

COVID-19; Risk Assessment for Spires School 2021

Completed by: Louise Bethel

Analysis of Risk – Updated 01.02.2021

Five Rivers Child Care are following the Coronavirus situation via local media and are releasing internal communications to inform our colleagues of our situation relating to the virus, striking a sensible balance so as not to overly concern people, however, to ensure there is a level of preparedness within our services

We have instigated sensible precautions within our homes, offices and schools ensuring the sensible cleaning and handwashing procedures are in place and are adhering to government guidance.

With this in mind it is imperative that we continue to support the children we are very passionate about and remain focused with the task at hand.

Five Rivers will continue to receive referrals and follow our normal placement matching process and offer placements as appropriate.

Following a positive placement match and acceptance of a placement the local authority will need to clarify with the home the Coronavirus risk of any child by confirming the following before an admission date can be agreed:

- Has the child shown any of the following symptoms in the last 14 days?
- Has anyone from the previous placement (staff, parents and/or children) shown any symptoms or been diagnosed with Coronavirus?
- Has the child been in contact with anyone that have had symptoms?

Once the information has been received an appropriate admission plan will be drawn up.

January 2021

We have been provided with boxes of PPE and Rapid Flow testing equipment that will allow us to test each pupil and adult on site once a week. This is commencing on 11th Jan. See separate Risk Assessment for Testing Process.

Health and Safety docs:

- Sections 2 and 3 of the Health & Safety Act 1974
- Regulations 3 and 8 of the Management of Health & Safety at Work Regulations 1999
- Regulation 4 of the Personal Protective Equipment at Work Regulations 1992
- Regulation 4 of the Workplace (Health, Safety & Welfare) Regulations 1992
- Regulation 7 of the Control of Substances Hazardous to Health Regulations 2002

Wiltshire in Tier 3

Current position updates:

Update: 18.1.21: Several cases of COVID-19 have been detected in the pupils and staff through lateral flow testing and have been confirmed by PCR. School closed until 26.1.21 to allow for recovery and deep clean. Pupils still being educated through remote learning and Teams – welfare calls being made twice a day to all pupils / parents and carers.

DfE have provided the school with 10 Covid 19 testing kits to be used in as needed in cases where person is displaying full symptoms in school and cannot get safely to the local testing centre at The Beehive (still available at school but not rapid test results)

Update: 01.02.2021 Isolation period completed as a school. All staff and pupils back to face to face teaching from Tuesday 2nd February in the Spires premises for three days a week. Monday and Friday will remain as remote or blended learning (dependent on the individual pupil) whilst we are in extended measures around COVID-19 in order to facilitate the demands around staffing and the safety of all.

Statement of Intent

The school will retain its emphasis on ensuring consistency and safety for the children in place. Where the workforce becomes impacted by the need for staff to self-isolate, timetables will change, and staffing will be reduced to focus on direct work with children. Additional staff from other services and the operational team will support staffing structures as practical as possible and will be assessed on a weekly basis or more.

| Daily attendance | Lead person | Comment |
|--|--|---|
| Temperature checks will be taken each morning on arrival in school Register taken by SL/ RB onsite Form completed by SL and sent to the DfE. | SL on arrival and departure LB - overseeing | Return to DfE Register to be completed by at 09:30 Welfare call SL Staff to ensure all pupils are transferred into and out of the building 1-1 All children to be collected by adults (unless agreed - JJ). All pupils on arrival to school building to present through the playground door and wash their hands in the VLC washrooms before entering the main building Hand washing must happen at playtime and lunchtimes |

| Health and Hygiene Measures | Lead person | Comment |
|---|---|---|
| PPE kit Measures to reduce risk of viral spread Handwash / Anti-bacterial lotion Masks Masks are to be worn by adults and those pupils who will, in communal areas such as corridors. | SL on arrival and departure LB Keith Roser Steve Guppy | All pupils on arrival to school building to present through the Main entrance door. Temperature checks will be taken for each pupil. Anti-bacterial gel used or child taken to wash hands before school in the pupil toilets Hand washing must happen at playtime and lunchtimes |

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| <p>They are not required when in the hall or face to face teaching unless person wishes so.</p> <p>All pupils have been provided with a mini-PPE kit to carry around in their bumbags / take to each lesson</p> <p>All pupils have been provided with individual personal pencil cases in order to minimise contamination through sharing equipment</p> <p>Hand sanitiser</p> <ul style="list-style-type: none"> o To be used by teaching colleagues and young people o Ask everyone to use at the beginning of the school day, before prepping or eating food, after going to the wc and at the end of the school day as a minimum <p>Disinfectant spray –</p> <ul style="list-style-type: none"> o The disinfectant should be sprayed into a clean cloth o Daily, clean surfaces that are regularly touched by people such as door handles backs of chairs, keyboards, mouse, window handles | | <p>Any risky behaviour – eg spitting or biting, isolate child to one safe area, offer protective masks to staff / child involved / Call parents / carers to inform and assess next steps</p> <p>Children to be taught in small groups as possible: 2-2 in dedicated rooms. CH 2-1</p> <p>Lunch and Playtimes – focus on social distancing if possible (spreading out over the tables)</p> <p>Keep cleaners log up to date and check jobs being done</p> <p>Liaise with cleaners daily regarding compulsory tasks – wiping door handles / light switches</p> <p>All visitors asked to use anti-bac gel on arrival otherwise no entry to building</p> <p>All visitors to be asked to wear a mask around the building</p> <p>All visitors will be asked to provide their full contact details for track and trace system when signing in.</p> <p>Signs are visible around the school encouraging Social Distancing and using the 2 metre rule.</p> <p>Arrow signs used in VLC to direct children to independent space allowed for their cooking lesson and washing hands system in place</p> |
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Lead person

Comment

| First Aid | | |
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| First Aid at Work trained member | Staff completion of first aid training. | 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 from those who have not completed live training.. | |
| Emergency service calls managed by | SL / RB / LB | 101 – Police Non-emergency / 111 NHS advice |
| Medical needs of pupils managed by | KB / SS | Staff aware of medication needs |

| Designated Safeguarding Lead | Lead person | Comment |
|--|--|--|
| DSL/DDSL on site: | Louise Bethel Matthew Priest | Phone number of head teacher if not on site. |
| Contact if a critical safeguarding issue should be raised? | Louise Bethel / James Hall MASH team / Relevant Social Worker | Phone number: 07525909328 (LB) |
| MASH contact | WSB | |

| Behaviour Management | Name | Comment |
|------------------------------------|--|--|
| Routine behaviour management | All staff supported by SLT member on site each day and by the head teacher from distance. | School will continue to use the behaviour system to enforce effective positive behaviours for learning whether at home or school (Cool Points celebrated at the end of each day) Children to be made aware of the emphasis on home learning outcomes as well as when in school All pupils to be reminded of lockdown rules and the need to be remain on the school grounds |
| Pupil Risk Assessments | LB to oversee | All pupil risk assessments to be reviewed and kept up to date by tutors on a weekly basis and or after any incidents / accidents To be discussed at de-brief to keep all up to date |
| 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 printed and on hand in staff room All tutors to review and update IBSP's Ensure kept secure when school unoccupied. |

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| Pro-active / Clearcare | <p>MG to continue to work on claiming plans and support team around 'hands off' intervention in order to maintain our pro-active stance whilst keeping ourselves safe.</p> <p>All staff team have had 2 day refresher on Pro-active 2.9.20 (RB, EJ and RF to attend 4 day training 21.9.20)</p> | <p>A staff member with Pro-active training will be included in the staff team where possible. Holds approach only to be used as last resort. If child's behaviour is too extreme to manage safely, parent to be called to collect child. Be vigilant and aware of any children for whom changes in routine can be a trigger for behavioural changes.</p> |
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| Vulnerable family contact | Name | Comment |
|---|---|--|
| Relevant to all of staff team given the provision – not site dependent. | <p>Louise Bethel Matthew Priest</p> | <p>All children now on site Daily log sent to every parent / carer daily and checks made on home life weekly by tutors</p> |

| Data Protection | Lead Person | Comment |
|---|--|---|
| Reduce risk of data breaches | <p>Louise Bethel (HT) Debbie Peach (CO) James Hall (HOE) David Baker-Price (DPO)</p> | <p>Teachers reminded of basic procedures and required to be vigilant before sharing data. Use of company Egress secure messaging software on email. Staff to have completed GDPR mentor training. Use of BCC when sending email to more than one person outside of the organisation. End of day clear desk processes to be enforced. Any suspected breach to be reported to DSO immediately via email Follow company procedures for using Teams if working with a child</p> |
| Ensure that data sharing is done appropriately and only when necessary. | All staff | <p>Health information to be shared with all working staff (as appropriate and relevant) Risk assessments of pupils to be updated asap as needed One copy of information to be stored securely in LB's office / All information kept updated on Sharepoint</p> |

| Transport to School | Lead person | Comment |
|---|--|--|
| <p>Transfer of Covid virus between driver and pupil being transported Taxi driver / Pupil / cross contamination into school</p> | <p><i>Sebastian.Williams2@wiltshire.gov.uk</i></p> <p>http://www.wiltshire.gov.uk/schools-learning-transport-arrangements</p> <p>LB in touch with Wiltshire Transport regarding their COVID-19 policies Also direct contact with both taxi drivers for CH and RH around their measures for passenger safety.</p> | <p>Drivers ensure that they clean down the cars between every journey and in particular wipe all door handles and places touched by customer – check with driver on arrival</p> <p>Washing / cleaning hands of pupil immediately on arrival in school</p> <p>PPE gloves and masks available if symptomatic on arrival</p> <p>Temperature check if felt needed given any symptoms</p> |

| Fire Management | Name | Comment |
|---|--|---|
| Lead Fire Marshall – SL / LB and MP | SL / MP and LB | <p>Instruct all on the sweep and evacuation process. Responsible for register = SL All staff to know how to use the fire panel.</p> |
| 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 | SL | |
| Teachers have access to, and know, PEEPs. | All staff know procedures in case of a real fire | |
| Routine checks | SL, MP and LB | |

| | Name | Comment |
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