>• Staff and pupils must not come into the setting if they have any Covid symptoms or are unwell (Temperature, persistent cough, loss of sense of smell and/or taste)</li> <li>• Seek further advice</li> <li>• Pupils in identified groups will wear sportswear/forest school clothing on their designated PE/FS days and will not get changed during the day</li> <li>• Return to covid secure groups for identified year groups</li> <li>• Reduction or exclusion of visitors</li> <li>• Reduce mixing of year groups – consider virtual collective worships and lunches in classrooms</li> <li>• Virtual meetings wherever feasible</li> <li>•</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 as detailed in latest guidance</li> <li>- Deep clean core areas</li> <li>- Inform staff</li> <li>- Core reminders of hygiene</li> <li>-</li> </ul>	SLT	
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. move to covid secure groups/additional cleaning/ re-introduction of face coverings/increased LFD testing etc.</li> </ul>	SLT; Site , Cleaning team	
Suspected case in a family	<ul style="list-style-type: none"> <li>- . Parents/carers to follow latest guidance</li> <li>- LFD testing recommended for anyone over 5 years old</li> </ul>	Families; Staff; Admin	
Teacher shortage	<ul style="list-style-type: none"> <li>- Supply / Splitting or joining classes / SLT Cover/partial closure for certain classes or part time / AM / PM classes/full class closure</li> </ul>	SLT	
Support staff shortage	<ul style="list-style-type: none"> <li>- Supply / Prioritise most vulnerable children / classes with remaining staff</li> </ul>	SLT	
Protection for most vulnerable children	<ul style="list-style-type: none"> <li>- Identify how these children are vulnerable and complete RA and support as appropriate</li> <li>-</li> </ul>	SENCO	



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>	SLAM Staff	
Staff with symptoms	<ul style="list-style-type: none"> <li>- Stay at home until PCR test results</li> </ul>	HT	
Pregnant staff	<ul style="list-style-type: none"> <li>- Follow latest guidance</li> <li>-</li> </ul>	SLT	
lunches	<ul style="list-style-type: none"> <li>- Hot and cold lunches available in school/children may also be in packed lunches</li> </ul>	SLT; Families	
Site/cleaning team shortage	<ul style="list-style-type: none"> <li>- Discuss with cleaning contractor/CFLP team cover arrangements in good time</li> </ul>	Site	
Leadership shortage	<ul style="list-style-type: none"> <li>- Access via phone /skype. Emergency protocol plan followed</li> </ul>	SLT; Staff	
Admin shortage	<ul style="list-style-type: none"> <li>- Cover with TAs / SLT</li> <li>- Inform parents not to phone unless emergency /use email</li> </ul>	Site	
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>	Site	
Long period shut down	<ul style="list-style-type: none"> <li>- Continue learning activities – Staff follow CFLP School Closure Guidance</li> </ul>	SLT; Staff	

### 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>	Site; Staff	
Hand gel /soap	1	<ul style="list-style-type: none"> <li>- Additional dispenser fitted in main entrance</li> <li>- Ensure dispensers are full, from the start of each day</li> <li>- Ensure sufficient hand towels</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	
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>- Wash hands or use gel before using facilities</li> <li>- Restrictions or suspensions of usage</li> </ul>	Site	

monitoring daily any child or staff absence	2	- 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)	<p>Newsletter:</p> <ul style="list-style-type: none"> <li>- Ask parents to inform us of any close family member who has returned from abroad within the last month</li> <li>- 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.</li> </ul>	Admin; HT	

Control Measure	Control Stage	Notes / Action	Who	Review
Reducing contact point activities	2	<ul style="list-style-type: none"> <li>- Cease hand shaking of children and visitors</li> <li>- Cease and 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- sent home daily.</li> </ul>	Staff	

Good Personal Hygiene	2	<p>Newsletter:</p> <ul style="list-style-type: none"> <li>- Inform parents of hygiene expectations and to discuss with children</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) Information:</li> <li>- Distribute key information posters</li> </ul>	HT; Staff	
Review of cleaning	2, 3	<ul style="list-style-type: none"> <li>- Meet with cleaning staff 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)</li> <li>- Preparations for deep cleans if necessary</li> </ul>	Site/ Cleaning Team	
Additional touch point cleaning daily	2, 3	<ul style="list-style-type: none"> <li>- Handles to be cleaned at mid points during the day</li> </ul>	Site	
School visitors and site users	2, 3	<ul style="list-style-type: none"> <li>- Compulsory handwashing / use of gel on 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 <ul style="list-style-type: none"> <li>- All visitors to wear face coverings</li> </ul> </li> </ul>	Office; Site	
<b>Control Measure</b>	<b>Control Stage</b>	<b>Notes / Action</b>	<b>Who</b>	<b>Review</b>
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 standard (e.g. 48 hrs clear of sickness – following Dept of Health Guidance). Children with covid symptoms to isolate until PCR test results are received or for 10 days.</li> </ul>	SLT	

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; Kitchens	
Taking temperature of anyone in school who may begin to feel unwell	2, 3	<ul style="list-style-type: none"> <li>- Handheld non-contact thermometer available at the school office.</li> </ul>	SLT	



Building Wisely for life

### STAGE 2 - PREVENTION

We currently have increased precautions in place to ensure effective the 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

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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 you think you might have coronavirus, have been to a country or area with a high risk of coronavirus in the last 10 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.

**X do not 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).**

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