



Ill health and infectious disease risk assessment

Assessment conducted by: Steve Solomons	Job title: Headteacher	Covered by this assessment: Staff, pupils, families, visitors and volunteers
Date of initial assessment: 1 st June 2020	Review interval: Annually (or in line with changes to Government advice)	Date of next formal review: May 2021

Related documents

Health and Safety Policy, First Aid Policy, Administration of Medication and Enteral Feeds Policy,

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or serious ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Please note that this risk assessment reflects all current local and national guidance and will be kept up-to-date with any changes.

Potential risks	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Poor hygiene practice	H	<ul style="list-style-type: none"> Posters are displayed throughout the school advising all pupils and staff to wash their hands after using the toilet, before and after handling food, after touching any animals and any other actions which may increase the risk of infectious disease, such as coughing or sneezing. Sufficient amounts of soap and washing liquids, warm water and paper towels are supplied in toilets and kitchen areas. Supplies to be checked by cleaning staff and class staff each day to ensure this is in place. Site staff to ensure sufficient stocks are available If necessary, pupils are supervised by staff when washing their hands to ensure it is done correctly. Pupils and staff are encouraged to wipe their mouths and noses with tissues after sneezing or coughing, and to dispose of these using the bins provided around the school. All food preparation and eating areas are thoroughly cleaned before and after use. Pupils are highly discouraged from sharing cutlery, cups or food during breaks/lunch; Families are asked to supply water bottles for their children to use in School All cutlery and cups are thoroughly cleaned after use. Pupils and staff are advised to avoid touching any stray animals that may come on to the premises. Hand sanitiser is available in all toilets and around the school as a back up to soap and water. Cleaners are employed by the school to carry out daily cleaning that follows national guidance, is compliant with the control of substances hazardous to health (COSHH), and the school's Health and Safety Policy. 	Y	HT	1.6.20 with ongoing review and amendment accordingly	L
Inappropriate cleaning of bodily fluids		<ul style="list-style-type: none"> Class staff to maintain regular cleaning of surfaces, doors handles and equipment during any serious infection outbreak Any spillages of bodily fluids are cleaned up immediately using paper towels, which are discarded as clinical waste. Mops should not be used to clean up any bodily fluids. 				

	<ul style="list-style-type: none"> • Any member of staff cleaning up bodily fluids will wear PPE, including gloves and a disposable apron. • A combination of disinfectant, detergent and warm water is used to clean the affected area. • The surface is rinsed and dried properly and a wet floor sign is displayed to prevent any trip hazards. • Any disposable PPE used, such as latex gloves and plastic aprons, are discarded as hygiene waste after use. • All hygiene waste is disposed of using hygiene waste bags, which should become no more than two thirds full, and are stored in a secure location ready for collection. • Following the cleaning up of bodily fluids, all members of staff and/or pupils involved are instructed to wash their hands. • Any pupils' soiled clothing is hygienically bagged and given to the parents/carers at the end of the school day. • Site staff to ensure large hygiene bags are available • No member of staff should clean or rinse a pupil's soiled clothing. • Staff will support pupils to clean their hands regularly, including when they arrive at the setting, when they return from breaks, when they change rooms and before and after eating. • The School will consider what frequency of hand washing is best for pupils and staff, and incorporate time for this in timetables or lesson plans as appropriate. • Supervision of hand sanitiser use will take place due to risk around ingestion. Younger pupils and pupils with complex needs will continue to be helped to clean their hands properly. • The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy. • Pupils arriving at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them. They immediately wash their hands on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children's social care provides more advice. 				
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		<ul style="list-style-type: none"> Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms and other learning environments. <p>Enhanced Cleaning</p> <ul style="list-style-type: none"> The <u>COVID-19: cleaning of non-healthcare settings guidance</u> is followed. Outdoor PE equipment should be cleaned more frequently. This includes resources used inside and outside by any i.e. wrap around care providers as set out in the School Lettings Policy/Contract. The School does not have any in place at the moment. Off-site PE excursions will initially be restricted. When they commence the use of the school mini bus will be permitted via a strict regime of cleaning, both before and after use. From 02/11/2020 the School will appoints a day cleaner to wipe down “high touch” areas at lunchtime or just after lunch; “high touch” areas include the staff room, resources room, reception, handrails leading up to the staff room, staff toilets 				
Inappropriate first aid	H	<ul style="list-style-type: none"> All first aiders to be suitably trained Disposable gloves are provided in all first aid boxes and are worn at all times when administering first aid. A second pair of gloves should be in the first aid box to either “double glove” or use if the first pair of gloves tear. 	Y	HT	1.6.20 with ongoing review and amendment accordingly	L

		<ul style="list-style-type: none"> • A plastic apron is worn if a significant amount of blood or other bodily fluid is involved. • All cuts and abrasions are cleaned immediately using sterile wipes and covered with waterproof dressings. • Any splashes of blood and/or bodily fluids from another person, which enter the eyes or mouth of the first aider, are immediately washed out with copious amounts of water. • Splashes of blood and/or bodily fluids, which fall on the skin of the first aider, are immediately washed away using warm water and soap. • If it is evident that the skin has been broken, and that it is possible there has been contact with blood from another person, the first aider is instructed to encourage the cut to bleed then clean with a sterile wipe and cover with a waterproof plaster. The patient or their parents should be encouraged to seek further medical attention. 				
Ignoring ill health	H	<ul style="list-style-type: none"> • Any pupil or member of staff that displays signs of being unwell, such as flushed face, clammy skin or vomiting, is immediately referred to a first aider to have their temperature taken. • If the unwell individual is a pupil, their parents/carers are informed of the situation by a relevant member of staff. • Where contact with the parents/carers cannot be made, appropriate procedures are followed in accordance with those outlined in the Infection Control Policy. • If a pupil or member of staff is suffering from vomiting or diarrhoea, they are sent home immediately and will only return after 48 hours have passed with no symptoms. • Any pupils or staff who display other signs of infection are sent home immediately and are advised to see their GP. • Any medicine administered at the school is done so by a trained member of staff, and in accordance with the procedures outlined in the Administration of Medicines and Enteral feeds Policy. • All pupils receive their first dose of medication at home to ensure that they do not have an allergic reaction. 	Y	HT	1.6.20 with ongoing review and amendment accordingly	L
Poor management of infectious diseases	H	<ul style="list-style-type: none"> • Staff and pupils are made aware of the process for removing face coverings when pupils and staff who use them arrive at school, and this is communicated clearly to parents and staff. • If a pupil or staff member is suspected of having an infectious disease, they are instructed to consult the school nurse for further advice and are sent home. 	Y	HT	1.6.20 with ongoing review and amendment accordingly	L

		<ul style="list-style-type: none"> • If a parent/carer informs the school that their child(ren) has an infectious disease, other pupils are observed for similar symptoms, and a letter is sent home to all parent/carers informing them of the situation. • Families are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to school if they have <u>coronavirus (COVID-19) symptoms</u>, or if another household member develops coronavirus symptoms. In both these circumstances the Families should call the school to inform the school of this and that they will be following the national <u>Stay at Home</u> guidance. • Families of a pupil returning to school after an infectious disease will inform the teacher. • All pupils with an infectious disease who are able to return to school, are only allowed to do so 24 hours after they have received the first dose of their medication, e.g. head lice, conjunctivitis, etc. • Families will not bring their child(ren) to school if they: display signs of being unwell, have an untreated infectious disease, require medication such as paracetamol, are vomiting or have diarrhoea, or are still within the recommended minimum period to stay away from school. • In the event of any outbreak of an infectious disease or food poisoning, the school will inform the Consultant in Communicable Disease Control (CCDC) and/or the Environmental Health Officer (EHO). • The school will keep up-to-date with current immunisation advice. All pupils' immunisation history is checked prior to attending the school and at the time of any vaccination. • All parents/carers are encouraged to have their child(ren) immunised. • All staff undergo a full occupational health check prior to employment, to confirm they are up-to-date with immunisation. • If any pregnant member of staff develops any signs of infectious disease or comes into contact with any individual who has an infectious disease, such as chickenpox, measles and rashes, they are advised to see their GP. • 'Catch it, bin it, kill it' approach continues to be very important, suitable number of tissues and bins available in the school to support pupils and staff to follow this routine. • Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant. 				
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		<p>Minimise Contact</p> <ul style="list-style-type: none"> • The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in “Teams” or “Bubbles”) and through maintaining distance between individuals. The balance between the Bubbles and social distancing is based on: <ul style="list-style-type: none"> ○ Pupils ability to distance; ○ The layout of the school site; ○ The feasibility of keeping distinct groups separate while offering a broad curriculum <p>More information on groups can be found in COVID-19: Guidance for full opening</p> <ul style="list-style-type: none"> • Maintaining distance or forming bubbles could be particularly difficult in special settings, particularly given the need for staff to administer care support and provide therapies to the pupils attending. However, the average number of pupils attending a special school or AP is much lower than the average number in a mainstream school, and this in itself, will help to limit the number of contacts for any individual. • Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. This is not always possible, particularly when working with children and young people with complex needs, or those who need close contact care. Educational and care support should be provided for these pupils as normal, with other increased hygiene protocols in place to minimise risk of transmission • Settings will assess their circumstances and look to implement ‘bubbles’ of an appropriate size, to achieve the greatest reduction in contact and mixing, without unduly limiting the quality or breadth of teaching, or access for support and specialist staff and therapists. • From 02/11/2020 Staff are not permitted to move between bubbles. Where staff may bump into other staff in i.e. corridors, they must maintain distance from pupils and other staff as much as they can, ideally 2 metres from other adults. • Adults to avoid close face to face contact and minimise time spent within 1 metre of anyone in their bubble. 				
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		<ul style="list-style-type: none"> • Older pupils with less complex needs should be supported to maintain distance and not touch staff and their peers. • Classrooms and other learning environments are organised to maintain space between seats and desks where possible. • Pupils are seated side by side and facing forwards, rather than face to face or side on. • Large gatherings such as assemblies are avoided, and groups kept apart. • From 02/11/2020 all staff taking children to and from the minibuses should wear a face covering or visor, unless they are exempt from doing so. • In the latest guidance: Face coverings in education, published on 16th October, it states: “when an area moves to the local COVID alert level “high” or “very high”, in education settings where Year 7 and above are educated, face coverings should be worn by adults (staff and visitors) when moving around indoors, such as communal areas where social distancing is difficult to maintain”. Therefore, from 02/11/2020, all staff moving around Riverside SPC and Riverside Beckenham should wear a face covering or visor, unless they are exempt from doing so. This will not apply at Riverside West Wickham due to bubble size and sharing of existing spaces. Masks and visors will be worn at West Wickham by all staff taking children to and from the minibuses, unless they are exempt. • As London moved in to Tier 2 of Coronavirus restrictions from 17th October, and consistent with WHO’s new advice, we believe it is now appropriate to take additional precautionary measures and make some changes to our current arrangements. From 02/11/2020, all parents / carers have been asked to wear face coverings within the school grounds when dropping off and collecting their children. • From 09/11/2020 movement between sites by the Senior Leadership Team has been reduced significantly. 				
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