

Protocol for an incidence or outbreak of a communicable disease

Student Services Incident Protocols

Document Control

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For full details of the document approval route and version control, see final page.

Introduction

There are certain communicable diseases that affect students from time to time, some of which are known as “notifiable diseases”. A notifiable disease is typically a communicable disease for which Registered Medical Practitioners have a statutory duty to report to their local health protection team and includes mumps, measles, German measles (rubella), certain types of meningitis, hepatitis, and Tuberculosis (TB). A full list of notifiable diseases can be found on the [Gov.uk](https://www.gov.uk) website.

Our university has a responsibility to report cases of notifiable diseases and to take any preventative measures as advised by the Yorkshire and Humber Health Protection Team (Y&H HPT).

Any student or colleague could be informed of an incidence of a communicable disease, and it is important that Student Services are notified at the earliest opportunity so that measures can be taken, if required, to prevent the further spread of disease and to ensure that support is provided to those affected.

What should you do if you are made aware of an incidence or outbreak of a communicable disease?

Reporting of a possible communicable disease can come from a variety of sources such as colleagues, students, parents, or Y&H HPT. It is vital that any colleague who has such information informs the university by making a report via the Student Services **Report a Concern Line** at the earliest opportunity.

- You should call the Student Services Report a Student Concern line on **0113 812 6666**. Student Advice will take the call and ensure that the Student Wellbeing Team are immediately notified of the incident.
- Outside of office hours, the **Report a Concern Line** diverts to LBU Security Services or you can contact them directly on **ext. 4444 or 0113 812 3165**. Security Services will advise on any immediate actions required and where appropriate, will implement Leeds Beckett University’s [major incident plan](#) by contacting the Major Incident Team Co-ordinator, usually the University Registrar and Secretary. Any out of hours incidents managed by Security Services are communicated to Student Services for follow-up during the next working day.

Having the following information available to give to Student Advice helps to facilitate a timely response, but should you be missing anything from the list below please do not let this delay you from making a report:

- Name/s of individuals affected
- Student ID number/s
- Contact numbers
- Name of the person who is reporting to you and their relationship to the student

- Communicable disease
- Medical intervention (or treatment) if applicable
- Students' current location
- Who else has been notified
- Where the student has been

It is important that any communication related to the incident is managed centrally by the university's central Communication team. It is the responsibility of the Communication team to liaise with the Yorkshire and the Humber Health Protection Team Press Office to issue any statements, or further communication with students and colleagues.

What happens next?

Student Services will take the appropriate action using the information you provide, but should you receive any further updates related to the case, please call the **Report a Concern Line** again.

Following the notification of a confirmed or possible case of a communicable disease, Student Services will inform:

- Governance and Legal
- The relevant Academic Services Manager
- Yorkshire and the Humber Health Protection Team

In the event of a disease outbreak, Yorkshire and the Humber Health Protection Team will provide the University with guidance. This may include a plan for public health messaging and/or contact tracing and/or prophylactic treatment, as appropriate.

On rare occasions, where there is significant risk to the safety and wellbeing of students and colleagues, the university will implement a [major incident plan](#).

Student Services will contact the reporter to confirm any action has been taken.

Support for colleagues

Responding to a student incident can be challenging and we encourage all colleagues to make their line manager aware of such circumstances to ensure they have support.

Occupational Health will respond to reports of potential communicable diseases relating to colleagues and can be contacted on **0113 8123185** or by emailing **occupationalhealth@leedsbeckett.ac.uk**

Colleagues can also access free and confidential support from *Spectrum*, the Employee Assistance Programme, on **0800 196 2016**. See our Employee Assistance Programme pages [here](#).

Protocol Guidance

Organisation	Leeds Beckett University
Author(s)	Head of Student Wellbeing and Head of Student Life
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