



Court Fields School (552)

Risk Management - Assessment Report

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| Risk Area: | COVID-19 |
| Assessment Framework: | Covid-19 - Opening the school for key worker children, vulnerable pupils and Year 10 pupils |
| Work Area or Activity: | COVID 19 |
| Competent Person | Polly Matthews |
| Groups Affected: | All persons on site |
| Assessed on: | 09/06/2020 |
| To be Reviewed on: | 01/07/2020 |

| What are the Hazards? | What is already being done? | Is this considered satisfactory? |
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| Is the school accommodating children from other schools? | | N/A |
| If so have staff been briefed on the requirements for the students? | | N/A |
| Are arrangements in place for parents and guardians to collect and drop off students in regards to keeping 2meter separation guidelines? | | N/A |
| Do you ensure there is a member of staff trained in First aid attending the school? | There is a rota for first aid trained staff, so at least one trained person on site at one time. | Yes |
| Are arrangements in place should a member of staff or child fall ill? This should include isolation whilst waiting to leave the school and informing staff, parents and guardians who may have been in contact with the person to self isolate for 14 days. | Students that fall ill whilst on site will go immediately to a dedicated isolation room, to wait for parents to be informed and await collection. Staff that fall ill will report to SLT and will be sent home. Notification and isolation will be as per current Government guidance. | Yes |
| Are parents, guardians and students informed not to come into school should they feel any symptoms relating to Covid-19? The most common symptoms are a dry cough and a high temperature. | | N/A |
| Do you ensure staff and students are regularly washing their hands whilst at the school? If hand sanitizer is used there is a risk of bottles being stolen. | Staff and students are encouraged to regularly wash hands and to sanitise them. Hand sanitiser is in all classrooms in use, in reception and in hall. Posters are around school as a reminder. | Yes |

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| Are arrangements in place for social distancing within the school setting? e.g. minimising class sizes, staggered lunches etc. | Arrangements in school take into account the numbers of key worker children and vulnerable students. Year 10 students have a short duration in school, on a one to one basis. Times of arrival and departure are staggered. | Yes |
| Do vulnerable children require medicines that need to be administered by way of agreement with the parent/guardian? | | N/A |
| Has consideration been made about whether to closed some parts of the school to reduce the spread of the virus on surfaces? | Some areas of school have been locked, to minimise cleaning areas and to allow regular deep cleaning of areas in use. | Yes |
| Do you ensure the cleaning of well used surfaces is increased? E.G. Door handles etc? | The site team regularly clean contact points throughout the day. | Yes |
| Do you ensure there is enough staff to manage the number of young people that are using the school? | The rota ensures a good ratio of students to teachers and are supported by one SLT member each day and Learning Support Assistants. | Yes |
| Are arrangements in place should there not be enough staff to open the school? | We have a reserve rota each day so there are sufficient numbers to cover in the event of absence. | Yes |
| Do you ensure the school is up to date with government guidelines in relation to Covid-19? Guidance: Coronavirus (COVID-19): implementing social distancing in education and childcare settings can be found at: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings | The school receives regular updates and advises staff of any relevant changes. | Yes |
| Have you updated your Business Contingency Plan to take into account the affects that Covid-19 crisis is having or may have on your school? | | N/A |
| Where first aid is required do you ensure that people not involved in the incident remain more than 2metres away from the scene? | Social distancing by all staff is maintained other than in emergency situations. | Yes |
| Do you have and wear Personal Protective Equipment prior to commencing treatment? (e.g. gloves/apron/mask/safety glasses) | PPE is provided for First Aiders. | Yes |
| Do you assess the situation to identify any infection control measures that need to be put in place before commencing CPR, if required? | First Aiders are aware of infection control measures. | Yes |
| Are you aware that you should only apply chest compressions during CPR and to avoid rescue breaths unless it's deemed to be absolutely necessary? | Updated guidance has been given to all First Aid Trained staff. | Yes |
| Do you ensure that the area is cleaned thoroughly following treatment, including the disposal of PPE and any other materials that have been contaminated with blood or bodily fluids? | The site team are aware of the additional measures. | Yes |

Polly Matthews Signed **Dated**