

Greenvale School				Risk Assessment No: 007	
Topic:	INTIMATE CARE		People at Risk:	Employees, Agency Staff, Students	
Assessment carried out by:	Lynne Haines Liz Smith	Date:	April 2021	Date of Review:	Every Half Term/ Ongoing

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
<p>Health Risks How: Employees & students exposed to bodily fluids and infectious diseases</p>	<ul style="list-style-type: none"> ▪ Disposable apron and gloves provided and used by staff. ▪ If required – eye protection is provided. ▪ All staff have personal face visor. ▪ Good hygiene practice observed (washing exposed skin, etc). ▪ Staff aware of health/ infection risks associated with student concerned as identified in intimate care ▪ Changes of clothing, arrangements with parents for supply of clean clothing. ▪ Yellow bins available, and when pads are soiled, they are double bagged before being disposed of. ▪ All areas or equipment used during any intimate care interventions are washed down and sanitised after use e.g. cleaning changing beds. ▪ Any soiled clothing double bagged and returned to parents at the end of the school day. 	H	<ul style="list-style-type: none"> ▪ Work in partnership with parents and child. ▪ Follow intimate care plan and update as and when required. ▪ Staff to attempt to social distance away from the student if possible. ▪ Staff to tend to the student – avoiding being in direct contact of any infectious materials ▪ Staff to tend to the student side on or from behind where possible and not directly in front of them. ▪ Changing rooms identified on sub- bubble checklist where intimate care procedures will take place. ▪ Premises staff to regularly clean handles and toilets etc. of toilets and changing rooms. ▪ If changing a student on the changing bed a face visor and/ or a mask should always be worn. ▪ Staff have PPE and cleaning spray / sanitiser in bag on person. ▪ Staff undertaking hoisted personal care will wear masks, aprons, gloves and visors due to close proximity to students. ▪ If there is a situation where students are/have smeared, a member of SLT will be on hand to ensure and help with appropriate safety measures. Full body suits and shoe covers will be provided. 	<p>SLT Completed Reviewed March 21 Reviewed April 21</p>	M

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
			<ul style="list-style-type: none"> • Staff instructed to wear face masks as soon as possible whilst in school. • Staff advised not to have any face to face contact. Where necessary a face mask and visor should be worn. <p>Staff to always wear masks in corridor and as much as possible in classrooms.</p> <p>80+% Staff are taking part in twice weekly Lateral Flow Device tests. Any positive results are acted upon immediately and close contacts are asked to isolate for 10 days.</p> <p>80+% Staff are taking part in twice weekly Lateral Flow Device tests from home. Any positive results are acted upon immediately, staff are asked to take a PCR test and close contacts are asked to isolate for 10 days.</p> <p>80+% staff have received their first Covid vaccination and many students have received their first dose.</p> <p>80+% staff have received their second Covid vaccination and many students have received their first dose.</p>		
Manual Handling How: Major / minor injury sustained whilst undertaking Intimate care	<ul style="list-style-type: none"> ▪ All staff training in manual handling. ▪ Staff to use hoists as per individual students toileting programmes. ▪ Staff not to lift students. 	L		In place Reviewed March 21 Reviewed April 21	L
Trips / Slips / Falls How: Injury to Employees, students and visitors from slipping/tripping on	<ul style="list-style-type: none"> ▪ Premises staff called immediately to clean up spillages ▪ Staff to restrict access to other students and visitors until the spillage has been cleaned up. 	L		In place Reviewed March 21 Reviewed April 21	L

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
soiled floor					
Safeguarding How: Allegations of abuse against staff	<ul style="list-style-type: none"> ▪ All relevant staff aware and trained in safeguarding policy. ▪ All staff DBS checked ▪ Staff member involved in intimate care will inform another member of staff when they are undertaking the duty. ▪ Door to remain unlocked when doing personal care 1:1 ▪ Interventions undertaken in area that is safe and private. ▪ Staff familiar with the student to undertake intimate care. 	L	<ul style="list-style-type: none"> ▪ Parents informed if intimate care procedure changes ▪ Parents issued with intimate care policy and reminded that there may be only one staff member present during the procedure. 	In Place Reviewed March 21 Reviewed April 21	L
Medications How: School staff using medications or creams that have not been prescribed or part of EHC plan. Other students able to access the medication/cream. Staff undertaking intimate care procedures	<ul style="list-style-type: none"> ▪ Parents/ Carers to give the relevant information required for school nurse / SLT to administer medications ▪ Medications stored in medical room ▪ Medications and creams clearly labelled with students' name. ▪ Where possible students encouraged to apply any medications themselves whilst being observed by school nurse or school staff. ▪ Member of SLT will administer meds if nurse unavailable. ▪ Staff receive training for any specific medical conditions / interventions including diabetes and epilepsy. 	L	<ul style="list-style-type: none"> • Parents informed how to send medications into school. • Staff contact parents by phone / email to confirm arrangements. 	In place Reviewed March 21. Reviewed April 21	L
First Aid How: First aiders undertaking intimate care without informing another staff	<ul style="list-style-type: none"> ▪ All first aiders reminded of the Intimate Care Policy and the controls that should be implemented if undertaking intimate care first aid on any students. ▪ Parents / carers informed if any staff 	L	First aiders are highly experienced members of staff.	SLT Completed Reviewed March 21 Reviewed	L

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member or parents	member has had to undertake an intimate care procedure whilst administering first aid.			April 21	
Suntan Lotion Cream How: Staff undertaking intimate care procedures when applying sun creams	<ul style="list-style-type: none"> Parents are requested to apply 12-hour sun creams to cover the students time at school. If a student comes to school without sun cream, the student will be given the cream to apply themselves whilst being observed by staff. If they cannot apply cream themselves, staff will wear appropriate PPA and apply cream, facing side on where possible. Prior permission sought and given by parents 	M	<ul style="list-style-type: none"> Staff reminded at briefing to avoid sun and use shelters. 	SLT Completed Reviewed March 21 Reviewed April 21	L

Signed: *Lynne Haines*
 Date: April 2021

Role: Headteacher