

**RISK ASSESSMENT**

<b>Location: Leamington Community Primary School</b>				
<b>Date: 27/08/2020</b>	<b>Reference : 47aa</b>	<b>Assessor: Headteacher &amp; Tracy Shipley (ASBC Ltd)</b>	<b>Manager Mr. Paul Vine (Headteacher)</b>	
<b>Assessment of risk for: INFECTION CONTROL / COMMUNICABLE DISEASES</b>				
<b>Ser N°</b>	<b>List Hazards Here</b>	<b>People at Risk</b>	<b>List Existing Controls</b>	<b>Risk Level</b>
1	Infection from a biological agent	Staff, service users	<p><b>GENERAL GUIDANCE</b> All staff are competent and <u>are instructed with regards to the procedures</u> in place for protection against infection from the risk of biological agents. <b>See the Following Documents / Guidance in the School's H&amp;S System (SECTION 2 SUB-SECTION: MEDICAL) PLUS RECENT DOCS AS LISTED:</b></p> <ul style="list-style-type: none"> <li>▪ <i>Coronavirus advice for Education Settings poster</i></li> <li>▪ <i>COVID-19 Guidance Cleaning poster</i></li> <li>▪ <i>Draft SEMP appendix 7b COVID-19 document, to be reviewed and modified if required to the School's requirements)</i></li> <li>▪ <i>Covid-19 WEB Government link for Education Settings</i></li> <li>▪ <i>COVID-19 virus infection and pregnancy (Royal College Of Obstetricians &amp; Gynaecologists)</i></li> <li>▪ <i>Guidance on Infection Control in schools and other Childcare Settings – PHA March 2017</i></li> <li>▪ <i>Supporting pupils in School with Medical Conditions Unison 2017</i></li> <li>▪ <i>Exclusion Table HPA 2017</i></li> <li>▪ <i>PHE Childhood Flu Programme / Briefing for Schools NHS May 2017</i></li> <li>▪ <i>Checklist for Flu &amp; Norovirus NHS England July 2019</i></li> <li>▪ <i>Spotty Book – PHE 2019</i></li> <li>▪ <i>Hepatitis B Exposure Assessment July 2017</i></li> <li>▪ <i>'Wipe it Out' Good Practice in infection Prevention &amp; Control 10.01.2011 (Guidance for Nursing Staff)</i></li> <li>▪ <i>Catch it, Kill it, Bin it – NHS Poster 10.01.2011</i></li> <li>▪ <i>LCC GN16 First Aid July 2017</i></li> <li>▪ <i>LCC GN29 Infection Control &amp; Communicable Diseases July2 017</i></li> <li>▪ <a href="https://www.nhs.uk/conditions/animal-and-human-bites/">https://www.nhs.uk/conditions/animal-and-human-bites/</a> Jan 2019</li> <li>▪ <b>Legionella – Refer to Water Management Risk Assessment</b></li> <li>▪ <b>Note; HPA is closed; refer to the NHS &amp; PHE (Public Health England)</b></li> <li>▪ Catch it, bin it, kill it posters are displayed around the workplace <b>(see above)</b></li> </ul>	<p align="center"><b>LOW</b> Under current guidance for COVID-19</p>

Ser N°	List Hazards Here	People at Risk	List Existing Controls	Risk Level
1	Infection from a biological agent <i>continued</i>	Staff, service users	<p>There are adequate washing facilities provided for staff including an adequate supply of hot and cold water, handwash, alcoholic gel (&gt;60% alcohol), disposable paper towels and hot air dryers.</p> <p>There are adequate first aid provisions in place <b>refer to WRA1 Workplace Indoor Risk Assessment – First Aid which identifies all First Aiders and locations of First Aid boxes.</b></p> <p>Staff are instructed to inform their manager if they suspect they have contracted a communicable disease (i.e. are symptomatic) to enable the appropriate action to be taken. <b>Headteacher will refer to current NHS Advice, web; <a href="https://111.nhs.uk/covid-19">https://111.nhs.uk/covid-19</a> or telephone 111. The DfE are providing COVID-19 advice Phone: 0800 046 8687 or Email: <a href="mailto:DfE.coronavirushelpline@education.gov.uk">DfE.coronavirushelpline@education.gov.uk</a></b></p> <p><b>Headteacher will refer to current PHE (Contact Tel: 0344 225 0562) Guidance <a href="https://www.gov.uk/government/collections/phe-north-west-advice-support-and-services">https://www.gov.uk/government/collections/phe-north-west-advice-support-and-services</a> and if necessary Occupational Health Department advice (0151 233 3000) regarding exclusion from school premises for a recommended period of time.</b></p>	<b>LOW</b> Under current guidance for COVID-19
2	Infection from COVID-19; use of Hall or other areas for Key Worker Pupils	Staff, service users	<ul style="list-style-type: none"> <li>▪ A minimum of 2 meters will be kept between pupils as far as possible as per government guidelines.</li> <li>▪ All pupils will wash hands/using hand sanitizer on arrival, before eating and when leaving. Also following any use of playground / gym equipment or physical contact with other pupils / staff.</li> <li>▪ A maximum of 2 members of staff will be present with the pupils.</li> <li>▪ All visitors and staff will use the hand sanitiser provided when entering the building.</li> <li>▪ Parents will not enter the building and keep a minimum of 2 meters distance from staff and other people</li> <li>▪ Personal Protective Equipment (PPE), staff will be issued with PPE as required for tasks, including: <ul style="list-style-type: none"> <li>○ Face masks, gloves, goggles or visor, disposable gowns when attending to high care requirements of pupils (toilet / shower assistance, etc.).</li> <li>○ For day-to-day general school requirements, there is no Government / HSE / PHE recommended PPE for teaching staff.</li> <li>○ Catering Staff, Cleaners and other maintenance workers require their standard risk assessed PPE for general duties.</li> <li>○ <b>Note; the use of masks for every-day duties is not being recommended at present but it is under consideration. The main benefit cited is not for prevention of infection by the mask wearer, but for the prevention of the mask wearer contaminating others. Monitor Government updates</b></li> </ul> </li> </ul>	<b>LOW</b> Under current guidance for COVID-19

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3	Suspected Cases / Isolation	Staff, service users	<ul style="list-style-type: none"> <li>▪ If any pupils show symptoms of the corona virus, they will be isolated in <i>mentors</i> until parents can pick them up, the room will then be locked for 72 hours before cleaning as per government guidelines.</li> <li>▪ Any staff member showing symptoms will be asked to leave site immediately. They will follow Government guidelines for self-isolation and other progression advice</li> </ul> <p><b>COVID-19 symptoms:</b></p> <ul style="list-style-type: none"> <li>▪ High temperature / fever</li> <li>▪ New continuous cough</li> <li>▪ Loss of taste and smell</li> <li>▪ Breathing difficulties</li> <li>▪ The above 4 symptoms are the only one's listed on the NHS site. Other reported symptoms include: <ul style="list-style-type: none"> <li>○ Sore throat</li> <li>○ Headaches</li> <li>○ Flu like aches &amp; pains</li> <li>○ Fatigue</li> <li>○ Abdominal pains / diarrhoea</li> <li>○ Severe vomiting</li> <li>○ Rash - signs of toxic shock / over activation of the immune system (likely attaching vital organs)</li> <li>○ Persistent chest pain or trouble breathing</li> <li>○ New confusion</li> <li>○ Blue lips or face</li> </ul> </li> <li>▪ <u>The NHS also state:</u> "<b><i>trust your instincts</i></b>" with children - if you suspect a problem get in touch with the NHS via telephone on 111, or 999 for more serious issues</li> </ul>	<b>LOW</b> guidance for COVID-19

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4	Cleaning general and in suspected contaminated areas	Staff, service users	<ul style="list-style-type: none"> <li>▪ The hall or other areas used by the staff &amp; pupils will be cleaned several time a day.</li> <li>▪ The toilets in use will be cleaned daily.</li> <li>▪ Cleaning guides to be followed.</li> <li>▪ Any rooms used for isolation will be left for a minimum of 72 hours before cleaning.</li> </ul>	<b>LOW</b> Under current guidance for COVID-19
5	Infection from food handling	Staff, service users	<p>Staff who handle food are instructed to inform their manager if they develop any of the COVID-19 symptoms:</p> <ul style="list-style-type: none"> <li>▪ High temperature / fever</li> <li>▪ New continuous cough</li> <li>▪ Breathing difficulties</li> <li>▪ The above 3 symptoms are the only one's listed on the NHS site. Other reported symptoms include: <ul style="list-style-type: none"> <li>○ Sore throat</li> <li>○ Headaches</li> <li>○ Flu like aches &amp; pains</li> <li>○ Fatigue</li> <li>○ Loss of the sense of smell &amp; taste</li> <li>○ Also; see 3 above for all potential symptoms</li> </ul> </li> </ul> <p>Staff who handle food are also instructed to inform their manager if they develop septic lesions on exposed skin or contract communicable diseases including: Typhoid fever, Paratyphoid fever, Salmonella infections, Staphylococcal infections (e.g. Impetigo), Dysentery, Diarrhoea, Hepatitis A and E-coli 157.</p> <p>Staff are instructed to inform their manager if they have been or suspect they have been exposed to a communicable disease to enable the appropriate action to be taken. <b>Headteacher will refer to current NHS Guidance (Contact Tel: 111). PHE (North West) 0344 225 0562 and if necessary Occupational Health Department advice (0151 233 3000) regarding exclusion from school premises for a recommended period of time.</b></p>	<b>LOW</b> Under current guidance for COVID-19

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6	Contamination caused by poor hygiene (toilets, welfare areas) and staff and pupils who present as symptomatic to COVID - 19.	Staff, service users	<ul style="list-style-type: none"> <li>All areas are subject to a daily cleaning regime by appointed cleaners.</li> <li>Cleaners &amp; other staff ensure welfare areas (kitchens and toilets) are kept clean and tidy throughout the working day.</li> <li>A legionella management system is in place and monitored.</li> <li>Parents will be kept informed of any relevant updates i.e. Public Health etc.</li> <li><i>Staff may suffer from ill health issues due to contamination of welfare areas e.g. sickness, exposure to COVID-19, legionella or another similar virus</i></li> </ul>	<b>LOW</b> Under current guidance for COVID-19
7	Risk of infection		<ul style="list-style-type: none"> <li>For pregnant women from 28 weeks' gestation, or with underlying health conditions such as heart or lung disease at any gestation, a more precautionary approach is advised. Women in this category should be recommended to stay at home. <b><u>This is a recommendation for Health Care Workers on 'the front line'</u></b> dealing with Covid-19 patients. See Covid-19 <i>virus infection and pregnancy (Royal College Of Obstetricians &amp; Gynaecologists)</i> Currently, there is no evidence to suggest that COVID-19 causes problems with the baby's development or causes miscarriage. <i>2.2 Risk to Baby</i></li> <li>Immediately isolate any people who have a continuous cough or any irregular coughing episodes.</li> <li>Ensure isolation rooms can comfortably accommodate a distance of 2 metres per person</li> <li>Ensure that the isolation room(s) are kept clean - use antibacterial cleaner on door handles and other contactable surfaces as directed in deep clean guidelines.</li> <li>Ensure staff members identified as vulnerable / high risk (pregnant, underlying health conditions etc) have alternative work arrangements made i.e. work from home and do not present themselves at the workplace (see guidance sheet).</li> <li>Rearrange desk space in classrooms so that staff and pupils work a minimum of 2 metres apart.</li> <li>Ensure there is a suitable supply of hand sanitizer and soap available throughout the school.</li> <li>Ensure waste bins are monitored and emptied regularly.</li> <li>Ensure staff receiving deliveries wear gloves.</li> <li>Any staff presenting as symptomatic will be immediately sent home.</li> <li>Any pupils presenting as symptomatic will be taken to an isolation room area and parents requested to collect their child.</li> <li>Teachers should ensure that all staff and students wash their hands regularly throughout the day particularly when eating and at the start and end of activities.</li> <li>Playtimes should be reviewed to ensure students keep a safe distance.</li> <li>Equipment i.e. keyboards, laptops etc should be cleaned throughout the school day</li> <li>Staff should keep a minimum of 2 metres when collecting and releasing students to their parents at the beginning and end of the school day.</li> </ul>	<b>LOW</b> Under current guidance for COVID-19

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7	Risk of infection <i>continued</i>		<ul style="list-style-type: none"> <li>Where possible communication between parents and the school should be via text message/email or social media. Any parents wanting to speak with teaching staff should be either behind the reception screen or at a minimum of 2 metres apart.</li> <li>Schools should not open any longer than is necessary.</li> <li>All visitors and contractors to school should be limited to essential personnel only i.e. to fix defective boilers, catering staff etc. Ensure any contractors are aware they must not visit the school if they or anyone they have come into contact with are symptomatic.</li> </ul>	<b>LOW</b> Under current guidance for COVID-19
8	Staffing		<ul style="list-style-type: none"> <li>Staff to be in school on a rotating basis. If staff numbers are such that effective supervision is not possible schools should liaise with neighbouring schools to ascertain if shared resources are possible.</li> <li>Teachers who are not in school but are available should ensure they are contactable at all times to provide emergency cover if required in the event of another teacher not being available. Staff should update SLT of any change in circumstances to ensure rota's can be updated on a daily basis.</li> <li>During staff briefings any pupils with specific care plans will be shared with staff as appropriate including any medicine administration requirements. Any changes to care plans will be communicated to all staff as and when required.</li> </ul>	<b>LOW</b> Under current guidance for COVID-19
9	Allergies to food	Staff & Pupils; <b>especially pupils using the Hub that may be from another school</b>	<p>If the school is providing food:</p> <ul style="list-style-type: none"> <li>A list of children with food allergies will be given to all staff during morning briefing at the start of each day.</li> <li>All kitchen staff will be aware of any allergies of staff and students attending each day.</li> <li>If school kitchens are not operating parents will be informed that students are to bring in a packed lunch. Suitable alternative arrangements will be made for students who qualify for free school meals.</li> </ul>	<b>LOW</b> Under current guidance for COVID-19

**Risk Level:**     **High:** Accident likely with possibility of serious injury or loss  
**Medium:** Possibility of accident occurring causing minor injury or loss  
**Low:** Accident unlikely with control measures in place

Controls Ser N°. to correspond with hazard Ser N°.)		To be completed by manager.			
Ser N°	Additional controls required	Action to be taken	By whom	Completion Date	Task Completed (Signed & Dated)
	Actions required to combat Covid-19	Monitor Government updates for developing operational advice	Headteacher	ongoing	<p style="text-align: center;">P+Ve.</p> <p style="text-align: right;">27.08.2020</p>
	This Risk Assessment is for schools facilitating Vulnerable children and Key Worker's children. Once the Schools open again / end of Lockdown - different criteria will be advised	Monitor Government updates for developing operational advice	Headteacher	ongoing	<p style="text-align: center;">P+Ve.</p> <p style="text-align: right;">27.08.2020</p>
<b>Once additional controls are implemented, what will the overall risk level be:</b>  <p style="text-align: center;"> <del>High</del>      <del>Medium</del>      <b>Low</b> </p>			<b>Risk assessment signed off by: Mr. Paul Vine (Headteacher)</b>  <b>Signature:</b>   <b>Date: 27.08.2020</b> <i>Please note an electronic signature will suffice.</i>		