



Barningham CEVC Primary School

Preventing and Managing Sickness including Outbreaks

Risk Procedure and Assessment

Progressions of Restrictions/staged Response

At Barningham CEVC Primary School we have four stages for when dealing with medical incidents/outbreaks of infection

Response stage	Trigger	Key Actions	By Whom	Notes
Stage 1- General Day to day Hygiene procedures	None	General reminders for hygiene: Washing hands after toilet use, before eating, after playing etc. Effective handwashing facilities available to all Follow usual absence procedures for sickness	All staff	
Stage 2- Prevention	<u>When an increased risk is present.</u> -Increased absence rate of pupils and staff -Local increases in sickness e.g. flu, gastric, Coronavirus -Public health alerts -Suspected cases of a specific illness in school or within the community	Increase Hygiene procedures in school By: -Communicate information with all staff and users of the site e.g. posters, Tissues available, hand-wash etc. - anti-bacterial products to be used during the day on key areas- door handles & public spaces. -Specific hygiene instruction in class -increase and enforce handwashing amongst children- particularly before and after break and lunch. -Enforcement of 48 hour rule for isolation after infection has ceased. -Consider types of trips and visits planned and make changes as necessary e.g Swimming -Daily Review Core control measures and change as necessary	All staff SLT & Admin to liaise with parents. HT & DHT	
Stage 3- Mitigate/Delay	<u>When a significant risk is present.</u> -Direct case or increased likelihood of cases -Public Health advice for restrictions	Consider reducing contact situations: -Assemblies, Carpet time, Trips, whole school events e.g.concerts and performances Consider: -Any screening measures- use of thermometer in school- increase exclusion period from school for those with symptoms- 7-14 days as advised. -Sending children home with any symptoms -Additional cleaning as necessary including deeper cleans Twice daily review of situation	SLT	
Stage 4- Containment	<u>When specific and/or significant changes or restrictions need to be in place.</u> -High levels of sickness and absence both staff and children. -Significance of danger of	-Part or full closure of site, this may be necessary if there are a high number of staff absent. -Deep Cleans -Closure of clubs and use for lettings -Exclusion of any visitors to the school site.	SLT & Chair of Gobs	



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	disease/illness			
Specific Issue	Actions including messages		Who	Notes
Time of concern (Whilst there is a raised risk in the community)	<ul style="list-style-type: none"> Core reminders for hygiene in school Contact Parents- General information about sickness & Procedures Escalate cleaning & prevention procedures in school 		SLT & Admin	
Suspected Case in school(staff or pupil)	<ul style="list-style-type: none"> Contact Public Health England, 111 and LA Deep Clean Core areas Inform staff Inform Chair of Governors 		SLt	
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 Increased vigilance by staff and monitoring of children 		Family & School staff	
Confirmed case in a family	<ul style="list-style-type: none"> Children in family to remain at home for a fixed isolation period Deep clean of school 		Family & Admin	
Teacher shortage	<ul style="list-style-type: none"> Use supply teachers if possible Consider use of HLTAs if possible Consider HT cover if possible Flexibility with PPA- teachers may have to be owed time/paid overtime? Consider use of TA's (paid at HLTA rate) Consider splitting/increasing class size Consider partial closure Consider a.m. or p.m. classes 		SLT	
Support Staff shortage	<ul style="list-style-type: none"> Prioritise most needy children/classes with remaining staff 		SLT	
Protection for most vulnerable children	<ul style="list-style-type: none"> Identify who children with underlying health conditions are- alert all staff Discuss with their parents appropriate steps 		SLT	
Staff with Health issues	<ul style="list-style-type: none"> To contact their consultant for advice Consider to work from home after discussion with SLT 		Staff & Consult SLT	
Staff with symptoms	<ul style="list-style-type: none"> Stay at home for recommended isolation period call 111 and ensure HT & SLT are aware of advice 		ALL STAFF	
Pregnant staff	<ul style="list-style-type: none"> Ask them to contact their midwife for advice May need to stay at home 		Staff	
Kitchen shut down	<ul style="list-style-type: none"> Parents may be asked to provide packed lunch 		SLT	



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Cleaning staff absence	<ul style="list-style-type: none">• volunteer staff from other areas to clean temporarily- short term only(one day until parents can be contacted)• Ask for parental volunteers to help clean the school• If cleaning cannot be maintained to high enough standard close the school	SLT & Admin	
Leadership absence-	<ul style="list-style-type: none">• Contact by phone	SLT	
Admin shortage	<ul style="list-style-type: none">• Inform parents and ask them to contact school at specific times only• Use other staff including SLT to man the office for specified periods	SLT	
Other school users	<ul style="list-style-type: none">• Inform of control measures, including the possibility that a suspension or usage may occur	SLT & Admin	
Enforced long shutdown	<ul style="list-style-type: none">• Continue with provision of work of website- teachers will set work on class pages from home• Y6 children to take SATs practice books home and CT will instruct via class pages what needs to be done each day.• Staff to stay in touch via facetime, whatsapp etc.	ALL STAFF	

Control Measure	Control Stage	Notes/Actions	who	Review
Tissues for each class	1	Site staff and admin staff to ensure there is sufficient supply for school	Admin & Site staff	
Anti-bacterial cleaning products	1	Available for each class for extra daily cleans at break times and end of the day.	all	
Increase hand washing facilities	2	Enforce pre -lunch hand washing, break times etc.	All staff inc MDSA	
Other users of the building	2 & 3	Ensure every user is aware of usage expectations- cleaning and washing	admin	



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		hands etc		
Monitoring daily any child or staff absence	1	immediate report to office of any suspected illness	Parents & Admin	
Travel arrangements- all stakeholders	3 & 4- where specific threat is evident	Newsletters- inform parents of procedures, risk assessment and measures put in place Ask to know if anyone has travelled abroad, especially high risk areas, and if they have future plans in order to discuss expectations. Staff to inform SLT of any plans to travel abroad, or if they have been in close contact with family and friends who have recently travelled abroad.	SLT & Admin	

Continuation of Learning Plan in the event of a school closure for a prolonged period

- Staff will post work for children on the class pages of the school website
- Children can access on line activities through the website
- Y6 children will have CPG revision books for SATs- you can also access revision materials via the BBC Bite size site
- Any outstanding homework activities
- Please read at home and in EYFS/KS1 continue to practise Phonics skills



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- Recapping on homework from the year.
- School will endeavour to keep parents updated via the school website.
- Try to do some of the 30 years activities for your book.

You can email the school, Admin staff will do their best to deal with emails from home or forward to class teachers. Please use the following email address: admin@barningham.suffolk.sch.uk

Computers will be checked at least twice a day during school hours.

Please note: you may not receive an immediate reply.

Frances Parr

Headteacher