

Jurby Community School

Preventing and Managing Sickness including outbreaks Risk Procedures and Risk Assessment

Progression of restrictions / Staged Response

At Jurby Community School we have 6 stages for when dealing with medical incidents / outbreaks, depending on the nature of the situation and stage

This Document should be read in conjunction with the document entitled "Protocols and Policy for the Safe Operation of Jurby Community School whilst there is a requirement for Social Distancing."

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 	Site Team & Managers / Caretakers / Cleaners / 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 e.g. flu, gastric, coronavirus -Public health alerts 	<ul style="list-style-type: none"> • Increase hygiene procedure • Communication with key people including key information (staff, pupils and families, users of the site) • On site social distancing <ul style="list-style-type: none"> • Information • Signs • Newsletters • Parent / guardian reinforcement • Specific hygiene lessons in class • Increased use of handwashing <ul style="list-style-type: none"> • before eating of food • Entering / leaving school • At regular intervals • After activities • Consider events/trips and make changes as necessary • Review <i>Control Measures and make changes as necessary (see table below)</i> • Daily review of the situation 	SLT/ Support / Site Staff / Caretakers / Cleaners / All staff	

Response Stage	Trigger	Key Actions	Who	Notes
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/other advice for restrictions 	<ul style="list-style-type: none"> • Consider reducing contact situations: • Assemblies, Carpet time, School events Trips • Consider:- • Sending home any children with <u>any</u> illness • Additional Cleaning including deeper cleans • Require <ul style="list-style-type: none"> ○ Self-isolation from school for those with stated symptoms 	School Leadership Team / Site Staff	
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 	DESC / HT or delegate / Chair of Governors / Public Health	Latest guidance from DESC requires HTs to liaise with Department before closing – contact Director of Education when 25% trigger point of staff absence is reached
STAGE 5 - Early education response to school closure	<p><u>Enhancing education provision during longer-term closure</u></p> <ul style="list-style-type: none"> • Hub arrangements focused on students of key/critical workers and most vulnerable students • Developing remote learning 	<ul style="list-style-type: none"> • Teachers operating on an in-school rota designed based on availability and potentially weekly teams • Open over Bank holidays using volunteers • Contact list and communication process with those identified as most vulnerable <ul style="list-style-type: none"> ○ Follow up action as required • Revisiting of key concepts via remote learning with an emphasis on practice / consolidation • New learning material introduced as closure had become extended • Weekly universal learning newsletter to parents and other comms as required • Weekly staff T&L remote briefing email 	HT or delegate, school staff, supported by DESC	Focus on keeping the vulnerable safe rather than on education
STAGE 6 - Expanding education provision reflecting IOM priorities	<ul style="list-style-type: none"> • Complementary education to bolster remote learning • Loaning IT kit to the needy 	<ul style="list-style-type: none"> • Pupil groups of up to 10 students, managed as separately as possible <ul style="list-style-type: none"> ○ increase staffing as number of groups increases • Operational considerations of additional students and maintaining social distance in school considered: <ul style="list-style-type: none"> ○ One way system in corridors / distance markers ○ Limited room occupation (approx. 10 students max) ▪ Further risk assessment / visit may be required depending upon shape of rooms and furniture in them. ○ Staggered starts, breaks, lunch, end of school ○ No cross-over between key worker / vulnerable students and those attending the bolster sessions ○ Additional cleaning / logging room use • Transportation liaison with Bus Vannin <ul style="list-style-type: none"> ○ No. on buses ○ Site of bus stops and exit / entry ○ Lengths of journeys ○ Usage of masks(?) • Periodic collection of data on students' remote learning engagement • Targeted parental communication offering iPads initially to those FSM students known not to be engaging with the remote learning • Additional bookable teaching slots, for any exam groups, complementing the remote learning provision (booster sessions) 	HT or delegate, school staff, supported by DESC	Capacity issues with cells and team structure - weekly review as numbers increase - will be a maximum which can be managed this way

Coronavirus Key Actions (as situation escalates)

Specific Issue	Risk classification			Actions including messages to mitigate the risk	Who	L	S	Total	Notes
	L	S	R						
Suspected case in school (staff or pupil)	3	3	9	<ul style="list-style-type: none"> Isolate Person in AW's Room Contact the parents of pupil concerned for pick-up Agree pupil's health status; pupil to stay off-site until confirmed non-Covid related Consideration of adjusting day's accommodation and necessary enhanced cleaning Take advice from Public Health IOM and DESC Core reminders of hygiene for others in school 	School Leadership Team/ Parents/ Teachers/ Site team	1	3	9	Likelihood reduced by following all control measures contained in this and associated documents.
Confirmed case in school	3	5	15	<ul style="list-style-type: none"> Take advice from Public Health IOM and DESC Potential temporary closure Enhanced cleaning following Public Health protocols Alteration of staff rotas to allow necessary self-isolation Inform staff and parents re. next steps Core reminders of hygiene for others in school 	School Leadership Team; Teachers; Site Team	1	5	10	It is likely at this stage that all persons who had contact with the confirmed case would need to self-isolate for a period of time and await further instructions. Likelihood reduced by action and policies put in place
Suspected case in a family - displaying stated symptoms	4	2	8	<ul style="list-style-type: none"> Family must follow self-isolation advice Increase monitoring of pupils who may have had contact 	Families / Staff	4	2	8	
Confirmed case in a family (that has a child attending a school)	4	5	20	<ul style="list-style-type: none"> Family to advise school immediately by phone or text ASAP. Family (including pupil) must follow self-isolation advice Senior Teacher on site to inform DESC ASAP Take advice from Public Health IOM and DESC Enhanced clean of areas used 	Family/ School Leadership Team Site Team	4	5	20	Likelihood will vary from family to family depending on many circumstances outside our control.
Teacher availability	4	3	12	<ul style="list-style-type: none"> Schools have minimised teacher-pupil contact Rota models in effect - to keep teams separate Vulnerable staff not available in-school so can only support remotely 	School Leadership Team	4	3	12	Current circumstances means teacher availability could be a limiting factor on pupil numbers in school
Teacher shortage	4	3	12	<ul style="list-style-type: none"> Supply / Merging classes / School Leadership Team Cover/Creative use of remaining workforce Where too many – refer to DESC, possible partial closure for certain classes or part time / AM / PM classes 	School Leadership Team	4	3	12	DESC stated trigger point of 25% staff absence before consideration of any closure
Support staff shortage	4	3	12	<ul style="list-style-type: none"> Supply / Prioritise complex needs children Consider using admin staff & defer non-essential functions Work with families who have children who are supported by SESO's to create individual plans, including part time attendance 	School Leadership Team / SENCO	4	3	12	Some of our SESO's are vulnerable / shielding. Our most challenging pupils will struggle with changes to key workers.

Specific Issue	Risk classification			Actions including messages to mitigate the risk	Who	L	S	Total	Notes
	L	S	R						
Protection for most vulnerable children	5	5	25	<ul style="list-style-type: none"> Identify those children who are most vulnerable e.g. those with child protection considerations, underlying health conditions that may be affected by the current threat Identify others at risk - e.g. LAC, FSM, subset of SEN Prioritise vulnerable students including LAC, CLN, SS, Unit and Learning support, FSM Discuss with parents/carers (where appropriate) and agree key actions Potential to loan IT kit to some students 	SLT/ Safeguarding Lead / SENCO / Pastoral Staff	4	5	20	Due to lack of SESO's with good relationships with these pupils it will be difficult to reduce the risk, until new staff have built up good relationships.
Staff with health issues (e.g. Heart)	5	5	25	<ul style="list-style-type: none"> Ask them to seek medical advice on their condition Consider back office, changes to duties or working from home - following advice given 	SLT/ Line Managers	5	5	25	Unchanged as we are unable to influence their underlying health issues and limited back office opportunities in a primary school.
Staff with stated symptoms	5	5	25	<ul style="list-style-type: none"> Must follow self-isolation guidance Inform Line Manager Complete self-isolation form 	Staff	5	5	25	
Pregnant staff	4	4	16	<ul style="list-style-type: none"> Ask them to seek medical advice; Consider back office, changes to duties or working from home - following advice given 	Staff / School Leadership Team	N/A	N/A	N/A	Currently no member of staff is pregnant. Will review if this changes.
Kitchen shut down	1	4	4	<ul style="list-style-type: none"> Take advice from DESC Focus on FSM provision Ask non-FSM parents to feed children at home if possible or provide packed lunches 	School Leadership Team / DESC / Families	1	4	4	School lunch to be sandwiches. These could be made by other member of staff, or supplied from another local school.
Site team shortage	3	4	12	<ul style="list-style-type: none"> Refer to DESC 	SLT/	3	4	12	
Leadership shortage	3	4	12	<ul style="list-style-type: none"> Establish lines of communication and responsibility beforehand, possibly involving DESC for smaller schools In the event of confirmed cases, consider splitting the School's Leadership Team Call in another member of SLT / another Headteacher 	School Leadership Team / DESC	3	4	12	
Admin shortage	3	4	12	<ul style="list-style-type: none"> Essential admin functions may need cover - consider classroom-based (S)ESOs / School Leadership Team Inform parents that normal services may be interrupted and ask for forbearance Call in another admin member of staff from another hub school 	School Leadership Team;	2	4	8	SESO's have covered this role in the past. HT can also offer basic cover if needed e.g. answer phone.
Death of pupil / staff member / close relative	3	5	15	<ul style="list-style-type: none"> Invoke normal procedures Contact support team - Chrissy Callaghan (482623) / Jonny Fee (365122) Monitor situation around the risk of this escalating Good communication with parents needed when issues are developing 	SLT / Staff / DESC	3	5	15	Re-act as needed.

Core Control Measures - Further details contained in Policy and Procedures Document

Control Measure	Control Stage	Risk classification			Notes / Action	Who	Residual Risk			Review / Notes
		L	S	R			L	S	Total	
Particular worker group pupils to be integrated into school	2 - 6	5	4	20	<ul style="list-style-type: none"> • Indication of numbers for each worker group ascertained • Consider risks associated with increasing numbers of children starting to attend schools ○ See all other aspects of the risk assessment ○ Check pupil emergency contact details are up to date ○ Check medical history 	SLT / teachers / all existing pupils	2	4	8	
Central health resources in key areas e.g. Tissues, soap cleaning products, wipes, bin bags	1 - 6	2	3	6	<ul style="list-style-type: none"> • Ensure adequate stock levels • Replenish as needed • Site staff to also self-replenish from stock 	Site Staff / All Staff	2	3	6	Ensure staff are aware of the need to lock cleaning store cupboards after they taken more products.
Hand washing facilities	2 - 6	5	4	20	<ul style="list-style-type: none"> • Encourage and remind students and staff to wash hands • Rota children to wash hands • Police access where appropriate • Open doors so that facilities can readily be accessed • Have sanitiser readily to hand 	All	2	4	8	
Monitoring daily any child or staff absence	2 - 6	2	2	4	<ul style="list-style-type: none"> • Daily report to the HT/LT/DESC I&S - number of absences • If 25% trigger for staff absence looks likely inform DESC 	HT / LT / Admin / Attendance Officer	2	2	4	
Ask about planned staff travel arrangements	3 - 6	1	3	3	<ul style="list-style-type: none"> • Review likely consequences if staff are travelling off island and then having to self-isolate on return. • Plan for cover required. • Seek advice from DESC leadership for those colleagues stuck in the UK who are required 	School Leadership Team / Staff	1	3	3	
Hygiene precautions	2 - 6	5	5	25	<ul style="list-style-type: none"> • Ensuring appropriate hygiene standards • Inform parents and pupils of hygiene expectation • Children to wash their hands regularly • Avoid any activity where you are passing items around a class • Circle time objects • Item sharing eg cups • Other <ul style="list-style-type: none"> ○ Cease hand shaking of children and visitors ○ Increased cleaning of communal water fountains – students to have and use their own marked cups provided by school and kept in school. 	HT/School Leadership Team / Pupils / All Staff	2	5	10	

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		L	S	R			L	S	Total	
School cleaning	2 - 6	5	5	25	<ul style="list-style-type: none"> Meet with site manager/caretaker to review cleaning arrangement and make any necessary changes Additional FT Cleaner to be appointed Increase focus cleaning on touch points and tables Preparations for deep cleans if necessary Pedal operated bins marked and located in all areas Ensure any 'Clinical' waste is disposed of correctly 	SLT/ Admin / Site Staff	1	5	5	DESC to provide additional full time cleaner. Review Residual risk if this does not happen.
Essential School visitors	2 - 6	4	2	8	<ul style="list-style-type: none"> Inform them of current hygiene requirements Encourage front of house staff to be vigilant - visible symptoms 	Office / Site Staff	1	2	2	Very limited visitors.
Absence policy	2 - 6	2	3	6	<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	2	3	6	Ensure parents take 48hr rule seriously.
Support for families affected	3 - 6	3	3	9	<ul style="list-style-type: none"> Communicate to parents and staff to contact DESC if they require support (FSM) Regular contact with affected families and staff – wellbeing checks. Increase contact with non attending children once school re-opens. 	SLT/ All staff / S/ESo's / EP	2	3	6	
Taking temperature of anyone in school who may begin to feel unwell	2 - 6	3	3	9	<ul style="list-style-type: none"> Purchase hand held non-contact thermometer. Contact parents re issue and to collect Advise of support for staff - <ul style="list-style-type: none"> Occupational health Staff welfare office of IOM Govt. 	SLT	2	3	6	
Medical conditions / Medication	1 - 6	3	5	15	<ul style="list-style-type: none"> Pupil medication to be with pupil when coming in to school 	School Leadership Team / Teachers	2	5	10	Review and make contact with Asthmatics. Ensure all have in-date inhaler in school in classroom.
Fire / evacuation event	1 - 6	3	3	9	<ul style="list-style-type: none"> Normal procedures to be followed Practice evacuations on a regular basis Social distancing – indications of distances to be put down on ground Tape / paint / Lines / markers Paperwork for roll call to be readily available 	School Leadership Team / All staff present / all pupils on site	2	3	6	Carry out Fire Drill 1st week back and then again as numbers change.
Signage	3 - 6	3	3	9	<ul style="list-style-type: none"> Signage put in place – 2m intervals in corridors Messages about Socail Distancing and school closed to adults painted on windows and doors 	SLT/ All staff present / pupils	2	3	6	

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		L	S	R			L	S	Total	
iPad use	2 - 6	5	1	5	<ul style="list-style-type: none"> Clean after use – need appropriate cleaning materials Ensure cleaned between users if they need to share. Children to wash hands / use anti bacterial gel before and after using. 	SLT/ All staff present / all pupils on site	3	1	3	
Pencils / pens / stationery	3 - 6	5	1	5	<ul style="list-style-type: none"> Ensure only used by one person 	SLT / All staff present / all pupils on site	2	1	2	
Textbooks / reading books	3 - 6	3	2	6	<ul style="list-style-type: none"> Books not to travel between home and school. Sets of reading books to be sent home. When returned to be put in quarantine for 72hrs. Issue textbooks to individuals for personal use only – take home / bring in to school for use 	SLT/ All staff All pupils	2	2	4	
Social Distancing	2 - 6	5	5	25	<ul style="list-style-type: none"> Teachers and adults to remind children of importance of social distancing throughout the day Remind and demonstrate use of markings on the floor etc to help with distancing Talk positively about social distancing frequently with children – avoid 'scaring' children away from each other Remind parents to reinforce this at home Inform and remind parents that school is putting in place all it can in this regard, but that we cannot guarantee children will maintain distance – children will naturally gravitate to one another 	SLT/ All staff All pupils	3	5	15	
Arrival at school	3 – 6	5	2	10	<ul style="list-style-type: none"> Staggered start times by family Parents/carers asked to drop off at school gates and not enter premises Pupils asked to congregate in their bubble if they arrive early. Member of staff outside to ensure social distancing. If wet pupils to enter school as they arrive. 	All staff / parents / pupils	2	2	4	
Release from school	1 – 6	5	2	10	<ul style="list-style-type: none"> Staggered finish time by family Pupils escorted out by teacher and advised to leave playground immediately Parents asked not to enter building 	All staff / parents / pupils	2	2	4	
Limit items brought into school	3 – 6	3	2	6	<ul style="list-style-type: none"> Only coat and lunch to be brought to and from school. 	SLT / all staff / parents / pupils	1	2	2	

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		L	S	R			L	S	Total	
Manage use of bathrooms	3 – 6	5	3	15	<ul style="list-style-type: none"> Unisex toilets, 1 set per bubble. Only 1 person at a time. 	All staff / pupils	2	3	6	
Staggered break times	3– 6	5	3	15	<ul style="list-style-type: none"> Each Bubble to have own break time / space. Children not to mix 	SLT / all staff / pupils	2	3	6	
Staggered lunch times	3- 6	5	3	15	<ul style="list-style-type: none"> Children to eat in Bubble. Outside play to be in Bubble in controlled space 	SLT/ all staff / pupils	2	3	6	
Handwashing facilities	2 – 6	5	4	20	<ul style="list-style-type: none"> Pupils to wash hands as they enter building and use hand gel. 1 person at a time at each set of sinks. Posters put up reminding of the need to wash hands Regular hand-washing during the day 	SLT / all staff / pupils	2	4	8	
Reduction of cross-contamination via use of resources	2 – 6	5	3	15	<ul style="list-style-type: none"> Resources not to be shared. If they have to be, to be cleaned with anti bacterial wipes before and after use. 	SLT / all staff / pupils	3	3	9	
Enhanced cleaning regime	2 – 6	5	4	20	<ul style="list-style-type: none"> Enhanced Cleaning to take place. - See Policies and Procedures document Additional Cleaner to be recruited. 	SLT / all staff / pupils	2	4	8	
Disallow 'mass gatherings' i.e. assemblies	3 – 6	3	4	12	<ul style="list-style-type: none"> No Assemblies or indoor gatherings of children not in each Bubble to take place. Medium sized gatherings to take place outside if suitable, maintaining social distancing 	SLT / all staff / pupils	1	4	4	
Restrictions on after-school clubs	3 – 6	2	4	8	<ul style="list-style-type: none"> No before or after school activities to take place 	SLT	1	4	4	