

Ridgeway Primary School

Preventing and Managing the spread of the Coronavirus

Risk Procedures and Risk Assessment

Progression of restrictions / Staged Response

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 available - Follow usual absence periods for sickness 	All Staff	
STAGE 2 – Prevention	<p><u>Where an increased risk is present</u></p> <ul style="list-style-type: none"> - Increased absence rates of pupils or staff - Local increases in sickness - Public health alerts - Suspected cases of coronavirus in school or within the community 	<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 - Increased enforced use of handwashing before eating of food - Enforce 48hr 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) - Daily review of the situation 	SLT Site Staff All Staff	
STAGE 3 – Mitigate/ Delay	<p><u>Where a significant risk is present</u></p> <ul style="list-style-type: none"> - direct case or increased likelihood of cases - Public health advice for restrictions 	Consider reducing contact situations: <ul style="list-style-type: none"> - Assemblies - Carpet time - School events - Trips Consider: <ul style="list-style-type: none"> - Any screening measures e.g. use of a thermometer in school. - Increase time of exclusion from school for those with symptoms (beyond 48hrs) - Sending home any children with <u>any</u> symptoms - Additional Cleaning including deeper cleans 	SLT	
STAGE 4 – Containment	<p><u>Where specific and/or significant changes or restrictions need to be in place.</u></p> <ul style="list-style-type: none"> - High levels of sickness - High rates of absence - Significance of danger of disease or illness 	<ul style="list-style-type: none"> - Part / full closures of site / classes - Deep cleans - Closure of lettings and building use - Reduction or exclusion of visitors 	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"> - Contact relevant agencies e.g. LA / Public Health England - Deep clean core areas - Inform staff - Core reminders of hygiene - Contact parents – general information about sickness etc. 	SLT	
Confirmed case in school	<ul style="list-style-type: none"> - Deep clean core areas - Inform staff - Core reminders of hygiene - Contact parents – general information about sickness etc. and the key next steps e.g. closure of a class / school/ or carry on etc. 	SLT Site Staff	
Suspected case in a family	<ul style="list-style-type: none"> - Parents to ensure child washes hands before leaving the house. - Child to wash hands immediately after coming into school - Increase monitoring of pupils 	Families; All Staff	
Confirmed case in a family	<ul style="list-style-type: none"> - Children in the family to remain at home for a fixed period of time - Deep clean of the classroom and school 	SLT Site Staff	
Teacher shortage	<ul style="list-style-type: none"> - Supply / Splitting classes / SLT Cover - Where too many – partial closure for certain classes or part time / AM / PM classes 	SLT	
Support staff shortage	<ul style="list-style-type: none"> - Supply / Prioritise most needy children / classes with remaining staff 	SLT	
Protection for most vulnerable children	<ul style="list-style-type: none"> - 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/seclusion 	SENDCO	
Staff with health issues (e.g. Heart)	<ul style="list-style-type: none"> - Ask them to contact their consultants to seek advice on their condition - Consider working from home 	All Staff	
Staff with symptoms	<ul style="list-style-type: none"> - Stay at home; follow NHS 111 advice; discuss with HT 	HT	
Pregnant staff	<ul style="list-style-type: none"> - Ask them to contact their midwife to seek advice; - Consider working from home 	SLT	
Kitchen shut down	<ul style="list-style-type: none"> - Parents to provide packed lunches 	SLT Families	
Site team shortage	<ul style="list-style-type: none"> - Discuss with Site Supervisor cover arrangements in good time 	Site Staff	
Leadership shortage	<ul style="list-style-type: none"> - Access via phone 	SLT	
Admin shortage	<ul style="list-style-type: none"> - Cover with TAs / SLT - Inform parents not to phone unless emergency 	SLT	
Other school users	<ul style="list-style-type: none"> - Inform of control measures, including the possibility that a suspension or usage may occur. 	Site Staff	
Long period shut down	<ul style="list-style-type: none"> - Continue learning activities through Parent Mail, Class Dojo and other internet based learning 	SLT All Staff	

Core Control Measures

Control Measure	Control Stage	Notes / Action	Who	Review
Tissues for Each Class	1	<ul style="list-style-type: none"> - Ensure adequate stock levels of tissues for each class / office - Replenish as needed 	Site Staff	
Alcohol based gel	1	<ul style="list-style-type: none"> - Hand sanitizer gel in main reception area for visitors to site to use before entering school - Staff use hand sanitizer gel on entry to classroom 	Site Staff Visitors to site	
Increase hand washing facilities	1	<ul style="list-style-type: none"> - All children to wash hands before lunch daily - Ensure adequate stock levels 	Site Staff	
Other users of the building	2, 3	<ul style="list-style-type: none"> - Clean hands or use gel before using facilities - Restrictions or suspensions of usage 	Site Staff	
monitoring daily any child or staff absence	2	<ul style="list-style-type: none"> - Daily summary of absence levels 	Admin Staff	
Finding out about travel arrangements now and in the future of staff and pupils	2	<ul style="list-style-type: none"> - Ask parents to inform us of any closes family member who has returned from abroad within the last month - 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. 	HT	
Reducing contact point activities	3	<p>Avoid any activity where you are passing items around a class</p> <ul style="list-style-type: none"> - Circle time objects - Artefact sharing - Touching activities – PE / Gymnastics <p>Other</p> <ul style="list-style-type: none"> - Cease hand shaking of children and visitors - 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. 	All Staff	

Control Measure	Control Stage	Notes / Action	Who	Review
Good Personal Hygiene	2	<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. - Classes to teach children hand washing techniques - Children to wash hands before snack (classroom) and before eating dinner (classrooms/ hall corridor toilets / hand sanitiser) Information: <ul style="list-style-type: none"> - Distribute key information posters 	All Staff	
Review of cleaning	2, 3,	<ul style="list-style-type: none"> - Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed) - Daily cleaning of classrooms (already in place) - Preparations for deep cleans if necessary 	Site Staff	
Additional touch point cleaning daily	3	<ul style="list-style-type: none"> - Handles and rails to be cleaned at mid points during the day 	Site Staff	
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 	Admin Staff	
Absence policy	3	<ul style="list-style-type: none"> - 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 / diarrhoea) 	SLT	
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	3	<ul style="list-style-type: none"> - Purchase hand held non-contact thermometer. 	SLT	