



Preventing and Managing Sickness including outbreaks

Risk Procedures and Risk Assessment Update November 29th 2021

Progression of restrictions / Staged Response At Oak Lodge School we have 4 stages for when dealing with medical incidents / outbreaks. Depending on the nature of the situation action can commence from any point

Ref No:	Risk Assessment Title	Assessor name	Assessment date	Review date
	Preventing and Managing Sickness including outbreaks Covid – 19 - Risk Assessment – Version 6 November 2021	Caroline Rowlandson	November 29th 2021	Half Termly or as required.
How communicated to staff		Emailed / Website / Staff briefing	Date communicated	29th November 2021

Risk assessment is about identifying reasonably practicable measures to control the risks in a workplace or when undertaking an activity. The process evaluates the threats and risks of a specified issue/situation and enables the likelihood that somebody could be harmed, together with an indication of how serious the harm could be, to be considered.

Likelihood - For each issue/situation, determine the likelihood it will occur.

Severity (outcome) - determine the potential injury/health.

Likelihood	Severity
4 = Certain = common or frequent occurrence	4 = Major risk - death, loss of limbs, etc
3 = Probable = likely to occur sometime	3 = High risk - broken bones, burns, etc
2 = Possible = may occur sometime	2 = Moderate risk - cuts, bruises, sickness, etc.
1 = Improbable = unlikely to occur	1 = Minimal risk - strain, shaken, no injury, etc

RISK LEVEL MATRIX					
PROBABILITY (LIKELIHOOD)	4	Low	High	Very High	Very High
	3	Low	Med	High	Very High
	2	Low	Low	Med	High
	1	Low	Low	Low	Low
		1	2	3	4
		SEVERITY (OUTCOME)			

Response Stage	Trigger	Key Actions	Who	Likelihood	Risk Severity	Final Risk Rating
STAGE 1 – General (everyday hygiene and procedures)	None	General reminders for hygiene - Effective handwashing facilities and soap available See enhanced cleaning measures below - Follow usual absence periods for sickness	All	2	1	3
STAGE 2 – Prevention	Where an increased risk is present -Increased absence rates of pupils or staff -Local increases in sickness e.g. flu, gastric, coronavirus -Public health alerts -Suspected cases of specific illness in school or within the community (eg. coronavirus / gastric)	Increase hygiene procedure - Communication with key people including key information (staff, pupils and families, users of the site) - Specific hygiene lessons in class - Increased enforced use of handwashing before eating of food & hand sanitiser - Enforce 48hr (7 / 14 days) after symptoms have stopped for all fever, sickness, diarrhoea etc. - Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points) - Review Core Control Measures and make changes as necessary - Daily review of the situation	SLT Admin Staff	2	2	4
STAGE 3 – Mitigate/ Delay	Where a significant risk is present - direct case or increased likelihood of cases - Public health advice for restrictions	Consider reducing contact situations: - Assemblies – these will be via zoom - School events – will be cancelled until future date - Trips Consider – all cancelled in Tier 4 : - Any screening measures e.g. use of a thermometer in school daily. - Increase time of exclusion from school for those with symptoms (beyond 48hrs – following HNS guidance for Covid cases) – 10 days / 14 days - Sending home any children with any symptoms with tests kits as per guidance - Additional Cleaning daily including deeper cleans half termly	SLT Admin Staff	3	1	3

STAGE 4 – Containment	Where specific and/or significant changes or restrictions need to be in place. <ul style="list-style-type: none"> - High levels of sickness - High rates of absence - Significance of danger of disease or illness 	Part / full closures of site / classes <ul style="list-style-type: none"> - Deep cleans - Closure of lettings and building use - Reduction or exclusion of visitors 	HT / Chair of Governors	3	2	5
Coronavirus Key Actions November 2021 (as situation escalates) Opening November 2021 during Covid-19 Pandemic						
Specific Issue	Key Actions including messages		Who	Notes		
Personal health/hygiene measures	Clear communication of all necessary measures – may include emails, notices/posters, verbal briefings – visual posters for younger pupils years years Staff, pupils and visitors to wash hands and have temperature taken upon entering school grounds & use hand sanitiser on entry. To upload track and trace app / QR code. Visitors on site to complete questionnaire available at reception. Regular hand washing to be imposed and staff to monitor and enforce pupil regular hand washing School to ensure good supply of hand soap at all times Hand sanitiser to be made available at entry points and all classrooms, students to advised to use. Schools to promote the ‘catch it, bin it, kill it’ approach with staff and pupils and follow guidance on respiratory hygiene. Parents to provide personal tissue boxes. Use e-Bug and PHE schools resources to teach pupils and support parents about Covid-19(Covid-19:guidance for education settings) all resources to be supported through BSL resources. Cleaning materials and protective equipment (sanitise spray, cloths, gloves) to be made available for all rooms in use		Staff Pupils Contractors Visitors	Poor hygiene Increased risk of Covid-19 spread Direct transmission Indirect transmission 3	1	3

	<p>Surfaces that children and young people are touching, such as books, desks, chairs, doors, sinks, toilets, light switches, bannisters, to be cleaned more regularly than normal (2 times per day – cleaning team & site staff)</p> <p>Limit the amount of shared resources (e.g. stationary) and equipment taken home</p> <p>Pupils to provide own equipment in plastic / wipe able cases. To have own water bottle (named) staff to ensure that all used utensils / mugs are washed in the dishwasher.</p>				
Contact with someone suffering from coronavirus	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be advised to do so for at least 10 days from the onset of symptoms, and to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. Decide and add a suitable place to isolate people in this case here – see this guidance for help with this.</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2 metres can't be maintained, supervising staff will wear a fluid-resistant surgical mask <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>Boarding schools: if a child shows symptoms at school, you should seek parents'/carers' views on whether the child should self-isolate in their residential setting or return home. For more information, read the guidance on isolation for residential educational settings.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> • Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or • The driver and passenger will maintain a distance of 2 metres from each other; or • The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so 		3	1	2

	<p>A deep clean will take place in the areas that the symptomatic person has been, and PPE will be disposed of properly, following decontamination guidance.</p> <p>The school is taking part in the government's rapid testing programme if consent is provided. If consent is not given, the pupil will need to self-isolate. If the test is positive, we will follow the same steps (laid out above) as if that pupil/staff member were displaying symptoms, including asking them to take a standard coronavirus test at home.</p> <p>At the start of term:</p> <p>We will ask all staff and pupils to take a lateral flow test. Staff will be tested twice a week on an ongoing basis.</p> <p>In-school testing: if consent is not given for a secondary-age pupil to participate in asymptomatic testing and the pupil is considered a 'close-contact' of a positive case, the pupil will need to self-isolate</p> <p>If the test is positive, we will follow the same steps (laid out above) as if that pupil/staff member were displaying symptoms, including asking them to take a standard coronavirus test at home.</p>				
Test, Track & Trace	<p>We have clear procedures for reporting symptoms and positive tests and a clear plan for the action we will take in such circumstances. Tests should be booked on line via the NHS. https://www.gov.uk/get-coronavirus-test</p>	All Staff	3	1	3
Suspected case in school (staff or pupil)	<p>Isolate individual and send home. Advise parents to book a PCR test at a walk in centre.</p> <p>Deep clean core areas Inform staff</p> <p>Core reminders of hygiene Contact parents – general information about sickness etc.</p>	SLT	3	2	5
Confirmed case in school	<p>Contact relevant agencies e.g. LA / Public Health England</p> <p>Inform parents and staff , pupil to be isolated in school whilst waiting for parents to collect.</p> <p>Deep clean core areas inform staff</p> <p>Core reminders of hygiene</p> <p>If a child is awaiting collection:</p> <ul style="list-style-type: none"> they should be moved, if possible, to a room where they can be isolated behind a closed door with appropriate adult supervision if it is safe to do so, a window should be opened for ventilation 	SLT; Site , Cleaning team	3	2	5

	<ul style="list-style-type: none"> if they need to go to the bathroom while waiting to be collected, they should be taken to a separate bathroom if possible - the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs) - more information on PPE use can be found in the guidance on safe working in education, childcare and children's social care settings as is the usual practice, in an emergency situation call 999 if someone is seriously ill or injured or their life is at risk - anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital <p>Further action to take when someone tests positive can be found in the system of controls on how to:</p> <ul style="list-style-type: none"> engage with the NHS Test and Trace process manage and report to Ofsted and PHE advice line confirmed cases of coronavirus (COVID-19) amongst the setting community 				
Suspected case in a family	<p>Child to remain at home for isolation period / test result arrives.</p> <p>Parent to contact 111 and follow guidance</p> <p>Parent to inform school.</p>	Families; Staff; Admin	2	1	3
Confirmed case in a family	<p>Children in the family to remain at home for a fixed period of time</p> <p>Deep clean of the classroom and school. Follow guidance provided</p>	SLT Site /Cleaning	3	1	3
Teacher shortage	<p>- Supply / Splitting classes / SLT Cover</p> <p>Where too many – partial closure for certain classes or part time / AM / PM classes</p> <p>Ensure minimum staff to pupil ratio is maintained</p> <p>Settings should prioritise groups of children as per available guidance supporting guidance on protective measures which should be implemented in education settings</p> <p>Teaching assistants to provide temporary cover for admin staff shortages under teacher supervision</p> <p>Parents to be notified of any exceptional closures due to insufficient staff cover</p> <p>Partial closure for certain classes or part time classes</p>	SLT	3	2	5
Support staff shortage Admin staff and cleaning staff	<p>Supply / Prioritise most needy children / classes with remaining staff</p> <p>As Above</p> <p>Teaching assistants to provide temporary cover for admin staff shortages</p> <p>Encourage parents to only contact school in the event of an emergency</p>	SLT	2	2	4

sickness and shortages	SLT to assume health and safety core function				
Protection for most vulnerable children Managing the needs of pupils with EHCP Complex needs Disabilities Vulnerable	Identify who these children are vulnerable e.g. underlying health conditions that may be affected by the current threat Discuss with parents the initial steps and agree key actions re. isolation Staff and pupil parents/carers to follow medical advice Constant health monitoring and support on hygiene measures Individual care plans and 1:2:1 TA care in place where necessary Schools to follow guidance for special schools, specialist colleges, local authorities and any other settings	Wellbeing Team DSL Staff Pupils	3	1	3
Staff with symptoms	Publish symptoms to staff All staff to take responsibility to manage symptoms & seek advice Stay at home; follow NHS 111 advice; discuss with HT	HT & SLT	3	2	5
Pregnant staff	School to carry out LA risk assessment for pregnant staff. Ask them to contact their midwife to seek advice; Consider working from home following discussions with Head Teacher	SLT	3	1	3
Stress and anxiety Mental health deterioration	Monitor signs of stress and anxiety for both staff and pupils Wellbeing Team & line managers Consider pupils and staff mental health and wellbeing and identify additional need for support Regular contact and support by line manager for staff Use of LA support (Employee Assistance Programme) and outside agencies Obtain support for children with NHS mental health hub/ The Mix and ChildLine Regular contact of staff at home/under quarantine	Staff Pupils	3	1	3
Kitchen shut down	Parents to provide packed lunches Agency staff recruited as soon as possible.	SLT & Families	2	1	3
Site/cleaning team shortage	Discuss with cleaning contractor/CFLP team cover arrangements in good time	Site & SBM	2	1	3
Leadership shortage	Access via phone /skype/ Zoom/ WhatsApp Ensure DSL cover at all times.	SLT	2	1	3
Transport arrangements	Staff/ Parents and pupils to be encouraged to walk or cycle to school where possible	Staff Pupils	3	1	3

Pupils & Staff	<p>Schools, and staff to follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning travel to and from school</p> <p>Where the setting and specific transport arrangements ensure these cater for any changes to start and finish times</p> <p>Transport vehicles must be cleaned adequately after each use</p> <p>Making sure drivers do not work if they or a member of their household are displaying any symptoms of coronavirus</p> <p>Making sure drivers, as far as possible, follow hygiene rules and try to keep distance from their passengers</p> <p>Cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out</p> <p>Staff to follow TFL guidance https://tfl.gov.uk/campaign/safer-travel-guidance?intcmp=63123</p>	Transport PT department Escorts			
Individuals vulnerable to serious infection coming into school	<p>Staff will be requested to complete individual risk assessments to help with this.</p> <p>Clinically vulnerable staff will come into school if they can't work from home. If in school, they will:</p> <ul style="list-style-type: none"> Where possible, maintain 2-metre distance from others Avoid close face-to-face contact and minimise time spent within 1 metre of others <p>Staff that live with someone who's extremely clinically vulnerable or clinically vulnerable will come into school if they can't work from home and will follow good prevention practices.</p> <p>We will carry out risk assessments for staff who are pregnant, and remove or manage identified risks where possible. Pregnant staff will not be required to continue working if this is not supported by the risk assessment. Staff who are 28 weeks pregnant or beyond, or staff who are pregnant with underlying health conditions, will be considered clinically extremely vulnerable and offered further flexibility to work from home in a different capacity.</p>				
Education of Looked After Children '	<p>'Vulnerable' children remain eligible to attend educational establishments.</p> <p>'Vulnerable' children include:</p> <ul style="list-style-type: none"> those who have a social worker (including children who have a child protection plan and those who are looked after by the local authority) 	SLT / HT DSL	2	1	3

	<ul style="list-style-type: none"> • those children and young people up to the age of 25 with education, health and care (EHC) plans <p>The assessment will need to consider a number of different risks to each child or young person, including:</p> <ul style="list-style-type: none"> • the potential health risks to the child or young person from COVID-19, bearing in mind any underlying health conditions. This must be on an individual basis with advice from an appropriate health professional where required • the risk to the child or young person if some or all elements of their EHC plan cannot be delivered at all, and the risk if they cannot be delivered in the normal manner or in the usual setting • the ability of the child or young person’s carers/home to ensure their health and care needs can be met safely • the potential impact on the child or young person’s wellbeing of changes to routine or the way in which provision is delivered <p>The Government expect most children will fall into the following categories:</p> <ul style="list-style-type: none"> • children and young people who would be at significant risk if their education, health and care provision and placement did not continue, namely those who could not safely be supported at home. This may include those with profound and multiple learning difficulties, and those receiving significant levels of personal care support. <p>Local authorities will work with the child or young person’s educational setting – especially residential special schools and colleges – as well as local health partners, to ensure they are able to remain open wherever possible.</p> <p>As part of the government’s emergency powers under the Coronavirus Act 2020, the statutory duties on local authorities to maintain the precise provision in EHC plans have been modified, and the Government expects educational settings and local authorities to use their reasonable endeavours to support these children and their families.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-childrenand-young-people</p>				
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	<p>Coronavirus (COVID-19): Guidance for Schools and Other Educational Settings https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-othereducational-settings</p> <p>Coronavirus (COVID-19): Guidance on Isolation for Residential Educational Settings https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-forresidential-educational-settings/coronavirus-covid-19-guidance-on-isolation-for-residentialeducational-settings applies to: • children’s homes</p> <ul style="list-style-type: none"> • residential special schools and colleges • other further education (FE) providers with residential accommodation • Main stream boarding schools. <p>Residential, special schools are usually considered households for the purposes of the household self-isolation policy. Meaning, the setting should self-isolate if a resident shows symptoms.</p>				
Core Control Measures					
Control Measure	Notes / Action	Who	Control Stage		
Contact with persons infected with Covid-19 (symptomatic or asymptomatic)	<p>When an individual has had close contact with someone with coronavirus (COVID-19) symptoms</p> <p>Any member of staff who has provided close contact care to someone with symptoms even while wearing PPE, and all other members of staff or children who have been in close contact with the person with symptoms (even if wearing a face covering), do not need to go home to self-isolate. They must, however, self-isolate if:</p> <ul style="list-style-type: none"> • the symptomatic person subsequently tests positive • they develop symptoms themselves (in which case they should arrange for a test) • they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated) <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to other people. See guidance on cleaning of non-healthcare settings outside the home.</p>		3	1	3

	Evidence from PHE shows that routinely taking the temperature of children is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).				
Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school	Everyone will be encouraged to wear a face covering/ visor in indoor areas outside of classrooms, unless they're <u>exempt from wearing one</u> .		2	2	4
Spreading infection due to excessive contact and mixing in meetings	Where possible, meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors. Where this isn't possible, meetings will be conducted outside, or in a ventilated room large enough to allow for social distancing.				
When social distancing is difficult to maintain in communal areas	It is not mandatory for staff and visitors to wear face coverings in early years and childcare settings. In situations where social distancing between adults in settings is not possible (for example, when moving around in corridors and communal areas), settings have the discretion to recommend the use of face coverings for adults on site, for both staff and visitors. There are some places outside of the setting where it is required by law to wear a face covering. For example, on public transport. Further information can be found in face coverings: when to wear one and how to make your own .		3	2	5
SCHOOL ORGANISATION	Staff have been advised to maintain social distance from pupils wherever possible. There will be at least one session a week of group work for all pupils in order to support positive well-being and to encourage team work. Most pupils will continue to bring in their own wipe clean pencil case containing essentials (individual resources will be provided by the school for pupils and those unable to provide their own)	All Staff	3	1	3

	Where safe and practical to do so, windows will remain open and doors can be propped open or ajar Staff understand the need for good ventilation and reduced door contact				
Spreading infection due to touch, sneezes and coughs Catch it, bin it, kill it- Tissues for Each Class	<p>Handwashing facilities will be provided.</p> <p>There are sinks nearby, hand sanitiser at entrances and exits to the school and in rooms you'll be using.</p> <p>Parents encouraged to provide individual packs for pupils.</p> <p>Ensure adequate stock levels of tissues for each class / office</p> <p>Replenish as needed</p> <p>Staff to also self-replenish from stock</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>There are some pupils that won't be able to maintain good respiratory hygiene, such as pupils with complex needs who spit uncontrollably or use saliva as a sensory stimulant, and</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p>	All	2	1	2
Hand Hygiene Alcohol based gel	<p>To clean hands, wash thoroughly for 20 seconds with running water and soap and dry them thoroughly, or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</p> <p>Settings must ensure that children clean their hands regularly, including:</p> <ul style="list-style-type: none"> • when they arrive at the setting • when they return from breaks 	Site; Staff; Lunch Staff	2	1	2

	<ul style="list-style-type: none"> • before and after eating • after using the bathroom <p>Regular and thorough hand cleaning is needed for the foreseeable future.</p> <p>Points to consider and implement:</p> <ul style="list-style-type: none"> • ensure the setting has enough hand washing or hand sanitiser stations available so that all children and staff can clean their hands regularly • supervise use of hand sanitiser, given risks around ingestion. Young children and those with complex needs should continue to be helped to clean their hands properly - skin friendly cleaning wipes can be used as an alternative • build these routines into setting culture, and ensure younger children and those with complex needs understand the need to follow them as far as possible <p>Dispenser fitted at all entrance points throughout the site.</p> <p>Ensure dispensers and full from the start of each day</p> <p>Have other supplies available during the day</p> <p>All children to use this (or have washed hands) regularly throughout the day</p> <p>Ensure adequate stock levels</p>				
Other users of the building	<p>Contact every user and inform them of usage expectations:</p> <p>Clean hands or use gel before using facilities</p> <p>Contractors to conduct essential maintenance – to be out of hours where possible – site team to manage.</p>	Site / SBM	2	1	2
Monitoring daily any child or staff absence	Daily report to DFE	SLT/ HT/ SBM	2	1	2
Finding out about travel arrangements now and in the future of staff and pupils	<p>Ask parents to inform us of any closes family member who has returned from abroad within the last month</p> <p>Staff members to inform SLT of any travel arrangements to highrisk areas including those of any close friends or family they have been in contact with.</p>	SLT / HT	3 (where specific threats are evident aboard)	1	3
Reducing contact point activities	<p>Ensuring social distancing where possible – 2m / 1m</p> <p>Ensuring extremely high hygiene for any</p> <ul style="list-style-type: none"> - Food making / tasting Avoid any activity where you are passing items around a class - Artefact sharing 	Staff	3	1	3

	<ul style="list-style-type: none"> - Touching activities - PE / Gymnastics Other - Cease hand shaking of children and visitors <p>inform parents to ensure children have water bottles in school daily.</p>				
Good Personal Hygiene – see above	<ul style="list-style-type: none"> - Inform parents of hygiene expectations and to discuss with children; - All children to wash their hands before coming to school, before going home and when they get home. - Children to wash hands before snack (classroom) and before eating dinner (classrooms/ hall corridor toilets / hand sanitiser) Information: - Distribute key information posters 	HT/ Admin/ Staff	2	1	2
Review of cleaning	<p>Meet regularly with cleaning staff to review cleaning arrangement and make any necessary changes</p> <ul style="list-style-type: none"> - Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed) or increase hours - Increased level of enhanced cleaning of relevant areas (and visibility of cleaning being done) - Cleaning to follow the COVID-19: cleaning of non-healthcare settings guidance - Preparations for deep cleans if necessary 	Site & SBM	3	1	3
Spreading infection through contact with coronavirus on surfaces	<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g, anti – bacterial detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and games and other classroom-based resources • Sports equipment • Hard toys • Telephones 	Site & cleaning team	3	1	3

	<ul style="list-style-type: none"> • Fingerprint scanners • Outdoor play equipment <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</p> <p>Computer equipment (including keyboards and mouse) Handles and rails to be cleaned at start & mid points during the day – Site Team</p> <p>Keyboards, phones and door handles additional cleaning daily.</p>				
School visitors and site users	<p>Reduce to only essential visitors if absolutely necessary.</p> <p>Compulsory handwashing / use of gel before entering school;</p> <ul style="list-style-type: none"> - Inform them of new requirements and risk of suspension of use - Informing us of any suspected or confirmed cases by any users 	SLT / HT	3	1	3
PPE , Masks and visors	<p>All staff and pupils to be encouraged to wear visors / masks when in class rooms and visors and or masks in corridors and communal spaces / moving about the school. However; we will also follow government guidance on Exemptions as many staff and pupils rely on lip reading and facial expression to communicate.</p>	All Staff and pupils	3	1	3
<p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> • cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties • speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate • The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs, noting that some people are less able to wear face coverings and that the reasons for this may not be visible to others. 					

	<p>Gloves – can be worn if desired – but handwashing and wiping surfaces are more effective in reducing transmission in a school setting.</p> <p>Ensure PPE is put on and worn correctly if required during intimate care and trips off site.</p> <p>Face coverings or face masks where instructed to be used for specific clinical reasons will not be worn by pupils</p>				
Considerations for staff and pupils with protected characteristics including race and disability					
	<p>Considerations</p> <ul style="list-style-type: none"> Nationally the ONS analysis has identified an increased risk of death among some ethnic groups, although this increased risk reduces when age, gender and long term conditions like type 2 diabetes, high blood pressure and kidney disease, but doesn't disappear completely and further research is needed to explore this. There doesn't appear to be any difference between ethnic groups in terms of infection rates, i.e. who catches it, the difference is in the proportion who die. In light of this it is important for risk assessments of individuals, staff and pupils, take this into account, the main risks are around health conditions such as diabetes, kidney disease and high blood pressure, especially if poorly controlled and also obesity has been identified as a significant risk factor. The risk of death is also higher in older people over 65yrs and men have a slightly higher rate than women. Those with respiratory conditions like asthma and chronic obstructive pulmonary disease also pose higher risks, along with auto-immune conditions. Smoking can also exacerbate the disease and lead to poorer outcomes The NHS risk assessment suggests BAME individuals have a higher risk at a younger age, so as a rough guide consider a BAME 55yr old's risk in the same way you would consider White 65yrs old, but the biggest risk factor is existing health conditions. Once risks are identified then it would be sensible to work with your occupational health provider on how then to look at adjustments and whether staff can, for the remainder of term, support remote teaching or telephone support roles. This assessment will need to be on a case by case basis. It is less clear cut for children who are living in households with other vulnerable adults or siblings, however it is worth noting that the risk is less from younger children than older children and can be reduced through good hand hygiene. This however will be a decision that parents will need to make individually based on their personal circumstances. 				
Measures have been put in	An equality impact assessment is undertaken for staff and pupils – use Wandsworth RA document – located on website and emailed out to staff.	SLT & Line Managers.	3	1	

place to protect staff and pupils with underlying health issues, BAME staff	Records are kept and regularly updated e.g. check children and staff who have identified as having asthma have up to date care plans. Current government guidance is being applied. Consider advice from Public Health England regarding BAME staff in section above. Seek advice from Occupational Health Service				
Staff, Pupils particularly those from BAME heritage, are reluctant to attend school due to the media coverage on deaths related to coronavirus.	BAME staff and pupils are identified through SIMS records. BAME staff assessed as clinically vulnerable and requiring to remain at home BAME staff able to return but requiring additional support advice through medical letter Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources.	SLT & Line Managers.	3	1	
	Management of Whole School / Site emergencies' Update				
Fire First aid emergencies Changes in layout Slips trips and falls	Review emergency evacuation procedures All staff to be briefed on risks and controls/changes introduced Qualified first aiders in place – ensure in daily rota. If a first aider is not immediately available, a staff member is to take control of the situation and, if necessary, summon the emergency services First aid boxes replenished regularly	Pupils Staff Contractors	3	1	3
Wellbeing STAFF WELL-BEING	Processes are in place and functioning effectively to sensitively check on staff wellbeing. Knowledge of issues leads to wider or targeted offers of support. Appropriate sources of support have been identified and can be contacted. Details have been circulated to all staff regarding free counselling that is available.	All Staff,line managers and SLT	3	1	3
PUPIL WELL-BEING	A plan has been developed which identifies possible mental health, pastoral or wider wellbeing issues children may face when returning to school, particularly pupils who were not previously affected. This includes: • Identifying a range of sensitive and appropriate ways to check on wellbeing	Wellbeing & Safeguarding Team	3	1	3

	<ul style="list-style-type: none">• Considering the ongoing nature of some wellbeing issues.• Exploring the range of support available and where it can be found.• Considering staff training to raise awareness of issues• Identifying specific areas of responsibility Teachers are continuing to plan activities to support pupil wellbeing. <p>DSL referrals are still taking place and liaison with early help is still in progress. We will continue to monitor pupil wellbeing and concerns will be raised with one of the 3 x DSL if required. We have access to counselling for children requiring additional support.</p>				
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Information for staff, visitors and building users

STAGE 3 - MITIGATE/ DELAY

We currently 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
- ☐ 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

X 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.