



RA 029B Contingency Plan – infectious diseases v10  
Dec 2022

## RISK ASSESSMENT RECORDING FORM

Location or School/college /setting Address: <b>Prenton Primary</b>	Date assessment Undertaken <b>9.12.22</b>	Assessment undertaken. by: <b>Jeanne Fairbrother AND SL/LB</b>
Activity or situation <b>Contingency Plan - infectious diseases</b>	Review date: <b>20.12.22</b>	<b>Signature: Signature</b>

### Background information

The **DfE Contingency framework**: education & childcare settings guidance was updated October 2022.

All education and childcare settings should already have contingency plans (sometimes called outbreak management plans) describing what they would do if children, pupils, students or staff test positive for COVID-19, or how they would operate if they were advised to reintroduce any measures described in this document to help break chains of transmission.

COVID-19 resilience and planning is now more important than ever. Settings do not need to reformat their existing contingency plans to specific templates, but the plans should be kept robust and up to date in light of the advice set out here.

A good plan should cover:

- roles and responsibilities
- when and how to seek public health advice
- details on the types of control measures you might be asked to put in place

For each control measure you should include:

- actions you would take to put it in place quickly
- how you would ensure every child, pupil or student receives the quantity and quality of education and support to which they are normally entitled
- how you would communicate changes to children, pupils, students, parents, carers and staff

This risk assessment applies to:

- primary schools

- secondary schools (including sixth forms)
- special schools, special post-16 providers and alternative provision
- 16 to 19 academies
- infant, junior, middle, upper schools

**Please note that this risk assessment has been created in line with the current government guidance. It contains sample control measures that fit with the system of controls contained in Government guidance. One size does not fit all, and schools should make this model risk assessment their own and reflect specifics of what they are doing and any local guidance, particularly from local HPT's in line with DfE expectations.**

### **Important**

The DfE use the terms **'must'** and **'should'** throughout their guidance. The term **'must'** for when the person in question is legally required to do something and **'should'** when the advice set out should be followed unless there is a good reason not to.

Control measures in **purple** indicate different measures are in place for different settings. Please choose the setting that applies and delete the others to make this reflect your school/setting.

### **Legislation and guidance**

Health and Safety at Work Act etc. 1974

Management of H&S at Work Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992

DfE Actions for schools plus associated COVID 19 Guidance

UKHSA - [Health protection in children and young people settings, including education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/ukhsa-update-on-scarlet-fever-and-invasive-group-a-strep)

### **Further information**

<https://www.gov.uk/government/news/ukhsa-update-on-scarlet-fever-and-invasive-group-a-strep>

<https://ukhsa.blog.gov.uk/2022/12/05/group-a-strep-what-you-need-to-know/>

### **Supporting documents**

School Emergency Plan-Addendum v2 Dec 2022

See our website for supporting risk assessments <https://jeannefairbrotherassociates.com/>

1) Hazard / Activity	2) Who can be harmed and how?	3) What controls exist to reduce the risk? <i>Have you followed the hierarchy of controls (eliminate, substitute etc)?</i>	Risk Score Consequence X Likelihood	4) Any further action. <i>This should be included in the action plan (5), below</i>
<b>Collaboration with HPT's &amp; local authorities during any significant public health incidents</b>	<b>Staff, pupils, visitors, contractors increased risk of transmission and exposure to infectious disease</b>	<ul style="list-style-type: none"> <li>• Local authorities, directors of public health (DsPH) and PHE health protection teams (HPT's) are responsible for managing localised outbreaks.</li> <li>• <a href="mailto:ipc.wirralct@nhs.net">ipc.wirralct@nhs.net</a> school to contact if there are 2 or more cases of scarlet fever.</li> <li>• See advice to school to contact the help line <i>You have one or more cases of chickenpox or flu in the class that has scarlet fever at the same time. This is because infection with scarlet fever and either chickenpox or flu at the same time can result in more serious illness.</i></li> <li>• <i>You are experiencing an outbreak of scarlet fever in a setting or class that provides care or education to children who are clinically vulnerable.</i></li> <li>• <i>The outbreak continues for over 3 weeks, despite taking steps to control it.</i></li> <li>• <i>Any child or staff member is hospitalised or has died with group A Strep (GAS) infection</i></li> <li>•</li> <li>• School/college /setting liaises and responds to guidance from DsPH&amp; local HPT's</li> <li>• Early years settings and schools should their local <a href="#">contact their UKHSA health protection team</a></li> <li>• <b><i>A national helpline went live on Friday 9th December at 9am. It will be open Monday to Fridays, 8am to 6pm. You can access the helpline by calling 0344 225 0562 and then choosing option 9.</i></b></li> </ul>	<b>3X2=6</b>	
<b>Communication</b>	<b>Staff, pupils, visitors, contractors increased risk of transmission and exposure to infectious disease</b>	<ul style="list-style-type: none"> <li>• School/college /setting will communicate its plan for addressing any significant public health incidents with parents, staff, pupils and other relevant parties in line with the latest UKHSA, DfE and local HPT guidance via the parentapp/website/twitter</li> </ul>	<b>3X2=6</b>	

<p><b>Spread of infection</b></p>	<p><b>Staff, pupils, visitors, contractors increased risk of transmission and exposure to infectious disease</b></p>	<p>School/College/Setting manages infection by reinforcing the measures recommended in <a href="#">Preventing and controlling infections</a> :</p> <ul style="list-style-type: none"> <li>• School/college /setting encourages all children, young people and staff who are unwell not to attend the setting or remain separate from others, wherever possible – <a href="#">further guidance on exclusion periods</a> is available for specific infectious diseases</li> <li>• ensuring all eligible groups are enabled and supported to take up the offer of <a href="#">immunisation programmes</a> including coronavirus (COVID-19) and flu</li> <li>• ensuring occupied spaces are well ventilated and let fresh air in</li> <li>• reinforcing good hygiene practices such as frequent <a href="#">cleaning</a> and <a href="#">hand hygiene</a></li> <li>• requesting that parents or carers inform the education or childcare setting of a diagnosis of any infectious disease</li> </ul>	<p><b>3X2=6</b> <b>Review this score as the more measures in place will reduce it</b></p>	
<p><b>Contacting local HPT</b></p> <p><b>When to contact the local HPT</b> (Use this link to find the contact details of your local HPT <a href="https://www.gov.uk/health-protection-team">https://www.gov.uk/health-protection-team</a>)</p>	<p><b>Staff, pupils, visitors, contractors increased risk of transmission and exposure to infectious disease</b></p>	<ul style="list-style-type: none"> <li>• <a href="#">Advice on when and when not to contact the HPT</a> is included for each disease.</li> <li>• Contact the relevant UKHSA HPT for advice if you are concerned and/or have seen: <ul style="list-style-type: none"> <li>○ a higher than previously experienced and/or rapidly increasing number of staff or student absences due to the same infection</li> <li>○ evidence of severe disease due to an infection, for example if a child, young person or staff member is admitted to hospital</li> <li>○ more than one infection circulating in the same group of children, young people and staff for example chicken pox and scarlet fever</li> <li>○ an outbreak or serious or unusual illness for example: <ul style="list-style-type: none"> <li>▪ <a href="#">scarlet fever</a> (if an outbreak or co-circulating chicken pox)</li> </ul> </li> </ul> </li> </ul>	<p><b>3X2=6</b> <b>Review this score as the more measures in place will reduce it</b></p>	

		<ul style="list-style-type: none"> <li>▪ <a href="#">E.coli</a> 0157 or E. coli STEC infection</li> <li>▪ <a href="#">food poisoning</a></li> <li>▪ <a href="#">hepatitis</a></li> <li>▪ <a href="#">measles, mumps, rubella</a> (rubella is also called German measles)</li> <li>▪ <a href="#">meningococcal meningitis or septicemia</a></li> <li>▪ <a href="#">tuberculosis (TB)</a></li> <li>▪ <a href="#">typhoid</a></li> <li>▪ <a href="#">whooping cough</a> (also called pertussis)</li> </ul> <ul style="list-style-type: none"> <li>• School/college/setting will prepare information in advance to help the HPT to support following <a href="#">What to expect from contacting your HPT</a>.</li> </ul>		
<b>Response to HPT advice</b>	<b>Staff, pupils, visitors, contractors increased risk of transmission and exposure to infectious disease</b>	<ul style="list-style-type: none"> <li>• School/college /setting will seek additional public health advice if concerned about transmission in the setting and are considering additional measures</li> <li>• The HPT may give school/setting advice on whether to take extra action, reflecting the local situation.</li> <li>• <b>Wirral contact</b></li> <li>• <b>Mon – Fri 0151 604 7750</b></li> <li>• <a href="mailto:Jpc.wirralct@nhs.net">Jpc.wirralct@nhs.net</a></li> <li>• <b>Out of hours 0151 434 4819</b></li> </ul>	<b>3X2=6</b> <b>Review this score as the more measures in place will reduce it</b>	
<a href="#">Groups at higher risk from infection</a>	<b>Staff, pupils, visitors, contractors increased risk of transmission and exposure to infectious disease</b>	<ul style="list-style-type: none"> <li>• School/college/setting will of review personal risk assessments of any staff or pupils who are at higher risk from infection.</li> </ul>	<b>3X2=6</b> <b>Review this score as the more measures in place will reduce it</b>	
<b>Pregnant staff</b>	<b>Staff, pupils, visitors, contractors increased risk of transmission and exposure to infectious disease</b>	<ul style="list-style-type: none"> <li>• Women who are pregnant should ensure they are up to date with the recommended vaccinations, including COVID-19 immunisation (see <a href="#">Supporting immunisation programmes</a>).</li> <li>• Pregnant women should consult their midwife or GP immediately if they meet people with measles,</li> </ul>	<b>3X2=6</b> <b>Review this score as the more measures in place will reduce it</b>	

		<p>mumps, rubella, slapped cheek syndrome and chickenpox as contact with these illnesses can affect the pregnancy and/or development of the unborn baby.</p> <ul style="list-style-type: none"> <li>• Pregnant women should also avoid contact with animal litter trays due to the risk of toxoplasmosis.</li> <li>• School/college/setting understands that it may not be aware of which people are pregnant, so ensures information is available to all.</li> <li>• For more information on protecting pregnant staff in the workplace, refer to the <a href="#">Health and Safety Executive's guidance on mothers</a>.</li> <li>• Pregnant staff have their own individual pregnancy risk assessment which will be revised if there is a significant public health incident. ( See RA 026 New &amp; expectant mother )</li> </ul>		
<b>Face coverings</b>	<b>Staff, pupils, visitors, contractors increased risk of transmission and exposure to infectious disease</b>	<b>If public health advise face coverings then school will adhere to it.</b>	<b>3X2=6</b> <b>Review this score as the more measures in place will reduce it</b>	
<b>Educational visits</b>	<b>Staff, pupils, visitors, contractors increased risk of transmission and exposure to infectious disease</b>	<ul style="list-style-type: none"> <li>• All visits are risk assessed. School/college /setting uses Evolve and has an EVC</li> <li>• School/college /setting will respond to latest DfE/local HPT guidance in the event of a significant public health incident</li> <li>• School/college /setting will check with Evolve for further updates and guidance</li> </ul>	<b>3X2=6</b> <b>Review this score as the more measures in place will reduce it</b>	
<b>Large events in school eg fair/concert/performance</b>	<b>Staff, pupils, visitors, contractors increased risk of transmission and exposure to infectious disease</b>	<ul style="list-style-type: none"> <li>• School/college /setting will respond to latest DfE/local HPT guidance in the event of a significant public health incident</li> <li>• All events will be risk assessed with latest UKHSA and HPT advice</li> </ul>	<b>3X2=6</b> <b>Review this score as the more measures in place will reduce it</b>	
<b>Safeguarding</b> <b>All settings unless indicated</b>	<b>Staff, pupils, visitors, contractors increased risk of transmission and</b>	<ul style="list-style-type: none"> <li>• if attendance restrictions are needed school/college works with all local safeguarding partners to be vigilant and</li> </ul>	<b>3X2=6</b> <b>Review this score as the</b>	

	<b>exposure to infectious disease</b>	<p>responsive to all safeguarding threats with the aim of keeping vulnerable children and young people safe</p> <ul style="list-style-type: none"> <li>• <b>All settings</b> School/college continues to have regard to any statutory safeguarding guidance that applies</li> <li>• School/college /setting will review the child protection policy so that it reflects the local restrictions and remains effective.</li> <li>• School/college /setting will have a trained DSL (or deputy) available on site.</li> <li>•</li> </ul>	<b>more measures in place will reduce it</b>	
<b>Wraparound provision</b>	<b>Staff, pupils, visitors, contractors increased risk of transmission and exposure to infectious disease</b>	<ul style="list-style-type: none"> <li>• Provision should continue to be offered for before and after-school activities, including wraparound childcare.</li> </ul>	<b>3X2=6 Review this score as the more measures in place will reduce it</b>	
<b>Vulnerable pupils &amp; young people absent from school.</b>	<b>Staff, pupils, visitors, contractors increased risk of transmission and exposure to infectious disease</b>	<ul style="list-style-type: none"> <li>• Where vulnerable children and young people are absent, School/college /setting will: <ul style="list-style-type: none"> <li>○ follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns</li> <li>○ encourage the child or young person to attend educational provision, working with the local authority and social worker (where applicable), particularly where the social worker and the virtual school head (where applicable) agrees that the child or young person's attendance would be appropriate</li> <li>○ focus the discussions on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home</li> <li>○ have in place procedures to maintain contact, ensure they are able to access remote education</li> </ul> </li> </ul>	<b>3X2=6 Review this score as the more measures in place will reduce it</b>	

		<p>support, as required, and regularly check if they are doing so</p> <ul style="list-style-type: none"> <li>• If School/college /setting has to temporarily stop onsite provision on public health advice, alternative arrangements for vulnerable children and young people will be discussed with the local authority. The school would revert to covid systems for onsite education for key groups and utilise google classroom.</li> </ul> <p><b>Setting to insert what actions it will take</b></p>		
<b>Insert any other hazards here</b>	<b>Staff, pupils, visitors, contractors increased risk of transmission and exposure to infectious disease</b>	<ul style="list-style-type: none"> <li>• <b>Insert control measures here</b></li> </ul>		





Risk Rating	Action Required
20 - 25	<b>Unacceptable</b> – stop activity and make immediate improvements
10 - 16	<b>Urgent action</b> – take immediate action and stop activity, if necessary, maintain existing controls vigorously
5 - 9	<b>Action</b> – Improve within specific timescales
3 - 4	<b>Monitor</b> – but look to improve at review or if there is a significant change
1 - 2	<b>Acceptable</b> – no further action but ensure controls are maintained & reviewed

**Likelihood:**  
 5 – Very likely  
 4 – Likely  
 3 – Fairly likely  
 2 – Unlikely  
 1 – Very unlikely

**Consequence**  
 5 – Catastrophic  
 4 – Major  
 3 – Moderate  
 2 – Minor  
 1 – Insignificant

- (1) List hazards **something with the potential to cause harm** here
- (2) List groups of people who are especially at risk from the significant hazards which you have identified
- (3) List existing controls here or note where the information may be found. Then try to quantify the level of risk **the likelihood of harm arising** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.

5. Action plan		Responsible	Completed
1	Circulate final version of this Plan B risk assessment to all staff & stakeholders	HT	
2			
3			
4			
5			
6			
7			
8			
9			
10			
<b>Action plan agreed by (NAME &amp; DATE)</b>			