



INFECTION CONTROL RISK ASSESSMENT

WSAPC will operate a Staged process to managing infection Control - Stages are set out below. As at 23/09/2020 WSAPC Operate in Stage 3

Response Stage	Trigger	Key Actions	Who	Notes
STAGE 1 – General (Everyday hygiene and Procedures)	None	General reminders for hygiene handwashing facilities and soap available Follow usual absence periods for sickness	Effective	
STAGE 2 – Prevention	Where an increased risk is present Increased absence rates of pupils or staff Local increases in sickness e.g. flu, gastric, coronavirus Public health alerts Suspected cases of specific illness in school or within the community (e.g. coronavirus / gastric)	Increase hygiene procedures Communication with key people including key information (staff, pupils and Parents / Carers, users of the site) Specific hygiene / infection control practices and information built into curriculum Increased enforced use of handwashing before eating of food / change of lessons etc Enforce 48hr after symptoms have stopped for all fever, sickness, diarrhoea etc. Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points) Review Core Control Measures and make changes as necessary Increased cleaning with a focus on high traffic and high touch point areas i.e doors Daily review of the situation	SLT ESLT SL Staff ESLT ESLT SBM SBM ESLT	
STAGE 3 – Mitigate/ Delay	Where a significant risk is present Direct case or increased likelihood of cases Public health advice for restrictions	Consider reducing contact situations: Review Timetabling / Groups Review / Postpone Trips especially those in large complexes and public shared areas Review / Postpone School events where lots of pupils are in one place Review timetabled activities that include contact i.e boxing Consider: Any screening measures Increase time of exclusion from school for those with symptoms (beyond 48hrs) Sending home any children with any symptoms Additional Cleaning including deeper cleans	SLT ESLT ESLT ESLT ESLT ESLT SBM / SLT ESLT SBM	
STAGE 4 – Containment	Where specific and/or significant changes or restrictions need to be in place High levels of sickness in staff and pupils High Rates of Absence in staff and pupils Significance of danger of disease or illness	Consider part / full closures of site / classes Limit visitors / staff / pupils on site Deep cleans / ongoing enhanced cleaning schedules Closure of lettings and building use Reduction or exclusion of visitors	SLT / Chair of Governors SBM SBM SLT	



Infection Prevention and Control Risk Assessment COVID 19 - September 2020

Task / Activity <i>Describe what activity this assessment covers</i>	Infection Prevention and Control Stage 2/3 COVID 19 September 2020 The New Normal			Likelihood		Impact
Workplace <i>Describe where this activity takes place</i>	Whole School			Almost Impossible	1	Insignificant (minor injury, no time off)
Date	23/09/2020 (08/07/2020)	Review Date	Ongoing	Unlikely	2	Minor (non-permanent injury, up to 3 days off)
Assessor / Owner	Sam Channon	Signature		Possible	3	Moderate (injury causing more than 3 days off)
Staff involved in assessment	Helen Ellis, Ben Thomas Doug Thomas, Lisa Stevens Alex Jones, Shaun Jarvis James Walters, Phil Edkins Rebecca Newey, Clare Griffin, H&S Committee, Governors	Version	Live Document	Likely	4	Major (death or serious injury)
				Almost Certain	5	Catastrophic (multiple deaths)
Risk Rating						
Likelihood X Impact						
Low = 1 - 3		Moderate = 4 - 7		Significant = 8 - 14		High = 15 - 25

As at 23/09/2020 WSAPC Risk is measured in Stage 3

Description of Hazard	Consequence of Hazard	Persons at Risk	Current Control Measures	Risk Rating		
				L	I	R
Suspected / Confirmed case in school (Pupil / Staff / Visitor)	Spread of Infection Ill health / Hospitalisation / Death	Staff Pupils Visitor Families Members of the public	<p>Suspected Case: Staff member to wear full PPE when with the child. Pupil to wait in an isolated, well ventilated area whilst awaiting collection. Thermometers available on an as needed basis to support decision to send pupil home. Parent to be notified immediately and requested to collect pupil within a 60 minute timeframe. SLT informed. Whilst waiting pupil to isolate with limited number of staff (dependent on Pupil RA). Parent letter sent home with pupil in support of further actions required. Toilets to be closed and cleaned prior to any further use. Locality / affected staff informed.</p> <p>Where confirmed case: Swab testing to be carried out. Full deep clean carried out in line with Safe Cleaning guidelines. All Centre staff to be notified. All staff and pupils in close contact with infected person to be tested / self isolate for 14 days as appropriate. Parents of pupils in contact with confirmed case to be notified. Public Health England / DFE & County Informed. Formal Track and Trace process instigated.</p>	3	2	M

Suspected / confirmed case at home	Spread of Infection Ill health / Hospitalisation / Death	Staff Pupils Visitor Families Members of the public	<p>Suspected Case: Guidance issued to parents about symptoms and when to stay home. Written communication to parents / pupils / staff regarding policy for Self Isolation periods. Monthly reminders to be sent home to all parents / carers / staff. Follow government guidance on Self Isolation periods and Testing. SLT informed of all suspected cases. Staff to report testing results as necessary, timely.</p> <p>Where Confirmed Test: Swab testing to be carried out if pupil / staff have Full deep clean carried out in line with Safe Cleaning guidelines. All affected locality staff to be notified. All staff and pupils in contact to be informed and reminded of need to self isolate for 14 days as appropriate. Parents of pupils in contact with confirmed case to be notified. Public Health England / DFE & County Informed. Formal Track and Trace instigated.</p>	3	2	M
Non compliance with statutory duty, ill equipped staff and putting staff & pupils at unnecessary risk.	Harm to Pupils or Staff Damage to school reputation	Staff Pupils Visitors Families School Reputation	<p>Staff Risk Assessments to be carried out for all staff who are classed as Clinically Extremely Vulnerable or Clinically Vulnerable. Key roles of staff to be considered within daily staffing structures to incorporate training needs Inc.: Absence reporting procedures implemented to ensure adequate staffing levels are maintained. Inc.: Fire Marshals Leadership (CM /AHT / HT) and DSL Teachers & Support Staff as per safe ratio First Aider Managing Medicines Front office TEAM Teach (please note relaxed deadlines for refreshers) Food and Hygiene CIEH</p>	1	1	L
			<p>Subject Risk Assessments reviewed and incorporate Infection Prevention and Control Measures.</p> <p>No contact sports / activities until further notice.</p> <p>Tables/ desk to be arranged forward facing.</p> <p>Badges to be worn by staff to communicate commitment to social distancing.</p> <p>Centres are bubbles.</p> <p>Separate entrances to remain where split cohorts are deemed appropriate, i.e. Primary / Medical etc.</p> <p>Social Distancing measures to be put in place including classroom layouts, staffroom layouts, following government guidelines.</p>			

Spread of infection	Spread of Infection Ill health / Hospitalisation / Death	Staff Pupils Visitors Families Members of the public	Signage to be displayed in appropriate places to communicate room capacity where needed, walk way direction to limit corridor passing and Social Distancing reminders / expectations.	3	2	M
			Infection Control Protocol in place providing more detail.			
			Enhanced hygiene practices to be enforced (hand washing), Hand Sanitising stations in place at all entry / exit points and at various locations around the building.			
			Outside learning to be prioritised weather permitting. Marquee / covered space made available Sept - Oct. Field marking where viable.			
			Enhanced daily Covid Safe cleaning in place across all centres delivered by Churchills / NHS Trust as appropriate			
			Lunch time cleaners commissioned to undertake enhanced cleaning schedules with a focus on high traffic / high touch areas.			
			Equipment sanitisation wipes to be used by staff following class change overs / after each use. This includes Clevertouch board and ICT resources.			
			Auto soap dispensers to be installed in all handwashing areas.			
			Hand sanitiser stations installed in buildings in areas where handwashing is not readily available. Please remember that handwashing is the recommended measure.			
			Soft Furnishings used by pupils to be limited where possible.			
			Rooms where external ventilation is not present to be limited to one person only.			
			Catch it /Bin it / Kill it approach adopted. Bins in every room to be made available and emptied twice a day (lunch and end of day).			
			Hand dryers disabled and paper towels to be introduced where not currently in place.			
LoTC to resume with consideration to venue and infection control measures.						
Mini bus protocols in place with specific focus on infection control inc. masks, hand sanitiser, anti bac wipes, loading and disembarking markings in waiting bays, cleaning process following every use.						
HT to consider appropriate sanctions for continual breaches of the schools Behavior Policy in relation to H&S.						

		<p>Pupil Risk Assessment to be completed for all new pupils / reviewed for pupils falling into high risk categories (online / infection control / welfare)</p> <p>Contractors, multi agency and general visitors to read social distancing measures and requirements of stay home guidance before accessing the school</p> <p>Contact details for all contractors, multi agency and general visitors to be obtained on entrance to enable effective track and trace to be implemented as needed. Data Protection Practice applied.</p> <p>Staff sign in and sign out procedures to be continually adhered to to enable effective track and trace.</p> <p>Cook and Eat / Food Technology to be offered at all centres with enhanced infection control measures in place. Please refer to Subject Specific RA's for further detail.</p> <p>Uniform / PPE provided to Chalkhill staff for use during the school day.</p> <p>PPE provided for first aid applications and where pupil / staff member develops symptoms during the school day.</p> <p>Virtual Learning using TEAMS to be used to aide access to learning for agreed groups of pupils.</p> <p>Peripatetic Risk Assessment in place to support centrally employed staff for multiple site visits, school to school support, home visits, off site visits.</p> <p>Travel Sanitising Packs made available for central teams.</p> <p>Targeted lessons planned and delivered to develop pupils understanding of social distancing / hygiene practices.</p>			
Safeguarding of Pupils	Harm to Child	<p>Pupils</p> <p>Online Safety Training made available for Parents and Carers.</p> <p>Attendance recording to resume on SIMS. Attendance reporting to DFE continues on a daily basis. Staff reporting to DFE & LA to remain in place.</p> <p>Centre staff: pupil ratio to remain agreed 1:4 as per pre covid.</p> <p>Safeguarding Policy, Behaviour Policy and Online Safety Policy reviewed and issued Sept 20.</p> <p>Annual Safeguarding Refresher for all staff.</p> <p>Acceptable use Policy updated and distributed for signing to reflect current use of ICT for Pupils and Staff.</p> <p>Team Teach extension in place and new starters (inc. staff returning from extended periods of absence) to undertake de-escalation training.</p>	2	1	L

Health, Safety and Wellbeing of Staff	Harm to Staff Member	Staff	Individual Risk Assessments carried out on an as needed basis for physical and emotional health.	2	2	M
			Stress Risk Assessments carried out on an as needed basis.			
			Wellbeing Committee to actively engage with staff on wellbeing on a half termly basis.			
			Communication Monthly bulletins sent out to support regular communication. FAQ's to continue as guidance updates			
			Staff signposted to support services.			
			Coaching Model implemented.			
			TEAMS meetings to continue to support reduced workloads / travel time.			
			Guidance for Staff Wellbeing and routes of escalation.			
			Flexible working in place for Central Teams with some on site contact.			
			TEAMS meetings to continue for staff meetings to support infection control and prevention.			
			Staff can attend multiple centres per day providing face to face contact with pupils is less than 15 minutes. Timetables amended as needed.			
			Centre Staffing Ratios of staff: pupil to retain agreed 1:4 as per pre covid.			
			Review of Dependency Leave with enhanced Covid Related Benefit.			
			Workload reduction tool kit used as required / DSE Assessments in place.			
Use of Masks optional for all staff should they wish. Visors will be provided to staff who would like one. Exception is Chalkhill where masks are to be worn at all times on hospital site.						
Uniform provided to Chalkhill staff for use during the school day.						
PPE provided for first aid applications and where pupil / staff member develops symptoms during the school day.						
Wellbeing & Safety of Pupils and their Families	Harm to Pupil	Pupils Pupil Families	Regular home communications detailing places to access support when needed / Wellbeing strategies etc.	2	2	M
			Y6 and Y11 Transition Plans to be arranged including transfer / handover of files.			
			Information for foodbanks made available, reminders for change in status for FSM in place.			
			Mental Health awareness training for staff.			

