

MANOR PRIMARY SCHOOL INFECTIOUS DISEASES COVID-19



Significant Hazards	Persons Affected	Controls	Risk Rating	Action Required	Action By & Date
Awareness of policies and procedures	Staff Pupils Others	<p>All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures.</p> <p>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <ul style="list-style-type: none"> ➤ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 ➤ The Health Protection (Notification) Regulations 2010 ➤ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' ➤ DfE and PHE (2020) 'COVID-19: guidance for educational settings' <p>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</p> <p>The school keeps up-to-date with advice issued by, but not limited to, the following:</p> <ul style="list-style-type: none"> ➤ DfE ➤ NHS ➤ Department for Health and Social Care ➤ PHE <p>Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff meetings and contact the school</p>	Low	NO	

		<p>as soon as possible if they believe they may have been exposed to coronavirus.</p> <p>Parents 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 contact the school as soon as possible if they believe their child has been exposed to coronavirus.</p> <p>Pupils are made aware of the school's infection control procedures in relation to coronavirus via an assembly and are informed that they must tell a member of staff if they feel unwell.</p>			
Poor hygiene practice	<p>Staff</p> <p>Pupils</p> <p>Others</p>	<p>Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.</p> <p>Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance.</p> <p>Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas.</p> <p>Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary.</p> <p>Pupils are discouraged from sharing cutlery, cups or food.</p> <p>All cutlery and cups are thoroughly cleaned before and after use.</p>	Low	No	

		<p>Cleaners to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</p> <p>A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the HPT/PHE</p>			
Ill health	<p>Staff</p> <p>Pupils</p> <p>Others</p>	<p>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times.</p> <p>The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen.</p> <p>The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff.</p> <p>Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.</p>	Low	No	

		<p>Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.</p> <p>Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces.</p> <p>If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.</p> <p>Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk.</p> <p>Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk.</p> <p>Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy.</p>			
Spread of infection	Staff Pupils Others	<p>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times.</p> <p>Parents are informed not to bring their children to school or on the school premises if they show</p>	Low	No	

		<p>signs of being unwell and believe they have been exposed to coronavirus.</p> <p>Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.</p> <p>Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools.</p> <p>Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections.</p> <p>The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections.</p> <p>Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil's parents where necessary.</p>			
Poor management of infectious diseases	Staff Pupils Others	<p>Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</p> <p>Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or SLT as soon as possible. .</p> <p>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</p> <p>The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff.</p>	Low	No	

		<p>Staff inform the headteacher when they plan to return to work after having coronavirus.</p> <p>A nominated person monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</p>			
Lack of communication	<p>Staff</p> <p>Pupils</p> <p>Others</p>	<p>The school staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure.</p> <p>The headteacher contacts the local HPT or follows the advice given from and discusses if any further action needs to be taken.</p> <p>Schools put into place any actions or precautions advised by their local HPT.</p> <p>Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.</p>	Low	No	
Disruption to the running of the school and exams	<p>Staff</p> <p>Pupils</p> <p>Others</p>	<p>The school has an up-to-date Exam Contingency Plan in place – the plan is reviewed as necessary.</p> <p>The school has an up-to-date Business Continuity Plan in place – the plan is reviewed as necessary.</p> <p>The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local HPT or DfE helpline where required.</p> <p>Follow Government advice and follow any instructions</p>	Low	No	
Preparing for a school closure	<p>Staff</p> <p>Pupils</p>	<p>The school communicates with parents via letter/website/text as soon as possible about a</p>	Low	No	

	Others	<p>school closure and the cancellation of any school trips or extra-curricular activities.</p> <p>Pupils are informed via assembly about the school closure and what is expected of them should they need to work from home.</p> <p>The headteacher puts a plan in place to manage staff workload in preparation for a school closure.</p> <p>The headteacher puts a plan in place for pupils' continued education during a school closure to ensure there is minimal disruption to pupils' learning – this includes a plan to monitor pupils' learning while not in school.</p> <p>The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely.</p> <p>Communication lines are kept open between staff during a school closure – staff know to report to their line manager if there is an issue.</p> <p>The headteacher ensures all pupils have access to school work and the necessary reading materials at home, prior to a school closure.</p> <p>The headteacher works with the ICT technicians to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required.</p> <p>The headteacher liaises with the relevant organisations to ensure adequate provision is in place for all pupils to be able to work from home, e.g. learning support.</p> <p>Nominated staff arranges for the school to be deep cleaned in the event there is a school closure.</p>			
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School remains open for Key Worker Pupils Only	Staff Pupils Others	The Headteacher will arrange for staff to remain at school to educate pupils who will remain in school as their parents are Key Workers. The Headteacher will work closely with staff on creating a timetable for these children.	Low	No	
School re-opens for all Pupils	Staff Pupils Others	<p>Consider staggered start and finish times for pupils.</p> <p>Consider hand sanitiser being used prior to working into school or hands to be washed prior to entering the classroom</p> <p>Encourage pupils to cough and sneeze in the crease of their elbow</p> <p>Tissues to be put in a closed lid bin and double bagged.</p> <p>A 2 metre rule is to be observed so far as reasonably practicable.</p> <p>If a 2 metre rule can't be maintained it is advisable to wear a face covering (or further advice from Gov.UK)</p> <p>Staff have a choice if they feel they would like to wear a face covering in the classroom. (or further advice from Gov.UK)</p> <p>Pupils can also have the choice if they would like to wear a face covering in the classroom (or further advice from Gov.UK)</p>	Low	No	

First Aid	Staff Pupils Others	<p>First Aiders must always wear gloves when administering first aid procedures.</p> <p>It is advisable a face mask is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK)</p> <p>Where CPR may have to be given under no circumstances should first aiders carry out mouth to mouth rescue breaths.</p> <p>Chest compressions only to be administered.</p> <p>Any dressings used to be double bagged.</p> <p>Where any medications are administered try and encourage the pupils to self-administer or consider wearing a mask (always refer to up to date information from Gov.UK)</p>	Low	No	
Cleaning while school open	Staff Pupils Others	<p>All hard surfaces to be cleaned on a regular basis, this will include</p> <ul style="list-style-type: none"> ➤ All door handles ➤ All tables and chairs used by staff and pupils ➤ Toilet flushes and regular cleaning of toilets. <p>All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash.</p> <p>Regular cleaning of surfaces will reduce the risk of spreading the virus.</p> <p>All used cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin.</p>	Low	No	
Vacant premises	Staff Pupils	Access to the school is restricted – this will be in line with normal shut down (i.e. school holidays)	Low	No	

	Others	<p>The headteacher and site manager remain on-call in case of an emergency or if access to the school is required.</p> <p>External signage is visible to show that the school is closed and that access is restricted if required.</p> <p>Valuable school property and equipment is identified and reasonable measures are in place to ensure security.</p> <p>The site manager ensures the school premises is safe to return to before school activity resumes.</p> <p>Any hazards are reported to the headteacher as soon as possible and issues are resolved prior to staff and pupils returning to school.</p> <p>The headteacher ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice.</p>			
Statutory Tests and Inspections	Staff Pupils Others	<p>If school remains closed and no access permitted then ensure all planned testing and inspections of equipment resumes as soon as school re-opens.</p> <p>If school remains open for key workers it may be possible to allow contractors to carry out planned preventative maintenance. However this is subject to Government restrictions.</p> <p>In-house inspections should continue to ensure the school remains as safe as possible whilst open.</p>	Low	No	
Contractors in school	Staff Pupils Others	Where contractors are coming into school they must have up to date Risk Assessments and Method Statements.	Low	No	

		<p>Control measures regarding the Coronavirus must be included within their RAMs.</p> <p>School to ensure no pupils or staff are in the area where contractors are working.</p> <p>Contractors will be designated a toilet they can use whilst on site.</p> <p>Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving.</p> <p>They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site.</p> <p>If they become aware of a contractor coming down with symptoms within 14 days of being at the school they must inform the school immediately.</p>			
Emergencies	<p>Staff</p> <p>Pupils</p> <p>Others</p>	<p>All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</p> <p>Pupils' parents are contacted as soon as practicable in the event of an emergency.</p> <p>Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.</p> <p>The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies and medical emergencies are managed in line with this policy.</p>	Low	No	