

**DONCASTER COUNCIL  
RISK ASSESSMENT FORM (RA1)**

| DATE: 01/09/20                           |  | DATE LAST ASSESSED: 20/05/2020   |  | PERSONS AT RISK |     |          |              |              | INITIAL RISK RATING |                 |                 |        |        |      |
|--|--|--|--|-----------------|-----|----------|--------------|--------------|---------------------|-----------------|-----------------|--------|--------|------|
| DIRECTORATE:                             |  | Learning & Opportunities: Children & Young People  |  |                 |     |          | EMPLOYEE     | YOUNG PERSON | CHILD               | PUBLIC          | OTHER SITE USER | LOW    | MEDIUM | HIGH |
| JOB OR SITUATION:                        |  | <p>COVID-19 Secure - Generic Risk Assessment<br/>Guidance for Full opening: Schools</p> <p>Applies to primary, secondary (including sixth forms), infant, junior, middle, upper, school-based nurseries.</p> <p>Latest Government Guidance:<br/><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>Previous Government Guidance:<br/><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p> |  |                 |     |          |              |              |                     |                 |                 |        |        |      |
| SITE OR LOCATION                         |  | All Doncaster Schools and other childcare settings   |  |                 |     |          |              |              |                     |                 |                 |        |        |      |
| TASKS OR ACTIVITIES                      |  | HAZARDS & RISKS IDENTIFIED   |  |                 | No. | EMPLOYEE | YOUNG PERSON | CHILD        | PUBLIC              | OTHER SITE USER | LOW             | MEDIUM | HIGH   |      |
| 1. Ensure staff are fit and well to work |  | <ul style="list-style-type: none"> <li>• Staff attending work with COVID-19 symptoms</li> <li>• Virus transmission between different staff members</li> <li>• Virus transmission between staff and pupils</li> <li>• Virus transmission between staff and parents</li> <li>• Virus transmission between staff and others</li> <li>• Contamination of work surfaces, equipment and other contact areas</li> <li>• Staff not following current guidance regarding testing</li> </ul>   |  |                 | 1   | X        | X            | X            | X                   | X               |                 |        | x      |      |

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|  | <ul style="list-style-type: none"> <li>• Virus transmission between wards at the hospital school</li> <li>• School not engaging with the NHS Test and Trace process</li> <li>• No contingency plan in place to deal with a case of self-isolation of multiple pupils or staff or local outbreaks</li> </ul> <p>Parents attending hospital ward who have tested positive.</p>  |   |   |   |   |   |   |  |   |
| <p>2. Maintaining social distancing where practicable help prevent the spread of the virus</p> | <ul style="list-style-type: none"> <li>• Not achieving social distancing in the workplace</li> <li>• Virus transmission between different staff members</li> <li>• Virus transmission between different pupils</li> <li>• Virus transmission between staff and pupils</li> <li>• Virus transmission between staff and parents</li> <li>• Virus transmission between staff and others</li> <li>• Too many staff in the workplace rendering social distancing not practicable (In cases of local outbreaks)</li> <li>• Too many pupils in the school rendering social distancing not practicable. (In cases of local outbreaks)</li> <li>• Not minimising contact between individuals and maintain social distancing wherever possible</li> </ul> | 2 | X | X | X | X | X |  | x |
| <p>3. Infection Protection &amp; Control (from direct &amp; indirect transmission)</p>         | <ul style="list-style-type: none"> <li>• Staff attending work with COVID-19 symptoms</li> <li>• Virus transmission between different staff members</li> </ul>   | 3 | X | X | X | X | X |  | x |

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|  | <ul style="list-style-type: none"> <li>• Virus transmission between different pupils</li> <li>• Virus transmission between staff and pupils/ patients</li> <li>• Virus transmission between staff and parents</li> <li>• Virus transmission between staff and others</li> <li>• Contamination of work surfaces, equipment and other contact areas</li> <li>• Not following current Public Health England (PHE) advice</li> <li>• School not engaging with the NHS Test and Trace process</li> <li>• Not introducing enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> <li>• Not wearing personal protective equipment (PPE), where necessary</li> <li>• No contingency plan in place to deal with a case of self-isolation of multiple pupils or staff or local outbreaks</li> </ul> |   |   |   |   |   |   |  |  |   |
| <p>4. When open and operating throughout the day</p> | <ul style="list-style-type: none"> <li>• Mixing of groups including pupils and staff</li> <li>• Cleaning and hygiene not maintained</li> <li>• Not introducing enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> <li>• Sharing resources</li> <li>• Transport arrangements not adjusted</li> <li>• Use of lifts at hospital</li> </ul>   | 4 | X | X | X | X | X |  |  | x |

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| <p>5. Health and safety compliance checks recommissioned</p> | <ul style="list-style-type: none"> <li>• Fire risk assessment and fire emergency escape plan no longer relevant due to changes implemented</li> <li>• Building services e.g. gas, electrical, legionella, lifts and pressure systems inspection and testing out of date.</li> <li>• Health and safety local checks not re-started.</li> </ul> | 5 | x | x | x | x | x |  |  | x |
| <p>6. Staff and pupil mental health</p>                      | <ul style="list-style-type: none"> <li>• Staff mental health affected due to the virus and isolation</li> <li>• Pupils mental health affected due to the vrus and isolation</li> </ul>  | 6 | x |   | x |   |   |  |  |   |
| <p>7. Secure Covid-19 and wider risk assessments updated</p> | <ul style="list-style-type: none"> <li>• Secure Covid-19 risk assessment not revisited and updated in-line with the full opening of schools</li> <li>• Wider risk assessments not reviewed and updated in-line with the full opening of schools – not considered the need for relevant revised controls</li> </ul>                            | 7 | x | x | x | x | x |  |  | x |

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| HAZARD NO. | EXISTING CONTROLS   | FURTHER CONTROLS  | BY WHOM  | COMPLETION DATE | FINAL RISK RATING |        |      |
|------------|---|---|--|-----------------|-------------------|--------|------|
|            |   |   |  |                 | LOW               | MEDIUM | HIGH |
| 1          | <p>All members of staff have an individual risk assessment which will be reviewed in September</p> <p>A separate risk assessment has been done for a new mother</p> <p>Posters are displayed giving a flow chart of procedures if anyone is displaying any symptoms.</p> <p>We have a thermal thermometer to test people's temperature.</p> <p>We will only have visitors if it is absolutely necessary and they will be asked if they have any Covid 19 symptoms before entering the building. Their temperature will also be taken.</p> <p>All staff have had Covid 19 training.</p> <p>Anyone with Covid symptoms will initially be taken to the staff room, where the equipment is stored. They will be directed to take a test.</p> <p>At the hospital staff will be taken to the staff room.</p> <p>Staff and pupils will have their temperature taken daily on arrival. This information will be logged Anyone with a temperature over 37 will be retested throughout the day.</p> | <p>10 free testing kits are being given to the school from the DfE</p> <p>10 further tests are being purchased.</p> <p>The staff member who takes their temperature will wear a</p> | <p>School Management Committee Headteacher, employees.</p> |                 | x                 |        |      |

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|   | <p>Staff will be asked to let a member of the senior leadership team if they are not fit and well or if they suspect another member of staff is unwell.</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 will be 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>Staff will be given clear guidance about what the symptoms are.</p> | <p>mask and gloves and a face shield.</p>  |  |  |   |  |  |
| 2 | <p>Any whole school staff meetings will be split into 2 separate meetings</p>   | <p>When pupils leave at the end of the day, they now leave by 2 separate exits</p> |  |  | x |  |  |

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| <p>Posters are displayed asking staff and pupils to be mindful of social distancing.</p> <p>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>At the hospital staff are allocated to one ward. They remain in their bubble for breaks. Lunch time has been reduced to half an hour and the school will close at 3 to allow cleaning to take place.</p> <p>Only one person permitted in the toilet at any time. An engaged or vacant sign is outside each toilet.</p> <p>Staff will work from home if they can do so.</p> <p>Mulberry pupil who access all GCSE lessons have changed group to the mixed group.</p> <p>The science lab is not big enough for social distancing, so the hall will also be utilised for these lessons.</p> <p>In the hospital, we are offering bedside only service and will not teach any pupil who has Covid symptoms.</p> <p>In the nursery the key worker will only deal with their babies as much as is possible.</p> <p>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 at the discretion of the member of staff.</p> | <p>Hospital school staff now work on a rota basis within the hospital school in order to limit the number of staff in attendance. Those not in will work from home.</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> |  |  |  |  |  |
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|   | <p>Staff movement is limited and staff stay in their areas of work e.g. Hospital school staff remain in the hospital.</p> <p>Staff will no longer escort pupils home in their own car.</p> <p>Markers for the floor remind people of a 2m distance</p> <p>Staff in the hospital school will work in 2 distinct 'bubbles'</p> <p>Once on the ward Hospital staff are not allowed to leave until the end of the day.</p>  |   |  |  |   |  |  |
| 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<br/>In the hospital school staff wear face shields and masks when teaching on the ward.</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 3 bins that are foot operated with lids.</p> <p>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 will be available for staff and pupils when congregating in a communal area.</p> <p>Masks will be worn by staff and pupils when moving around the building.</p> <p>Books will no longer go home every day, parents will now receive an email each day.</p> <p>Homework will be given electronically if possible but if not, paper based homework will be quarantined for at least 5 days before being picked up by the teacher.<br/>PHE advice is followed</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> |  |  |  |  |  |  |
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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>Young mums must hand sanitise before entering the nursery.</p> <p>All nursery equipment brought in by the young mums must be fetched in in one go. Babies own toys are not allowed and blankets brought in are to be kept in nursery for the week.</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>The learning mentor is present in the nursery kitchen at dinner time to help out and avoid congregation in the kitchen.</p> |  |  |   |  |  |
| 4 | <p>We have 5 distinct groups of pupils who will not mix unnecessarily.</p> <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>There is a track and trace bar code for visitors to fill in via their mobiles</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>Senior leaders will have a Covid update meeting weekly</p> <p>When hand sanitising, staff have been asked to thoroughly wash their hand with soap and water every 4<sup>th</sup> 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>Young mums are not allowed in the kitchen area in order to minimise touching the equipment. Staff will prepare the bottles and food.</p> |  |  |  |  |  |  |
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|   | <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 stand at least a meter apart when assembling outside.</p> <p>There is a new member of the management committee responsible for health and safety</p>   | <p>The assembly point signage will be changed to reflect the distinct groups.</p> <p>1 member of staff will be responsible for the roll calling of their group.</p>   |  |  | x |  |  |
| 6 | <p>We have 1 members of staff who is an adult mental health first aider who supports staff when needed. All staff have had the opportunity to come in to work in preparation for September.</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>An email has been sent out to all staff to invite them to approach senior leaders of concerns/ vulnerabilities and that all concerns will be taken seriously</p> <p>The mental health first aider is undertaking further wellbeing training.</p> |  |  | x |  |  |
| 7 | <p>Covid 19 risk assessment is updated in line with government and LA guidance and advice</p> <p>All risk assessments have been updated to have regard for Covid 19</p>   |   |  |  |   |  |  |

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| ASSESSED BY: | <i>K. A. Formby</i> | APPROVED BY: | <i>D. Shires</i> | DATE: | 06/11/20 |  |
|--------------|---------------------|--------------|------------------|-------|----------|--|