

Status:				
School/Academy:		Scotholme Primary School (SHINE)	Date of assessment	26/9/22
Who might be harmed?		Pupils, staff, visitors and contractors	How many are affected?	Whole School
Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
Communication	<ul style="list-style-type: none"> This completed risk assessment is shared with staff. Signatures are obtained. 	✓	Shared via email and all staff to respond	2x4=8 LOW
Preventing infectious persons attending school	<ul style="list-style-type: none"> The exclusion table is displayed in the school office, medical room, nursery and staff room as necessary for reference. 	✓	Master copy kept in medical folder. Copies: staffroom, office, nursery	2x4=8 LOW
	<ul style="list-style-type: none"> Pupils and members of staff with COVID-19 like symptoms or who have tested positive through a LFT follow the necessary procedures and timescales for staying away from school. (ref. flowcharts) 	✓	All staff to have access to flow charts via emailed RA and in staff medical information folder	
	<ul style="list-style-type: none"> When pupils have an infectious disease they are excluded from school on medical grounds for the minimum period recommended as noted in the exclusion table mentioned above. Formal exclusion of pupils from school on medical grounds is enforceable by the Head Teacher only, acting on behalf of the local authority or the managers or governors of a school. In exceptional cases, when parents insist on the return of their child to school when the child still poses a risk to others, the local authority may, by serving notice on the child's parents or carers, require that they keep the child away from school until they no longer pose a risk to others 	✓	All parents to be made aware of procedures via Class Dojo and newsletters Office staff aware of the procedures to provide advice for parents	
	<ul style="list-style-type: none"> Staff have the same rules regarding exclusion applied to them as are applied to the children. They may return to work when they are no longer infectious, provided they feel well enough to do so. 	✓	All guidance to be followed by absence contact point staff (KH/DG/SH/CH) Advice sought from HR Director where necessary	
	<ul style="list-style-type: none"> <u>Food handling staff (where employed directly by the school):</u> <ul style="list-style-type: none"> The school has a clear written policy for the exclusion of food handlers in relation to gastro-enteric diseases. The school notifies their local Environmental Health Department 	✓	LA employed staff to follow LA guidelines All staff handling food in school to abide by school guidelines and policy Guidelines displayed in cooking areas - KH	

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	<p>immediately that they are informed of a member of staff engaged in the handling of food has become aware that he or she is suffering from, or is the carrier of, any infection likely to cause food poisoning. This policy is made clear to the person in charge of the kitchen and all catering staff at the time of appointment.</p> <ul style="list-style-type: none"> ○ Food handlers are required by law to inform their employer immediately if they are suffering from: <ul style="list-style-type: none"> - typhoid fever - paratyphoid fever - other salmonella infections - dysentery - shigellosis - diarrhoea (cause of which has not been established) - infective jaundice - staphylococcal infections likely to cause food poisoning like impetigo, septic skin lesions, exposed infected wounds, boils - E. coli VTEC infection 		School food handling policy – KH	
<p>Outbreak management</p> <p>The HPA (Health Protection Agency) in England is the UKSHA (UK Safety and Health Authority)</p> <p>Find your local health protection team in England</p>	<ul style="list-style-type: none"> • The school reports to the local HPA (UKHSA): <ul style="list-style-type: none"> ○ Any incident in which 2 or more people experiencing a similar illness are linked in time or place or ○ A greater than expected rate of infection compared with the usual background rate for the place and time where the outbreak has occurred • The school will telephone their local HPA (UKHSA) as soon as possible to report any serious or unusual illness particularly for: <ul style="list-style-type: none"> ○ Escherichia coli (VTEC) (also called E.coli 0157) or E coli VTEC infection ○ food poisoning ○ hepatitis ○ measles, mumps, rubella (rubella is also called German measles) 	✓	<p>All guidance to be followed – KH/DGr</p> <p>UKHSA East Midlands Health Protection Team Public Health England, Seaton House City Link, Nottingham, NG2 4LA Phone: 0344 2254 524</p>	1x5=5 LOW
		✓	<p>All guidance to be followed – KH/DGr</p> <p>UKHSA East Midlands Health Protection Team Public Health England, Seaton House City Link, Nottingham, NG2 4LA</p>	

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	<ul style="list-style-type: none"> ○ meningitis ○ tuberculosis ○ typhoid ○ whooping cough (also called pertussis) <ul style="list-style-type: none"> ● The UKHSA are contacted in the event that there is <ul style="list-style-type: none"> ○ a higher than previously experienced and/or rapidly increasing number of staff or student absences due to COVID-19 infection [noting that testing will be severely reduced from April 1st 2022] ○ evidence of severe disease due to COVID-19, for example if a pupil, student, child or staff member is admitted to hospital due to COVID-19 ○ a cluster of cases where there are concerns about the health needs of vulnerable staff or students within the affected group 		Phone: 0344 2254 524	
	<ul style="list-style-type: none"> ● The UKHSA's Appendix 3. Diarrhoea and vomiting outbreak – schools, nurseries and other childcare settings action checklist is used in circumstances described. 	✓	Advice to be sought from LA (David Thompson) in the event of any immediate concerns UKHSA contacted as per guidelines: UKHSA East Midlands Health Protection Team Public Health England, Seaton House City Link, Nottingham, NG2 4LA Phone: 0344 2254 524	
	<ul style="list-style-type: none"> ● The school considers situations where additional cleaning will be required including during term time in the event of an outbreak and how the school might carry this out. Advice may be given by the HPA to ensure twice daily cleaning of areas (with particular attention to door handles, toilet flushes and taps) and communal areas where surfaces can easily become contaminated such as handrails. Plans are developed for such an event on how the school might carry this out which could also include during term time. Dedicated cleaning equipment should be colour coded according to area of use. 	✓	All guidance to be followed Copies in staff medical information folder, office, nursery, medical folder - RT KH/DG to lead Ensure resources are readily available Ensure ordering of resources cycle is effective – DGr Outbreak management plan to be followed if required	
Immunisation Awareness (see also Pregnant)	<ul style="list-style-type: none"> ● The following documents are displayed or available to encourage staff and parents to obtain vaccinations: <ul style="list-style-type: none"> ○ PHE: COVID-19 Vaccine Campaign posters. 	✓	Documents available for parents on school website and on external noticeboards Documents available in staff medical	3x3=9 LOW

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Members of Staff section)	<ul style="list-style-type: none"> ○ NHS: COVID-19 ○ NHS: Influenza ○ UKSHSA: Flu vaccination in schools ○ PHE Campaign Resources: Childhood Vaccination 2022 ○ PHE: Immunisations for young people: Explains the HPV, Td/IPV and MenACWY vaccinations given to young people in school years 7 to 13 ○ UKHSA: Immunisation leaflets and guidance for parents 		information folder in the staffroom and via RA	
	<ul style="list-style-type: none"> ● Women of childbearing age are advised to check with their GP that they are immune to the rubella (German measles) virus. Those who are not immune should be immunised with MMR vaccine. The vaccine should not be given during pregnancy. NHS Leaflet: Thinking of getting pregnant? Make sure you're protected against German measles 	✓	Staff made aware through staff medical information folder and RA – KH/RT	
	<ul style="list-style-type: none"> ● Note: Hepatitis B vaccine is not recommended for occupational reasons for routine school or nursery contacts of an infected child or adult. Hepatitis B vaccine is only recommended for staff who are involved in the care of children with severe learning disability or challenging behaviour, and for these children, if they live in an institutional accommodation. 	✓	Staff to be made aware should the situation arise - DGr	
Catering / Food Technology	<p><u>Catering:</u></p> <ul style="list-style-type: none"> ● Documented food safety management procedures are in place based on the principles of Hazard Analysis and Critical Control Point (HACCP). 	✓	LA catering team following guidance. Kitchen inspections by LA to ensure all standards adhered to 5 star food hygiene rating in place	
	<ul style="list-style-type: none"> ● Risk assessments have been completed for breakfast and after school clubs (where food is served). 	✓	LA risk assessments to be available on request – DGr Generic risk assessment for food service to be completed and shared with all staff - RT	2x5=10 MEDIUM
	<ul style="list-style-type: none"> ● Food technology teachers have received an <i>appropriate level</i> of food hygiene training. The level of training takes into account that in KS1 and KS2 it is likely to be occasional, low risk, activities with small groups of pupils and in KS3 and KS4 they are likely to be using “higher risk” foodstuffs. 	✓	Information to be available for relevant staff as appendix for food handling policy and on display KH	

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	<p>Training course examples: DATA: Teaching Food Safely in the Primary School DATA: Teaching Food Safely in the Classroom</p> <ul style="list-style-type: none"> • <u>School fêtes</u> Although schools do not need a food hygiene certificate to make and sell food for charity events, they do you need to make sure that food is handled safely. The school follows this guidance. • The barbecues risk assessment is completed as and when necessary. 	<p>✓</p> <p>✓</p>	<p>All staff aware of guidance prior to the organisation of any such event and plans made accordingly</p> <p>Guidance to be followed if and when required eg bonfire party/garden parties etc</p>	
Cleaning	<ul style="list-style-type: none"> • A comprehensive cleaning contract is in place that highlights daily, weekly and periodic cleaning schedules. • Colour-coded equipment is used in different areas with separate equipment for kitchen, toilet, classroom and office areas (red for toilets and wash rooms; yellow for hand wash basins and sinks; blue for general areas and green for kitchens). Cloths are disposable (or if reusable, disinfected after use). • A nominated member of staff monitors cleaning standards and discuss any issues with cleaning staff, or contractors employed by the school. 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>Cleaning provided by LA Cleaning quality to be assessed by LA – DGr/DGa</p> <p>Requirements in place – DGa to oversee</p> <p>Members of staff: Dennis Galloway/Dean Grimshaw (DGa/DGr)</p>	<p>3x4=12 MEDIUM</p>
Persons at higher risk of becoming seriously ill to infections	<ul style="list-style-type: none"> • <u>Staff who are at Higher Risk to COVID-19</u> People who are at higher risk from COVID-19 and other respiratory infections include: <ul style="list-style-type: none"> ○ older people ○ those who are pregnant ○ those who are unvaccinated ○ people of any age whose immune system means they are at higher risk of serious illness ○ people of any age with certain long-term conditions • Whilst the numbers of COVID-19 cases remain significant, individual risk assessments must still be completed and reviewed 	<p>✓</p>	<p>Personal risk assessments to be carried out where necessary</p> <p>Ensure separation for vulnerable staff where necessary in the case of high risk infection outbreak</p> <p>Ensure all staff are aware of infection outbreaks in school</p>	<p>2x5=10 MEDIUM</p>

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	as necessary for the staff who are at Higher Risk to COVID-19. <ul style="list-style-type: none"> Persons who have tested positive for COVID-19 and those who live with someone who have tested positive for COVID-19 avoid meeting members of staff at higher risk from COVID-19 for 10 days, especially if their immune system means they're at higher risk of serious illness from COVID-19, even if they've had a COVID-19 vaccine. 			
	<ul style="list-style-type: none"> <u>Children at particular risk from infection:</u> Children who are immuno-compromised or have impaired immunity either as a result of their medical condition or the medication (e.g. high doses of steroids) that they are taking have been identified. Healthcare plans have been completed as necessary. If a vulnerable child is thought to have been exposed to a communicable disease (e.g. chickenpox, measles and parvovirus B19) in the school setting, parents or guardians of that child are informed promptly so that they can seek further medical advice from their GP or specialist, as appropriate. 	✓	Advice sought from specialist nursing staff for named children Use of care plans where relevant Parents/carers are informed where named children have contact with an infected person – SLT/Office team	
	<ul style="list-style-type: none"> <u>Pregnant members of staff:</u> <ul style="list-style-type: none"> Pregnancy H&S and COVID-19 risk assessments are undertaken for all pregnant members of staff and these are subject to regular review. The following website is referred to as necessary: UKHSA Pregnancy: how to help protect you and your baby The following links have been shared with pregnant members of staff where necessary: <u>COVID-19:</u> <ul style="list-style-type: none"> NHS: Pregnancy, breastfeeding, fertility and coronavirus (COVID-19) vaccination Information Decision Aid - COVID-19 vaccine and pregnancy UKHSA: Pregnant? Have your COVID-19 vaccinations UKHSA: Pregnant? Have your COVID-19 vaccines!* <u>Flu / Whooping cough/German measles:</u> <ul style="list-style-type: none"> UKHSA: "Pregnant? Immunisation helps to protect you and 	✓	All pregnant staff to have personalised risk assessments All risk pregnancy related risk assessments subject to review at regular intervals and in light of significant events	

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	<p>your baby from infectious diseases*</p> <p>* These could be displayed in the staff room</p> <ul style="list-style-type: none"> Although the greatest risk to pregnant women from such infections comes from their own household rather than the workplace, if a pregnant woman develops a rash, or is in direct contact with someone with a rash who is potentially infectious, she is informed so that she may consult her doctor or midwife. 	✓	Pregnant staff to be advised and precautions put in place where necessary Accurate information about the rash (photographs where possible and agreed) provided to enable a GP to fully assess the situation	
First Aid	<ul style="list-style-type: none"> The school has CPR facemask / resuscitation shields available. All cuts and abrasions are covered with a waterproof dressing. 	✓	In first aid filing cabinet – waiting area Dressings in filing cabinet – waiting area	3x3=9 LOW
Medical room	<ul style="list-style-type: none"> Suitable accommodation is provided in order to cater for the short-term care of sick pupils, which includes a washing facility and is near to a toilet facility. This room may be used for other purposes (apart from teaching) provided it is always readily available. 	✓	Waiting area to be used. Monitoring to be provided by office team/SLT where required	1x4=4 LOW
Hygiene Procedures	<ul style="list-style-type: none"> Correct handwashing and good hygiene are followed by staff, pupils, visitors and contractors. Pupils wash their hands at the designated times during the day and after certain activities: <ul style="list-style-type: none"> On arrival at school After breaks and sport activities After touching any school animals Before cooking and eating After sneezing or coughing After using the toilet Before leaving for home Pupils who use saliva as a sensory stimulant or who struggle with hand hygiene may also need more opportunities to wash their hands. Adequate soap / hand sanitizer and tissues are available for pupils and staff throughout the school and for visitors arriving at main reception. Soap and water is the preferred choice; hand sanitizer is used when the use of soap and water is not practical. 	✓	Handwashing posters displayed Handwashing routine in place for all pupils Regular discussion -the importance of handwashing to include recap on how to wash hands Pupils with additional needs are supported to ensure their hands are clean Younger/less able children are taught how to wash their hands with regular recap Hand soap dispensers and additional supplies available in all sink areas Hand sanitiser available for emergency situations/off site visits	2x4=8 LOW

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	<p>Settings should ensure that staff and students have access to liquid soap, warm water and paper towels. Bar soap should not be used.</p> <p>Alcohol hand gel can be used if appropriate hand washing facilities are not available but should not replace washing hands particularly if hands are visibly soiled or where there are cases of gastroenteritis (diarrhoea and vomiting) in the setting. Alcohol hand gel is not effective against norovirus.</p> <p>Identified children are supervised with their use of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes are used as an alternative.</p> <ul style="list-style-type: none"> Lidded bins with a pedal are provided. Site staff / cleaners wash their hands after emptying bins. Outlets are not labelled “drinking water” within washroom areas and avoided where possible where the cold water taps are also used for washing hands or items (e.g. art brushes). 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>Children supported to wash hands where necessary</p> <p>Staff to be aware of all children with skin allergies and children supported to use soap and water and avoid hand sanitiser</p> <p>Lidded bins available for tissues etc</p> <p>Hands washed after touching bins</p> <p>Blood bin (maintained regularly by PHS) for used dressings etc – waiting area toilet</p> <p>All used cleaning materials for bodily fluids to be disposed of in sealed bags in the multi use bins outside the building</p> <p>Sharps pick up kit and receptacle used for needles – Site Manager</p> <p>Drinking water available in open space sink areas/water bottles on tables</p> <p>Sinks cleaned daily</p> <p>Water bottles regularly washed</p>	
<p>PPE (Reference)</p>	<ul style="list-style-type: none"> Adequate necessary Personal Protective Equipment (PPE) is available for cleaning tasks, personal care, first aid and certain medical procedures. Training and instruction have been provided for the putting on, 	<p>✓</p> <p>✓</p>	<p>PPE available in medical filing cabinet and in first aid boxes for off site visits</p> <p>Information in waiting area</p>	<p>1x1=1 LOW</p>


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	removing and disposal of PPE. • Aerosol generating procedures (AGPs): Within education settings these are only undertaken for a very small number of children with complex medical needs, such as those receiving tracheostomy care. Staff performing AGPs in these settings follow Public Health England’s personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE which is: <ul style="list-style-type: none"> ○ a FFP2/3 respirator ○ gloves ○ a long-sleeved fluid repellent gown ○ eye protection 	✓	Not currently applicable Advice to be sought if the situation arises	
Face coverings in school	• Face coverings may be worn in school by: <ul style="list-style-type: none"> ○ Staff as a personal preference or in particular when they have symptoms of a respiratory illness, outside the classroom where they are not a barrier to communication. ○ Visitors in communal areas and in classrooms where they are not a barrier to any communication with pupils (if applicable) (School management may decide this is a mandatory* requirement while cases remain high) * Medical exemptions apply.	✓	The use of masks is a personal preference unless in the process of outbreak management, when all staff may be asked to wear them in communal areas for a period of time.	1x5=4 LOW
Lack of air changes / ventilation	• All occupied spaces are well ventilated to help reduce the amount of respiratory germs. If there are areas of the setting identified that may have poor ventilation (e.g. by CO ₂ monitors), the school looks to improve ventilation by: <ul style="list-style-type: none"> ○ partially opening windows and doors to let fresh air in ○ opening higher level windows to reduce draughts ○ opening windows for 10 minutes an hour or longer can help increase ventilation – where possible this can happen when the room is empty in between lessons, for example 	✓	Windows and doors are open where possible CO2 monitors to remain active in all classrooms – high levels to be corrected by fresh air purge Purging with fresh air to occur at break times/lunchtimes Use of available air filters where necessary	3x3=9 LOW

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	The school balances the need for increased ventilation while maintaining a comfortable temperature.			
Other risk assessments	<ul style="list-style-type: none"> The following risk assessments have also been completed: <ul style="list-style-type: none"> Dealing with bodily fluids Dealing with discarded needles and syringes Animals (where necessary) Off site visits to farms – risk assessments include hygiene control measures 	✓	Risk assessments available in staff medical information folder – RT/KH Appropriate off site visits risk assessments to be carried out in line with policy and procedure	2x4=8 LOW

Are there any other foreseeable hazards associated with infection control?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Additional Hazards	List any additional control measures required	Residual Risk rating High, medium, low

<p>Main Reference:</p> <p>UKHSA: Health protection in schools and other childcare facilities: https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities: An awareness poster for display in the medical room / staff room is available here:</p> <ul style="list-style-type: none"> Chapters 1 and 2: introduction and infections in childcare settings Chapter 3: prevention and control Chapter 4: what to do if you suspect an outbreak of infection Chapter 5: immunisation Chapter 6: cleaning the environment Chapter 7: staff health Chapter 8: pets and animal contact Chapter 9: managing specific infectious diseases Appendix 1: Health Protection Teams contact details Appendix 2: list of notifiable diseases Appendix 3: diarrhoea and vomiting outbreak checklist Appendix 4: further resources

ASSESSED BY (Print name) KATE HALL	SIGNED 	DATE 26/9/22
LINE MANAGER	SIGNED	REVIEW DATE