# ST. NINIAN'S HIGH SCHOOL

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

### Progression of restrictions / Staged Response

*At St. Ninian's High School we have 6 stages for when dealing with medical incidents / outbreaks, depending on the nature of the situation and stage*

| Response Stage | Trigger | Key Actions | Who |
|---|---|---|---|
| **STAGE 1 – General** (everyday hygiene and procedures) | None | • General reminders for hygiene <br> • Effective handwashing facilities and soap / sanitiser available <br> • Follow usual absence periods for sickness <br> • Specific Hygiene regulations followed in the kitchen in food preparation, storing and serving <br> • ● Hygiene maintenance in the Special Unit when toileting and assisting children with intimate care | All staff <br> Site Team Caretakers <br> Cleaners <br><br> All staff <br> Catering Manager and catering staff <br><br> Unit staff |

| STAGE 2 – Mitigation Level 1 **Where an increased risk is present in the community** | **Where an increased risk is present**<br><br>-Increased absence rates of students or staff<br>-Local increases in sickness e.g. flu, gastric, coronavirus<br>-Public health alerts | Increase hygiene procedure and cleaning of key areas – door handles etc<br><br>● Communication with key people including key information (staff, pupils and families, users of the site)<br><br>● Increased use of handwashing<br><br>● Reminders about staying at home for the recommended period during and after illness<br><br>● Review Control Measures and make changes as necessary (see table below)<br><br>● Daily review of the situation<br><br>• Access to LFD Tests<br>• Access & support use of face coverings<br>• Increased ventilation throughout the school and in classrooms<br>• Emphasised messaging on personal choice "hands, face, space and fresh air"<br>• Consider reduced indoor activities where possible | School Leadership Team Support / Site Staff / Caretakers / Cleaners / All staff<br><br><br>All staff to remind students Managers for their staff, letters to parents - SLT |

| Response Stage | Trigger | Key Actions | Who |
|---|---|---|---|
| **STAGE 3 – Mitigate Level 2** | **Where a significant risk is present**<br><br>direct case or increased likelihood of cases<br>Public health/other advice for restrictions | • Suspend interaction with other schools for one week and review<br>o Send home any children with *any* illness<br>o Additional Cleaning within 72hrs of contact in school including deeper cleans<br><br>o Self-isolation from school for those advised by the Contact Tracing Team<br><br>• Reminder that  LFD tests are available<br><br>Possible temporary closure of specific area Additional Cleaning including deeper cleans of possible contaminated areas if required – guided by Public Health<br><br>• Communication to parents/carers – reminder of mitigations in place | School Leadership Team / Site Staff |
| **STAGE 4 - Early education response to school closure – if advised by Public Health** | **Enhancing education provision during longer-term closure**<br>• Hub arrangements focused on students of key/critical workers and most vulnerable students<br>• Develop Home Learning through the Google Classrooms platform – normal school timetable to be maintained but run remotely by staff working from home | • Teachers operating on an in-school rota designed based on availability and potentially weekly teams<br>• Contact list and communication process with those identified as most vulnerable<br>o Follow up action as required<br>• Revisiting of key concepts via remote learning with an emphasis on practice / consolidation<br>• Regular communication updates to staff, students, parents and other stakeholders<br>• Weekly staff remote bulletin & daily T4L briefing on Virtual Classroom. | HT / SLT or delegate, school staff, supported by DESC & GTS |

| STAGE 5 - Expanding education provision reflecting IOM priorities | • Complementary education to bolster remote learning should be considered<br><br>• prioritise those who are struggling to engage to have tutorial support<br><br>• Loaning IT kit to the needy | • Both school sites divided up into 'sub-hubs' made up of a group of rooms which accommodate student workstations placed at least 2 metres apart. Each room typically holds between 6 to 8 students but this number varies depending on its shape and size.<br>• Students in each 'sub-hub' are managed as separately as possible<br>o Separate entrance/exit<br>o Separate toileting facilities<br>o Staggered break & lunchtimes<br>o increase staffing as number of groups increases<br><br>• Operational considerations of additional students and maintain social distance where able to in school considered:<br>o Physical distance markers & lines at key places around the building<br>o Limited room occupation (approx. 6 – 10 students max depending on size of room)<br>o Further risk assessment / visit may be required depending upon shape of rooms and furniture in them.<br>o Staggered starts, breaks, lunch, end of school<br>o Sub-hub groups to remain separated<br>o Additional cleaning / logging room use<br>• Transportation liaison with Bus Vannin<br>o No. on buses<br>o Site of bus stops and exit / entry<br>o Lengths of journeys<br>• Periodic collection of data on students' remote learning engagement<br>• Targeted parental communication offering iPads initially to those FSM students known not to be engaging with the remote learning<br>• Any specialist teaching lessons carried out will maintain all 'hub' precautions and be done safely. | HT / SLT or delegate, school staff, supported by DESC |

## Coronavirus Key Actions (as situation escalates)

Risk Classification

Likelihood (L): Low = 1; Low/Medium = 2; Medium = 3; Medium High = 4; High = 5

Severity (S): Low = 1; Low/Medium = 2; Medium = 3; Medium High = 4; High = 5

Risk Rating (LxS): Low = 1 - 2; Low Minor = 3 - 4; Medium Moderate = 5 - 10; High Major = 12 - 16; High Severe = 20 - 25

| Specific Issue | Risk classification | | | Actions including messages to mitigate the risk | Who | Notes |
|---|---|---|---|---|---|---|
| | L | S | R | | | |
| Suspected case in school (staff or pupil) | 3 | 3 | 9 | • Isolate student (medical room if available) – well ventilated room<br>• Contact the parents of student concerned for pick-up<br>• Agree student's health status; student to stay off-site until confirmed non-Covid related<br>• Consideration of adjusting day's accommodation and necessary enhanced cleaning<br>• Take advice from Public Health IOM and DESC<br>• Core reminders of hygiene for others in school<br>• Increased ventilation throughout school and in classrooms<br>• Review mitigations around indoor activities<br>• Reminder of LFD tests being available<br>• Face coverings available and supported, if students and staff wish to wear | School Leadership Team/ Parents/ Teachers/ Site team | need procedures for this |
| Confirmed case in school | 3 | 5 | 15 | • Take advice from Public Health IOM and DESC<br>• Suspend interaction with other schools if instructed<br>• Enhanced cleaning following Public Health protocols<br>• Alteration of staff rotas to allow necessary self-isolation<br>• Inform staff and parents re. next steps<br>• Core reminders of hygiene for others in school with emphasised messaging around "hands, face, space and fresh air"<br>• Increased ventilation throughout school and in classrooms<br>• Review mitigations around indoor activities<br>• Reminder of LFD tests being available<br>  Face coverings available and supported, if students and staff wish to wear | School Leadership Team; Teachers; Site Team | 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 |
| Suspected case in a family - displaying stated symptoms | 4 | 2 | 8 | • Family must follow self-isolation advice<br>• | Families / Staff | |
| Confirmed case in a family (that has a child attending a school) | 4 | 5 | 20 | • Family to advise school<br>• Family (including student) must follow self-isolation advice<br>• Take advice from Public Health IOM and DESC<br>• Enhanced clean of areas used if advised appropriate and within 72 hours of contact | Family/ School Leadership Team Site Team | |

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| Teacher availability | 4 | 3 | 12 | • Schools have minimised teacher-student contact<br>• Rota models in effect - to keep teams separate<br>• Vulnerable staff not available in-school so can only support remotely<br>• Access to LFD and PCR testing pathway available for all staff | School Leadership Team | Current circumstances means teacher availability could be a limiting factor on student numbers in school |
| Teacher shortage | 4 | 3 | 12 | • Supply / School Leadership Team Cover/Creative use of remaining workforce<br>• Where too many – refer to DESC, possible partial closure for certain classes or part time / AM / PM classes | School Leadership Team | |
| Support staff shortage | 1 | 2 | 2 | • Supply / Prioritise complex needs children<br>• Consider using admin staff & defer non-essential functions | SLT / SENCO | |
| Protection for most vulnerable children | 5 | 5 | 25 | • 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 and prioritise contact wth home<br>• Identify others at risk - e.g. LAC, FSM, subset of SEN<br>• Prioritise vulnerable students including LAC, CLN, SS, Unit and Learning support, FSM<br>• Discuss with parents/carers (where appropriate) and agree key actions<br>• Potential to loan IT kit to some students | School Leadership Team / Safeguarding Lead / SENCO / Pastoral Staff | |

| Specific Issue | Risk classification | | | Actions including messages | Who | Notes |
|---|---|---|---|---|---|---|
| | L | S | R | | | |
| Staff with health issues (e.g. Heart) | 5 | 5 | 25 | • Ask them to seek medical advice on their condition<br>• Consider changes to duties or working from home if possible - following advice given | School Leadership Team / Line Managers | |
| Staff with stated symptoms | 5 | 5 | 25 | • Must follow self-isolation guidance<br>• Inform Line Manager<br>• Complete self-isolation form | Staff | |
| Pregnant staff | 4 | 4 | 16 | • Ask them to seek medical advice;<br>• Consider changes to duties or working from home - following advice given | Staff / School Leadership Team | |
| Kitchen shut down | 1 | 4 | 4 | • Take advice from DESC<br>• Focus on FSM provision<br>• Ask non-FSM parents to feed children at home if possible or provide packed lunches (or allow students of an appropriate age to eat off site.  NB this is unmonitored and non social distancing is likely) | School Leadership Team / DESC / Families | |
| Site team shortage | 3 | 4 | 12 | • Refer to DESC | School Leadership Team / DOI/ DESC central site management | |
| Leadership shortage | 3 | 4 | 12 | • Establish lines of communication and responsibility beforehand, possibly involving DESC for smaller schools<br>• In the event of confirmed cases, consider splitting the School's Leadership Team<br>• Call in another member of SLT / another Headteacher | School Leadership Team / DESC | |
| Admin shortage | 3 | 4 | 12 | • Essential admin functions may need cover - consider classroom-based (S)ESOs / School Leadership Team<br>• Inform parents that normal services may be interrupted and ask for forbearance<br>• Call in another admin member of staff from another hub school | School Leadership Team; | |
| Death of pupil / staff member / close relative | 3 | 5 | 15 | • Invoke normal procedures<br>   o Contact support team  -  Chrissy Callaghan (482623) / Jonny Fee (365122)<br>• Monitor situation around the risk of this escalating<br>• Good communication with parents needed when issues are developing | School Leadership Team / Staff / DESC | |

## Core Control Measures

| Control Measure | Control Stage | Risk classification | | | Notes / Action | Who | Review |
|---|---|---|---|---|---|---|---|
| | | **L** | **S** | **R** | | | |
| If school should partially close, children of particular essential worker groups identified by DESC to be integrated into school | 2 - 6 | 5 | 4 | 20 | • Indication of numbers for each worker group ascertained<br>• Protocol in place for SLT to monitor those students whose parents have requested a place back in school.<br>• Consider risks associated with increasing numbers of children starting to attend schools<br>   ○ See all other aspects of the risk assessment<br>   ○ Check student emergency contact details are up to date<br>   ○ Check medical history | School Leadership Team / teachers / all existing pupils | |
| Central health resources in key areas e.g. Tissues, soap cleaning products, wipes, bin bags, face coverings and LFD tests | 1 - 6 | 2 | 3 | 6 | • Ensure adequate stock levels<br>• Replenish as needed<br>• Site staff to also self-replenish from stock<br>• Mobile hand washing units to be maintained and replenished each day | Site Staff / All Staff / DOI / DESC | |
| Hand washing facilities | 1 - 6 | 5 | 4 | 20 | • Encourage and remind students and staff to use them ( verbal / posters)<br>• Rota children to wash hands / maximise hand washing facilities in each sub-hub.<br>• Monitor access where appropriate<br>• Open doors so that facilities can readily be accessed<br>• Have sanitiser readily to hand in each sub-hub. | All | DESC providing mobile hand washing unit to be placed at key locations |

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| | | | | | • Each sub-hub to have mobile hand washing unit near entrance | | around both sites |
| Increased ventilation around buildings | 1 - 6 | 5 | 4 | 20 | • Encourage and remind students and staff to keep windows and doors (where possible) open to improve circulation or air. <br> • Encourage activities that can to re-locate outside (e.g. PE) <br> • All students to be encouraged to spend social time (break & lunchtime) outside. <br> • Stagger students entering he canteen | All – but mainly teaching staff / site staff | |
| Communicate with booking contacts | 2, 3 | 1 | 1 | 1 | • Inform them of usage expectations: <br> o Sanitary protocols <br> o Potential restrictions or suspensions of usage <br> o Need to communicate of any site users who are confirmed cases | Site/Admin / DESC | |
| Monitoring daily any child or staff absence | 2 - 6 | 2 | 2 | 4 | • Daily report to the HT/SLT/DESC I&S - number of absences <br> • If 25% trigger for staff absence looks likely inform DESC | HT / LT / Admin /Attendance Officer | need method of registration as SIMS not set up for new groups |
| Ascertain details of any planned staff travel arrangements should border restrictions still be in place | 3 - 6 | 1 | 3 | 3 | • Review likely consequences if staff are travelling off island and then having to self-isolate on return. <br> • Plan for cover required. <br> • Seek advice from DESC leadership for those colleagues stuck in the UK who are required | School Leadership Team / Staff | |

| Control Measure | Control Stage | Risk classification | | | Notes / Action | Who | Review |
|---|---|---|---|---|---|---|---|
| | | L | S | R | | | |
| Hygiene precautions | 2 - 6 | 5 | 5 | 25 | • Ensuring appropriate hygiene standards<br>• Inform parents and students of hygiene expectation<br>• Children to wash their hands regularly – see hand washing risk assessment<br>• Minimise any activity where you are passing items around a class<br>• Item sharing eg. cups<br>• Other<br>   o Minimise hand shaking of children and visitors<br>   o Increased cleaning of communal water fountains – students to have and use their own marked / labelled bottles / containers<br>   o Encourage children to have their own water bottle in school. | HT/School Leadership Team / Pupils / All Staff | DESC providing mobile hand washing unit to be placed at the entrance of each sub-hub after TT break. |
| School cleaning | 2 - 6 | 5 | 5 | 25 | • Meet with site manager/caretaker to review cleaning arrangement and make any necessary changes<br>• Increase focus cleaning on touch points and tables<br>• Preparations for deep cleans if necessary<br>• Pedal operated bins marked and located in central areas<br>   o Inform staff / students re use<br>      ▪ For waste masks / gloves / aprons / tissues | School Leadership Team / Admin / Site Staff | mark out when areas have been cleaned - record in area |
| Essential School visitors | 2 - 6 | 4 | 2 | 8 | • Inform them of current hygiene requirements<br>• Encourage front of house staff to be vigilant - visible symptoms | Office / Site Staff | |

| Control Measure | Control Stage | Risk classification | | | Notes / Action | Who | Review |
|---|---|---|---|---|---|---|---|
| | | L | S | R | | | |

| Absence policy | 2 - 6 | 2 | 3 | 6 | • 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) | School Leadership Team | |
|---|---|---|---|---|---|---|---|
| Support for families affected | 2 - 6 | 3 | 3 | 9 | • Communicate to parents and staff to contact DESC if they require support (FSM)<br>• Regular contact with affected families and staff – wellbeing checks. | School Leadership Team / All staff / EWOs / EP | |
| Isolate any student exhibit symptoms in school & send home | 2 - 6 | 3 | 3 | 9 | • Purchase hand held non-contact thermometer.<br>• Contact parents re: issue and to collect<br>• Advice of support for staff -<br>    o Occupational health<br>    o Staff welfare office of IOM Govt. | School Leadership Team | |
| Medical conditions / Medication | 1 - 6 | 3 | 5 | 15 | • Student medication to be with student when coming in to school | School Leadership Team / Teachers | |

| | | Risk classification | | | | | |
|---|---|---|---|---|---|---|---|
| **Control Measure** | **Control Stage** | **L** | **S** | **R** | **Notes / Action** | **Who** | **Review** |
| Fire / evacuation event | 1 - 6 | 3 | 3 | 9 | • Normal procedures to be followed.<br>• Practice evacuations on a regular basis<br>• Paperwork for roll call to be readily available | School Leadership Team / All staff present / all pupils on site | |
| Signage | 2 - 6 | 3 | 3 | 9 | • Emphasised messaging around "hands, face, space and fresh air"<br>• Basic signage put in any relevant spaces<br>• | School Leadership Team / All staff present / pupils | |

| Control Measure | Control Stage | Risk classification | | | Notes / Action | Who | Review |
|---|---|---|---|---|---|---|---|
| | | L | S | R | | | |
| iPad use | 1 - 6 | 5 | 1 | 5 | • School devices to be cleaned after use by user.<br>• Ensure only used by one person | School Leadership Team / All staff present / all pupils on site | |
| Pencils / pens | 1 - 6 | 5 | 1 | 5 | • Wherever possible students to use their own, where not possible to be cleaned after use. | School Leadership Team / All staff present / all pupils on site | |
| Textbooks / reading books | 1 - 6 | 3 | 2 | 6 | • Don't use / minimise use<br>• Where possible, issue textbooks to individuals for personal use only – take home / bring in to school for use | School Leadership Team / All staff All pupils | |

| Control Measure | Control Stage | Risk classification | | | Notes / Action | Who | Review |
|---|---|---|---|---|---|---|---|
| | | L | S | R | | | |
| During any partial closure during a period of lockdown: Arrival at school | | 5 | 2 | 10 | • Staggered start times if appropriate<br>• Separate 'sub-hub' entrance/exit points<br>• Parents/carers asked to drop off at school gates and not enter premises where possible<br>• Students given clear instructions on what to do and where to go when arrive at school – when arrive at 'sub-hub' entrance will be guided to their workstation – if hub schools are implemented<br>• Need to consider families with children in more than one sub-hub.<br>• Contingency required for horrible weather | All staff / parents / pupils | |
| During any partial closure during a period of lockdown: Release from school | | 5 | 2 | 10 | • Staggered finish time if appropriate<br>• Separate 'sub-hub' entrance/exit points – if hub schools are implemented<br>• Parents asked not to enter premises and collect from school gates<br>• Contingency required for horrible weather | All staff / parents / pupils | |
| During any partial closure during a period of lockdown: Limit items brought into school | | 3 | 2 | 6 | • Consider restrictions on what may be brought to school e.g. no PE kits<br>• Students keep all possessions at their workstation.<br>• Book bags not needed if there is no requirement to transport reading books, learning logs, etc between home and school | School Leadership Team / all staff / parents /pupils | |

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| | | | | | • *Water bottles – students bring their own water bottle from home.* | |
| During any partial closure during a period of lockdown: Manage use of bathrooms | | 5 | 3 | 15 | • Each 'sub-hub' has it's own designated toileting facilities – staff monitor use so physical distancing is also practised in these areas too – if hub schools are implemented<br>• Consider how to manage peak usage times<br>• Consider handwashing prior to as well as after using the facilities<br>• Cleanign staff regularly cleaning handles and 'touch points' | All staff / pupils |
| During any partial closure during a period of lockdown: Staggered break times | | 5 | 3 | 15 | • Staggered by 'sub-hubs'<br>• Each 'sub-hub' has a designated outside space<br>• Verbal reminder about social distancing prior to each break<br>• Increased supervision if possible with staff availability<br>• Contingency for 'wet' breaks – remain in 'sub-hubs' – if hub schools are implemented<br>• Desks to be cleaned during each break time? (Children could do this prior to leaving classroom with disinfectant wipes?) | School Leadership Team / all staff / pupils |
| During any partial closure during a period of lockdown: Staggered lunch times | | 5 | 3 | 15 | • Staggered by 'sub-hubs' – if hub schools are implemented<br>• Class groups to eat in separate areas of dining hall<br><br>• Consider provision of packed lunches rather than hot meals to avoid cross contamination via cutlery and to allow for physical distancing of dinner staff | School Leadership Team / all staff / pupils |

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| | | | | | • Classroom / learning area to be thoroughly cleaned during lunch break<br>• Contingency for 'wet' lunch time | | |
| During any partial closure during a period of lockdown:<br>Handwashing facilities | | | 5 | 4 | 20 | • System in place for whole class to wash hands before entering classroom, learning area, before and after break and lunch times<br>• Importance of thorough handwashing and effective technique verbally discussed and frequently reinforced<br>• Age appropriate posters demonstrating effective technique to be displayed by all handwashing facilities | School Leadership Team / all staff / pupils | |
| During any partial closure during a period of lockdown:<br>Reduction of cross-contamination via use of resources | | | 5 | 3 | 15 | • Students to bring in their own writing equipment – these will not be shared or lent out.<br>• Disinfectant wipes to be used on equipment that has to be shared i.e. iPads, individual whiteboards & pens, laptops before being transferred between pupils<br>• Consider restricting or disallowing use of any shared resource | School Leadership Team / all staff / pupils | |
| Enhanced cleaning regime | | | 5 | 4 | 20 | • School specific enhanced cleaning regime to be devised to manage the need for more frequent, thorough cleaning of school environment. | School Leadership Team / caretaking staff / all staff | |
| Minimise any 'mass gatherings' i.e. assemblies | | | 3 | 4 | 12 | • No mass gatherings such as 'assemblies'<br>• Consider use of electronic media i.e. Zoom, MS Teams, Google Classroom to facilitate whole school assemblies | School Leadership Team / class teachers | |

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| Consideration of restrictions on after-school clubs | | 2 | 4 | 8 | • E.g. Sporting after school clubs are unlikely to allow for physical distancing | School Leadership Team | |
| Reference to IoM Public Health Directorate guidance documents | | - | - | - | • Familiarity with the education setting specific guidance documents available on the IoM Government Covid-19 website is required | All staff | |

Signed: _____ (DESC) Date: _____

Read and understood:

| Name: | Chris Coole |
|---|---|
| Signature: | *Chris Coole* |
| Date: | Revised June 2021 |