

## Sample Risk Assessment for Preventing and Managing Sickness Including Outbreaks

### Risk Procedures and Risk Assessment

#### Progression of Restrictions / Staged Response

Response Stage	Trigger	Key Actions	Who	Notes
<b>STAGE 1 – General</b> (everyday hygiene and procedures)	None	<ul style="list-style-type: none"> <li>- General reminders for hygiene</li> <li>- Effective handwashing facilities and soap available</li> <li>- Follow usual absence periods for sickness</li> </ul>		
<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>- Pupils and staff should strictly adhere to advice on social distancing</li> <li>- Suspected cases of specific illness in school or within the community (e.g. coronavirus / gastric)</li> </ul>	<ul style="list-style-type: none"> <li>- Increase hygiene procedure</li> <li>- Communication with key people including key information (staff, pupils and families, users of the site)</li> <li>- Specific hygiene lessons in class</li> <li>- Increased enforced use of handwashing before eating of food</li> <li>- Enforce 48hr after symptoms have stopped for all fever, sickness, diarrhoea etc.</li> <li>- Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points)</li> <li>- Review <i>Core Control Measures and make changes as necessary</i></li> <li>- Daily review of the situation including constant review of government guidelines and implementation of same.</li> </ul>	SLT Admin Staff	
<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> <li>- Pupils and staff should strictly adhere to advice on social distancing</li> </ul>	<p>Reduce all non-essential contact situations:</p> <ul style="list-style-type: none"> <li>- Assemblies</li> <li>- Carpet time</li> <li>- School events</li> <li>- Face to face meetings</li> <li>- Trips</li> </ul> <p>Consider:</p> <ul style="list-style-type: none"> <li>- Any screening measures e.g. use of a thermometer in school taking into account limitations of staff training and what it is reasonable to expect of staff in relation to medical testing.</li> <li>- Refer to and seek guidance from appropriate public bodies (PHA, DENI, HSE etc)</li> <li>- Increase time of exclusion from school for those with symptoms (beyond 48hrs) in line with PHA guidance</li> <li>- Sending home any children with <u>any</u> symptoms as soon as possible</li> </ul>	SLT	

		- Additional Cleaning including deeper cleans to be carried out by professional, trained staff		
<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> <li>- Significance of danger of disease or illness</li> </ul>	<ul style="list-style-type: none"> <li>- Part / full closures of site / classes</li> <li>- Deep cleans using appropriate materials including personal protective equipment to be carried out by professional, trained staff</li> <li>- Closure of lettings and building use</li> <li>- exclusion of non-essential external visitors</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 e.g. LA / Public Health</li> <li>- Deep clean core areas</li> <li>- Inform staff</li> <li>- Core reminders of hygiene</li> <li>- Contact parents – general information about sickness etc.</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. closure of a class / school/ or carry on etc.</li> </ul>	SLT; Site	
Suspected case in a family	<ul style="list-style-type: none"> <li>- Parents to ensure child washes hands before leaving the house.</li> <li>- Child to wash hands immediately after coming into school</li> <li>- Increase monitoring of pupils</li> </ul>	Families; Staff; Admin	
Confirmed case in a family	<ul style="list-style-type: none"> <li>- Children in the family to remain at home for a fixed period of time</li> <li>- Deep clean of the classroom and school</li> </ul>	SLT Site	
Teacher shortage	<ul style="list-style-type: none"> <li>- Supply / Splitting classes / SLT Cover</li> <li>- Where too many – partial closure for certain classes or part time / AM / PM classes</li> </ul>	SLT	
Support staff shortage	<ul style="list-style-type: none"> <li>- Supply / Prioritise most needy children / classes with remaining staff</li> </ul>	SLT	
Protection for most vulnerable children	<ul style="list-style-type: none"> <li>- Identify who these children are vulnerable e.g. underlying health conditions that may be affected by the current threat</li> <li>- Discuss with parents the initial steps and agree key actions re. isolation/seclusion</li> </ul>	SEND Team;	
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>- Work from home</li> </ul>	Staff	
Staff with symptoms	<ul style="list-style-type: none"> <li>- Stay at home; follow NHS 111 advice; discuss with HT</li> </ul>	HT	
Pregnant staff	<ul style="list-style-type: none"> <li>- Working from home</li> </ul>	SLT	
Kitchen shut down	<ul style="list-style-type: none"> <li>- Parents to provide packed lunches, seek advice and support from EA regarding provision for pupils entitled to FSM</li> </ul>	SLT; Families	
Site team shortage	<ul style="list-style-type: none"> <li>- Discuss with cleaning contractor cover arrangements in good time</li> </ul>	Site	
Leadership shortage	<ul style="list-style-type: none"> <li>- Access via phone taking in to account potential sickness absence and inability to contact or work from home</li> </ul>	SLT; Staff	
Admin shortage	<ul style="list-style-type: none"> <li>- Cover with CAs / SLT</li> <li>- Inform parents not to phone unless emergency</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. Advise all non-essential visitors to rearrange appointments, planned activities, meetings etc</li> </ul>	Site	
Long period shut down	<ul style="list-style-type: none"> <li>- Continue learning THROUGH TEACHER PREPARED PACKS</li> <li>- Testing of capacity for this</li> </ul>	SLT; Staff	

	<ul style="list-style-type: none"> <li>- Provision of time to staff to prepare during normal working hours</li> <li>- Factor in caring responsibilities of staff working from home</li> <li>- Ensure hygiene in relation to hard copies of work sent to schools and consider same for arrangements to collect and/ or mark work</li> </ul>		
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### Core Control Measures

Control Measure	Control Stage	Notes / Action	Who	Review
Personal Protective Equipment Provided	4	<ul style="list-style-type: none"> <li>- Where cleaning of any type in relation to COVID-19 or suspicion of same:</li> <li>- Provide aprons, gloves, disposable bags, eye protection, face masks</li> <li>- Only staff adequately trained in the safe use of PPE and safe procedures for cleaning and or disposing of potentially contaminated items and areas.</li> </ul>		
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	
Alcohol based gel	1	<ul style="list-style-type: none"> <li>- Ensure dispensers and full from the start of each day</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	Contact every user and inform them of usage expectations: <ul style="list-style-type: none"> <li>- Clean 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	<ul style="list-style-type: none"> <li>- Daily report to the HT or number of absences and symptoms</li> </ul> Weekly summary data for each class to HT	Admin; HT	

Control Measure	Control Stage	Notes / Action	Who	Review
Finding out about travel arrangements now and in the future of staff and pupils	3 (where specific threats are evident aboard)	<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	
Reducing contact point activities	2	<p>Avoid</p> <ul style="list-style-type: none"> <li>- Food making / tasting</li> </ul> <p>Avoid any activity where you are passing items around a class</p> <ul style="list-style-type: none"> <li>- Circle time objects</li> <li>- Artefact sharing</li> <li>- Touching activities – PE / Gymnastics</li> </ul> <p>Other</p> <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.</li> <li>- Refer to guidelines relating to ‘social distancing’ and sit pupils and staff 1.5 metres apart.</li> </ul>	Staff	
Good Personal Hygiene	2	<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 and at other regular and appropriate intervals throughout the day.</li> <li>- Particular and specific measures need to be considered for pupils with identified Special Educational Needs. Consider if these needs can be met safely in relation to hand washing and other hygiene measures.</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)</li> </ul>	HT; Staff	

Control Measure	Control Stage	Notes / Action	Who	Review
		Information: <ul style="list-style-type: none"> <li>- Distribute key information posters</li> </ul>		
Review of cleaning	2, 3	<ul style="list-style-type: none"> <li>- Meet with cleaners 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 increased levels of cleaning classrooms</li> <li>- Deep cleans if necessary</li> </ul>	Site; Cleaning Contractor	
Additional touch point cleaning daily	2, 3	<ul style="list-style-type: none"> <li>- Handles and rails to be cleaned as often as possible during the day and at least in the morning, after break, after lunch and at the end of the school day</li> </ul>	Site	
School visitors and site users	2, 3	<ul style="list-style-type: none"> <li>- All non-essential visitors to be informed not to visit the school for the duration of the COVID-19 outbreak</li> <li>- Compulsory handwashing / use of gel before 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</li> </ul>	Office; Site	
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 Follow guidance from PHA on self-isolation and sickness absences for COVID-19</li> </ul>	SLT	
Support for families affected	2, 3	<p>Establish appropriate methods of communication between families and school for the duration of school closure</p> <ul style="list-style-type: none"> <li>- Contact with staff should reflect the provisions of the school Attendance Policy (TNC2008-2)</li> </ul>	SLT; Kitchens	

<b>Control Measure</b>	<b>Control Stage</b>	<b>Notes / Action</b>	<b>Who</b>	<b>Review</b>
Taking temperature of anyone in school who may begin to feel unwell	2, 3	<ul style="list-style-type: none"><li>- Purchase hand held non-contact thermometer.</li><li>- Bear in mind that teaching staff cannot diagnose and are unlikely to be trained in the use of any medical equipment</li></ul>	SLT	

