

**Maple Medical PRU
Covid Risk Assessment
December 2021**

DATE: 11/03/21		DATE LAST ASSESSED:	06/01/21	PERSONS AT RISK				INITIAL RISK RATING		
DIRECTORATE:	Learning & Opportunities: Children & Young People									
JOB OR SITUATION:	<p>COVID-19 Secure - Generic Risk Assessment Guidance for Full opening from 8th March 2021: Schools</p> <p>What school leaders, teachers and school staff need to do during the coronavirus (COVID-19) outbreak.</p> <p>https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</p>									

SITE OR LOCATION	All Doncaster Schools and other childcare settings									
TASKS OR ACTIVITIES	HAZARDS & RISKS IDENTIFIED	No.								
1. Ensure staff are fit and well to work	<ul style="list-style-type: none"> • Staff attending work with COVID-19 symptoms • Virus transmission between different staff members • Virus transmission between staff and pupils • Virus transmission between staff and parents • Virus transmission between staff and others • Contamination of work surfaces, equipment and other contact areas • Staff not following current guidance regarding testing • Lateral flow testing on site and/ or at home 	1	X		X					x
	<ul style="list-style-type: none"> • School not engaging with the NHS Test and Trace process • No contingency plan in place to deal with a case of self-isolation of multiple pupils or staff or local outbreaks • Parents attending hospital ward who have tested positive. • Late positive test for an inpatient 									

<p>2. Maintaining social distancing where practicable help prevent the spread of the virus</p>	<ul style="list-style-type: none"> • Not achieving social distancing in the workplace • Virus transmission between different staff members • Virus transmission between different pupils • Virus transmission between staff and pupils • Virus transmission between staff and parents • Virus transmission between staff and others • Too many staff in the workplace rendering social distancing not practicable (In cases of local outbreaks) • Too many pupils in the school rendering social distancing not practicable. (In cases of local outbreaks) • Not minimising contact between individuals and maintain social distancing wherever possible 	2	X	X	X	X	X			x
<p>3. Infection Protection & Control (from direct & indirect transmission)</p>	<ul style="list-style-type: none"> • Staff, pupils and visitors coming in to school with COVID-19 symptoms • Virus transmission between different staff members 	3	X	X	X	X	X			x

	<ul style="list-style-type: none"> • Virus transmission between different pupils • Virus transmission between staff and pupils • Virus transmission between staff and parents • Virus transmission between staff and others • Contamination of work surfaces, equipment and other contact areas • Not following current Public Health England (PHE) advice 									
	<ul style="list-style-type: none"> • School not engaging with the NHS Test and Trace process • Not introducing enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach Not wearing personal protective equipment (PPE), where necessary • No contingency plan in place to deal with a case of self-isolation of multiple pupils or staff or local outbreaks • School not engaging in asymptomatic testing 									

<p>4. When open and operating throughout the day</p>	<ul style="list-style-type: none"> • Mixing of groups including pupils and staff • Cleaning and hygiene not maintained • Not introducing enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach • Sharing resources • Transport arrangements not adjusted • Use of lifts at hospital • Mixing of admin and nursing staff 	4	X	X	X	X	X			x
<p>5. Health and safety compliance checks recommissioned</p>	<ul style="list-style-type: none"> • Fire risk assessment and fire emergency escape plan no longer relevant due to changes implemented • Building services e.g. gas, electrical, legionella, lifts and pressure systems inspection and testing out of date. • Health and safety local checks not re-started. 	5	X	X	X	X	X			x
<p>6. Staff and pupil mental health</p>	<ul style="list-style-type: none"> • Staff mental health affected due to the virus and isolation • Pupils mental health affected due to the virus and isolation 	6	x		x					

7. Secure Covid-19 and wider risk assessments updated	<ul style="list-style-type: none"> Secure Covid-19 risk assessment not revisited and updated in-line with the full opening of schools Wider risk assessments not reviewed and updated in-line with the full opening of schools – not considered the need for relevant revised controls 	7	x	x	x	x	x			x
8. Testing of pupils within school (if unable to do at home)	<ul style="list-style-type: none"> Room not ventilated Pupils refuse to be tested o Transmission of virus during testing Social distancing not adhered to 	x		x						x

HAZARD NO.	EXISTING CONTROLS	FURTHER CONTROLS	BY WHOM	COMPLETION DATE	FINAL RISK RATING		
					LOW	MEDIUM	HIGH

1	<p>There is a risk assessment in place for individual circumstances e.g. medical conditions, pregnancy, vaccination history.</p> <p>Posters are displayed giving a flow chart of procedures if anyone is displaying any symptoms.</p> <p>We have limited our visitors and are now only accepting essential visitors such as CAMHS. All staff have had Covid 19 training.</p> <p>Anyone with Covid symptoms will initially be taken to an isolated area by a member of staff. They will be directed to take a PCR test and to isolate until they get the result. If positive they will continue to isolate.</p> <p>At the hospital staff will be taken to the nearest available free room.</p> <p>Staff and pupils have their temperature taken daily on arrival. This information is logged Anyone with a temperature over 37 will be retested throughout the day.</p>	<p>School Management Committee Headteacher, employees.</p>		x		
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	<p>Staff are asked to let a member of the senior leadership team know if they are not fit and well or if they suspect another member of staff is unwell. Ideally before school starts.</p> <p>Information posters are displayed in strategic locations to encourage staff, pupils, parents and others to follow current guidelines.</p> <p>A flow chart of what to do when displaying Covid symptoms is displayed in the reception area and in the nursery.</p> <p>At the hospital, the flow chart is displayed in the office and staff room.</p> <p>At the hospital each room has an official poster with a maximum number of people displayed.</p> <p>Staff are aware and compliant with the NHS track and trace process</p> <p>A contingency plan is in place to deal with self-isolation or any outbreaks locally or within school</p> <p>At the hospital school we still have to self-isolate if a member of our household tests positive. This is for 10 days.</p> <p>Staff know about what the symptoms are and are updated as guidance alters...</p>						
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	<p>Staff and pupils are given testing kits with instructions to conduct tests twice a week at home. Positive test results are reported to SLT</p> <p>Testing within school is offered</p> <p>At the Hospital school we test twice weekly and report our results to the hospital. The test must be done at home.</p>	<p>Demonstrations are offered by trained staff</p> <p>Testers have full PPE kit</p>					
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2	<p>Posters are displayed asking staff and pupils to be mindful of social distancing.</p> <p>Most classrooms have been rearranged so that chairs face the front and where possible only one child per desk.</p> <p>The school is small and is classed as one bubble, however, different classes will not mix unnecessarily.</p> <p>We are minimising the number of staff on site by sending people out on home tuition. Julie and Claire will remain at Maple until February half term to enable us to safely distance.. Lunch time has been reduced to half an hour and the school will close at 3 to allow cleaning to take place.</p> <p>Any whole school staff meetings are in the hall and socially distanced</p> <p>Mulberry pupil who access all GCSE lessons have changed group to the mixed group.</p>	<p>All staff advised to go home as soon after the pupils have left and to do PPA time at home if it is at the beginning or end of the day.</p> <p>We have temporarily stopped cross site working.</p> <p>Pupils leave the building via 2 exits</p>			x		
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The science lab is not big enough for social distancing, so the hall will also be utilised for these lessons.

In the hospital, we are offering bedside only service and will not teach any pupil who has Covid symptoms.

In the nursery the key worker will only deal with their babies as much as is possible.

Home visits will be kept to a minimum and ideally held in the garden. If staff need to enter the house, social distancing will be maintained and masks worn

Staff movement is limited and staff stay in their areas of work as much as possible.

Staff will no longer escort pupils home in their own car.

Markers for the floor remind people of a 2m distance

3	<p>Pupils will be frequently reminded to wash their hands and hand sanitizer will be in every classroom.</p> <p>Anti-bacterial wipes and spray are provided for every room to wipe down equipment and handles.</p> <p>There is extra signage to remind staff, visitors and pupils of good hygiene procedures.</p> <p>The receptionist will sign in all pupils, staff and any visitors so that only one person touches the screen. However, staff arriving before 9am will sign themselves in after hand sanitising.</p> <p>There is hand sanitiser by the photocopy machine so that staff and pupils can use this before using the photocopier.</p>	<p>Staff who work one to one will be advised that they can wear face shields as well as masks</p> <p>At the hospital face shields and masks are mandatory at all times.</p>			x		
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	<p>PPE equipment is available in the staff room and responsibility to keep it stacked up has been given to a member of staff.</p> <p>We operate a 'catch it, bin it, kill it' policy and there are tissues provided and bins that are foot operated with lids. Staff will be asked to keep rooms as ventilated as possible by opening windows and doors.</p> <p>Masks must be worn by staff at the hospital school all day.</p> <p>Masks must be worn by staff and secondary aged pupils at all times when moving around and congregating in communal areas(unless exempt).</p> <p>Enhanced cleaning has been implemented and each room has an antiviral spray</p> <p>PPE equipment is available if needed</p> <p>There is a contingency plan in place for cases of self-isolation, multiple pupils or staff or local outbreaks.</p> <p>There is enhanced cleaning in the hospital office as it is being used by multiple members of staff.</p>					
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	<p>Staff and pupils to stick to the same cup throughout the day for drinks and wash it themselves afterwards.</p> <p>Lateral flow tests are given to staff and pupils to test twice a week at home before coming to school. Positive test results will be reported to the school.</p> <p>Young mums must hand sanitise before entering the nursery.</p> <p>Toys, blankets and bibs will be washed frequently.</p> <p>There are shoe covers for the nursery</p> <p>Any excess equipment that cannot be easily washed has been removed</p>	<p>Demonstrations are available from trained staff</p> <p>Testing in school offered if a pupil is unable/ unwilling to test at home</p>					
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4	<p>Each pupil will have their own pencil case and not share resources.</p> <p>Pupils will be asked to not bring anything from home unless absolutely necessary.</p> <p>When marking books staff can wear gloves or hand sanitise before marking.</p> <p>Pupils will wear face masks when on public transport or in a taxi.</p>				x		
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	<p>Anti-bacterial wipes will be in the toilets and kitchens with reminders for staff, pupils and visitors to wipe equipment down after use.</p> <p>There is anti-viral spray in each room.</p> <p>Breakfast such as toast and tea will be prepared by one member of staff to avoid pupils touching the toaster and kettle.</p> <p>Pupils and staff will be asked to wipe the water cooler with antibacterial wipes after use.</p> <p>Covid is discussed regularly at senior leadership meetings.</p> <p>When hand sanitising, staff have been asked to thoroughly wash their hand with soap and water every 4th hand clean.</p> <p>In the nursery, on arrival, young mums will place the items for their baby in a labelled box e.g. milk, bottles etc. Staff will then bring the items in to the nursery and put in the appropriate place.</p> <p>Bags and shoes of the young mums must be left outside the nursery.</p>	<p>Visitors will be asked to take a lateral flow test prior to the visit.</p>					
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	<p>Young mums are not allowed in the kitchen area in order to minimise touching the equipment. Staff will prepare the bottles and food.</p> <p>Handover information in the nursery will be written by staff to minimise touching pens and paper</p> <p>Cot blankets and sheets will be changed for each baby</p>						
5	<p>Fire procedures remain the same, however, pupils, visitors and staff will be asked to socially distance as best as possible when assembling outside.</p>	<p>2 members of staff will be responsible for the roll calling of their group. A member of the management committee will be asked to be responsible for health and safety</p>			x		

6	<p>We have 1 members of staff who is an adult mental health first aider who supports staff when needed Wellbeing training has been offered to all staff</p> <p>We have 2 members of staff who are youth mental health first aiders and will support pupils when needed.</p> <p>Pupils have had regular safe and well checks throughout lockdown and this will continue should the school need to close in the future.</p> <p>Staff can ring 08000 562 561 for free counselling advice.</p> <p>There is hand over time for the young mums in the nursery where they can voice any concerns and there is a dedicated learning mentor for this cohort.</p>	<p>We have recently done a stress survey and have formulated an action plan</p> <p>All staff have had mental health training</p>			x		
7	<p>Covid 19 risk assessment is updated in line with government and LA guidance and advice</p>	<p>This will be shared with unions</p>					
	<p>All risk assessments have been updated to have regard for Covid 19</p>						

8.	<p>A room has been identified as a testing room for pupils unable to rest themselves and for demonstration purposes, which has storage of all PPE equipment and is able to be ventilated.</p> <p>Staff and pupils have been advised of the benefits of testing. Permission from all parents has been obtained prior to testing at school via letter and also telephone at the start of term.</p> <p>Pupils unable to test at home will test themselves with support from certain volunteer staff who will have full PPE.</p> <p>Social distancing will be adhered to at all times. Clinical waste bags are available to dispose of negative and positive tests separately.</p> <p>In the hospital school long term patients are tested twice weekly and all patients are tested on admission.</p>	Testing kits are available for teachers' families			x		
ASSESSED BY:	<i>K. A. Formby</i>	APPROVED BY:	<i>D. Shires</i>	DATE:	December 21		