

PUTTERIDGE PRIMARY SCHOOL – INTIMATE CARE OF PUPILS WITHIN SCHOOL RISK ASSESSMENT

Task / Activity covered by the assessment	Intimate care of pupils within school. Managing children with continence difficulties: nappy changing / dealing with bodily fluids <i>(Consider and add tasks. Activities that relate to intimate care offsite e.g. on trips/excursions, PE, swimming, after school clubs etc.)</i> <i>When children undertake visits offsite / residential trips – individual risk assessments relevant to the child and visit MUST be undertaken</i>		
Workplace	Putteridge Primary School		
Date of Assessment	7/9/26	Date for review of assessment	September 2028
Person completing the assessment	Vicki Prowle (AHT)	Head Teacher	
Staff involved in the assessment	Colin Pickard (HT), Nicola Chinnery (DHT), Cecilia McCarthy (SBM), Michelle Ward (EYFS Lead)		RISK LEVEL Low Medium High

	What are the significant, foreseeable hazards? (<i>the dangers that can cause harm</i>)	Who is at risk?	Current control measures (<i>What is already in place / done?</i>)	Risk Rating	What additional controls can be put in place to further reduce the risk?	Sign as done
1	Trips / slips / fall hazards created from bodily fluids	Staff Pupil(s) People in vicinity	- Spill kit available for dealing with bodily fluids - Spillages are dealt with promptly and appropriately - Staff are aware of who is responsible for cleaning / clearing spillages - Staff follow safe cleaning procedure to minimise infection risk - Wet floor signs in use - Floors kept in good condition and regularly inspected			
2	Health risks and infection control including health risks from bites	Staff Pupil	- Disposable apron and gloves provided and used by staff - Good hygiene practice observed (washing exposed skin etc.) - Staff aware of health/infection risks associated with children concerned as identified in intimate care plan - Arrangements in place to ensure there is a supply of clean clothing - Waste is disposed of appropriately in hazardous waste bin located in KS2 medical room. - Wet nappies/pads can be bagged in a single bag, soiled nappies/pads require double bagging. - Area where pad/nappy changes take place are cleaned routinely. Bites - Individual intimate care plan in place - Staff wear long sleeves/gauntlet style gloves under disposable gloves - Pupil has sensory chew toy		- Staff considered at significant risk from bites have been offered Hep B vaccines - Staff to ensure Tetanus vaccines are up-to-date	

			• If bitten and unvaccinated staff are unaware as to whether or not the child has Hep B, staff member must attend A&E straightaway			
3	Manual Handling – consider weight, size, shape of pupil; staff capability to undertake handling task	Staff Pupil	• Intimate care plan includes any risks associated with physical handling of the child • Staff trained in safe lifting techniques • Changing area is ergonomically designed to reduce the need for staff to stretch, reach, stoop etc. • Purpose-built, height adjustable changing bed purchased and in place with guardrails			
4	Inadequate changing facility – too hot or cold; inappropriate location; inadequate lighting etc.	Staff Pupil	• Dedicated space/area for changing pupils • Area is cleaned and disinfected regularly and immediately before and after use • Suitable changing materials and equipment provided and maintained in good condition • Sufficient lighting to carry out the task(s), located with consideration of the pupil to prevent glare • Department for Health recommends that one extended cubicle with a washbasin should be provided in each school for children with disabilities • Department for Health guidance is that whenever possible it is recommended that: - Mobile children are changed standing up – if this is not possible, the next best alternative is to change a child on the purpose-built changing bed (located in The Burrow). - Children in EYFS may be changed on a mat on a suitable surface if it is not possible to change standing up / on a changing bed. - If facilities described above are not available, then children in EYFS mat be changed on a changing mat on the floor. - Children in Year 1 and above should only be changed either on a changing bed or in a toilet cubicle standing up.			
5	Child Protection – risk to pupil; allegations of abuse against staff	Staff Pupil	• Staff trained and aware of good practice • Staff checked via Disclosure & Barring Service • Liaison with parents to ensure they understand procedure using intimate care plan • School has Safeguarding / Child Protection Policy which staff will follow. • There is an accepted procedure for intimate care which staff follow. - Child spoken to personally by name so that s/he is aware of being the focus of the activity - An explanation of what is happening is given in a straightforward and reassuring way. - The child is prepared for and able to anticipate events while demonstrating respect for his/her body, e.g. by giving them a strong			

			sensory clue such as using a sponge or pad to signal an intention to wash or change. - A sponge or flannel is always used when cleaning and where possible, the child is encouraged to attempt to wash private parts of the body him/herself. - Respect a child's preference for a particular carer and sequence of care. • Records are kept which note responses to intimate care and changes in behaviour • Facilities which afford privacy and modesty are provided, e.g. separate toileting and changing for boys and girls or at least adequate screening; bathing/changing one child at a time			
6	Equipment failure or inadequate materials	Staff Pupil	• Equipment checked and maintained by a competent person • Regular checks by staff including immediately before use • Faults reported • Equipment for assisting with toileting/pad changes will include (but is not limited to): hot running water and soap (antibacterial where possible), toilet rolls, antiseptic cleanser, Milton/sterilising fluid, bowl/bucket, paper towels/cloths, disposable aprons and gloves, nappy bags/sacks, cleaning equipment, bin, a supply of spare nappies and wipes (supplied by the child's parent/carer), spare clothes (where possible, each child to have their own spare clothes to change into for physical and emotional comfort), changing table (raised)/changing mat/electric changing table/bed			
7	Individual pupil risks - Does communication or comprehension present a risk? - Are there any medical considerations including pain or discomfort; fragility, head control, epilepsy etc? - Are there any allergies to consider? - Does the pupil have challenging or risky behaviour?	Staff Pupil	• Intimate care plan outlines specific needs of child. Staff follow care requirements as set out in the plan.	N/A – no children currently with intimate care plan in place		
8	Falls from changing tables/beds	Pupil	• Only purpose-built changing tables/beds to be used • Pupil is never left unsupervised on the table/bed • The safe weight limits of the changing table will be followed • Restraint straps will be used where provided • Wherever possible the child will climb on to the changing bed themselves using appropriate/built in steps.			