

Health and Safety Infection Risk Assessment Tool

Hatton Academies Trust

Carried out by: R Hardcastle

Date: April 2022

Next Review Dates:

July 2022

General Workplace Precautions and individual risk assessments

Persons at Risk	Possible Precautions	Actions Taken
<p><i>Staff</i></p> <p><i>Visitors</i></p> <p><i>Contractors</i></p>	<p>Regularly monitor Government guidance, and issue regular bulletins and updates to staff.</p> <p>Ensure ventilation guidance continues to be met as set out in Ventilation of indoor spaces to reduce the spread of COVID-19 and other respiratory infections</p> <p>Follow good hygiene practices (Hand sanitising, regular hand washing, using a tissue etc).</p> <p>Ensure plentiful supplies of hand soap etc within wash rooms. Review stocks and procurement arrangements in anticipation of increased demand and reduced supply.</p> <p>Encourage the use of tissues to reduce the spread of respiratory diseases.</p> <p>Display instructions, posters and notices around school regarding good hand hygiene (but these must not state for Covid reasons), the use of tissues and the importance of ventilation.</p> <p>Provide risk assessment information on HAT website.</p> <p>Continue with non-touch bins (pedal bins etc.).</p> <p>Retain screens for reception personnel and at other serving points.</p> <p><i>People at higher risk of becoming seriously unwell from a respiratory infection</i></p> <p>Encourage specific staff to discuss any concerns with their line manager, particularly if they have any underlying health issues or concerns regarding at-risk family, relatives and cohabitees.</p> <p>Signpost staff to COVID-19 guidance for people whose immune system means they are at higher risk</p>	<p>Hand hygiene:</p> <p>Enhanced hand hygiene routines are good practice and should continue to be in place.</p> <ul style="list-style-type: none"> • Antibac stations remain in place around the building • Visitors requested to use antibac on arrival <p>Respiratory Hygiene:</p> <p>Lidded bins/Sniffle Stations should continue to be used for the disposal of tissues in all classrooms and shared spaces</p> <p>Ventilation:</p> <p>Good ventilation remains important. Regular opening of windows and doors to ensure that areas remain ventilated throughout the school day.</p> <p>Cleaning routines:</p> <p>Good cleaning routines are an essential part of infection control in schools regardless of current illness strains.</p> <p>Complete weekly audit of cleaning products and secure procurement with suppliers for enhanced supplies.</p> <p>Cleaners to empty all bins, waste and other at the end of each day and dispose of.</p>

Outbreak Management and Business Continuity Plan

Persons at Risk	Possible Precautions	Actions Taken
<p><i>Staff</i></p> <p><i>First Aiders</i></p>	<p>Follow procedures for any staff who become unwell at work, and identify designated facilities or rooms for assessment.</p> <p>Consider arrangements for how those taken ill whilst at work would get home.</p> <p>Identify key roles whose absence would have a significant impact on the safe operation of business.</p>	<p>Staff</p> <p>If staff 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 or carry out normal activities, you</p>

<p>Review contingency and business continuity plans for increased staff absence and potential closure or partial closure of business premises.</p> <p>Infection symptoms and procedures</p> <p>The main symptoms of coronavirus (Covid-19) are:</p> <ul style="list-style-type: none"> • a high temperature • a new, continuous cough • a loss or change to your sense of smell or taste • shortness of breath • unexplained tiredness, lack of energy • muscle aches or pains that are not due to exercise • not wanting to eat or not feeling hungry • headache that is unusual or longer lasting than usual • sore throat, stuffy or runny nose • diarrhoea, feeling sick or being sick <p>If an adult develops symptoms on site:</p> <ul style="list-style-type: none"> - Ensure a senior leader or line manager is made aware as soon as possible; - Consider if the colleague can remain at work or needs to go home; - Avoid touching any doors, handles, surfaces or work equipment; - Cough or sneeze into a tissue and place it in the bin, or into the crook of the elbow if tissues are not available; - Stay home until you feel well and, if applicable, you no longer have a high temperature. <p>If a student develops symptoms of Covid-19 on site:</p> <ul style="list-style-type: none"> - Ensure a senior leader and first aider (if required) is confirmed as soon as possible; - Informs parent(s)/carer(s) and isolate the student until they can be collected and taken off site; - Avoid them touching any doors, handles, surfaces or work equipment; - Cough or sneeze into a tissue and place it in the bin, or into the crook of the elbow if tissues are not available; - Stay home until you feel well and, if applicable, you no longer have a high temperature. <p>Outbreak Management</p> <p>Education and childcare settings may consider seeking specialist advice from the relevant UKHSA HPT if they are concerned and have seen:</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 or diarrhoea and vomiting [footnote 1] 	<p>should try to stay at home and avoid contact with other people and get plenty of rest and drink water to keep hydrated.</p> <p>If staff are concerned about your symptoms worsening, do not delay and seek medical advice by contacting NHS 111 or in an emergency dial 999.</p> <p>Staff who test positive for Covid on a LFD or PCR test should self-isolate for five days – even if asymptomatic.</p> <p>At the end of this period, if staff still have a high temperature or feel unwell, they should try to follow this advice until they feel well enough to resume normal activities and no longer have a high temperature if they had one.</p> <p>Pupils</p> <p>For most pupils, these illnesses will not be serious, and they will soon recover following rest and plenty of fluids. Very few children and young people with respiratory infections become seriously unwell.</p> <p>Pupils who are unwell with symptoms and have a high temperature should stay at home and when they no longer have a high temperature and are well enough they can return to education.</p> <p>Pupils with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend their education setting.</p> <p>Pupils who test positive for Covid on a LFD or PCR test should self-isolate for three days – even if asymptomatic. After 3 days, if a pupil feels well and does not have a high temperature, the risk of passing the infection on to others is much lower.</p> <p>Outbreak Management</p> <p>Should an outbreak of COVID-19 occur, staff may be asked to resume asymptomatic testing if advised by UKHSA or Local Health Protection Team.</p>
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	<ul style="list-style-type: none"> evidence of severe disease due to an infection, for example if a pupil, student, child or staff member is admitted to hospital [footnote 2] more than one infection circulating in the same group of students and staff for example chicken pox and scarlet fever <p>The UKHSA can be contacted of an outbreak using the following web address - Notifiable diseases and causative organisms: how to report - GOV.UK (www.gov.uk)</p> <p>Remote Education arrangements for individuals who are isolating or larger groups should be considered and planned for.</p> <p>Further useful guidance can be found at: UK Health Security Agency (UKHSA) health protection in education and childcare settings Guidance for people with symptoms of a respiratory infection including COVID-19, or a positive test result for COVID-19 Ventilation of indoor spaces to reduce the spread of COVID-19 and other respiratory infections Living safely with respiratory infections, including COVID-19 COVID-19 guidance for people whose immune system means they are at higher risk DfE good estate management for schools</p>	
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Coronavirus (COVID-19) Risk Assessment Action Plan

Ref	Action	By Whom	By When	Status
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2				
3				
4				