



# Court Fields School (552)

## Risk Management - Assessment Report

**Risk Area:** COVID-19  
**Assessment Framework:** Covid-19 - Full opening September 2020  
**Work Area or Activity:** COVID-19 September Opening CFS  
**Competent Person:** Polly Matthews  
**Assisted by:** Martyn Dudley  
 Sally Taylor  
 Sarah Westwood  
**Groups Affected:** All persons on site  
 All school users  
 Staff & students  
**Assessed on:** 05/09/2020  
**To be Reviewed on:** 14/11/2020

What are the Hazards?	What is already being done?	Is this considered satisfactory?
Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement: 1) whether the school has enough hand washing or hand sanitiser ?stations? available so that all pupils and staff can clean their hands regularly 2) supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative 3) building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them. How will this be arranged and communicated?	Students and staff will be instructed to wash hands thoroughly and/or use hand sanitiser regularly. Staff will ensure that students use hand sanitiser on entry to buildings/classrooms. This is supported by published guidance to all stakeholders, signage and additional sanitising facilities.	Yes
How will you ensure that you minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school?	A comprehensive guide has been emailed to parents and shared on the website/social media. This has also been shared with students via email and the contents discussed by Tutors/in a short video. This includes instructions that their child must not attend school if they have any symptoms of COVID19, advising them to get tested and keep the school informed (using the SCC produced flowchart). Staff have been given the same information via their own Staff Guide and reminders will be given in staff briefings.	Yes
If anyone becomes unwell ? how will you ensure you follow these guidelines? <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>	Clear advice has and will be given to parents, students and staff (as above), advising them to follow the most up to date guidelines. Anyone displaying symptoms will immediately be isolated and collected from school.	Yes
If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Where is the best location for this?	A student with symptoms will be isolated in the Covid Isolation Room adjacent to First Aid, until they can be collected. Windows will be open in this room and the room will be overseen by staff in First Aid. Where a First Aider needs to enter the isolation room they will wear PPE at all times.	Yes
PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children?s social care settings, including the use of personal protective equipment (PPE) guidance. Do you have sufficient stocks?	All first aiders have been provided with full PPE in a carry pack, and given advice on wearing this. Stocks are available.	Yes
Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. How is this communicated to staff?	All staff are aware of this via published information and signage. Cleaning procedures in such cases have been identified and shared and will be overseen by the Premises manager. Cleaners have access to PPE where needed.	Yes
As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them, and is not a reason to deny these pupils face to face education. If you have a pupil with additional needs ? have you undertaken an individual risk assessment(s)?	All students at Court Fields School are able to comply with the new requirements. Appropriate differentiated support has been given to all students to ensure this is the case.	Yes

<p>As much as you reasonably can, how will you ensure the grouping of children together and therefore avoiding contact between groups? Arranging classrooms with forward facing desks and staff maintaining distance from pupils and other staff as much as possible should also be adhered to.</p>	<p>Where possible desks are being moved to forward facing positions throughout the school. Social distancing will be considered at all times. Teachers are being advised to remain at the front of the classroom maintaining 2m distance wherever possible and keeping classrooms well ventilated. This is indicated by floor markings around the teachers' area and signage. Year group bubbles have been established with separate break and lunchtime zones, and locations to meet/gather before school. Staggered arrival and departures have been planned for Key Stage 3 &amp; 4, along with dedicated gates for each year group. Circulation spaces are either zoned or one way to assist with distancing. This has been shared with all staff, students and parents.</p>	<p>Yes</p>
<p>Have you Introduced enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach? Points to consider and implement: 1) putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes 2) more frequent cleaning of rooms / shared areas that are used by different groups 3) frequently touched surfaces being cleaned more often than normal 4) different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</p>	<p>Daytime site staff will be undertaking frequent cleaning of contact points using approved products. They will also be cleaning toilets frequently. Students are told to wash their hands thoroughly and signage/duty staff remind them of this. An additional member of cleaning staff has been employed during school hours to ensure effective support for the enhanced procedures.</p>	<p>Yes</p>
<p>Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and schools must consider how to implement this. This can be achieved through keeping groups separate (in ?bubbles?) and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on ? 1) children?s ability to distance 2) the lay out of the school 3) the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary). How will this be achieved?</p>	<p>Year group bubbles have been established and arrangements put in place for non specialist lessons to take place in specific zones for each year group initially. Break and lunchtime zones reduce the risk of mixing bubbles. One way system introduced around circulation spaces. Practical subjects delivered in year group zones to limit potential transmission with staff provided with support and resources to plan effectively for lessons in these locations. Key stage 4 practical lessons will be delivered in specialist locations as appropriate.</p>	<p>Yes</p>
<p>How will you follow the ?system of controls? as per the following guidance <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>We have planned prevention and response actions as per the guidance and this Risk Assessment</p>	<p>Yes</p>
<p>Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Bearing in mind that all teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. How will timetabling be arranged to facilitate this?</p>	<p>Year group bubbles are in place. Students will follow their usual timetable to ensure a broad and balanced curriculum. Wherever possible, these bubbles are being kept separate from each other (especially in indoor spaces where a new one way system is in place) and distancing is observed. Year group zones have been introduced to reduce student movement around the site. Timetables have been changed to accommodate staggered start/end times.</p>	<p>Yes</p>
<p>Ideally, adults should maintain 2 metre distance from each other, and from children. However it will not be possible for some pupils who many require an additional risk assessment. How will the need to distance and not touch unnecessary objects be reinforced and communicated?</p>	<p>As per guidance, support for children with special needs is expected to continue to be provided as normal. "It will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal". TAs are advised to sit alongside (not across from) students, maintaining as much distance as is reasonably possible for the majority of the time. Teachers are planning to ensure that TAs are able to support their students whilst remaining as safe as possible. All TAs are being issued with face shields, sanitiser and wipes, and we will trial the use of laser pens to minimise the need to sit in such close proximity to the student. This has been communicated via SENCO briefings to staff and students/parents.</p>	<p>Yes</p>
<p>Large gatherings must be avoided. This should include staggering break/lunch/corridor gatherings. How will this be timetabled and arranged?</p>	<p>Break and lunchtimes are arranged so that year group bubbles are allocated to separate zones (indoor and out). Food is delivered to those zones for collection. Toilets have been allocated to year groups to reduce mixing in these areas.</p>	<p>Yes</p>

How will start/end times be staggered to avoid groups coming in close contact?	Arrival on site has been staggered for Key Stage 3 & 4, with Key Stage 4 Tutor Time moved to the end of the day. Year groups are allocated arrival and departure gates, so bottlenecks do not occur. Arrangements are in place to direct students to allocated year group locations or direct to the Registration location, to avoid mixing bubbles on their arrival before school. End times are staggered for Key Stage 3 & 4, with allocate gates ensuring students do not come into close contact. This has been communicated to students, parents and staff via the Reopening Guides and on videos.	Yes
You should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. How will this be achieved?	The information provided in the guidance to schools regarding face coverings has been sent to parents and students explaining that they are not required in school and making clear that government guidance must be followed in wearing and removing these. This has been communicated to students, parents and staff via the Reopening Guides and on videos.	Yes
Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs, for example using social stories. How will this be coordinated?	Vulnerable students' arrival, departure, and familiarisation with the new routines have been communicated via 1:1 tutorials (with students and parents), the Reopening Guide, and timetables have been personalised as appropriate to ensure effective support. This is reflected in our Recovery Curriculum at different levels for all students.	Yes
The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including ? 1) where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained 2) where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used. How will this be communicated to staff?	This information has been shared with staff via the Staff Guide, and has been explained in more detail at the start of term INSET days. These were arranged across 2 days in parallel, to ensure that all staff received a consistent message. SLT undertook a full Q&A session with staff to follow up.	Yes
Schools must ensure they understand the NHS Test and Trace process and how to contact their local public health protection team. <a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a> . What are their contact details? (If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required).	SLT will monitor absences and stay abreast of guidance and will work with/seek advice from the local health protection team where necessary. The school's attendance officer will have a particular role in this.	Yes
Local authorities, transport providers, schools and parents must work together to ensure (where possible) this guidance is met <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a>	We are keen to work together to ensure guidance is met. We are in frequent communication with our school transport providers and have communicated the Government guidance to parents/students.	Yes
As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available here <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</a> how will this be facilitated?	Risk assessments have been undertaken for anyone in higher risk categories to assess if their role permits them to work from home or if changes can be implemented to working practices or environment to reduce the risk of them working in school. This would include any staff who alerted us to a pregnancy (not currently the case).	Yes
Governing boards and school leaders should have regard to staff (including the headteacher) work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process. How will this take place?	Increasing already very high levels of workload is being avoided where possible. Any changes are consulted on with staff to ensure views are taken into account and that the impact can be identified and addressed. We are developing all guidance/planning with a Staff Working Group, and liaising with Unions.	Yes
All employers have a duty of care to their employees, and this extends to their mental health. Schools already have mechanisms to support staff wellbeing and these will be particularly important, as some staff may be particularly anxious about returning to school. These mechanisms must be reminded to staff. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information is available here <a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a>	This has been communicated to staff via the Reopening Guide, and was a focus for the September INSET days. Well-being information directs staff to a range of sources of support. The school buys Care First support and this is publicised with staff frequently. Staff recovery is a key element of planning and one of the school's priority areas in the School Improvement Plan. All staff, especially the Pastoral Team, have prepared with a focus on student well-being on their return. This includes a phased return for all students, additional transition days for Year 7, recover curriculum, emotional support etc.	Yes
Schools should consider revising their child protection policy (led by their Designated Safeguarding Lead) to reflect the return of more pupils. Schools must have regard to the statutory safeguarding guidance - <a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education-2">https://www.gov.uk/government/publications/keeping-children-safe-in-education-2</a> and <a href="https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers">https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers</a>	Child protection/safeguarding leads and the pastoral staff in school are prepared for a possible increase in concerns when all children return to school. Safeguarding Policy has been updated to reflect Covid guidance/contextual information. Staff training is being refreshed as part of our annual Basic Awareness Update Training.	Yes

<p>chens will be fully open from September ? how will these guidelines be adhered to?  <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a></p>	<p>High levels of hygiene practice are already in place in the kitchen and this will continue. More food items will be served in individual wrappings or disposable containers. Kitchen staff have designated work areas where possible and will work side by side or back to back rather than face to face. The kitchen is well ventilated and allows for social distancing.</p>	<p>Yes</p>
<p>It is important that, prior to reopening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe. If buildings have been closed or had reduced occupancy during the coronavirus (COVID-19) outbreak, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. Advice on this can be found in the guidance here - <a href="https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm">https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm</a> who has the responsibility for this and how will they go about it?</p>	<p>These checks are already in place and will be carried out as usual</p>	<p>Yes</p>
<p>Once the school is in operation, it is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance here <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a> how will you ensure guidelines are followed?</p>	<p>Ventilation through opening windows and doors (not fire doors) is being advised to all staff. Fans can be used where windows are open. Where air conditioning is in place, fresh air ventilation will also be encouraged.</p>	<p>Yes</p>
<p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. Guidance can be found here <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</a> What additional arrangements will be put in place if any?</p>	<p>Year group bubbles will remain. Any equipment will be thoroughly cleaned between use and contact sport will not take place (in or out of formal lessons). Outdoor sports will be prioritised where possible and the curriculum adapted to support limited contact, alongside supporting the rebuilding of peer relationships. Additional cleaning will take place in changing areas.</p>	<p>Yes</p>
<p>Schools should consider updating their behaviour policies with any new rules/policies and consider how to communicate rules/policies clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour. Further details are available at <a href="https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools">https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools</a> has this been undertaken?</p>	<p>The Behaviour Policy has been updated to take account of new rules/policies on COVID19. These additions have been clearly identified and have been communicated to all staff and students at the start of term to ensure everyone's safety. Students who may find these changes difficult to understand, or need to support, have had 1:1 meetings with staff to ensure clarity of message. The Staff and Parent Guides contain detailed behaviour information.</p>	<p>Yes</p>
<p>In the event of a local outbreak, the health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. Guidance on remote education support can be found <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> Have you written a contingency plan? Where is this located?</p>	<p>Remote education including live streaming of lessons had become well established in the summer term and this could be reinstated if needed in the case of a local lockdown or temporary school closure. Faculties have planned for this eventuality, including taking into account the impact on staff workload of a rota system or partial closure.</p>	<p>Yes</p>

Polly Matthews                                  Signed .....                                  Dated .....

Co-ordinator                                      Signed .....                                  Dated .....

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