

# Moulton Chapel Primary School

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

### Progression of restrictions / Staged Response

*There are 5 stages for when dealing with medical incidents / outbreaks. Depending on the nature of the situation*

#### Response Stage – reviewed monthly based on ongoing guidance from DfE and LCC

**STAGE 5 +  
(COVID-19)  
Full re-opening  
school  
September 2020**

##### The following system controls are actions that schools must take:

1. Minimising contact with anyone who is unwell with symptoms of coronavirus and they do not attend school and access a test
2. Wear recommended, the use of face coverings in schools
3. Clean hands thoroughly more often than usual
4. Ensure good respiratory hygiene practices – ‘catch it, bin it, kill it’ approach
5. Regular cleaning of frequently touched surfaces, using standard products such as detergents
6. Minimising contact and mixing between individuals and maintain social distancing where possible
7. *Always keep occupied spaces well ventilated*
8. Where necessary wear appropriate PPE

*Numbers 1-5 and 7 **MUST** be in place in all schools, at all times*

*Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances*

##### Documents used as reference in putting together this Risk Assessment:

- *Restricting attendance during the National lockdown: school – February 2021*
- *Schools coronavirus operational guidance – February 2021*
- *Guidance for full opening – schools – Gov.UK – 7<sup>th</sup> September, 21<sup>st</sup> October, 30<sup>th</sup> December*
- *Opening schools and educational setting to more pupils from 1 June: guidance for parents and carers – Gov.UK - 11 May 2020*
- *Actions for education and childcare settings to prepare for wider opening from 1 June 2020 – Gov.UK - 12 May 2020*
- *Opening schools for more children and young people: initial planning framework for schools in England – Gov.UK – 11 May 2020*
- *Coronavirus (COVID-19): Implementing protective measures in education and childcares settings – Gov.UK – 12 May 2020*
- *School Recovery Guidance in Response to Covid-19 – LCC – 12 May 2020*

##### Specific Health guidance –

##### Shielded and clinically vulnerable children and young people and those living with a shielded or clinically vulnerable person

*Clinically extremely vulnerable and those living with someone who is deemed to be clinically extremely vulnerable are expected to attend school.*

##### PPE –

*Wearing a face mask in schools is not recommended. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.*

*Mishandling of face masks can inadvertently increase the risk of transmission.*

*PPE will only be required for a very small number of cases including: – this will be made up of face mask, disposable gloves, disposable apron and eye protection*

- *When staff are assisting children in their intimate care needs*
- *If a child becomes unwell with symptoms of coronavirus while in school until they can be collected to return home*

*PPE will be worn during cleaning.*

Specific Issue / Risk	Key Actions	Who	Notes
<b>Suspected case of Covid-19 on site</b>	<ul style="list-style-type: none"> <li>- If anyone in the school becomes unwell with a new persistent cough (lasting for longer than an hour and 3/4 episodes of this in 24hrs), a high temperature, or loss of or change in their normal sense of taste and smell they must be sent home and follow the advice for households with possible confirmed cases (<a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>) and should self-isolate for 10 days.</li> <li>- If a negative result is returned they should return to work or school. <b>This negative result should be communicated with the school.</b></li> <li>- If this is a child, parents should be contacted immediately and the child should be collected swiftly.</li> <li>- The child should be escorted by a member for staff to the isolation room and PPE equipment should be used until the child is collected. They will have access to a toilet and this is to be deep cleaned once the child has left. PPE clothing should be placed in a bin bag and tied securely at the top for disposal after 72 hours and should not be stored with the general waste.</li> <li>- School will contact all parents (due to the level of cross over between bubbles) to inform them of any positive cases.</li> <li>- The government website should be used to seek a Covid-19 PCR test for each member of their household. If a negative result is returned then they may return to school. School will request confirmation of this negative result before returning.</li> <li>- School should be contacted immediately if a positive result is returned, then <b>the whole group</b> they were working within <b>including adults</b> will be sent home and <b>they must</b> isolate for 10 days. Time should not be wasted in contacting the school even over the weekend as emails are checked over the weekend.</li> <li>- If any positive result is returned the HT will make the appropriate referral.</li> <li>- If other cases are also confirmed at school, then PHE will advise the next steps / possible closure.</li> </ul>	<p>All stakeholders:</p> <ul style="list-style-type: none"> <li>• Parents</li> <li>• Teachers</li> <li>• Children</li> <li>• Headteacher</li> </ul>	<p><i>The school's decision regarding symptoms is final and they should not be held responsible for any loss of education if a child is sent home with suspected symptoms and a negative test is returned.</i></p>
<b>Confirmed case of COVID-19</b>	<ul style="list-style-type: none"> <li>- Engage with NHS Test and Trace process</li> <li>- If staff have been in close contact with someone who receives a positive test they should self-isolate</li> <li>- Self-isolate for 10 days and only return to school only if they have no symptoms except a cough or anosmia</li> <li>- School MUST contact PHE and Lincolnshire Health Team if a positive test has been confirmed</li> <li>- Follow all the guidance given by PHE</li> <li>- All those who have been in close contact will be sent home and they should self-isolate for 10 days</li> </ul> <p><i>Close contact means:</i></p> <ul style="list-style-type: none"> <li>• Direct close contact – face to face for any length of time with an infected person, within 1 metre</li> <li>• Proximity contacts – extended close contact – within 1-2 metres for more than 15minutes</li> <li>• Travelled in a small vehicle like a car with an infected person</li> </ul> <ul style="list-style-type: none"> <li>- No names will be given to parents of those who have tested positive</li> <li>- 2 or more cases in 14 days would be deemed an outbreak and school must work with the Health Protection Team and follow all actions given.</li> <li>- Bubbles that have closed due to a positive test will switch their learning to online</li> </ul>	<p><i>All staff</i></p>	
<b>Clean hands thoroughly more often than usual</b>	<ul style="list-style-type: none"> <li>- Children should be supervised if necessary during handwashing to avoid ingestion of soap or sanitiser</li> <li>- Use of a hand sanitiser station in playground to avoid congestion in corridor</li> </ul>	<p>CT</p>	

	<ul style="list-style-type: none"> <li>- Sensitive cleaning skin wipes can be used if children's skin reacts to soap or sanitiser – but these must be anti-bacterial</li> </ul>		
<b>Use of toilets</b>	<ul style="list-style-type: none"> <li>- <b>NO CHILD IS TO BE REFUSED USE OF THE TOILET AT ANY TIME</b></li> <li>- Monitoring of use of corridors for toilet breaks to reduce congestion in corridors</li> <li>- Schedule in place for use of toilets in lead up to break / lunch times by groups</li> <li>- Cleaning of toilets to be administered at lunchtime with use of cleaning spray on a rota basis</li> </ul>	All staff	
<b>Health and safety compliance checks completed</b>	<ul style="list-style-type: none"> <li>- Health and Safety compliance checks continue to be completed: <ul style="list-style-type: none"> <li>* fire alarms tested</li> <li>* Emergency lighting checks</li> <li>* Legionella updates</li> <li>* Premises safety checks</li> </ul> </li> </ul>	HT SBM	
<b>Class sizes and groups</b>	<ul style="list-style-type: none"> <li>- Organised into class groups 'bubbles', for curriculum time</li> <li>- Desks should be positioned in classrooms to ensure children face forward to the teacher seating side by side and not face to face or side on</li> <li>- Maintaining distance where possible between adults and adults to children</li> <li>- No whole school gatherings or key stage group choir sessions to take place until further advice has been received – assemblies should continue <b>BUT</b> take place in classes.</li> <li>- All children should have individual equipment they need for working such as pens and pencils.</li> <li>- Classroom based resources such as books and games should be only shared within their own bubble and either cleaned or left for 24hrs or 72 hrs for plastic before use by another bubble.</li> <li>- Any whole school resources that are shared should be cleaned between bubble use or left for 24hrs or 72 hrs for plastic before another bubble uses</li> <li>- Children should be limited to items brought in from home and this should only be essentials – lunch boxes, coat and hat, reading books, water bottle and these can be brought in a school bag.</li> <li>- Lockers must only be used by that specific child only; the outer doors of lockers will be cleaned each evening by cleaning staff.</li> </ul>	HT- oversee CT – implement TA – implement Cleaning staff	<i>Staff who work between bubbles are permitted to do so as long as distancing measures take place</i> <i>Groups will be led by a teacher with a TA working under the guidance of a teacher.</i>
<b>Keeping small cohorts together</b>	<ul style="list-style-type: none"> <li>- Ensure that children are in the same groups at all times each day.</li> <li>- Where alternative teachers cross bubbles they must observe distancing guidelines.</li> <li>- Ensure that wherever possible children use the same classroom or area of a setting throughout the day, with thorough cleaning of the rooms at the end of the day. Same desk and same individual equipment to be used each day.</li> <li>- Children to sit facing forwards and side by side to reduce transmission.</li> <li>- Children will not be able to return of their bubble unless either a negative test result has been returned and school has been notified or they return to school after another accepted illness absence. This is only with the approval of the Headteacher.</li> </ul>	CT – implement HT - oversee	<i>Staggered toilet times</i> <i>Packed lunch will be eaten in classroom</i> <i>UKS2 hot meals to be eaten in class</i> <i>KS2 toilets –staggered use (1 bubble at a time)</i> <i>No paired reading between classes is to take place and no joint activities during curriculum time</i>

<b>Cleaning &amp; Hygiene</b>	<ul style="list-style-type: none"> <li>- Follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>- Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments (school hall)</li> <li>- clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, empty bins regularly</li> <li>- ensure that all adults and children: <ul style="list-style-type: none"> <li>o frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the <a href="#">guidance on hand cleaning</a></li> <li>o clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing</li> <li>o are encouraged not to touch their mouth, eyes and nose</li> <li>o use a tissue or elbow to cough or sneeze and use bins for tissue waste (<b>'catch it, bin it, kill it'</b>)</li> </ul> </li> <li>- ensure that help is available for children and who have trouble cleaning their hands independently</li> <li>- encourage all children to learn and practise these habits through games, songs and repetition</li> <li>- ensure that bins for tissues are emptied each day</li> <li>- where possible, all spaces should be well ventilated using natural ventilation (opening windows- partially whilst children are in the room and fully during times when they are not in there)</li> <li>- prop internal doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>- get in touch with public sector buying organisation partners (for example ESPO) about proportionate supplies of soap, anti-bacterial gel and cleaning products</li> <li>- there is no need for anything other than normal personal hygiene and washing of clothes following a day in school for children and staff.</li> </ul>	All staff have a responsibility for this	<i>Lunchtime clean down – desks, touch points. Toilets to be disinfectant sprayed to reduce time Hand sanitiser for the playground for during playtime</i>
<b>Reduce mixing within setting</b>	<p><b>52% of our children have siblings in other bubbles, each class bubble have links with every other class bubbles. Guidance says that even if we can separate for partial of the time we should. Distancing needs to be adhered to by all adults.</b></p> <ul style="list-style-type: none"> <li>- Children arrive at school and separate from parent when through the car park gate.</li> <li>- Access to rooms should be done directly from outside where possible.</li> <li>- All children are to stay within their designated area on the playground during lunch and play times.</li> <li>- Walk ways will be indicated in the school hall with a one-way system in place. The corridor to be indicated with safe distances markers for toilet / locker usage.</li> <li>- Staggered toilet and locker access to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time</li> <li>- Lunch breaks – KS2 packed lunch children remain in their classrooms and bubbles for lunch 12.00-12.30.</li> <li>- <b>Staggered</b> Drop off - parents should follow the one way system to leave site – all parents to wear a face covering – <b>all parents with surname A-J to drop off at 8.40am and K – Z 8.50am to reduce congestion of parents at school gates</b></li> <li>- <b>Staggered</b> Pick up point same procedures as drop off – all parents to wear a face covering- <b>all parents with surname A-J to drop off at 2.50pm and K – Z 3.00pm to reduce congestion of parents at school gates</b></li> <li>- <b>No child will now be able to walk to their parents' car due to staffing.</b></li> </ul>	All staff responsible for ensuring social distancing is adhered to.	<i>Children are to be discouraged with contact games during playtime and lunchtime play by staff and play within their bubble groups. As we have a large 'cross-over' of siblings in our school it is recommended that even partial, separating (curriculum class time) provides Public Health Benefits. Whole school activities or Key Stage such as assemblies, singing should not take place in a whole school capacity, but can take place within class bubbles.</i>  <i>Lunch –KS1 &amp; LKS2 hot meals children sited in the hall (2 members of staff) All other children sited in classrooms (1 member of staff in each class)</i>
<b>Using outdoor space</b>	<ul style="list-style-type: none"> <li>- For exercise and breaks</li> <li>- For outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff</li> <li>- Outdoor equipment should not be used unless it is appropriately cleaned between groups of</li> </ul>	All staff	<i>A hand sanitising station is used on the playground</i>

	<ul style="list-style-type: none"> <li>children using it.</li> <li>Staff will need to ensure hand sanitiser, first aid grab bag, anti-bacterial wipes and metre stick (distance reminder) to be taken out during outdoor sessions if needed</li> </ul>		
<b>Shared space</b>	<ul style="list-style-type: none"> <li>Stagger the use of kitchen to limit occupancy (3 max)</li> </ul>	HT-oversee All other staff to implement	<i>No more than 3 members of staff in the kitchen at one time</i>
<b>Shared resources</b>	<ul style="list-style-type: none"> <li>All children to use their allocated stationery only and this will be cleaned at the end of each day</li> <li>Any equipment/resources used by children will be cleaned following use</li> </ul>	All children and staff to implement	<i>Use of anti-bacterial wipes to clean down stationery used by older children during the day Larger items to be sprayed and wiped down</i>
<b>[Other] resources</b>	<ul style="list-style-type: none"> <li>Play equipment is only used when ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously</li> <li>Removal of unnecessary items from classrooms where there is space to store it elsewhere</li> <li>Remove/restrict access to all soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</li> </ul>	HT to oversee and all staff to implement	<i>Review the practicality of using large play equipment outside and the cleaning of it between groups on a weekly basis</i>
<b>Lesson Planning</b>	<ul style="list-style-type: none"> <li>Decide which lessons or activities will be safely delivered taking into account the mobility of children in classrooms and learning environments</li> <li>Consider which lessons or classroom activities could take place outdoors</li> <li>Staff to plan in PHSE/ Wellbeing / Mindfulness activities daily to manage a smooth transition back to school</li> <li>The curriculum will remain broad and balanced where possible and gaps can also be addressed through cross curricular work</li> <li>The schools normal curriculum should be fully back in place <b>by the end of Summer 2021</b></li> </ul>	Teaching staff	<i>Additional resource implications should be given to HT in a timely manner to ensure there is time for ordering and delivery and being mindful of slower postal service currently. Staff to make colleagues aware when they are taking lessons outside to deliver to ensure there is no more than 2 working groups outside at any one time (1 group field based, 1 group playground based).</i>
<b>Administering First Aid</b>	<ul style="list-style-type: none"> <li>First Aid grab bag to be taken out side whenever a bubble is out – to contain, anti-bacterial wipes, plasters, gauze, tape, gloves, apron, tissues and waste bag</li> <li>If appropriate a child should be encouraged to wipe any graze, if not staff to wear gloves and administer first aid with the child looking away from them.</li> <li>Staff advised if giving CPR – no rescue breaths are to be given, or leaning down to check for breathing and only chest compressions until an ambulance arrives.</li> <li>In choking episodes staff to administer first aid from behind which is in line with training but they should not go near the mouth</li> </ul>	All staff	<i>Ambulance calls need to inform the ambulance crew that level 3 PPE is required</i>
<b>Parent protocols</b>	<ul style="list-style-type: none"> <li>Parents to comply with Conditions of Attendance document</li> <li>All parents coming onto school site <b>MUST</b> wear a face covering unless there are medical reasons for them not to. Parents should inform the school of what this reason is prior to coming onto site.</li> <li>Parents <b>MUST</b> engage with remote learning should the school have to close in full or in part.</li> <li>No secondary school aged children are to come onto site.</li> <li>Parents are not to gather at the gates of school once their child has been brought onto site – this may hold up the staggered starts and pick-ups for other children and parents.</li> </ul>	HT/ SBM to ensure information has been sent to <u>all</u> parents Acceptable Use Policy Blended/Remote Learning Policy	<i>All parents to receive a copy to re-sign and return to school Awaiting guidance on school's liability should a child develop symptoms in school and whether the school can be held accountable for this</i>

<b>Transport arrangements</b>	<ul style="list-style-type: none"> <li>- Encourage parents and children to walk or cycle school where possible</li> <li>- Making sure schools, parents follow the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> when planning their travel</li> <li>- Ensuring that their transport arrangements cater for any changes to start and finish times</li> <li>- Making sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus</li> <li>- Making sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers</li> </ul>	HT to oversee	<i>Contact LCC regarding taxi firms used for transport that they are adhering to safe travel guidance</i>
<b>Staff Self-Testing Spring 2021</b>  <b>Thursday &amp; Sunday evenings</b>	<ul style="list-style-type: none"> <li>- Staff given the opportunity to opt in (or out) of self-testing at home twice weekly using Lateral Flow Devices (LFD).</li> <li>- Ensure full guidance as provided by NHS/DfE is given to all staff to enable them to make an individual informed decision.</li> <li>- Ensure Covid Coordinator/Registration Assistant keep accurate record of who has opted in and who has opted out of self-testing.</li> <li>- Ensure Covid Coordinator/Registration Assistant keep accurate record of all tests provided to staff who opt in.</li> <li>- Ensure Covid Coordinator/Registration Assistant keep accurate record of results notified by staff members to school.</li> <li>- Ensure all records are retained and secured in line with GDPR requirements.</li> <li>- <b>Staff who have opted in must ensure that prompt reporting of test result is made to NHS and to Lisa Sexton (HT) before 8.00 p.m. on testing days.</b></li> <li>- <b>If HT is notified of a positive LFD result the relevant bubble will be closed for (initially) 24 hours pending the result of subsequent PCR test. This period may be extended if PCR result is delayed.</b></li> <li>- Covid Coordinator/Registration Assistant to pursue any non-reporting or non-testing by staff or breaks in the chain of communication.</li> <li>- Staff who are self-testing must report any damaged test kits to the Covid Coordinator/Registration Assistant quoting the test ID number.</li> <li>- Staff who are self-testing must report any injury they sustain during the testing process quoting the test ID number.</li> </ul>	HT to oversee  HT to take leadership decisions on bubble management  School Business Manager to take up responsibility of Covid Coordinator/Registration Assistant	<i>Decisions on bubble or school closure to be communicated by HT, by email, firstly to governors, secondly to staff and subsequently to parents.</i>