



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

Notes: Updated to reflect Government guidance issued in February 2021:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/967139/Schools_coronavirus_operational_guidance.pdf
 Review based on implementation of school-based Lateral Flow Covid-19 testing from 06/01/21

This is a review of an assessment carried out on 05/11/2020

This is a review of an assessment carried out on 04/01/2021

Assessed on: 08/03/2021

To be Reviewed on: 04/06/2021

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. Face Coverings will be worn in all corridors and communal areas and outside where social distancing cannot be maintained. Face coverings should be worn for all practical activities, where front-facing is not possible and social distancing cannot be maintained. Until 1st April, it is recommended for staff and students to wear face coverings in classrooms where social distancing is not possible.	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? https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance	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. Further stocks are available so that staff can top up as required. The School Business Manager and Site Manager will monitor stock level of these items and monitor as and when required.	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	All students at Court Fields School are able to comply with the new requirements. Appropriate differentiated support has been given to all students	Yes

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)?	to ensure this is the case.	
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.	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. Floor markings also designate where desks should be placed, so that they do not encroach within 2m of the designated staff area. 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 & 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.	Yes
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	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 full time member of cleaning staff has been employed during school hours to ensure effective support for the enhanced procedures. Deep cleaning will take place during school holiday periods, and following any positive cases in school as advised by Public Health.	Yes
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?	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, with specialist lessons taking place in those specialist rooms. These rooms are subject to enhanced sanitising/cleaning measures and are have allocated entry/exit points to reduce the risk of transmission. An additional full time member of cleaning staff has been employed to facilitate the enhanced cleaning. Break and lunchtime zones reduce the risk of mixing bubbles. One way system introduced around circulation spaces. This has been communicated to staff, students and parents via the Guides.	Yes
How will you follow the system of controls as per the following guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	We have planned prevention and response actions as per the guidance and this Risk Assessment	Yes
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?	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. Clear signage has been put in place with movement channels and markings on playground areas to support/give clarity. Staff have been directed to set staff rest areas and social distancing will be adhered to when in rest areas at all times as per the opening guidance/Staff Guide.	Yes
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?	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.	Yes
Large gatherings must be avoided. This should include staggering break/lunch/corridor gatherings. How will this be timetabled and arranged?	Break and lunchtimes are arranged so that year group bubbles are allocated to separate zones (indoor and out). Food is served in those zones. Toilets have been allocated to year groups to reduce mixing in these areas. Clear signage is in place, with markings on playground areas to ensure clarity. The use of the Staff Room will be minimised to prevent overcrowding and maintain safe social distancing.	Yes
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. All arrangements have been reviewed and checked by the Trust CEO and the Local Governing Body.	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 should be worn in school, when indoors, and when social distancing cannot be maintained (for example lining up for lessons outside, during a Fire Drill etc). We have made it clear that the government guidance should be followed in wearing and removing these. This has been communicated to students, parents and staff via the Reopening Guides and on videos. All Tutors have shared this guidance specifically with students again in Tutor Time.	Yes
Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and	Vulnerable students' arrival, departure, and familiarisation with the new routines have been communicated via 1:1 tutorials (with students and parents), the	Yes

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?	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.	
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. Staff are expected to follow the Covid Safety Guidance at all times with regard to face masks/face coverings. March Update: A comprehensive, updated version of the reopening guide was sent to staff on 5th March 2021.	Yes
Schools must ensure they understand the NHS Test and Trace process and how to contact their local public health protection team. https://www.gov.uk/guidance/contacts-phe-health-protection-teams . 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. The Contact Details are as follows: PHE South West Centre HPT Public Health England, Follaton House, Plymouth Road, Totnes, Devon, TQ9 5NE. Tel: 0300 303 8162 (option 1, then option 1); Out of hours advice: 0300 3038162 (option 1) As of March 2021 we are advised to use the PHE contact form to update details of any positive test results.	Yes
Local authorities, transport providers, schools and parents must work together to ensure (where possible) this guidance is met https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers	We continue to work together with families, students, SCC and transport providers to ensure guidance is met. We are in frequent communication with our school transport providers and have communicated the Government guidance to parents/students. Masks are worn on school transport by all students.	Yes
As a general principle, pregnant women are in the clinically vulnerable category and are advised to follow the relevant guidance available here https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people how will this be facilitated?	As per SCC guidance 31/12/20: Clinically Vulnerable employees (which includes pregnant employees pre and post 28 weeks) can still attend the workplace even though Somerset is currently in Tier 4 subject to the appropriate risk assessment being in place which deems them safe to be in work and social distancing measures being fully in place. Where this is not possible and redeployment to alternative roles or working from home is not possible they should remain at home on full pay. Some pregnant employees may have an underlying medical condition that places them at greater risk and puts them in the Clinically Extremely Vulnerable category – these staff should not attend work under the current Tier 4 restrictions. A Risk Assessment will be undertaken for anyone in the clinically vulnerable category to assess if their role permits them to work from home or if changes can be implemented to reduce the risk of them working in school. When they are in school, they will be required to maintain social distancing and the workplace will be COVID secure. If the pregnant woman cannot maintain social distancing within her role then she will be required to discuss this with the Head teacher who will make alternative arrangements i.e. work in an office alone or work from home. 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. We will continue to implement guidance for those staff in the clinically extremely vulnerable category as per the Government updates. Latest updates discussed with SASH and SCC 31/12/20. March Update: CEV staff to remain shielding up to 31/3/21, working from home if possible. All CV staff to have an updated risk assessment with their Line Manager.	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 https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers	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 has included a phased return for all students, additional transition days for Year 7, recover curriculum, emotional support etc. This is reflected in schemes of work for all subjects, PSHCE, Tutor Time, the virtual assembly schedule etc. We will continue to have regular meetings and communication with staff to ensure everyone is consulted re changes in practice. The Education Support Partnership also offers a free helpline for all staff 0800 0562561.	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 - https://www.gov.uk/government/publications/keeping-children-safe-in-education-2 and 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	Child protection/safeguarding leads and the pastoral staff in school prepared for and experienced an expected increase in concerns when all children returned to school. We have ensured that appropriate support has been put in place, include additional support such as the recruitment of a School Chaplain, in order to expand our provision. Safeguarding Policy has and continues to be updated to reflect Covid guidance/contextual information. Staff training has been refreshed as part of our annual Basic Awareness Update Training and staff have received additional training in elements of safeguarding appropriate to the context of the pandemic.	Yes
Kitchens will be fully open from September - how will these guidelines be adhered to? https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/covid-19-guidance-for-food-businesses-on-coronavirus-covid-19	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.	Yes
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 - https://www.hse.gov.uk/coronavirus/legionella-risks-during-	These checks are already in place and have been carried out as usual. The Trust Premises Manager and School Business Manager will continue to ensure and monitor that compliance recording is up to date.	Yes

coronavirus-outbreak.htm who has the responsibility for this and how will they go about it?		
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 https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm how will you ensure guidelines are followed?	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. This is written into our classroom expectations, including a 'flush through' at the start of each lesson of at least 10 minutes with all windows fully open. We have communicated with parents regarding ensuring that their children are appropriately dressed for classrooms which may be cooler than usual, especially during the winter months.	Yes
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 https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation What additional arrangements will be put in place if any?	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.	Yes
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 https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools has this been undertaken?	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. Staff have been given a Behaviour Reference Update for ease of reference, and all rooms have been provided with 'Welcome' poster/slide to support students' understanding of our consistent expectations.	Yes
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 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Have you written a contingency plan? Where is this located?	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. Facilities have planned for this eventuality, including taking into account the impact on staff workload of a rota system or partial closure.	Yes
Risks associated with the implementation of the Government guidance on mass in-school Lateral Flow testing, including reducing transmission at the testing site.	All Government and Public Health guidance will be followed as per the resources produced and shared by the DfE. Resources are available via the DfE website here: https://drive.google.com/drive/folders/1jYv0MjFyI1lbzgPn_1S10OuRgrj_b5_P A full-time member of staff will be employed to provide additional cleaning of the testing site. Students will undertake their own tests. If this is not possible a test will be arranged to be administered by the parent. There is a full risk assessment for the testing process available on our website, using the NHS template (www.courtfields.net) From March reopening students will undertake 3 LFTs in school, before switching to home testing in line with updated Government Guidance.	Yes
Will music lessons be taking place from September? If so then what arrangements have been put in place to ensure safety as there is an increased risk of infection when singing, chanting, playing wind or brass instruments or shouting, this applies even if individuals are at a distance?	SLT and the governing body have agreed that for the moment this poses as high risk and will compromise the integrity of bubbles by mixing other schools and does not seem in line with current with guidance. Therefore peripatetic music lessons will not currently resume on site due to the risk of transmission of the virus. Lessons are offered online via video calling software. Full details are on the Music Department Risk Assessment. This will be reviewed termly.	Yes
Risks associated with students engaging in enrichment/After School Clubs.	In line with Government guidance opportunities for students to take part in clubs and enrichment are being put in place from Easter 2021. These will take place in year groups to maintain the integrity of the bubbles, and risks will be mitigated in line with this document. HOF will oversee this process and ensure that appropriate risk assessments are in place.	Yes

Polly Matthews Signed Dated

Co-ordinator Signed Dated

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