

Status:	Draft – Subject to TU consultation			
School/Academy:	The Fernwood School	Date of assessment	6 April 2022	
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. 	✓	The risk assessment will be shared with all staff. An electronic copy of the document will be available on the school HUB and hard copies will be issued to staff who do not routinely access emails and the school website. HR will obtain signatures from all staff, via email or hard copy, as a record confirming that the document has been received and read.	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. 	✓	The exclusion table will be on display. The school staff who manage absence & attendance for staff & pupils and first aiders will be provided with a copy of the exclusion table.	medium
	<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) 	✓	The procedures and timescales on the flowcharts will be followed.	
	<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 	✓	Exclusion on medical grounds will be required for the minimum period as recommended in the exclusion table. Formal exclusion on medical grounds will be enforced by the Head Teacher. Noted	

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	<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. 	✓	Staff will have the same rules regarding medical exclusion applied to them.	
	<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 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. 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 	✓	<p>Catering staff at Fernwood are employed directly by the school.</p> <p>The Operations Manager will liaise with the Catering Manager to ensure that staff are reminded of their responsibilities.</p>	
Outbreak management The HPA (Health Protection Agency) in England is the UKSHA (UK Safety and Health Authority) Find your local health	<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 report linked illnesses and high rates of infection to the local HPA (UKHSA)	medium
	<ul style="list-style-type: none"> 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 	✓	The school is aware of their responsibility to report serious and unusual illness to the local HPA (UKHSA)	

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protection team in England	infection <ul style="list-style-type: none"> food poisoning hepatitis measles, mumps, rubella (rubella is also called German measles) 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 	✓	The UKHSA will be contacted in the event of: <ul style="list-style-type: none"> a higher than previously experienced and/or rapidly increasing covid absences severe disease due to COVID-19, for example hospitalisation a cluster of cases with vulnerable staff or students in the group 	
	<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. 	✓	The school will follow the outbreak checklist. Premises and cleaning staff will be reminded of the procedures and provide enhanced cleaning.	
	<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. <p>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.</p> <p>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.</p>	✓	Regular cleaning of touch points will remain a priority. Frequently touched surfaces and touch points are cleaned using sanitising chemicals. In the event of an outbreak cleaning schedules will be reviewed to ensure that enhanced cleaning and the frequency of necessary cleaning is identified and undertaken. The premises staff will carry out additional cleaning duties as necessary in the event of an outbreak.	

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Immunisation Awareness (see also Pregnant Members of Staff section)	<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. 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 	✓	The school will continue to encourage staff, parents/carers to obtain vaccinations.	low
	<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 	✓	A reminder will be issued to staff	
	<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. 	✓	Noted	
Catering / Food Technology	<u>Catering:</u> <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). 	✓	Documented food safety management procedures are in place.	low
	<ul style="list-style-type: none"> Risk assessments have been completed for breakfast and after school clubs (where food is served). 	✓	Catering for breakfast and after school clubs is provided by the inhouse catering facility. Risk assessments are in place.	
	<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 	✓	Food technology teachers have received food hygiene training.	

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	<p>small groups of pupils and in KS3 and KS4 they are likely to be using "higher risk" foodstuffs.</p> <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. 	✓	Guidance will be followed. The catering manager will liaise with school staff in the event of cake sales etc.	
	<ul style="list-style-type: none"> The barbecues risk assessment is completed as and when necessary. 	✓	Noted	
Cleaning	<ul style="list-style-type: none"> A comprehensive cleaning contract is in place that highlights daily, weekly and periodic cleaning schedules. 	✓	Cleaning is carried out in house and cleaning staff at Fernwood are employed directly by the school.	
	<ul style="list-style-type: none"> 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). 	✓	Colour-coded equipment is used. Cloths are disposable and reusable items are washed and disinfected after use.	low
	<ul style="list-style-type: none"> A nominated member of staff monitors cleaning standards and discuss any issues with cleaning staff, or contractors employed by the school. 	✓	Member of staff: Site Manager	
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 	✓	The risk assessment process remains in place. HR uses individual risk assessment templates provided by the School Health and safety team.	low

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	<ul style="list-style-type: none"> 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 as necessary for the staff who are at Higher Risk to COVID-19. 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. 	✓	<p>Pupils at particular risk from infection will be supported in school, following personal guidance provided by their specialist or clinician.</p> <p>Parents/carers will be advised.</p>	
	<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 <p>The following links have been shared with pregnant members of staff where necessary:</p> <p><u>COVID-19:</u></p> <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 	✓	<p>HR continue to liaise with pregnant members of staff and complete the pregnancy Covid risk assessment.</p> <p>The information links will be shared.</p>	

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	<ul style="list-style-type: none"> ○ UKHSA: Pregnant? Have your COVID-19 vaccines!* <p>Flu / Whooping cough/German measles:</p> <ul style="list-style-type: none"> ○ UKHSA: "Pregnant? Immunisation helps to protect you and your baby from infectious diseases" <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. 	✓	Noted	
First Aid	<ul style="list-style-type: none"> • The school has CPR facemask / resuscitation shields available. 	✓	CPR facemasks / resuscitation shields are available.	low
	<ul style="list-style-type: none"> • All cuts and abrasions are covered with a waterproof dressing. 	✓	Waterproof dressings are applied.	
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. 	✓	Fernwood School has a designated Medical Room facility with nearby toilet facilities.	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 <p>Pupils who use saliva as a sensory stimulant or who struggle with hand hygiene may also need more opportunities to wash their hands.</p> 	✓	Sanitiser stations are located at the main reception area and throughout the building. Time has been built into the timetable and workflows created to accommodate handwashing and good hygiene. Signage is on display to remind everyone to follow good hygiene practice.	low
	<ul style="list-style-type: none"> • Adequate soap / hand sanitizer and tissues are available for pupils 	✓	The school has an appropriate level of stock of soap, sanitiser and tissues.	

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	<p>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.</p> <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>		<p>Cleaners will clean and replace stock throughout the day.</p> <p>SEN staff support SEND pupils as necessary</p>	
	<ul style="list-style-type: none"> Lidded bins with a pedal are provided. Site staff / cleaners wash their hands after emptying bins. 	✓	<p>Teachers to ensure pupils follow 'catch it, kill it, bin it' guidance and dispose of tissues in the lidded pedal bins, washing their hands or using hand sanitiser afterwards.</p> <p>Lidded pedal are provided in classrooms and office areas.</p> <p>Premises and cleaning staff instructed on disposal procedures.</p>	
	<ul style="list-style-type: none"> 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>Designated drinking fountains are available for use.</p>	
PPE (Reference)	<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. 	✓	<p>PPE is provided. The school has a stock of disposable gloves, disposable aprons, face masks and visors available for use.</p>	low
	<ul style="list-style-type: none"> Training and instruction have been provided for the putting on, removing and disposal of PPE. 	✓	<p>Training has been provided on the use and disposal of PPE. Flow charts and written instructions are available.</p>	
	<ul style="list-style-type: none"> Aerosol generating procedures (AGPs): 	✓	<p>Individual care plans have been reviewed. No</p>	

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	<p>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:</p> <ul style="list-style-type: none"> ○ a FFP2/3 respirator ○ gloves ○ a long-sleeved fluid repellent gown ○ eye protection 		one currently falls within this category.	
Face coverings in school	<ul style="list-style-type: none"> • 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. 	✓	Noted Students may also wear face coverings	low
Lack of air changes / ventilation	<ul style="list-style-type: none"> • All occupied spaces are well ventilated to help reduce the amount of respiratory germs. <p>If there are areas of the setting identified that may have poor ventilation (e.g. by CO₂ monitors), the school looks to improve ventilation by:</p> <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 <p>The school balances the need for increased ventilation while maintaining a comfortable temperature.</p>	✓	<p>Occupied spaces are ventilated to help reduce the amount of respiratory germs.</p> <p>Ventilation and heating levels are monitored by the premises team. For assistance, staff should log a request via the Premises Helpdesk</p> <p>During Easter 2022 opening windows have been installed in some classrooms/offices to increase ventilation.</p>	low
Other risk assessments	<ul style="list-style-type: none"> • The following risk assessments have also been completed: 	✓	Risk assessments are in place.	low

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	<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 			

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

Main Reference: 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 : <div> <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 <ul style="list-style-type: none"> 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 </div>

ASSESSED BY (Print name) Christine Vickerstaff, Operations Manager	SIGNED <i>CMVickerstaff</i>	DATE 6 April 2022
LINE MANAGER Paul Burke, Headteacher	SIGNED <i>PBurke</i>	REVIEW DATE April 2023