

Fountain House School Covid 19 school risk assessment, procedures, and expectations. January 2021

The measures listed in this document are based on current (as at Dec 2020) government guidance:

- [Guidance for full opening: schools](#)
- [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans that should be useful for mainstream schools as well)
- [Actions for early years and childcare providers during the coronavirus outbreak](#)
- [Implementing preventative measures in education settings](#)
- [Safe working in education settings](#)
- [Face coverings in education](#)
- <https://www.gov.uk/coronavirus-taxon/education-and-childcare>
- All staff and children will be expected to attend school, bases or partner provisions if available unless their individual COVID-19 risk assessment for children or individual high risk, risk assessment for staff prohibits this.
- If a national lockdown closes all partner provisions and bases face to face remote learning will be put in place and limited attendance at park house base may be available for some children depending on their individual needs and risk assessments
- Staff within the school will be limited and meetings will take place virtually where possible
- Individual staff risk assessments will be completed for clinically vulnerable and high risk
- All pupils with EHC plans will have individual risk assessments and Individual behaviour support plans to support their needs best endeavours will be made to meet the requirements of their EHCP. Where physical face to face learning is not practicable virtual face to face learning will be put in place
- PPE, soap, cleaning products sanitisers are stocked in a locked COSHH cupboard and will be supplied as and when needed.
- Attendance will be recorded and monitored on the Five rivers spreadsheet system following the Fountain House school Attendance policy using the attendance codes as given by the department of education for use in Covid 19. The daily return of D of E school status setting will be sent daily. Various county recording attendance systems will be utilised as required by the county. The daily log will log precise times of face-to-face attendance with remote learning which will be appropriate following government guidelines and pro rata, or part time timetables followed
- Any food prepared on site will be prepared following the Fountain House school risk assessment. Students and staff will be encouraged to bring their own food where possible.
- This document will be shared with parents and carers if requested and all communication regarding any specific needs or concerns will be directed to the Headteacher.

The following register must be checked by the senior leader on site each day. Please see below for days and signatures.

Daily attendance	Lead person	Comment
<p>Register taken by MP onsite Form completed by MP and sent to the DfE.</p>	<p>MP on arrival and departure</p>	<p>Return to DfE Register to be completed by at 09:30 Staff to ensure all pupils are transferred into and out of the building 1-1 All children to be collected by adults (unless agreed)</p> <p>All pupils on arrival to school building to present through the playground door and sanitise their hands, before entering their classroom. This must happen at playtime and lunchtimes.</p>

Health and Hygiene Measures	Lead person	Comment
<p>PPE kit Measures to reduce risk of viral spread Handwash / Anti-bacterial lotion</p>	<p>MP on arrival and departure HB, SL, JS & MJ would also adhere to the rules and regulations with hygiene for themselves and the YP.</p>	<p>All pupils on arrival to school building to present through the playground door and sanitise their hands before entering their classrooms. This process must happen at prior to stating their school day, after playtime and lunchtimes. Any risky behaviour – eg spitting or biting, isolate child to one safe area, offer protective masks to staff / child involved / Call carers to inform and assess next steps</p> <p>Children to be taught individually 1-1 in dedicated rooms</p> <p>Lunch and Playtimes – focus on social distancing if possible.</p> <p>Keep cleaners log up to date and check jobs being done</p> <p>All visitors asked to use anti-bac gel on arrival. If any need to be on-site.</p>

First Aid	Lead person	Comment
First Aid at Work trained member	All staff (MP, HB, SL, JS & MJ)	Exercise appropriate caution by reducing any risky activities (e.g. working at height); work in pairs at a distance when possible.
Paediatric first aid managed by	All staff apart (MP, HB, SL, JS & MJ)	
Emergency service calls managed by	MP	
Medical needs of pupils managed by	All staff apart (MP, HB, SL, JS & MJ)	First aid kits are in each learning environment. PPE will be used accordingly.

Designated Safeguarding Lead	Lead person	Comment
DSL/DDSL on site:	MP and Stacey Wagstaff (Head of Care)	Phone number of head teacher if not on site.
Contact if a critical safeguarding issue should be raised?	Matthew Palmer / James Hall Relevant Social Worker	Phone number: 07920803864 (MP)
Head of Care (FH)	SW – Head of Care (FH)	Phone number: 07535706754 (SW)

Behaviour Management	Name	Comment
Routine behaviour management	All staff supported by SLT member on site each day and by the head teacher from distance.	<p>School will continue to use the behaviour system to enforce effective positive behaviours for learning whether at home or school. Children to be made aware of the emphasis of maintaining their behaviour, with regards to the incentive to learn program.</p> <p>If child walks off site, the care team will be informed immediately, as well as the child's L.A.</p> <p>All pupils to be reminded that if they choose to walk off site they are breaking lockdown rules and putting themselves and the community at risk so 101 will be phoned and police informed if continue to walk or go out of sight.</p>

Individual Behaviour Support plans	All staff to be aware of any updates regarding Social Care / through daily briefing and debriefs Daily email / phone contact with each parent / carer	To support easy access, all plans to be stored via the schools SharePoint system. Ensure kept secure when school unoccupied.
Pro-active / ClearCare	Systems and process to run as normal, as the children are isolated. All reports will be completed and stored via ClearCare.	Be vigilant and aware of any children for whom changes in routine can be a trigger for behavioural changes.

Vulnerable family contact	Name	Comment
Relevant to all of staff team given the provision – not site dependent.	Matthew Palmer	No family contact, other than telephone communication. This is led by the care team.

Data Protection	Lead Person	Comment
Reduce risk of data breaches	All staff (MP, HB, SL, JS & MJ)	Teachers reminded of basic procedures and required to be vigilant before sharing data. Follow company procedures for using Teams if working with a child and/or undergoing a team meeting.
Ensure that data sharing is done appropriately and only when necessary.	All staff (MP, HB, SL, JS & MJ)	Health information to be shared with all working staff (as appropriate and relevant) Risk assessments of pupils to be updated asap as needed.

Transport to School	Lead person	Comment
Transfer of Covid virus between driver and pupil being transported	MP will check and ensure the cars used are clean and germ free, via cleaning them etc, prior to each journey.	Drivers ensure that they clean down the cars between every journey and in particular wipe all door handles and places touched by customer. Cleaning hands of pupil immediately on arrival in school

		Temperature check if felt needed given any symptoms
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Fire Management	Name	Comment
Lead Fire Marshall – HB and MP	HB and MP	Instruct all on the sweep and evacuation process. Responsible for register = MP All staff to know how to use the fire panel.
Office - registers of children		Number of children on site today:
Office - registers of staff		Number of staff on site today:
Assigned to phone the fire brigade	All staff (MP, HB, SL, JS & MJ)	
Teachers have access to, and know, PEEPs.	All staff know procedures in case of a real fire	Relating to pupils refusing to evacuating the building
Routine checks	All staff (MP, HB, SL, JS & MJ)	

COVID19 Testing	Name	Comment
All staff are going to undertake 2 weekly testing at their private home.	All staff (MP, HB, SL, JS & MJ) All staff will record their results via the People HR.	This will take place on a Monday and a Thursday. Staff will then record their results before either attending work and/or notifying the headteacher that they have tested positive. From this staff are to then expected to attend a COVID test centre.
Access to PPE Equipment.	All staff (MP, HB, SL, JS & MJ)	All staff will be supplied with the relevant PPE equipment to undergo their test in their homes.
Access to testing resources	All staff (MP, HB, SL, JS & MJ)	All staff will obtain a box with the necessary testing resources and devises, that will do them throughout the duration. They are to keep them at the appropriate temperatures.

Date of check:	27.04.2020	Completed by: Matthew Palmer
Date of check:	28.04.2020	Completed by: Matthew Palmer
Date of check:	29.04.2020	Completed by: Matthew Palmer
Date of check:	30.04.2020	Completed by: Matthew Palmer
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Date of check:	06.05.2020	Completed by: Matthew Palmer
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Date of check:	08.05.2020	Completed by: Matthew Palmer
Date of check:	11.05.2020	Completed by: Matthew Palmer
Date of check:	12.05.2020	Completed by: Matthew Palmer
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Date of check:	18.05.2020	Completed by: Matthew Palmer
Date of check:	19.05.2020	Completed by: Matthew Palmer
Date of check:	20.05.2020	Completed by: Matthew Palmer
Date of check:	21.05.2020	Completed by: Matthew Palmer



Date of check:	22.05.2020	Completed by: Matthew Palmer
Date of check:	25.05.2020	Completed by: Matthew Palmer
Date of check:	26.05.2020	Completed by: Matthew Palmer
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