



Beck Row Primary Academy - INFECTIOUS DISEASES COVID-19

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Awareness of policies and procedures	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> • All staff, pupils, parents and governors are aware of all relevant policies and procedures relating to COVID19 which are published on the academy website. • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <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'. • The relevant staff receive any necessary training that helps minimise the spread of infection: <ul style="list-style-type: none"> ○ Administering medications, ○ Infectious diseases, ○ COVID19. • The academy keeps up-to-date procedures and risk assessments based on advice issued by, but not limited to, the following: <ul style="list-style-type: none"> ➤ DfE, ➤ HSE, ➤ NHS, ➤ Department for Health and Social Care, 	MEDIUM	YES	

			<p>➤ PHE.</p> <ul style="list-style-type: none"> • Staff are made aware of the academy's infection control procedures in relation to Coronavirus via the website, emails or staff meetings and should contact the academy as soon as possible if they believe they may have been exposed to Coronavirus. • Parents are made aware of the academy's infection control procedures in relation to Coronavirus via letters, the website or social media – they are informed that they must contact their child from the academy, as soon as possible, if they believe their child has been exposed to Coronavirus. • Pupils are made aware of the academy's infection control procedures in relation to Coronavirus via academy staff and are informed that they must tell a member of staff if they feel unwell. • Temperature forehead monitoring gun is available to take a person's temperature, should a pupil or staff member feel unwell. 			
Poor hygiene practice	Staff Pupils Others	Ill Health	<ul style="list-style-type: none"> • Posters are displayed throughout the academy reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the academy. • 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. • Sufficient amounts of soap, clean water and paper towels are supplied in all toilets and kitchen areas. • Sufficient amounts of hand sanitiser is provided in each classroom. • Pupils are supervised by staff when washing their 	MEDIUM	YES	

			<p>hands to ensure it is done correctly, where necessary.</p> <ul style="list-style-type: none"> • Pupils are forbidden from sharing cutlery, cups or food. • Only plastic cups are to be used on site and should be disposed of after use. • Cleaners to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH policy and the Health and Safety policy. • ATT Central Estates Dept. will arrange enhanced cleaning to be undertaken, where required – advice about enhanced cleaning protocols is sought from the HPT/PHE. • Cleaning staff are deployed during the day to clean all touchpoints and class spaces during breaktimes. 			
Ill health	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> • 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. • 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 class and placed in an area where they will not come into contact with others and are supervised at all times. • The relevant member of staff calls for emergency assistance immediately if pupil's symptoms worsen. • The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. 	MEDIUM	YES	

			<ul style="list-style-type: none"> • Unwell pupils, who are waiting to go home, are kept in an area where they can be at least two metres away from others. • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care should be taken when cleaning all hard surfaces. • If a Coronavirus case is confirmed, the affected area which the pupils or staff occupied will be closed for 72 hours and a medical fogging treatment will be performed prior to it being brought back into use. • If unwell pupils and staff are waiting to go home, they will be instructed to use different toilets to the rest of the school to minimise the spread of infection. • Any pupils who display signs of infection should be taken home immediately, or as soon as practicable, by their parents – the parents will be advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. • Any members of staff who display signs of infection will be 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. • Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications policy. • PPE is provided to staff who need to tend to an unwell pupil. 			
Spread of infection	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, will be cleaned up immediately in line with guidance, using PPE at all times. 			

			<ul style="list-style-type: none"> • Parents are informed not to bring their children to the academy or on the academy's premises if they show signs of being unwell and believe they have been exposed to Coronavirus. • Staff and pupils do not return to the academy before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. • School trips will not take place during this period. • Parents will notify the academy if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. • The academy will liaise with the individuals' medical professionals where necessary, reviewing the needs of pupils who are vulnerable to infections. • Any additional provisions for pupils who are vulnerable to infections are put in place by the Principal, in liaison with the pupil's parents, where necessary. 	MEDIUM	YES	
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> • Everyone is instructed to monitor themselves and others and to look out for similar symptoms if a pupil or staff member has been sent home with suspected Coronavirus. • Staff should be vigilant and should report concerns about their own, a colleague's or a pupil's symptoms to the Principal or another member of SLT as soon as possible. • The academy is consistent in its approach to the management of suspected and confirmed cases of Coronavirus. • The academy is informed by pupils' parents when pupils are to return to the academy after having 	MEDIUM	YES	

			<p>Coronavirus – the academy informs the relevant staff.</p> <ul style="list-style-type: none"> • Staff should inform the Principal when they plan to return to work after having Coronavirus. • A nominated person monitors the cleaning standards of the academy’s cleaning contractors and should discuss any additional measures required with regards to managing the spread of Coronavirus. 			
Lack of communication	Staff Pupils Others	Unsafe Practices	<ul style="list-style-type: none"> • The academy staff reports immediately to the Principal about any cases of suspected Coronavirus, even if they are unsure. • The Principal contacts the local HPT, follows the advice given from and discusses this, where appropriate, if any further action needs to be taken. • The academy puts into place any actions or precautions advised by the Central Estates Team. • The academy will keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary. 	MED	YES	
Preparing for a academy closure	Staff Pupils Others	Lack of control and resources	<ul style="list-style-type: none"> • The academy communicates with parents via a letter, the website or a text as soon as possible about an academy closure or the cancellation of any academy extra-curricular activities. • Pupils are informed, using appropriate methods, about the academy closure and what is expected of them should they need to work from home. • The Principal puts a plan in place to manage staff workload in preparation for an academy closure. • The Principal puts a plan in place for pupils’ continued education during an academy closure to ensure there is minimal disruption to pupils’ learning – this includes a plan to monitor pupils’ learning whilst not in the 	MEDIUM	YES	

			<p>academy.</p> <ul style="list-style-type: none"> • The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely. • Communication lines are kept open between staff during a school closure – Staff know how to report to their line manager if there is an issue. • The Principal ensures all pupils have access to school work and the necessary reading materials at home, prior to a school closure. • The Principal works with the ICT technicians to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place, where required. • The Principal 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. • Nominated staff will arrange for the academy to be deep cleaned in the event there is an academy closure. • The academy manages the use of parents' and pupils' contact details in line with the Data Protection policy and Records Management policy, e.g. collecting emails to send academy work to the pupils. 			
Academy remains open for Key Worker Pupils Only	Staff Pupils Others	Education issues	<ul style="list-style-type: none"> • The Principal will arrange for staff to remain at the academy to educate pupils who will remain in school as their parents are key workers. • The Principal will work closely with staff on creating a timetable for these children. 	MEDIUM	YES	
Cleaning while academy open	Staff Pupils Others	Infection Control	<ul style="list-style-type: none"> • Additional cleaning resources are deployed during the day to clean all touch points and class spaces, during breaktimes, when they are vacated. 			

			<ul style="list-style-type: none"> • All hard surfaces are to be cleaned on a regular basis, this will include; <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. • All classrooms will have a spray disinfectant and disposable cloths. • Regular cleaning of surfaces should reduce the risk of spreading the virus. • All used cloths thrown away, to be double bagged and then placed in a secure area i.e. lidded bin. 	MED	YES	
Vacant premises	Staff Pupils Others	Security issues	<ul style="list-style-type: none"> • Access to the academy is restricted – this will be in line with normal shut down (i.e. school holidays). • The Principal and site manager remain on-call in case of an emergency or if access to the academy is required. • External signage is visible to show that the academy is closed and that access is restricted, if required. • Valuable academy property and equipment is identified and reasonable measures are in place to ensure security. • The site manager ensures the academy premises is safe to return to before academy activity resumes. • Any hazards are reported to the Principal as soon as possible and issues are resolved prior to staff and pupils returning to the academy. • The Principal ensures the academy re-opens only when it is safe and advisable to do so, in line with local and national advice. 	MEDIUM	YES	
Statutory Tests and Inspections	Staff Pupils	Maintenance issues	<ul style="list-style-type: none"> • If the academy remains closed and no access is permitted then it is to be ensured that all planned 			

	Others		<p>testing and inspections of equipment resumes as soon as the academy re-opens.</p> <ul style="list-style-type: none"> • If the academy 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. • In-house inspections should continue to ensure the school remains as safe as possible whilst open. 	MEDIUM	YES	
Contractors in the academy	Staff Pupils Others	Inadequate control measures	<ul style="list-style-type: none"> • Contractors access will be limited to out of hours access (prior to 08:00am/after 15:30 or at weekends) unless in the case of an emergency. • Where contractors are coming into the academy, they must sign the academy waiver form stating they have no symptoms of Coronavirus and do not have the illness. • Where contractors are coming into the academy, they must have up-to-date Risk Assessments and Method Statements. • Control measures regarding Coronavirus must be included within their RAMs. • The academy is to ensure no pupils or staff are in the area where contractors are working. • Contractors will be designated a toilet that they can use whilst on site. • Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. • They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the academy site. • If they become aware of a contractor coming down 	MEDIUM	YES	

			with symptoms within 14 days of being at the academy, they must inform the academy immediately.			
Emergencies	Staff Pupils Others	Inadequate Control Measures	<ul style="list-style-type: none"> • All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as practicable in the event of an emergency. • Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. • The academy has an up-to-date COVID19 First Aid policy in place which outlines the management of medical emergencies and these are managed in line with this policy. 	MED	YES	