

Infectious Diseases Risk Assessment - Schools

(The control measures will assist in managing various respiratory / transmissible diseases including Covid-19)

Activity/Person/Location	Castle Green site
School	Jo Richardson Community School
Head Teacher	Lisa Keane
Assessor(s) including employee representative	Lisa Keane Plus consulted with Union Reps Mustafa Hassan (NEU) and Jamie Glover (NASUWT)
Date of assessment	May 2022
Review date	Ongoing

Resultant Risk Rating Please tick	
High	
Medium	
Low (normal)	

How to use this risk assessment template:

Typical hazards and risks have been added to columns 1 and 2.

Column 3 includes typical control measures which should be in place to manage the risks. Each greyed out point must be fully considered and where applicable to your service area / team members, this would be demonstrated by turning the grey text into **black** text once measures are implemented.

If a control is not relevant and does not apply, please leave it in place as grey text as this may apply in the future.

You must think about specific hazards and controls relevant to the work activity. This example risk assessment is not exhaustive. Please add any additional specific arrangements applicable to your school.

Do not just copy this example, as that may not satisfy the law and may not protect your staff. **This template can be used as a stand-alone risk assessment or added to your existing workplace risk assessment.**

For education and childcare settings from Friday 1st April 2022, onwards:

- Regular asymptomatic testing is no longer recommended in any education or childcare setting, including in SEND, alternative provision and Children’s social care settings. Therefore, settings will no longer be able to order test kits.
- Residential SEND settings may be advised by their local health protection team to re-introduce some time-limited asymptomatic testing. This would be an exceptional measure, for targeted groups of staff and pupils or (secondary age or above) in the event of a possible outbreak.

The UK Health Security Agency (UKHSA) has published new guidance which education and childcare settings should refer to, including:

- [UK Health Security Agency \(UKHSA\) health protection in education and childcare settings](#)
- [DfE emergency planning and response](#)
- [DfE good estate management for schools](#)

The [UKSHA guidance](#) is a practical guide for managing cases of infectious diseases in education and childcare settings, and provides general guidance for staff on the prevention and control of infections, as well as an updated 'exclusion table'. New and updated UKHSA guidance for the general population, which will also be relevant to education and childcare settings, includes:

- [guidance for people with symptoms of a respiratory infection including Covid-19, or a positive test result for Covid-19](#)
- [living safely with respiratory infections, including Covid-19](#)
- [reducing the spread of respiratory infections, including COVID-19, in the workplace](#)
- [ventilation of indoor spaces to reduce the spread of Covid-19 and other respiratory infections](#)
- [COVID-19 guidance for people whose immune system means they are at higher risk](#)

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
1. Exposure to infectious / respiratory diseases	<p>Staff, contractors, visitors, pupils</p> <p>Possible transmission of a transmissible disease / virus / infection from person to person.</p> <p>People can catch these from others who are infected in the following ways:</p> <ul style="list-style-type: none"> • viruses move from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales • people can pick up viruses by breathing in the droplets or by 	<ul style="list-style-type: none"> • Staff are encouraged to have vaccinations / boosters available via relevant Government or LBBB programmes – e.g. Flu, Covid-19, Hepatitis A and B, Tetanus Infections at work - HSE. • An Individual Health Risk Assessment has been completed for all staff attending the workplace who have requested one and will be kept under review. • Ventilation in work areas is maximised through natural sources in work areas by opening windows, doors (non-fire doors only unless devices are specifically designed to release on activation of fire alarm). 				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
	<p>touching contaminated surfaces/items and then touching their eyes, nose or mouth</p> <ul style="list-style-type: none"> exposure to a virus may result in mild or moderate symptoms (e.g. coughing, fever, change to your sense of smell or taste, headaches, aches and pains) or more severe symptoms including infection in both lungs which can lead to death 	<ul style="list-style-type: none"> Ventilation in the work area is maximised through mechanical sources (air handling / movement systems) drawing in fresh air from the outside. CO2 monitors are used in the classrooms to identify poor ventilation. Further information can be found via link: Using CO2 monitors - Ventilation in the workplace (hse.gov.uk) Work areas are cleaned / sanitised that are touched regularly in line with the buildings cleaning regime. Cleaning equipment used is disposable or, if reusable, disinfected after each use. Cleaning staff are appropriately trained and have access to the appropriate PPE, such as gloves, aprons and surgical masks. Cleaning solutions are stored in accordance with Control of Substances Hazardous to Health (COSHH) , and cleaning equipment changed and decontaminated regularly. Shared work equipment is cleaned / sanitised between each use. Practising good hand hygiene via regular hand washing or sanitisation products provided. Staff and pupils have access to liquid soap, warm water and paper towels. Bar soap will not be used. All staff and pupils are be advised to <u>wash their hands</u> after using the toilet, before eating or handling food, after playtime and after touching animals. 	<p>If there are areas of the setting identified that may have poor ventilation, there are several simple things that can be done to improve ventilation.</p> <p>These include:</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>You should always balance the need for increased ventilation while maintaining a comfortable temperature.</p>			

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<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. Further information is available here Choosing hand sanitisers and surface disinfectants to use during the COVID-19 pandemic (hse.gov.uk).</p> <ul style="list-style-type: none"> • Staff / public reminded to follow Catch it, Bin it, Kill it advice. <p>Following respiratory hygiene and cough etiquette, specifically:</p> <ul style="list-style-type: none"> • cover nose and mouth with a tissue when coughing and sneezing, and dispose of used tissue in non-healthcare risk waste bin and perform hand hygiene • cough or sneeze into the inner elbow (upper sleeve) if no tissues are available, rather than into the hand • keep contaminated hands away from the mucous membranes of the eyes and nose • carry out hand hygiene after contact with respiratory secretions and contaminated objects and materials <p>Those attending education or childcare settings will not normally be expected to wear a facemask. However, you may consider wearing one:</p>				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<ul style="list-style-type: none"> • when you are coming into close contact with someone at higher risk of becoming seriously unwell from COVID-19 or other respiratory infections • when COVID-19 rates are high and you will be in close contact with other people, such as in crowded and enclosed spaces • when there are a lot of respiratory viruses circulating, such as in winter, and you will be in close contact with other people in crowded and enclosed spaces <p>Workplace layouts allows space for staff to circulate safely</p> <ul style="list-style-type: none"> • If a staff member is taken ill, they are advised to leave the workplace (if well enough to do so) and seek medical advice. <p>Staff or pupils who are close contacts of people who are unwell with an infectious disease or an infection do not usually need to be excluded from the setting. However, your <u>health protection team</u> (HPT) will advise you if there are specific precautions to be taken in response to managing a case or outbreak. They will contact you if this is required.</p> <p>Personal protective equipment</p> <ul style="list-style-type: none"> • If there is a risk of splashing or contamination with blood or bodily fluids during an activity, then disposable gloves and plastic aprons will be worn. 				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<ul style="list-style-type: none"> • Gloves and aprons are disposable, non-powdered vinyl/nitrile or latex-free and CE marked. • Users will wear disposable eye protection (or if reusable decontaminate prior to next use) if there is a risk of splashing to the face. <p>Aerosol generating procedures (AGP)</p> <p>An AGP is a medical procedure that can result in the release of airborne particles (aerosols) from the respiratory tract. The full list is available on GOV.UK.</p> <p>If individuals in your setting perform AGPs as described in the guidance here, and need additional PPE for this, please register on the Department of Health and Social Care (DHSC) managed PPE portal. Once registered, you will be able to order PPE directly, at no cost to your setting. All SEND and children's social care settings should already be registered for the portal, so no action is required. If you need any help with registration or have any other questions, please contact the DHSC helpline on 0800 876 6802.</p> <ul style="list-style-type: none"> • Standard PPE recommendations for AGPs would include eye and face protection, apron and gloves to protect against the splashing or spraying of blood and bodily fluids. • Staff performing an AGP on an individual who is suspected of being infectious with a respiratory agent (for example RSV or COVID-19) additional airborne <u>personal protective equipment (PPE)</u> should be used, 				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<p>including an FFP3 respirator or equivalent. FFP3 respirators must be fit tested prior to wearing them.</p> <p><i>Please add any additional specific arrangements applicable to your school.</i></p>				
2. Feeling Unwell	Staff, contractors, visitors, pupils	<ul style="list-style-type: none"> If a member of staff is unwell with symptoms of a respiratory infection, such as COVID-19, they will follow the <u>guidance for people with symptoms of a respiratory infection such as COVID-19</u>. Children and young people who are unwell and have a <u>high temperature</u> are advised to stay at home and avoid contact with other people. They can go back to school, college or childcare when they no longer have a <u>high temperature</u>, and they are well enough to attend. Further information can be found: <u>People with symptoms of a respiratory infection including COVID-19 - GOV.UK (www.gov.uk)</u>. <p>Children with mild, respiratory symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend their education or childcare setting.</p> <p>Children who are unwell and showing <u>the symptoms of an infectious disease</u> or a diagnostic result are advised to stay away from their education or childcare setting for the minimum period recommended. Further guidance in <u>Chapter 3 of Health protection in education and childcare settings</u> provides further detail on the symptoms of different infections and recommended action.</p>				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<p>Adults who also have symptoms of a respiratory infection, such as COVID-19, and have a high temperature or do not feel well enough to go to work should try and work from home and will need to speak to their line manager to discuss their options. Further guidance can be obtained by contacting your HR Adviser.</p> <p>Specific Testing Information</p> <p>Schools will be provided with a box of 7 test kits for each member of staff to take home. These test kits should be signed for and should only be used if any of the 12 symptoms of Covid are developed. The purpose of the test kits is to confirm a Covid infection. Tests are for employees only and should not be shared with friends and family. Please email Julia.Pearson@LBBDD.gov.uk with the number of test kits you require to be sent to the school for distribution.</p> <p><i>Please add any additional specific arrangements applicable to your school.</i></p>				
3. Positive COVID-19 Test (lateral flow or PCR)	Staff, contractors, visitors, pupils	<p>It is not recommended that children and young people are tested for COVID-19 unless directed to by a health professional.</p> <p>Children and young people who usually go to school, college or childcare and who live with someone who has a positive COVID-19 test result should continue to attend as normal.</p> <p>If a child or young person has a positive COVID-19 test result they should try to stay at home and avoid contact with other people for 3 days after</p>				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<p>the day they took the test, if they can. After 3 days, if they feel well and do not have a high temperature, the risk of passing the infection on to others is much lower. This is because children and young people tend to be infectious to other people for less time than adults. Further information can be found here.</p> <p>If an employee tests positive and is unwell they should stay at home and avoid contact with other people for 5 full days after the day they took the test or longer if they continue to have a high temperature.</p> <ul style="list-style-type: none"> • Employees are asked for evidence of a positive LFT test via MS Teams or a photo • The line manager will make contact with the staff member on a daily basis during the period of absence. <p><i>Please add any additional specific arrangements applicable to your school.</i></p>				
4. Vulnerable Staff	<p>Risks to staff with underlying health conditions (previously defined as Clinically Extremely Vulnerable) mirror those set out in section 1</p> <p>Possible transmission of a transmissible disease / virus / infection from person to person.</p>	<ul style="list-style-type: none"> • Staff continue to be encouraged to have vaccinations / boosters available via relevant Government or LBBB programmes – e.g. Flu, Covid-19, Hepatitis A and B, Tetanus. • The line manager has read and considered the specific guidance for people whose immune system means that they are at higher risk, to assist with implementing control measures due to the individual's ability to fight infections. 				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<ul style="list-style-type: none"> An Individual Health Risk Assessment has been completed and will be kept under review The individual Health Risk Assessment includes ensuring the staff are working in a well-ventilated work area. <p><i>Please add any additional specific arrangements applicable to the individual / work environment</i></p>				
5. Children - Groups at higher risk from infection (immunosuppressed)	Pupils	<p>Some children and young people have impaired immune defence mechanisms in their bodies either as a result of a medical condition or due to treatment they are receiving (known as immunosuppressed). People who are immunosuppressed may have a reduced ability to fight infections and other diseases. Most children and young people in this group will be under the care of a hospital specialist and will have received advice on the risks to them and when to seek medical advice.</p> <p>Children and young people in this group should continue to attend their education or childcare setting unless advised otherwise by their clinician.</p> <ul style="list-style-type: none"> The appointed staff member has read and considered the specific <u>guidance for people whose immune system means that they are at higher risk</u>, to assist with implementing control measures due to the individual's ability to fight infections. <p><i>Please add any additional specific arrangements applicable to the individual / work environment</i></p>				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
6. Pregnant Staff	<p>Risks to pregnant staff mirror those set out in section 1.</p> <p>Additional risks include: Premature birth, pregnancy loss, still birth.</p>	<p>From April 2022 employees who become pregnant can continue working if the Individual Health Risk Assessment shows it is safe to do so with appropriate safety measures in place.</p> <p>If it is considered unsafe for a pregnant employee to continue to come into the workplace and they cannot work from home, or have their duties adapted, they will be suspended on special leave with pay.</p> <p>The guidance on pregnant employees working from home from the 26th week of pregnancy has now been withdrawn. Using the updated guidance for people previously considered CEV, pregnant women should follow the same guidance as the general public.</p> <ul style="list-style-type: none"> • Staff continue to be encouraged to have vaccinations / boosters available via relevant Government or LBBB programmes – e.g., Flu, <u>Covid-19</u>, Hepatitis A and B, Tetanus following advice from a medical professional. • An <u>Individual Health Risk Assessment</u> has been completed to identify if pregnant employees can return safely to the workplace. If required, employees will also be referred to Occupational Health for further advice. • As your line manager I will ensure regular review of the individual health risk assessment. <p>Further considerations / requirements for managing risks to new and expectant mothers</p>				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<p>have been considered in-line with link below https://www.hse.gov.uk/mothers/index.htm</p> <p><i>Please add any additional specific arrangements applicable to the individual / work environment</i></p>				
<p>7. Infectious Diseases (including Covid-19) and other outbreaks in the workplace</p>	<p>Information</p> <p>There is no requirement to report general workplace outbreaks of Covid respiratory infections to your local public health team, but some infections may still require reporting to HSE Infections at work -HSE or your UKHSA HPT.</p>	<ul style="list-style-type: none"> • Staff and pupils are advised to follow the 'Living safely with COVID-19' and other respiratory infections, including COVID-19 guidance. • Emergency plans are in place to include steps to take in the event of a significant public health incident including when to seek specialist advice from UKHSA health protection team in line with Chapter 3: public health management of specific infectious diseases - GOV.UK (www.gov.uk). <p>You should contact your UKHSA HPT if there is:</p> <ul style="list-style-type: none"> • a higher than previously experienced and/or rapidly increasing number of staff or student absences due to acute respiratory infection • evidence of severe disease due to respiratory infection, for example if a pupil, student, child or staff member is admitted to hospital <p>For more information on actions in the event of an outbreak or incident, see link: here.</p>				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<p>An outbreak or incident may be defined in epidemiological terms as:</p> <ul style="list-style-type: none"> • an incident in which 2 or more people experiencing a similar illness are linked in time or place • a greater than expected rate of infection compared with the usual background rate for the place and time where the outbreak has occurred <p>For example:</p> <ul style="list-style-type: none"> • 2 or more cases of diarrhoea or vomiting which are in the same classroom, shared communal areas or taking part in the same activities • higher than usual number of people diagnosed with scabies • higher than usual number of people with respiratory symptoms <p>These definitions should not be taken as a threshold for reporting or action. Please follow the guidance: Chapter 4: action in the event of an outbreak or incident on when to seek help or report infections in your setting.</p> <ul style="list-style-type: none"> • Enhanced cleaning is in place during an outbreak or incident. <p>In the event of an outbreak of infection at your setting, your UKHSA HPT team may recommend enhanced or more frequent</p>				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<p>cleaning, to help reduce transmission. Further information can be found here.</p> <p><i>Please add any additional specific arrangements applicable to the individual / work environment</i></p>				
8. Educational Visits	Staff, pupils, volunteers	<p>For international education visits, you should refer to the Foreign, Commonwealth and Development Office travel advice and the guidance on international travel before booking and travelling to make sure that the group meet any entry and in country requirements especially in relation to vaccinations. Additional information can be obtained from TravelHealthPro and Chapter 6: educational visits.</p> <ul style="list-style-type: none"> Educational visits are subject to risk assessments as normal and reflect any public health advice or in-country advice of the international destination. <p><i>Please add any additional specific arrangements applicable to the individual / work environment</i></p>				
Other? Please add additional hazards / risks you have identified specific to your service area / team.						

It is important you discuss your assessment and proposed action with staff and their representatives. A risk assessment is only effective if you and your staff act on it. You must follow through with any actions required and review it on a regular basis. You should review your risk assessment if you think it may no longer be valid. You should consider, at a minimum, an annual review of your assessment. Risk assessment guidance is available for further information and advice on carrying out a risk assessment.

Disclaimer. Template correct at the time of development, although any links referred to internal/external should be checked regularly as official advice is likely to be updated.