

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:	October 2020	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**
<b>Health Risks</b> <b>How:</b> Employees & students exposed to bodily fluids and infectious diseases	<ul style="list-style-type: none"> <li>▪ Disposable apron and gloves provided and used by staff.</li> <li>▪ If required – eye protection is provided.</li> <li>▪ All staff have personal face visor.</li> <li>▪ Good hygiene practice observed (washing exposed skin, etc).</li> <li>▪ Staff aware of health/ infection risks associated with student concerned as identified in intimate care</li> <li>▪ Changes of clothing, arrangements with parents for supply of clean clothing.</li> <li>▪ Yellow bins available, and when pads are soiled, they are double bagged before being disposed of.</li> <li>▪ All areas or equipment used during any intimate care interventions are washed down and sanitised after use e.g. cleaning changing beds.</li> <li>▪ Any soiled clothing double bagged and returned to parents at the end of the school day.</li> </ul>	<b>H</b>	<ul style="list-style-type: none"> <li>▪ Work in partnership with parents and child.</li> <li>▪ Follow intimate care plan and update as and when required.</li> <li>▪ Staff to attempt to social distance away from the student if possible.</li> <li>▪ Staff to tend to the student – avoiding being in direct contact of any infectious materials</li> <li>▪ Staff to tend to the student side on or from behind where possible and not directly in front of them.</li> <li>▪ Changing rooms identified on sub- bubble checklist where intimate care procedures will take place.</li> <li>▪ Premises staff to regularly clean handles and toilets etc. of toilets and changing rooms.</li> <li>▪ If changing a student on the changing bed a face visor and/ or a mask should always be worn.</li> <li>▪ Staff have PPE and cleaning spray / sanitiser in bag on person.</li> <li>▪ Staff undertaking hoisted personal care will wear masks, aprons, gloves and visors due to close proximity to students.</li> <li>▪ 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.</li> </ul>	SLT Completed	M
<b>Manual Handling</b>	<ul style="list-style-type: none"> <li>▪ All staff training in manual handling.</li> </ul>	<b>L</b>		In	L

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<b>How:</b> Major / minor injury sustained whilst undertaking Intimate care	<ul style="list-style-type: none"> <li>▪ Staff to use hoists as per individual students toileting programmes.</li> <li>▪ Staff not to lift students.</li> </ul>			place	
<b>Trips / Slips / Falls</b> <b>How:</b> Injury to Employees, students and visitors from slipping/tripping on soiled floor	<ul style="list-style-type: none"> <li>▪ Premises staff called immediately to clean up spillages</li> <li>▪ Staff to restrict access to other students and visitors until the spillage has been cleaned up.</li> </ul>	L		In place	L
<b>Safeguarding</b> <b>How:</b> Allegations of abuse against staff	<ul style="list-style-type: none"> <li>▪ All relevant staff aware and trained in safeguarding policy.</li> <li>▪ All staff DBS checked</li> <li>▪ Staff member involved in intimate care will inform another member of staff when they are undertaking the duty.</li> <li>▪ Door to remain unlocked when doing personal care 1:1</li> <li>▪ Interventions undertaken in area that is safe and private.</li> <li>▪ Staff familiar with the student to undertake intimate care.</li> </ul>	L	<ul style="list-style-type: none"> <li>▪ Parents informed if intimate care procedure changes</li> <li>▪ Parents issued with intimate care policy and reminded that there may be only one staff member present during the procedure.</li> </ul>	In Place	L
<b>Medications</b> <b>How:</b> 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	<ul style="list-style-type: none"> <li>▪ Parents/ Carers to give the relevant information required for school nurse / SLT to administer medications</li> <li>▪ Medications stored in medical room</li> <li>▪ Medications and creams clearly labelled with students' name.</li> <li>▪ Where possible students encouraged to apply any medications themselves whilst being observed by school nurse or school staff.</li> </ul>	L	<ul style="list-style-type: none"> <li>• Parents informed how to send medications into school.</li> <li>• Staff contact parents by phone / email to confirm arrangements.</li> </ul>	In place	L

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intimate care procedures	<ul style="list-style-type: none"> <li>▪ Member of SLT will administer meds if nurse unavailable.</li> <li>▪ Staff receive training for any specific medical conditions / interventions including diabetes and epilepsy.</li> </ul>				
<b>First Aid</b> <b>How:</b> First aiders undertaking intimate care without informing another staff member or parents	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Parents / carers informed if any staff member has had to undertake an intimate care procedure whilst administering first aid.</li> </ul>	<b>L</b>	First aiders are highly experienced members of staff.	SLT Completed	L
<b>Suntan Lotion Cream</b> <b>How:</b> Staff undertaking intimate care procedures when applying sun creams	<ul style="list-style-type: none"> <li>• Parents are requested to apply 12-hour sun creams to cover the students time at school.</li> <li>• If a student comes to school without sun cream, the student will be given the cream to apply themselves whilst being observed by staff.</li> <li>• If they cannot apply cream themselves, staff will wear appropriate PPA and apply cream, facing side on where possible. <b>Prior permission sought and given by parents</b></li> </ul>	<b>M</b>	<ul style="list-style-type: none"> <li>• Staff reminded at briefing to avoid sun and use shelters.</li> </ul>	SLT Completed	L