



CONTROL OF INFECTIONS POLICY

Ridgeway Farm CE Academy
The Buffer
Purton
Wiltshire
SN5 4GT

Reviewed Date: April 2021

1. Statement of Intent

The Health and Safety at Work Act imposes a duty on employers to ensure, as far as reasonably practicable, the health safety and welfare of employees and others (this includes visitors and students.) There are several Regulations which relate to the academy legal obligations to control, manage and report infections which include:-

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Public Health (Control of Disease) Act
- The Public Health (Infectious Diseases) Regulations
- The Management of Health and Safety at Work Regulations
- The Control of Substances Hazardous to Health Regulations (COSHH)
- The Food Safety and Hygiene (England) Regulations
- Food Safety Act
- The Health Protection (Notification) Regulations

The academy and Academy Council are committed to safeguarding the health, safety and welfare of staff, students and visitors so far as is reasonably practicable. The academy and Academy Council have a duty of care to volunteers and agency staff/consultants who are not employees and who may be affected by their work activities.

The policy applies to all relevant academy activities and is written in compliance with all current UK health and safety legislation and has been consulted with staff and their safety representatives (Trade Union and/or Health and Safety Representatives). This policy provides a clear framework for ensuring that the academy management, all employees and visitors have clear procedures for the prevention and control of infections in the academy.

This control of infections policy covers and applies to all work and teaching activities undertaken by the academy and sets out clear procedures, arrangements and any provisions made by the academy to ensure the academy can manage infections effectively. The policy set out the responsibilities of Principal, Academy Council, managers, all staff, contractors and students. This Policy also provides links to the necessary guidance to enable the academy to manage infections effectively.

Staff must be aware of this policy, of statutory reporting procedures and of the outside agencies involved in dealing with outbreaks of disease. Staff should also be particularly aware of the practical procedures to control the spread of communicable diseases. Staff should also be aware of the First Aid and Administration of Medicines Policy which may also be relevant.

Name: _____ **Signature:** _____

(Chair of Academy Council)

Name: _____ **Signature:** _____

(Principal)

Date: _____

Review Procedures

This policy will be reviewed regularly and revised as necessary. Any amendments required to be made to the policy as a result of a review will be presented to the Academy Council for acceptance.

Document / revision no.	Date	Status / Amendment	Approved by

Distribution of copies

Copies of the policy and any amendments will be distributed to: the Principal; Health and Safety Representatives; All Staff; Academy Council and Administration office.

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2. Roles and Responsibilities

2.1 Principal

To ensure:

- 2.1.1. Task-based risk assessments are undertaken and appropriate controls are in place to manage infection hazards at source in line with the hierarchy of risk control and these are reviewed regularly (e.g. annually) or when there is a significant change.
- 2.1.2. All staff are made aware of their role(s) and responsibilities in the prevention and control of infection.
- 2.1.3. Staff are instructed, informed, monitored and updated in correct infection control procedures and this policy. All staff are to be provided with suitable training commensurate to their roles and responsibilities.
- 2.1.4. Staff are informed of any risk to their health from a communicable disease that might arise as a result of their work or working environment and advise them on the means of avoiding either becoming infected or infecting others.
- 2.1.5. Incidents and sharp injuries are reported in line with the academy reporting procedure and that staff follow the correct procedures and these are investigated to prevent infections and support staff that may be infected.
- 2.1.6. Appropriate quantities of Personal Protective Equipment (PPE) – suitable protective gloves, aprons, face masks and resuscitation face masks are available at all times.
- 2.1.7. Cleaning procedures are in place to maintain a clean environment and resources are available to staff.
- 2.1.8. Records are maintained of staff' Hepatitis B vaccination history in areas where a risk of the disease has been identified.
- 2.1.9. Immunisation of students and staff is promoted.
- 2.1.10. Good hygiene practices are promoted such as hand washing (20 seconds) and any other guidelines provided by official bodies.
- 2.1.11. The academy follows the advice given by Government advice and professional bodies.
- 2.1.12. Further professional advice is sought when necessary.

2.2 All teaching staff

To ensure:

- 2.2.1. Compliance with the requirements set on this policy.
- 2.2.2. Control of infection issues are brought to the attention of the Principal.
- 2.2.3. Relevant training is completed as required.
- 2.2.4. A high standard of infection control and hygiene is maintained as a matter of good practice.
- 2.2.5. Incidents and accidents are reported and recorded immediately in line with the academy reporting procedure
- 2.2.6. Report promptly if they are unwell with an infectious disease, follow their GP, Public Health England and/or NHS guidance and do not return to academy until clear of symptoms for the time specified by their GP, NHS or government guidance.
- 2.2.7. Take due care of their own, their colleagues' and students' health and safety.
- 2.2.8. Use and maintain work equipment and personal protective equipment (PPE) according to training and manufacturers' instructions.

- 2.2.9. Inform the academy if they are at higher risk of infections (e.g. pregnancy, underlying medical condition, etc.) or if they have any concerns with regards the academy's procedures to control infections.
- 2.2.10. Become familiar with relevant risk assessments and follow control measures.
- 2.2.11. Incidents are reported immediately, following the academy Accident/Incident reporting and investigation procedure.

2.3 Support Staff

To ensure:

- 2.3.1. Their line manager is promptly informed if there is a reason you are or could be more susceptible to risks presented by infectious diseases.
- 2.3.2. Undertake any training required for the role and responsibilities.
- 2.3.3. Take due care of their own and their colleagues' health and safety at work.
- 2.3.4. Become familiar with relevant risk assessments and follow control measures.
- 2.3.5. A high standard of infection control and hygiene is maintained as a matter of good practice.
- 2.2.12. Report promptly if they are unwell with an infectious disease, follow their GP, Public Health England and/or NHS guidance and do not return to academy until clear of symptoms for the time specified by their GP, NHS or government guidance.
- 2.2.13. Take due care of their own, their colleagues' and students' health and safety.
- 2.2.14. Use and maintain work equipment and personal protective equipment (PPE) according to training and manufacturers' instructions.
- 2.3.6. Incidents are reported immediately, following the academy Accident/Incident reporting and investigation procedure.

2.4 Business Manager

To ensure:

- 2.4.1. Suitable and sufficient risk assessments are completed and these take into consideration infection risks.
- 2.4.2. Arrangements are in place to maintain good standards of cleaning.
- 2.4.3. All materials and equipment required to meet the arrangements of this policy are made available to staff.
- 2.4.4. All hires of the academy premises are made aware of the policy and comply with section 2.8 of this policy

2.5 First Aiders

To ensure:

- 2.5.1. They are familiar with this policy and fulfil their duties outlines in other sections (E.g. Teaching Staff or Support Staff)
- 2.5.2. Individuals may be exposed to infectious substances such as blood and other bodily fluids and should take the following precautions to reduce the risk of infection:
 - a. Cover any cuts or grazes on their skin with a waterproof dressing
 - b. Wear suitable disposable gloves when dealing with blood or any bodily fluids
 - c. Use suitable eye protection and a disposable plastic apron where splashing is possible
 - d. Use resuscitation face masks if you have to give mouth to mouth resuscitation

- e. Wash your hands after each procedure.
- f. Become familiar with relevant risk assessments.
- g. Follow good hygiene practice
- h. Liaise with the facilities team to ensure the academy cleaning procedure is followed

2.6 Facilities Team (Premises Team / Cleaning Team)

To ensure:

- 2.6.1. Compliance with the requirements set on this policy.
- 2.6.2. Control of infection issues are brought to the attention of the Principal.
- 2.6.3. Relevant training is completed as required.
- 2.6.4. A high standard of infection control and hygiene is maintained as a matter of good practice.
- 2.6.5. Incidents and accidents are reported and recorded immediately in line with the academy reporting procedure
- 2.6.6. Report promptly if they are unwell with an infectious disease, follow their GP, Public Health England and/or NHS guidance and do not return to academy until clear of symptoms for the time specified by their GP, NHS or government guidance.
- 2.6.7. Take due care of their own, their colleagues' and students' health and safety.
- 2.6.8. Use and maintain work equipment and personal protective equipment (PPE) according to training and manufacturers' instructions.
- 2.6.9. Inform the academy if they are at higher risk of infections (e.g. pregnancy, underlying medical condition, etc.) or if they have any concerns with regards the academy's procedures to control infections.
- 2.6.10. Good standard of cleaning is maintained at all times.
- 2.6.11. That in the event of an outbreak of infection, relevant areas to be deep cleaned.
- 2.6.12. The relevant risk assessments are completed and followed.
- 2.6.13. The correct PPE is worn when dealing with bodily fluids and cleaning of areas (disposable gloves, plastic aprons, face shields).
- 2.6.14. Incidents are reported immediately, following the academy Accident/Incident reporting and investigation procedure.

2.7 Kitchen manager and catering staff

To ensure:

- 2.7.1. The catering function within the academy must have a recognised Food Management System in place, including a HACCP system (hazard analysis critical control point) which incorporates prerequisites such as pest control, personal hygiene etc. This system should be fully traceable to maintain due diligence.
- 2.7.2. All those with the responsibility for food preparation should be aware of their duties under this legislation and have received training commensurate to their level of responsibility in the food preparation area. The minimum training requirement for all kitchen staff is Level 2 Food Safety, supervisors Level 3 Food Safety and Managers Level 4 Food Safety. If new staff do not hold this certificate when they join the Academy, arrangements should be made within a month for them to attend a course. New catering staff must be made aware of food hygiene arrangements.

- 2.7.3. Incidents are reported immediately, following the academy Accident/Incident reporting and investigation procedure.
- 2.7.4. That in the event of an outbreak of infection, relevant areas to be deep cleaned.
- 2.7.5. The relevant risk assessments are completed and followed.
- 2.7.6. The correct PPE is worn when dealing with bodily fluids and cleaning of areas (disposable gloves, plastic aprons, face shields).
- 2.7.7. Good standard of cleaning is maintained at all times.
- 2.7.8. A high standard of infection control and hygiene is maintained as a matter of good practice.
- 2.7.9. All staff should complete a Health Questionnaire before commencing employment and when returning from abroad.
- 2.7.10. Any member of the catering staff who reports that they are suffering from diarrhoea and/or vomiting should be excluded from food preparation or serving until they are symptom-free for 48 hours.
- 2.7.11. Food handlers with skin problems especially on the hands and forearms should be excluded from food preparation until the skin is healed.
- 2.7.12. Food handlers suffering from colds and coughs should not be working while still at the acute stage of the illness.
- 2.7.13. All food handlers who consult their doctors about any infectious disease should make sure their doctor is aware of the work they do.
- 2.7.14. Food handlers who smoke should be reminded to wash their hands after smoking and before resuming their food preparation tasks.

2.8 Contractors and visitors

To ensure:

- 2.8.1. The academy reporting procedure is followed.
- 2.8.2. Their activities do not introduce infection risks to the Academy.
- 2.8.3. A high standard of infection control and hygiene is maintained whilst in academy premises as a matter of good practice.
- 2.8.4. Any areas which may be contaminated are to be reported to the Facilities Team or their host.

2.9 Students and parents/carers

To ensure:

- 2.9.1. They comply with any request from staff to leave the area if someone is unwell.
- 2.9.2. They should report any concerns they may have to a member of staff.
- 2.9.3. Any student who is unwell should stay away from the academy until they are symptom free, or for the exclusion period set out by Public Health England for schools, whichever is the longer. Parents are asked to ensure that this happens.
- 2.9.4. Good personal hygiene is practised.

3. Arrangements

3.1 Risk Assessment

- 3.1.1. A general risk assessment should be in place for the academy premises and should consider the hazards that might be posed by infectious disease. In some areas, there will be little or no risk identified over and above that which is encountered in everyday life. In some areas, however, where there exists a student or employee with known or probable health problems, further analysis will have to be made.
- 3.1.2. The individual care plans of vulnerable students should indicate if they are suffering from an infectious disease or vulnerable to infectious diseases that require special precautions to be taken, especially if they require personal care. This would also apply to students who are unpredictable and violent. However, the confidentiality of the student's medical condition should be protected whenever possible.
- 3.1.3. Immunisation advice to staff will cover some aspects of risk, as will training in sound hygiene practices such as washing and universal precautions.
- 3.1.4. A specialist risk assessment relating to infection control will be needed for specific outbreaks and special circumstances identified at the Academy. A Specialist risk assessment will need to:
 - a. Identify the hazards within the workplace, including those that potentially may be brought into the workplace.
 - b. Decide who might be harmed, and how, and include visitors, contractors, vulnerable persons, registered disabled persons, pregnant women, young persons, students and those persons with medical conditions.
 - c. Evaluate the risks and decide on precautions through ratings such as low, medium or high risk. The precautions and controls put in place must be proportionate to the risks. An example is if the risk is high then more robust controls may need to be put in place to reduce the risk to an acceptable level.
 - d. Record significant findings and communicate them to all relevant persons.
- 3.1.5. The law requires that the employer provide employees with adequate information, training and supervision necessary to ensure their health and safety at work. Ensuring staff understand the contents of the risk assessment and the role that they will take in managing any risk can be achieved through training and information.
- 3.1.6. The risk assessment will be reviewed and updated when changes are required. Changes may be required following the identification of new or imported infection control risks in the Academy.

3.2 Vulnerable Children

- 3.3.1. The academy will ascertain if enrolled children have medical conditions that make them vulnerable to infections that would rarely be serious in most children, e.g. children being treated for leukaemia or other cancers, on high doses of steroids and with conditions that seriously reduce immunity.
- 3.3.2. The academy risk assessment will consider if further precautions need to be taken to protect vulnerable children and these will be discussed with the parent/carer in conjunction with their medical team.
 - 3.2.1. Precautions will be taken to ensure vulnerable children are not knowingly exposed to chickenpox, measles and parvovirus B19 and, if they are exposed to either of these, their parent/carer will be informed promptly and further medical advice will be sought.

3.3 Pregnant Staff

- 3.3.1. Managers need to consider the risks for new and expectant mothers when carrying out activity/task risk assessments.
- 3.3.2. Ensure a specific New and Expectant Mother Risk Assessment is carried out as soon as notification of pregnancy or breastfeeding is given and ensure infection control is considered on the assessment; any pre-existing medical condition or disability may also be relevant. The risk assessment should be reviewed as the pregnancy progresses and as circumstances dictate, and also on return back to work after maternity leave.
- 3.3.3. If a pregnant member of staff develops a rash or is in direct contact with someone with a potentially infectious rash, this should be investigated by their GP.
- 3.3.4. Chickenpox can affect a pregnant woman if she has not already had this infection. Report exposure to midwife and GP at any stage of pregnancy. The GP and antenatal carer will arrange a blood test to check for immunity. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- 3.3.5. German measles (rubella). If a pregnant woman comes into contact with German measles, she should inform her GP and antenatal carer immediately to ensure investigation. The infection may affect the developing baby if the woman is not immune and is exposed in early pregnancy.
- 3.3.6. Slapped cheek disease (fifth disease or parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly.
- 3.3.7. Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed, she should immediately inform whoever is giving antenatal care to ensure investigation.
- 3.3.8. All-female staff born after 1970 working with young children are advised to ensure they have had two doses of MMR vaccine.

3.4 Clinically Extremely Vulnerable to COVID-19

- 3.4.1. People on this category should have received a letter from the NHS advising them on how to protect themselves. People at high risk from COVID-19 include people who: -
 - a. Have had an organ transplant
 - b. Are having chemotherapy or antibody treatment for cancer, including immunotherapy
 - c. Are having an intense course of radiotherapy (radical radiotherapy) for lung cancer
 - d. Are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors)
 - e. Have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma)
 - f. Have had a bone marrow or stem cell transplant in the past 6 months, or are still taking an immunosuppressant medicine
 - g. Have been told by a doctor they have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD)
 - h. Have a condition that means they have a very high risk of getting infections (such as SCID or sickle cell)
 - i. Are taking medicine that makes them much more likely to get infections (such as high doses of steroids or immunosuppressant medicine)

- j. Have a serious heart condition and are pregnant.

3.5 People at Moderate Risk to COVID-19 (clinically Vulnerable)

3.5.1. People at moderate risk from coronavirus must follow the advice on social distancing. This means they should stay at home as much as possible but can go out to work (If cannot work from home) and for things like getting food or exercising. Unlike people at high risk, they will not get a letter from the NHS advising to stay at home at all times. People at moderate risk from COVID-19 include people who: -

- a. Are 70 or older
- b. Are pregnant
- c. Have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis)
- d. Have heart disease (such as heart failure)
- e. Have diabetes
- f. Have chronic kidney disease
- g. Have liver disease (such as hepatitis)
- h. Have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy)
- i. Have a condition that means they have a high risk of getting infections
- j. Are taking medications that can affect the immune system (such as low doses of steroids)
- k. Are very obese (a BMI of 40 or above)

3.6 Basic Hygiene Measures

3.6.1. In all areas of the Academy, it is important to observe good basic hygiene procedures. Standard Infection Control Precautions are the basic infection prevention and control measures necessary to reduce the risk of transmission of infectious agents from both recognised and unrecognised sources of infection. Therefore, with any fluids, it is necessary to employ infection control measures.

3.7 Coughing and Sneezing

3.7.1. Coughing and sneezing easily spread infections. To prevent the transmission of all respiratory infections, all staff and students are to be encouraged to cover their mouth/nose with a tissue when coughing or sneezing. If no tissue is available to staff and students, they are encouraged to cough or sneeze into the crux of their elbow. Tissues are to be discarded after use and good hand hygiene to be followed. Spitting is discouraged.

3.8 Hand-washing

3.8.1. Effective handwashing is an important method of controlling the spread of infections, especially those causing diarrhoea, vomiting and respiratory type illness. Therefore, always wash hands after using the toilet and before eating or handling food using the following technique:

- a. Use warm running water and a mild, preferably liquid, soap. If tablets of soap are used, they must be kept on a clean soap dish when not being used.
- b. Rub hands vigorously together until soapy lather develops and continue for 20 seconds ensuring that all surfaces of the hand are covered.
- c. Ensure the whole surface of the hand is washed including palms, backs of hands and cleaning between and surface area of fingers and the thumbs.
- d. Rinse hands under running water and dry hands with either a hand dryer or paper towels. Do not use cloth towels as they can harbour micro-organisms which can then be transferred from one person to person.
- e. Discard paper towels into a bin (pedal bins are preferable).
- f. It is important to ensure that hand basins are kept clean.

3.9 Disposal of Sharps

- 3.9.1. Where staff and students are required to administer medicine via needles or syringes, appropriate sharp boxes are provided.
- 3.9.2. Sharps are sometimes found discarded on academy premises. Sharps include needles or syringes, scalpel blades, and razor blades etc. Used sharps will inevitably have traces of blood on them. Therefore, they mustn't be allowed to cut or penetrate the skin of another person after they have been used.
- 3.9.3. Appropriate PPE will be made available to dispose of sharps such as litter pickers and/or sharps gloves.
- 3.9.4. Sharps must never be disposed of into waste bags or receptacles and must be disposed of in sharp boxes.
- 3.9.5. Sharps disposal procedure dictates that all sharps be disposed of using safe, colour coded pharmaceutical waste bins, using the following format:
 - a. Purple lid: for sharps that may be contaminated with cytotoxic or cytostatic substances
 - b. Orange lid: for sharps that haven't been contaminated with medication
 - c. Yellow lid: for any other sharps, including those contaminated with medicine
- 3.9.6. The academy has appointed Initial as their clinical/hazardous waste disposal service. And further guidance is sought on the correct sharp boxes required.
- 3.9.7. Sharps' boxes are available and should be used to dispose of used needles, razor blades etc. Only fill the box to where it says "Do not fill above this line". A sharps' box will need to be available in all areas where there is a chance of discarded needles being discovered.
- 3.9.8. Sharp boxes should be kept in a safe place so it's not a risk to other people and is out of sight and reach of students. Sharp boxes should be located in a safe position, i.e. bracketed to a wall and in with the lid closed when not in use.
- 3.9.9. The contents of sharp boxes should be treated as clinical/hazardous waste and as such, should be disposed of appropriately. The academy has appointed Initial as their clinical/hazardous waste disposal service.

3.10 Cleaning-up body fluid spills

- 3.10.1. Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect both yourself and others from the risk of cross-infection. To minimize the risk of transmission

of infection, staff should practice good personal hygiene and be aware of the procedure for dealing with body spillages.

- a. Appropriate PPE should be worn such as disposable gloves. Gloves should be vinyl and not latex which is known to cause allergic reactions in some people. Plastic aprons must also be available and used where necessary. If there is a risk of splashes, eye and nose protection should also be worn, e.g. visors or face shields.
- b. Any cuts on the hands or arms should be covered with waterproof plasters.
- c. Clean the student (or staff member) and remove them from the immediate area.
- d. Isolate the area with signs, chairs, cones etc.
- e. The spillage can be cleaned up using a product that combines detergent and disinfectant or a spill kit where needed (spill kits must be made available for blood spills).
- f. Leave for 10 minutes or follow the instructions enclosed.
- g. Clean up the spillage.
- h. This can be disposed of by flushing down the toilet where possible and where not possible, the waste should be placed in biohazard or clinical waste bags and a waste disposal contractor should be contacted to request a clinical waste collection.
- i. The area should then be cleaned thoroughly with a product that combines disinfectant and detergent and hot water using disposable cloths following and following the manufacturer's instructions for the product.
- j. Then remove and dispose of PPE (gloves, apron) and wash hands thoroughly.

3.10.2. Further advice on the correct cleaning methods and cleaning substances to use should be sought from the academy chosen cleaning contractor.

3.11 Accidental contamination with bodily fluids

3.11.1. Blood borne viruses do not invade the body through intact skin; they can, however, penetrate through open wounds, mucous membrane (mouth), conjunctivae (eyes) and puncture wounds.

3.11.2. In the event of an accident with body fluids that results in possible contamination **IMMEDIATE ACTION** should be taken by the person involved and first aider and if necessary, escalated to the employee's line manager. The steps are:

- a. make the wound bleed for a few seconds, but do not suck the wound.
- b. wash the wound with soap and warm running water, do not scrub
- c. cover the wound
- d. conjunctivae (eyes), mucous membrane (mouth) should be washed well under running water.
- e. Report the incident to the Principal and ask them to complete, with your help, an accident form as soon as possible. The accident form should note: whether the injury is deep, if there was visible blood on the device causing the injury, or if there is known HIV related illness.

As soon as possible (within the hour)

- f. Report the matter to your GP or the local A&E department.
- g. Take the accident form with you to the GP.

- h. If you have had Hepatitis B vaccination in the past you should remind your GP of the fact.
- i. However, if you have not had a vaccine within the last six months the doctor will probably decide to give a booster.
- j. Blood should be taken and tested for blood-borne viruses (Hepatitis B, Hepatitis C and HIV).
- k. The Health Protection Team should be informed of the incident by the Principal/Principal. If the person whose bodily fluids are involved is known, their details should be given to HPT (Refer to section 4.7)
- l. The Principal should also report the occurrence to the HSE under RIDDOR (Form 2508A) and ensure that the above actions are carried out by the person involved in the accident.

3.12 The Local Health Protection team (HPT)

- 3.12.1. The local health protection team is responsible for dealing with outbreaks. Most outbreaks are managed at a local level without needing to form an Outbreak control team (OCT.)
- 3.12.2. The HPT should be contacted (by phone initially) by the academy when there is an outbreak of a serious infectious disease in their establishment. The level of reporting is when two or more individuals are reported with the same infectious disease.
- 3.12.3. The HPT will advise on all management aspects of the situation. This will include information to parents, students and staff, vaccination arrangements (if indicated), possible collection of samples for microbiological analysis and statements to the press.
- 3.12.4. For the list of reportable diseases see Appendix 1

3.13 Training

- 3.12.1. Suitable training should be delivered to staff where there is an identified risk.
- 3.12.2. Appropriate training will need to be identified for the different categories of infection risk that staff encounter in their particular jobs. Staff working entirely in the academy office are unlikely to require training. Cleaners, facilities staff and staff supporting students with special medical needs will require specific instruction in this area.
- 3.12.3. The academy requires that the minimum training for all food handlers must be the Basic Food Hygiene Certificate. If new staff do not hold this certificate when they join the Academy, arrangements should be made within a month for them to attend a course. New catering staff must be made aware of food hygiene arrangements.

3.14 First Aid

- 3.14.1. First Aid is an area that might expose individuals to infectious substances such as blood and other bodily fluids. Within the training for an Occupational First Aider, there is an element of infection control based on Universal Infection Control Precautions.
- 3.14.2. Staff responsible for purchasing first aid materials should supply first aiders with suitable disposable gloves, aprons and resuscitation face masks in addition to the basic requirements of the first aid box.

3.15 Immunisation

- 3.15.1. Specific immunisation is not necessary for all staff in the context of their work. However, academy staff that have been identified as being at risk of specific infections, such as, Tuberculosis (TB), Rubella, Polio and Tetanus. Staff should be issued with advice upon employment and thereafter.
- 3.15.2. It is recommended that the Premises manager and all trained first aiders should have up to date tetanus vaccinations and also be offered Hepatitis B vaccinations.
- 3.15.3. It is not considered necessary for the Hepatitis B or HIV/AIDS status of staff to be declared. If the infection control procedures set out in these guidelines and are followed, there will be no risk to either students or other staff.

3.16 Contact with Animals

- 3.16.1. Farm visits pose a potential risk of infection to students and adults. Generally, farms that are open for visits are plentifully supplied with wash hand basins. Students should be instructed to wash their hands thoroughly after touching animals, especially before eating.
- 3.16.2. Pond Dipping and Canoeing are activities that might bring students into contact with leptospirosis (Weil's Disease). This is a disease caused by contact with the urine of infected rats. The organism can penetrate the skin, especially broken skin. Therefore, cover any abrasion with waterproof plasters and wash thoroughly after contact with pond or river water. Symptoms develop about ten days after contact and can include severe headache, severe muscle aches and tenderness, redness of the eyes, loss of appetite, vomiting and sometimes a skin rash. Anyone who has been in contact with a pond or river water and subsequently develops any of these symptoms within 10 days should mention the contact to their doctor. Early treatment with antibiotics is usually effective. Symptoms can seem similar to influenza illness.

3.17 Hygiene in kitchens and eating areas

- 3.17.1. Safe food preparation is key to the prevention of food-related illnesses. The day-to-day responsibility for managing food safety has been delegated to Sodexo.
- 3.17.2. The cleanliness of all food equipment, including plates and cutlery for the Dining hall, is the responsibility of the Catering/ Lunchtime/ Breakfast/ After academy Club staff. Lunchtime supervisors take responsibility for setting out and clearing away break time snacks in the classrooms/ practical areas.
- 3.17.3. The Kitchen Manager ensures that food allergies are considered and controls are in place and the Kitchen log book is completed in full daily.
- 3.17.4. The Kitchen Manager will ensure that all recommendations from visiting enforcement officers are acted upon within the recommended guidelines.
- 3.17.5. Any person working in a food area that knows or suspects that they are suffering from or are a carrier of any disease that is likely to be transmitted through food or has an infected wound, skin infection, skin condition, sore or diarrhoea, must inform their immediate line manager and discontinue food handling duties
- 3.17.6. Any person suffering from food poisoning must not be allowed to engage in food handling activities until they have been free from any symptoms for 48 hours, once any treatment has ceased and have received medical clearance.
- 3.17.7. The catering function within the academy ensures that pre-requisites are met before

implementing the hazard analysis critical control point system (HACCP).

- 3.17.8. In addition to the generic prerequisites, the academy has compiled additional pre-requisites, where necessary. Generic pre-requisites are in place to ensure food safety is maintained and this includes ensuring that good hygiene procedures and processes are in place, as follows: -
- a. The use of approved suppliers
 - b. Drinking water
 - c. Integrated pest management
 - d. Stock rotation
 - e. Staff training
 - f. Good design of equipment and premises
 - g. Labelling and traceability
 - h. Personal hygiene of employees
 - i. Cleaning and sanitising
 - j. Preventative maintenance
 - k. Waste disposal

4. Conclusions

- 4.1. Basic good hygiene practice is the key to infection control throughout our academy.
- 4.2. The inclusion of infection control issues in risk assessments, as well as training staff on induction and at suitable intervals thereafter, will reduce the likelihood of infections being spread unnecessarily. Wider infection control measures will be needed if there is an outbreak, such as enhanced cleaning programmes and more comprehensive control measures to reduce exposure following guidance from the local HPT.

Appendix 1 – List of Notifiable Diseases

- Acute encephalitis
- Acute infectious hepatitis
- Acute meningitis
- Acute poliomyelitis
- Anthrax
- Botulism
- Brucellosis
- Cholera
- COVID-19
- Diphtheria
- Enteric fever (typhoid or paratyphoid fever)
- Food poisoning
- Haemolytic uraemic syndrome (HUS)
- Infectious bloody diarrhoea
- Invasive group A streptococcal disease and scarlet fever
- Legionnaires' disease
- Leprosy
- Malaria
- Measles
- Meningococcal septicaemia
- Mumps
- Plague
- Rabies
- Rubella
- Severe Acute Respiratory Syndrome (SARS)
- Scarlet fever
- Smallpox
- Tetanus
- Tuberculosis
- Typhus
- Viral haemorrhagic fever (VHF)
- Whooping cough
- Yellow fever

The patient's physician would report the above diseases to the local Health protection team. The HPT will advise the academy of any action necessary.

If you require advice on any communicable disease, please contact the Local Health Protection team.

The Principal is required to contact the local health protection team if they suspect an outbreak, any serious or unusual illness or if any advice is needed.

RIDDOR reporting is required in the case of biological agents such as legionella if it is work-related. A report should be made whenever there is reasonable evidence suggesting that work-related exposure was the likely cause of the disease. The doctor may indicate the significance of any work-related factors when communicating their diagnosis. Follow this link to report an [Occupational Disease](#).

Appendix 2 – Guidance - Vulnerable Persons

Vulnerable Children

Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers, on high doses of steroids and with conditions that seriously reduce immunity.

Schools and nurseries will normally have been made aware of such children. These children are particularly vulnerable to chickenpox, measles and parvovirus B19 and, if exposed to either of these, the parent/carer should be informed promptly and further medical advice sought. It may be advisable for these children to have additional immunisations, for example, pneumococcal and influenza.

Some vulnerable children may need further precautions to be taken, which should be discussed with the parent or carer in conjunction with their medical team.

Pregnant Staff

If a pregnant member of staff develops a rash or is in direct contact with someone with a potentially infectious rash, this should be investigated by their GP.

- Chickenpox can affect a pregnant woman if she has not already had this infection. Report exposure to midwife and GP at any stage of pregnancy. The GP and antenatal carer will arrange a blood test to check for immunity. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- German measles (rubella). If a pregnant woman comes into contact with German measles, she should inform her GP and antenatal carer immediately to ensure investigation. The infection may affect the developing baby if the woman is not immune and is exposed in early pregnancy.
- Slapped cheek disease (fifth disease or parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly.
- Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed, she should immediately inform whoever is giving antenatal care to ensure investigation.
- All-female staff born after 1970 working with young children are advised to ensure they have had two doses of MMR vaccine.

Clinically Extremely Vulnerable to COVID-19

- Have had an organ transplant
- Are having chemotherapy or antibody treatment for cancer, including immunotherapy
- Are having an intense course of radiotherapy (radical radiotherapy) for lung cancer
- Are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors)
- Have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma)
- Have had a bone marrow or stem cell transplant in the past 6 months, or are still taking an immunosuppressant medication
- Have been told by a doctor they have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD)
- Have a condition that means they have a very high risk of getting infections (such as SCID or sickle cell)
- Are taking medicine that makes them much more likely to get infections (such as high doses of steroids or immunosuppressant medicine)

- Have a serious heart condition and are pregnant.

People in this category should have received a letter from the NHS.

People at Moderate Risk to COVID-19 (clinically Vulnerable)

- 70 or older
- Pregnant
- Have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis)
- Have heart disease (such as heart failure)
- Have diabetes
- Have chronic kidney disease
- Have liver disease (such as hepatitis)
- Have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy)
- Have a condition that means they have a high risk of getting infections
- Taking medicine that can affect the immune system (such as low doses of steroids)
- Very obese (a BMI of 40 or above)

People at moderate risk from coronavirus must follow the advice on social distancing. This means they should stay at home as much as possible but can go out to work (If cannot work from home) and for things like getting food or exercising. Unlike people at high risk, they will not get a letter from the NHS advising to stay at home at all times.

Appendix 3 – Guidance – Colour-coded Cleaning Regime

There is no legislative requirement to operate a colour-coded cleaning regime. However, it is considered good practice to adopt such a scheme, as it stops equipment being used in different areas (e.g. toilet and then equipment being used in a kitchen). As a result, and given the importance to infection control, the cleaning industry has developed a widely used colour-coding system for all cleaning equipment which should be used in the areas as identified by the various colours. These are;

BLUE	Generally used when cleaning areas that are considered to present a low risk of infection. All equipment can be used to clean classrooms/offices/reception areas etc.
GREEN	All kitchen areas within the school/nursery should use green equipment.
RED	This is for high risk areas in relation to the spread of infection, such as toilets/washrooms/showers. Including all fixtures and fittings
YELLOW	Should be used in washroom areas for cleaning all fixtures and fittings and surfaces that are not considered critical in terms of infection. These include worktops/ doors/pipework/towel dispensers/sink and basins

Further Guidance

Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE) or Judicium Education. The following are some examples. The H&S lead in the academy will keep under review to ensure links are current.

- HSE
<https://www.hse.gov.uk/>
- HSE - Infections at work
<https://www.hse.gov.uk/biosafety/infection.htm>
- Local Health Protection Teams – HPT teams provide support to prevent and reduce the effect of diseases, chemical and radiation hazards.
<https://www.gov.uk/health-protection-team>
- Public Health England - Health protection in school and other childcare facilities
<https://www.gov.uk/government/publications/health-protection-in-academys-and-other-childcare-facilities>
- Public Health England - Health protection in schools and other childcare facilities- Chapter 9: managing specific infectious diseases
<https://www.gov.uk/government/publications/health-protection-in-academys-and-other-childcare-facilities/chapter-9-managing-specific-infectious-diseases>
- Public Health England - COVID-19: personal protective equipment use for non-aerosol generating procedures
<https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>

Further Resources

- E-Bug - Fun games and teaching resources about microbes and antibiotics
<https://e-bug.eu/>
- Public Health England – The Spotty Book. Notes on infectious diseases in Schools and Nurseries
<https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2019/09/spotty-book-2019-.pdf>