

# FCAT

## Coronavirus (COVID-19) Implementing protective measures within FCAT

### COVID-19 Risk Assessment

<b>Academy</b>	Blackpool Gateway Academy
<b>Activity / Procedure</b>	Managing the risk and rate of transmission of coronavirus (COVID-19) and variants Inc Lockdown, Closure, Roadmap of Reopening, KVV, Students, Staff, Visitors and all Stakeholders. Operational Guidance from 10th May 2021
<b>Assessment date</b>	17th May 2021
<b>Review date</b>	To be reviewed and updated frequently in light of any updates to existing government guidance or any new guidance.

Identified groups at risk	
<b>Employees</b>	<b>YES</b>
<b>Children</b>	<b>YES</b>
<b>Visitors</b>	<b>YES</b>
<b>Contractors</b>	<b>YES</b>

*This risk assessment does not supersede any legal obligations relating to health and safety, employment or equalities.*

*This risk assessment is completed based on the guidance and information available on the 10th May 2021. This Risk assessment will be updated to reflect any changes in published guidance.*

[Schools coronavirus \(COVID-19\) operational guidance](#) (Updated 10th May 2021)

[\(COVID-19\) Coronavirus restrictions: what you can and cannot do](#)

(Updated 10th May 2021)

[Face coverings in education guidance](#) (Updated 10th May 2021)

[Protective measures for out-of-school settings during the COVID 19 pandemic](#)

(Updated 10th May 2021)

[SEND and specialist settings - additional operational guidance](#) (Updated 10th May 2021)

[Actions for early years and childcare providers](#) (Updated 10th May 2021)

[Guidance for parents on out-of-school settings during COVID-19](#) (Updated 10th May 2021)

[Performing arts - Working safely during coronavirus \(COVID-19\) - Guidance](#)

(Updated 10th May 2021)

[Mass asymptomatic testing: schools and colleges - GOV.UK](#) (Updated 29th January 2021)

[Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)

(Updated 30th April 2021)

[Safe working in education, childcare and children's social care](#) (1st March 2021)

# FCAT

## System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail within the guidance:

[Schools coronavirus \(COVID-19\) operational guidance](#)

## Prevention

You must always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

In specific circumstances:

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

## Response to any infection

You must always:

- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.

# FCAT

## PROTECTIVE MEASURES AND CONTROLS

This outlines the key protective measures the academy will take to deliver the essential controls identified 11th May 2021 [Schools coronavirus \(COVID-19\) operational guidance](#)

Further controls are set out in this risk assessment.

No.	Control	Actions
1	<p><b>Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school</b></p>	<p>When an individual develops coronavirus (COVID-19) symptoms or has a positive test Pupils, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> <li>• they have one or more coronavirus (COVID-19) symptoms</li> <li>• a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms</li> <li>• they are required to quarantine having recently visited countries outside the Common Travel Area</li> <li>• they have had a positive test</li> </ul> <p>They must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> <li>• the start of their symptoms</li> <li>• the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test)</li> </ul> <p>You must follow this process and ensure everyone onsite or visiting is aware of it. Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape risk of harm. More information can be found on NHS Test and Trace: how it works.</p> <p>If anyone in your school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you:</p> <ul style="list-style-type: none"> <li>• must send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days</li> <li>• advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection</li> <li>• advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19)</li> </ul> <p>Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self isolating they will need to restart the 10 day isolation period and book a test.</p> <p>If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.</p> <p>In non-residential schools, if a pupil displays coronavirus (COVID-19) symptoms, or has a positive test, while at their school they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result. If this is not possible, alternative arrangements may need to be organised by the school. The local authority may be able to help source a suitable vehicle which would provide appropriate protection for the driver, who must be made aware that the individual has tested positive or is displaying symptoms.</p> <p>If a pupil is awaiting collection:</p> <ul style="list-style-type: none"> <li>• they should be moved, if possible, to a room where they can be isolated</li> </ul>

# FCAT

behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required

- a window should be opened for fresh air ventilation if it is safe to do so
- if it is not possible to isolate them, move them to an area which is at least 2 metres away from other people
- if they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible - the bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else
- personal protective equipment (PPE) must be worn by staff caring for the pupil 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 guidance

In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital, unless advised to.

If a pupil in a boarding school shows symptoms, they should initially self-isolate in their residential setting household. Most will benefit from self-isolating in their boarding house so that their usual support can continue. Others will benefit more from self-isolating in their home.

The individual should not use public transport if they are symptomatic. If arranging their return to their family home to isolate, schools should follow advice on transport arrangements in the safe working in education, childcare and children's social care settings guidance.

Public Health England (PHE) has good evidence that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

Further information is available on how to manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.

When an individual has had close contact with someone with coronavirus (COVID-19) symptoms

Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:

- the symptomatic person subsequently tests positive
- they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test)
- they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated)
- they have tested positive from an LFD test as part of a community or worker programme

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 after they have left, to reduce the risk of passing the infection on to other people. See the guidance on the cleaning of non-healthcare settings.

If you are contacted by NHS Test and Trace or your local health protection team and told to self-isolate because you have been a close contact of a positive case, you have a legal obligation to do so.

# FCAT

<p>2</p>	<p><b>Ensure face coverings are used in recommended circumstances</b></p>	<p>Based on the current state of the pandemic and the positive progress being made, it is no longer necessary to recommend the additional precautionary face covering measures put in place from the 8 March.</p> <p>From 17 May, in line with Step 3 of the roadmap, face coverings will no longer be recommended for pupils in classrooms or communal areas in all schools. Face coverings will also no longer be recommended for staff in classrooms.</p> <p>In all schools we continue to recommend that face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas).</p> <p>Where schools are delivering education and training, including extra-curricular activities and wraparound childcare, in a community setting (for example, library or community centre), staff and pupils will be exempt from the legal requirement to wear a face covering if they are in a private room or the premises has been exclusively hired for the sole use of its pupils and staff.</p> <p>The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission. The Local Action Committee structure (bronze/silver/gold) should be used in such circumstances to re-introduce the use of face coverings. Immediate outbreak response (at the level of individual settings or a cluster of settings) remains for local directors of public health to advise on.</p> <p>Children and young people aged 11 and over must still wear a face covering on public transport. In accordance with advice from PHE, they must also wear a face covering when travelling on dedicated transport to secondary school or college. This does not apply to children and young people who are exempt from wearing face coverings.</p> <p>The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do, are exempt from any recommendation to wear face coverings in education settings or requirements in public places.</p> <p>Where our guidance recommends face coverings, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited. Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.</p> <p>The main benefit from a transparent face covering is that they can aid communication, for example enabling lip-reading or allowing for the full visibility of facial expressions, but this must be considered alongside the comfort and breathability of a face covering which contains plastic which may mean that the face covering is less breathable than layers of cloth.</p> <p>More broadly, schools have a duty to make reasonable adjustments for disabled pupils and students, to support them to access education successfully. The following is a nonexhaustive list which provides examples of possible adjustments where face coverings are recommended:</p> <ul style="list-style-type: none"><li>the provision and effective use of assistive listening devices, such as radio aids</li><li>an increased focus on the listening environment, minimising all unnecessary background noise - steps should be taken so that children with hearing loss are taught in classrooms with the best possible acoustic conditions</li><li>allowing the use of speech-recognition apps on mobile devices and tablets in classrooms, taking into account possible variations in the effectiveness of such apps in different classroom situations</li><li>additional communication support, including remote speech-to-text reporters or sign language interpreters</li></ul> <p>Where appropriate, education settings should discuss with pupils and parents the types of reasonable adjustments that are being considered to support an individual.</p> <p>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are</p>
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# FCAT

		<p>unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p> <p>Exemptions:</p> <p>Where face coverings are recommended there are some circumstances where people may not be able to wear a face covering.</p> <p>This includes (but is not limited to):</p> <ul style="list-style-type: none"> <li>people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability</li> <li>where putting on, wearing or removing a face covering will cause people severe distress</li> <li>people speaking to or providing assistance to someone who relies on lip reading,</li> <li>clear sound or facial expressions to communicate</li> <li>to avoid harm or injury, or the risk of harm or injury, to the wearer or others – including if it would negatively impact on people’s ability to exercise or participate in a strenuous activity</li> </ul> <p>The same exemptions will apply in education and childcare settings and you should be sensitive to those needs, noting that some people are less able to wear face coverings and that the reasons for this may not be visible to others.</p> <p>Access to face coverings</p> <p>Due to the use of face coverings in wider society, staff and pupils are already likely to have access to face coverings.</p> <p>You should have a small contingency supply available for people who:</p> <ul style="list-style-type: none"> <li>are struggling to access a face covering</li> <li>are unable to use their face covering as it has become damp, soiled or unsafe</li> <li>have forgotten their face covering</li> </ul> <p>Safe wearing and removal of face coverings</p> <p>You should have a process for when face coverings are worn within your school and how they should be removed, for example when pupils arrive at school wearing them. You should communicate this process clearly to pupils, staff and visitors and allow for adjustments to be made for those who may be distressed if required to remove a face covering against their wishes.</p> <p>Safe wearing of face coverings necessitates:</p> <ul style="list-style-type: none"> <li>cleaning hands before and after touching face coverings, – including to remove or put them on safely</li> <li>storing face coverings in individual, sealable plastic bags between use</li> <li>not touching the front of face coverings during use or when removing them</li> </ul> <p>Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff may consider bringing a spare face covering to wear if face covering becomes damp during the day.</p> <p>If pupils arrive at school wearing a face covering you must instruct pupils to:</p> <ul style="list-style-type: none"> <li>not touch the front of their face covering when removing it</li> <li>dispose of temporary face coverings in a ‘black bag’ waste bin (not recycling bin)</li> <li>place reusable face coverings in a plastic bag they can take home with them</li> <li>wash their hands again before heading to their classroom</li> </ul>
3	<p><b>Ensure everyone is advised to clean their hands thoroughly and more often than usual</b></p>	<p>COVID-19 is an easy virus to kill when it is on skin. This can be done with soap and water or hand sanitiser. You must ensure that pupils clean their hands regularly, including:</p> <ul style="list-style-type: none"> <li>when they arrive at the school</li> <li>when they return from breaks</li> <li>when they change rooms</li> <li>before and after eating</li> </ul> <p>Consider how often pupils and staff will need to wash their hands and incorporate time for this in timetables or lesson plans.</p> <p>Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff.</p> <p>Pupils who use saliva as a sensory stimulant or who struggle with ‘catch it, bin it, kill it’ may also need more opportunities to wash their hands.</p> <p>Continue to help pupils with complex needs to clean their hands properly.</p>

# FCAT

		<p>Frequent and thorough hand cleaning should now be regular practice. You should consider:</p> <ul style="list-style-type: none"> <li>whether you have enough hand washing or hand sanitiser stations available so that all pupils and staff can clean their hands regularly</li> <li>if you need to supervise hand sanitiser use given the risks around ingestion – skin friendly skin cleaning wipes can be used as an alternative</li> <li>building these routines into school culture, supported by behaviour expectations and helping ensure younger pupils and those with complex needs understand the need to follow them</li> </ul>
4	<p><b>Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach</b></p>	<p>The ‘catch it, bin it, kill it’ approach continues to be very important. Make sure enough tissues and bins are available to support pupils and staff to follow this 15 routine. As with hand cleaning, you must ensure younger pupils and those with complex needs are helped to get this right, and all pupils understand that this is now part of how the setting operates. The e-Bug coronavirus (COVID-19) website contains free resources for schools, including materials to encourage good hand and respiratory hygiene.</p> <p>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.</p>
5	<p><b>Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents</b></p>	<p>In line with the risk assessment and timetabling of the day, put in place and maintain an enhanced cleaning schedule. This should include:</p> <ul style="list-style-type: none"> <li>• more frequent cleaning of rooms or shared areas that are used by different groups</li> <li>• frequently touched surfaces being cleaned more often than normal</li> <li>• cleaning toilets regularly</li> <li>• encouraging pupils to wash their hands thoroughly after using the toilet</li> <li>• if your site allows it, allocating different groups their own toilet blocks</li> </ul> <p>PHE has published guidance on the cleaning of non-healthcare settings. This contains advice on the general cleaning required in addition to the existing advice on cleaning when there is a suspected case.</p>
6	<p><b>Consider how to minimise contact across the site and maintain social distancing wherever possible</b></p>	<p>Minimising contacts and mixing between people reduces transmission of COVID-19. This is important in all contexts, and you must consider how to implement this. You must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p> <p>The overarching principle to apply is reducing the number of contacts between pupils and staff. 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 the:</p> <ul style="list-style-type: none"> <li>pupil’s ability to distance</li> <li>layout of the building</li> <li>feasibility of keeping distinct groups separate while offering a broad curriculum</li> </ul> <p><b>How to group pupils</b></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.</p> <p>Maintaining distinct groups or ‘bubbles’ that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and to keep that number as small as possible.</p> <p>When using larger groups, the other measures from the system of controls become even more important to minimise:</p> <ul style="list-style-type: none"> <li>transmission risks</li> <li>the numbers of pupils and staff who need to self-isolate</li> </ul>

# FCAT

Younger pupils and those with complex needs will not be able to maintain social distancing and it is acceptable for them not to distance within their group.

Using small groups can:

- restrict the normal operation of education present educational and logistical challenges

You will need to consider:

- the cleaning and use of shared spaces, such as:
  - playgrounds
  - boarding houses
  - dining halls
  - toilets
- the provision of specialist teaching and therapies

Assess your circumstances and try to implement 'bubbles' of an appropriate size to achieve the greatest reduction in contact and mixing. Make sure this will not affect the quality and breadth of teaching or access for support and specialist staff and therapists.

Whatever the size of the group, they should be kept apart from other groups where possible. Encourage pupils to keep their distance within groups. Try to limit interaction, sharing of rooms and social spaces between groups as much as possible.

Both the approaches of separating groups and maintaining distance are not 'all or nothing' options and will still bring benefits, even if partially implemented.

You may keep pupils in their class groups for most of the classroom time, but also allow

- mixing in wider groups for:
  - specialist teaching
  - wraparound care
  - transport
- boarding pupils who may be in one group residentially and another during the school day

Siblings may also be in different groups.

All teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff need to move

- between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Try to minimise the number of interactions or changes wherever possible.

**Measures within the classroom**

Maintaining a distance between people while inside and reducing the amount of time they

- are in face-to-face contact lowers the risk of transmission. There is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2-metre distance from each other and from children. We know that this is not always possible, particularly when working with pupils with complex needs, or those who
- need close contact care. Provide educational and care support for these pupils as normal, with other increased hygiene protocols in place to minimise the risk of transmission.

Where possible, for example with older pupils with less complex needs who can self-regulate their behaviours without distress, they should also be supported to maintain

- distance and not touch staff and their peers. This will not be possible for the youngest children, and some children and young people with complex needs. It may also not be feasible where space does not allow it. Doing this where you can, even some of the time

will help.

When staff and pupils cannot maintain distancing, the risk can be reduced by keeping pupils in the smaller, class-sized groups.

You should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather



# FCAT

than face-to-face or side-on. It might also include moving unnecessary furniture out of the classroom to make more space.

**Measures elsewhere**  
You should avoid large gatherings such as assemblies or collective worship with more than one group.  
When timetabling, groups should be kept apart and movement around the school kept to a minimum. While passing briefly in the corridor or playground is low risk, avoid creating busy corridors, entrances and exits. Consider staggered break times and lunch times. Make sure you allow time for cleaning surfaces in the dining hall between groups. You should also plan how shared staff spaces are set up and used to help staff to distance from each other.  
You should minimise the use of staff rooms, although staff must still have a break of a reasonable length during the day.

**Measures for arriving at, and leaving the setting**  
Consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave.  
Staggered start and finish times should not reduce the amount of overall teaching time.  
A staggered start may include:  
condensing or staggering free periods or break time but retaining the same amount of teaching time  
keeping the length of the day the same but starting and finishing later to avoid busy periods  
You should consider how to communicate any changes to parents. Remind them about the process that has been agreed for drop off and collection, including not to:  
gather at the gates  
come onto the site without an appointment

**Travelling to the setting**  
Pupils and staff may use public transport where necessary, but we encourage them to walk, cycle or scoot to and from school wherever it is possible and safe to do so.  
Where pupils and staff need to use public transport, they should follow the safer travel guidance for passengers.  
The transport to schools and other places of education guidance requires those involved in the provision of dedicated transport to schools to identify the risks. You should adopt measures to address those risks in a way that works in the local circumstances. Distancing should be maximised and the mixing of groups should be minimised where possible and practical.  
People aged 11 and over must wear a face covering when travelling on public transport.  
In accordance with advice from PHE, they must also wear a face covering when travelling on dedicated transport to secondary school. People who are exempt do not need to wear a face covering.

**Other considerations**  
Some pupils with SEND (whether with EHC plans or on SEN support) will need specific help and preparation for the changes to routine that these measures will involve. Staff should plan to meet these needs, for example using social stories.  
To make sure pupils with medical conditions are fully supported, work with:  
local authorities  
health professionals  
regional schools' commissioners  
other services  
Use individual healthcare plans to help pupils receive an education in line with their peers. In some cases, the pupil's medical needs will mean this is not possible, and educational support will require flexibility. Further information is available in the

# FCAT

guidance on supporting pupils at school with medical conditions. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. They, as well as supply teachers, peripatetic teachers or other temporary staff, can move between settings. They should ensure they minimise contact and maintain as much distance as possible from other staff. Such specialists will be aware of the PPE most appropriate for their role. Schools should consider how to manage other visitors to the site, such as contractors, catering staff and deliveries, as well as cleaning staff on site who may be working throughout the school and across different groups. This will require close co-operation between schools and the other relevant employers. You should have discussions with key contractors about the school's control measures and ways of working. They should ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen safely outside of school hours, they should. A record should be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace. As normal, you should engage with your local immunisation providers to provide routine immunisation programmes on-site, ensuring these will be delivered in keeping with the school's control measures. These programmes are essential for children's health and wellbeing and can also provide benefits for staff. Where a pupil routinely attends more than one setting on a part-time basis, for example, because they are dual registered at a mainstream school and a special setting, the settings should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the pupil. Pupils should be able to continue attending both settings. While some adjustment to arrangements may be required, pupils in this situation should not be isolated as a solution to the risk of greater contact except when required by specific public health advice.

**Equipment**

For individual and very frequently used equipment, such as pencils and pens, staff and pupils should have their own items. Classroom-based resources, such as books and games, can be used and shared within the bubble. These should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, arts, and science equipment should be cleaned frequently. When sharing equipment between different bubbles, you should either:

- clean it before it is moved between bubbles
- allow them to be left unused for a period of 48 hours (72 hours for plastics)

You will need to assess the ability to clean equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment. Determine whether this equipment can withstand cleaning and disinfecting between each use before it is put back into general use. Where cleaning or disinfecting is not possible or practical, resources will have to be either:

- restricted to one user
- left unused for a period of 48 hours (72 hours for plastics) between use by different individuals

Outdoor playground equipment should be more frequently cleaned than normal. This also applies to resources used inside and outside by wraparound care and out-of-school settings providers.

# FCAT

		<p><b>Pupils should limit the amount of equipment they bring into school each day, including essentials such as:</b>  <b>lunch boxes</b>  <b>hats and coats</b>  <b>books</b>  <b>stationery</b>  <b>mobile phones</b>  <b>Bags are allowed.</b></p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p> <p><b>Parent pick-up and drop-offs</b>  We know that travel to school patterns differ greatly. If those patterns allow, schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school.  Staggered start and finish times should not reduce the amount of overall time children spend in school. A staggered start may, for example, include keeping the length of the day the same but starting and finishing later to avoid rush hour.  Schools should consider how to communicate this to parents and remind them about the process that has been agreed for drop off and collection, including that gathering at the school entrance and otherwise coming onto the site without an appointment is not allowed.</p>
7	<p><b>Keep occupied spaces well ventilated</b></p>	<p>Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied and enclosed area. When your school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</p> <p>These can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> <li>• mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply</li> <li>• natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</li> <li>• natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li> </ul> <p>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice provides more information.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"> <li>• opening high level windows in colder weather in preference to low level to reduce draughts</li> <li>• increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)</li> <li>• providing flexibility to allow additional, suitable indoor clothing – for more information see school uniform</li> <li>• rearranging furniture where possible to avoid direct draughts</li> </ul>

# FCAT

		Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.
8	<b>Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary</b>	<p>Face coverings are not classified as PPE (personal protective equipment). PPE is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings. A face covering is a covering of any type which covers your nose and mouth. Most staff in schools will not require PPE beyond what they would normally need for their work. If a pupil already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used.</p> <p>Additional PPE for coronavirus (COVID-19) is only required in a very limited number of scenarios, for example, when:</p> <ul style="list-style-type: none"> <li>• a pupil becomes ill with coronavirus (COVID-19) symptoms, and only then if a 2 metre distance cannot be maintained</li> <li>• performing aerosol generating procedures (AGPs)</li> </ul> <p>When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn.</p> <p>The guidance on safe working in education, childcare and children’s social care provides more information about preventing and controlling infection. This includes:</p> <ul style="list-style-type: none"> <li>• when and how PPE should be used</li> <li>• what type of PPE to use</li> <li>• how to source it</li> </ul>
9	<b>Promote and engage in asymptomatic testing, where available</b>	<p>Rapid testing remains a vital part of our plan to suppress this virus. Schools should follow the guidance set out for their settings:</p> <ul style="list-style-type: none"> <li>• Primary schools, school-based nurseries and maintained nursery schools</li> <li>• Secondary schools and colleges</li> <li>• Specialist settings</li> </ul>
10	<b>Promote and engage with the NHS Test and Trace process</b>	<p>Staff members, parents and carers will need to:</p> <ul style="list-style-type: none"> <li>• book a test if they or their child has symptoms - the main symptoms are: <ul style="list-style-type: none"> <li>o a high temperature</li> <li>o a new continuous cough</li> <li>o a loss or change to your sense of smell or taste</li> </ul> </li> <li>• self-isolate immediately and not come to school if: <ul style="list-style-type: none"> <li>o they develop symptoms</li> <li>o they have been in close contact with someone who tests positive for coronavirus (COVID-19)</li> <li>o anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19)</li> <li>o they are required to do so having recently travelled from certain other countries</li> <li>o they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation</li> </ul> </li> <li>• provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> </ul> <p>Polymerase Chain Reactions (PCR) tests for symptomatic testing  Booking a polymerase chain reaction (PCR) test through 119  Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests for symptomatic illness can be booked online through the NHS testing and tracing for coronavirus (COVID-19) website, or ordered by telephone via NHS 119 for those without access to the internet.</p> <p>Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>All children and young people can be tested if they have symptoms. This includes</p>

# FCAT

		<p>children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit.</p> <p>Polymerase Chain Reaction (PCR) tests contingency supply</p> <p>Separate to the asymptomatic testing regime, all schools were sent an initial supply of 10 PCR test kits before the start of the autumn term in 2020. You can replenish these kits when they run out by making an order through the online portal. You should call the Test and Trace helpdesk on 119 if the kits that you have ordered have not arrived.</p> <p>Having a test at a testing site will deliver the fastest results for symptomatic cases. These PCR test kits are provided to be used in the exceptional circumstance that an individual becomes symptomatic and you believe they may have barriers to accessing testing elsewhere.</p> <p>You will need to decide how to prioritise the distribution of your test kits. These kits can be given directly to:</p> <ul style="list-style-type: none"> <li>• staff</li> <li>• parents collecting a pupil who has developed symptoms at school</li> </ul> <p>These PCR tests kits will also help ensure that symptomatic staff can get a test. If they test negative, they can return to work as soon as they are well and no longer have symptoms of coronavirus (COVID-19).</p> <p>Further information on test kits for schools and further education providers is available.</p> <p>Ask parents and staff to inform you as soon as they get their results.</p> <p>NHS COVID-19 app</p> <p>The app is available to anyone aged 16 and over to download if they choose. For some young people, particularly some with SEND, parents will need to decide whether their use of the app is appropriate.</p> <p>This will mean that some pupils in year 11, and most pupils in years 12 and above will be eligible to use the app and benefit from its features.</p> <p>Staff members are also able to use the app.</p> <p>The guidance for schools and further education colleges in England provides information about how the app works and guidance for its use within schools in England.</p>
11	<p><b>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</b></p>	<p>Swift action must be taken when someone tests positive for COVID-19. If someone who uses dedicated transport tests positive, local authorities should work with schools and colleges to identify close contacts.</p> <p>Schools may receive support on this through the dedicated advice service introduced by PHE, which can be reached through the DfE helpline on 0800 046 8687, or their PHE local health protection team if escalated. Based on their advice, people who have been in close contact with the person who has tested positive must be sent home and advised to self-isolate immediately and for at least the next 10 full days counting from the day after contact with the individual who tested positive. It is a legal requirement for an individual to self-isolate if they have been told to do so by NHS Test and Trace. A risk assessment may be undertaken to determine this, but a close contact can be anyone who:</p> <ul style="list-style-type: none"> <li>lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19</li> <li>has had any of the following types of contact with someone who has tested positive for COVID-19 with either a PCR test or LFD test (if a confirmatory PCR test is negative, provided it was taken within two days of the positive LFD, it overrides the lateral flow test and close contacts can stop selfisolating):</li> </ul> <ul style="list-style-type: none"> <li>• face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre</li> <li>• been within 1 metre for 1 minute or longer without face-to-face contact</li> <li>• been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day)</li> <li>• travelled in the same vehicle or a plane</li> </ul>

# FCAT

Whilst awaiting the confirmatory PCR result, pupils, students and staff and close contacts should continue to self-isolate.

If someone who uses transport tests positive, the assessment is likely to take account of factors such as:

- vehicle size
- degree of face-to-face contact
- length of time in close proximity
- whether a Perspex screen is in place

The advice service (or PHE local health protection team if escalated) will provide advice on who must be sent home and asked to self-isolate. To support them in doing so, we recommend you keep a record of pupils and staff in each group, and any close contact that takes places between pupils and staff in different groups (see section 6 of the system of control for more on grouping pupils). This should be a proportionate recording process. You do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome. Where individuals are self-isolating and are within our definition of vulnerable, it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support.

A template letter has been provided for you to send to parents of children asked to selfisolate. This can also be used for staff if needed. It is important that this letter is shared promptly with all parents of children that have been asked to self-isolate as this letter allows parents who are on a low income and unable to work from home to apply to their local authority for financial support under the Test and Trace Support Payment scheme.

They will not be able to make an application without providing this letter as supporting evidence. You must not share the names or details of people with COVID-19 unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms. This is unless they have been told to self-isolate by NHS Test and Trace or their public health protection team, in which case they must self-isolate; this is a legal obligation. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual who tested positive, they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection.

They should get a test, and:

- if the test delivers a negative result, they should remain in isolation for the remainder of the 10-day isolation period - this is because they could still develop COVID-19 within the remaining days
- if the test result is positive, they should inform their school immediately, and must isolate from the day of onset of their symptoms and at least the following 10 full days - their household should self-isolate starting from when the symptomatic person in their household first had symptoms and the next 10 full days, following guidance for households with possible or confirmed COVID-19 infection

You should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. Further guidance is available on testing and tracing for COVID-19.

Reporting actual or suspected cases of COVID-19 through the education setting status form

From 11 January, we asked you to resume completing the educational setting status form. From 8 March, the form was amended to reflect wider opening. The data you supply helps the government monitor the impact of COVID-19 on schools.

# FCAT

See guidance on how to submit the educational settings status form for more information.

## Test and Trace Support Payments

Some school staff, parents and carers may be eligible for a one-off Test and Trace Support Payment of £500. This is payable in one lump sum from your local authority.

To be eligible for a Test and Trace Support Payment, you must:

be on a low income

be unable to work from home

be at risk of losing income as a result of self-isolating

be living in England

meet the eligibility criteria

Staff identified as close contacts of a positive case will require an NHS Test and Trace Account ID number (CTAS number) to be able to claim a Test and Trace Support Payment or discretionary payment. Parents and carers of self-isolating children should be

provided with a letter to support their application for payment, but will not require an NHS

Test and Trace Account ID number (CTAS number).

The Department of Health and Social Care (DHSC) has launched the self-isolation service hub (020 3743 6715). The phone line is open 7 days a week, 8am to 8pm, allowing a school to provide contact details of any staff who have been asked to self-isolate and are likely to be eligible for the Test and Trace Support Payment or discretionary payment.

In order for any of your staff who may be eligible for a payment from the Test and Trace Support Payment scheme to be able to claim, you must follow these steps.

Ensure that you collate a list of appropriate close contacts for the person who has tested positive within your establishment and inform these close contacts that they now need to self-isolate.

Call the service hub on 020 3743 6715 as soon as you have the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who has tested positive.

Provide the details of the person who has tested positive, along with the details of the relevant staff members you have identified as close contacts. If you do not have NHS Test and Trace Account ID for the person who has tested positive, Hub staff will assist in tracing the person in order to register their contacts on the Test and Trace system (CTAS).

NHS Test and Trace will then contact individuals to formally advise them of their need to self-isolate and provide them with an NHS Test and Trace Account ID.

Following this, individuals who are employed or self-employed, on a low income, unable to work from home and losing income as a result may qualify for the Test and Trace Support Payment scheme through their local authority.

Applications from parents and guardians who need to take time off work to care for a child who is self-isolating

Eligible parents or guardians of children who have been advised to self-isolate by their education setting (even where they have not been told to self-isolate by NHS Test and Trace) can also apply for the Test and Trace Support Payment scheme if they are on a low income, unable to work from home and need to take time off work to care for a child

who is self-isolating. Parents and carers do not require an NHS Test and Trace Account

ID number in order to claim and schools are not required to register all children asked to

self-isolate with NHS Test and Trace in the same way as staff.

The scheme is open to eligible parents and carers of children aged 15 and under, and parents of young people aged 16 to 25 with an education health and care plan. Further information on how parents and guardians can claim financial support under the Test and

Trace Support Payment scheme is available.

Schools should provide parents and carers of children advised to self-isolate with the

# FCAT

		<p>template letter, detailing the child's name and the dates of their isolation period. The parent or guardian will need to use this letter as supporting evidence as part of their application to their local authority for a payment from the Test and Trace Support Payment scheme. Parents whose children are told to self-isolate by their school will not be able to apply for financial support without a letter.</p> <p>When a parent or guardian applies to the Test and Trace Support Payment scheme because they need to care for a child who is self-isolating, their local authority will be required to contact their child's school via phone or email to verify information about the child. This includes the child's name, age and dates of self-isolation. This is a standard check against fraudulent claims, and may take place before or after a payment is made.</p> <p>You will only be asked to share information on children whose parents have made an application to their local authority for the Test and Trace Support Payment scheme. You may wish to update your data privacy notice to reflect this.</p>
12	<p><b>Contain any outbreak by following PHE local health protection team advice</b></p>	<p>If you have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, you may have an outbreak. You should call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required. You can reach them by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure. This could be the class or year group.</p> <p>If you are implementing the system of controls, addressing any issues you have identified and therefore reducing transmission risks, whole site closure will not generally be necessary. You should not close except on the advice of health protection teams.</p> <p><b>Admitting children and staff back to the school</b></p> <p>The pupil or staff member who tested positive for coronavirus (COVID-19) can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia. This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature after 10 days or are otherwise unwell, you should advise them to stay at home and seek medical advice. You should not request evidence of negative test results or other medical evidence before admitting pupils or welcoming them back after a period of self-isolation. In the vast majority of cases, parents and carers will be in agreement that a pupil with symptoms should not attend the school, given the potential risk to others. In the event that a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect your pupils and staff from possible infection with coronavirus (COVID-19). Your decision would need to be carefully considered in the light of all the circumstances and current public health advice.</p>

**All staff must follow the system of controls to minimise the risks of transmission. Following the system of controls will reduce the risks to all staff significantly.**

Issue:	Infection transmission rates are high due to the new Covid variant. Further operational controls / actions / required for key worker / vulnerable students and staff during lockdown
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# FCAT

Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
How to manage it (control measures)		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none"> <li>Follow Government guidance on further control measures.</li> <li>Schools coronavirus (COVID-19) operational guidance (Updated 6th April 2021)</li> <li>Key worker and vulnerable student classes to be kept at a minimum due to higher transmission rates. Specific max numbers of KVV and staff will depend on the size and type of classrooms &amp; workplaces.</li> <li>Social distancing to be maintained at 2 meters where possible.</li> <li>When staff or children cannot maintain distance, particularly with younger children in primary schools, the pupils will be kept in smaller, class-sized groups where possible.</li> <li>Wearing of masks. The guidance on face coverings in education has been amended to reflect that from 17th May face coverings will no longer be recommended for pupils and students in classrooms or communal areas, in all schools and colleges. Face coverings will also no longer be recommended for staff in classrooms. In all schools and colleges, the Government continues to recommend that face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible.</li> <li>Importantly, the guidance also says: <i>“The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission. The Local Action Committee structure (Bronze/Silver/Gold) should be used in such circumstances to re-introduce the use of face coverings. Immediate outbreak response (at the level of individual settings or a cluster of settings) remains for local Directors of Public Health to advise on.”</i></li> <li>Please see FCAT Mask Policy. This position on the wearing of masks will be under constant review both at Trust level and nationally.</li> <li>Some individuals are exempt from wearing face coverings who: cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability.</li> <li>Rooms must be well ventilated (with outside air) with extra heaters provided if necessary.</li> <li>Cleaning &amp; hygiene protocols must be reviewed.(Updated cleaning protocols from site management).</li> <li>All operational guidance and controls are contained within this RA.</li> <li>All symptoms of Control are being followed.</li> </ul>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

# FCAT

<b>Issue: 1</b>		<b>Risk of renewed local lockdown impacting on the ability to open school.</b>		
<b>Existing level of risk</b>				
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>	
<b>How to manage it (control measures)</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Academy SLT to agree to a contingency plan.</li> <li>2. Academy to implement a contingency plan for any partial/full closure of the school in conjunction with Executive Headteacher and the Trust, in response to the circumstances presented. This will include communication for children, staff, parents/carers and the implementation of remote learning arrangements.</li> </ol>				
<b>Remaining level of risk</b>		Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>	

<b>Issue: 2</b>		<b>The number of staff who are available is lower than that required to teach classes in school and operate effective home learning and premises / site operation.</b>		
<b>Existing level of risk</b>				
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>	
<b>How to manage it (control measures)</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<p>The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</p> <ol style="list-style-type: none"> <li>1. Full use is made of those staff who are self-isolating but who are well enough to teach lessons online.</li> <li>2. Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.</li> <li>3. Full use is made of testing to inform staff deployment.</li> <li>4. A blended model of home learning and attendance at school is planned for and utilised as necessary.</li> </ol>				
<b>Remaining level of risk</b>		Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>	

# FCAT

Issue that could cause harm: 3	<b>Lack of Social Distancing in the learning environment (classroom/ workshop/ hall/ outdoors) which could increase the risk and rate of transmission of coronavirus (COVID-19)</b>		
Existing level of risk:			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
How to manage it (control measures)	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. A one way system requiring social distancing queuing is in place to beyond the perimeter of the school gates and on the playground. Adults are asked to keep moving on the playground and collect and drop off children swiftly.</li> <li>2. Defined members of staff only are recommended to be with each small group of children. For pre-school children in early years settings, the staff to child ratios within <u>Early Years Foundation Stage</u> (EYFS) continue to apply and these are recommended to group children.</li> <li>3. Ensure that children are in the same year group bubbles at all times each day, and different groups are not mixed during the day, or on subsequent days.</li> <li>4. Ensure that the same staff are assigned to each group of children and, as far as possible, these stay the same during the day and on subsequent days. Changing the assignment of staff to each group of children/young people should be a last resort but may be necessary for example due to staff absence or redeployment of secondary staff to primary who then may need to return to secondary.</li> <li>5. Maximise the number of learning environments used including outdoor space as much as possible to more easily allow for distance between children and staff.</li> <li>6. Access rooms directly from outside where possible to reduce mixing of groups. All classrooms used for EY, Year 1 and 2 pupils can be directly accessed from outside.</li> <li>7. Ensure that wherever possible children use the same classroom or area of a setting throughout the day to minimise movement around school.</li> <li>8. Remove excess furniture to increase space if able to do so. All excess furniture has been removed and stored in one location. Children have a personal box and shared items are minimised wherever possible.</li> <li>9. Desks should be spaced as far apart as possible.</li> <li>10. In primary, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. Children should be spaced as far apart as possible, aim for 2 metres but accept this may not always be possible.</li> <li>11. Where possible ideally 2m distancing should be adhered to however 1 meter is acceptable for staff</li> <li>12. Children keep to their desks when in the learning environment.</li> <li>13. Where possible seat children at the same desk each day if they attend on consecutive days.</li> <li>14. Personal property of children should be kept to a minimum e.g. bags, coats, disposable lunch boxes. Children will be advised not to bring unnecessary items. Items that are brought into school should be stored in the lidded plastic box that will be stored under their personal desk space where the children are working.</li> <li>15. Children should only bring their lunchbox (<b>ideally lunch in a paper or plastic bag not the lunch box*</b>) and a labelled filled water bottle each day as the water fountains will be out of action. This water bottle is to be taken home daily and cleaned. Bottled water is available from school if and when required. As fridge space is not available in school, pupils are advised to bring food that does not require refrigeration, or packed lunches in insulated bags or use freezer blocks where possible. Food products prepared and stored in ambient temperatures after a period of time can have increased levels of bacteria in them. Hot food is not permitted in packed lunches.*Government guidelines state:             <ul style="list-style-type: none"> <li>● <b>Pupils should limit the amount of equipment they bring into school each day, including</b></li> <li>● <b>essentials such as:</b></li> <li>● <b>lunch boxes</b></li> <li>● <b>hats and coats</b></li> <li>● <b>books</b></li> <li>● <b>stationery</b></li> <li>● <b>mobile phones</b></li> <li>● <b>Bags are allowed.(6th April 2021 )Schools coronavirus (COVID-19) operational guidance</b></li> </ul> </li> </ol>			

# FCAT

- Pupils and teachers can take books and other shared resources home, although
  - unnecessary sharing should be avoided. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.
16. Staff members keep a minimum 2 metre distance from each other in the learning environment. Inductions are in operation for all staff prior to reopening including revised policies and procedures.
  17. Identify the 2 metre area e.g. with tape for the member(s) to of staff to be able to maintain social distancing from children and other staff.
  18. Where possible practical PE lessons will take place outside.
  19. Display signage in the learning environment regarding social distancing to reinforce, encourage and promote this with all staff and children.
  20. Blackpool Gateway Academy SLT to create academy social distancing procedures for staff and children specific to the academy environment (including instructions how to enter and exit the learning environment, use of toilet, moving around the classroom, how to maintain social distancing whilst teaching etc.)
  21. Children's toilets will be used by children during the day – these will be cleaned throughout the day on a rota whilst children are not in the classroom (see cleaning timetable).
  22. Children will not be able to move around the classroom and will remain at their own desk. The teacher will observe a two metre distance when supporting children where possible. With younger children where this is more difficult, a more structured curriculum will be in place which allows for children to remain separated for longer periods of time. Staff will be urged to maintain social distancing where possible but will not work beyond the group of children they are allocated to.
  23. For children, procedures have been revisited and managed in line with Academy Behaviour Policy.
  24. There will be clear messaging to pupils on the importance and reasons for social distancing will be reinforced throughout the school day by staff and through posters, electronic boards and floor markings. For young children this will be through age-appropriate methods such as stories and games.
  25. Assemblies and the coming together of other large groups, both staff and students will be suspended.
  26. Off-site visits are not planned as yet however the latest guideline will be implemented as appropriate.
  27. Academy behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents.
  28. Senior leaders will monitor areas where there are breaches of social distancing measures and arrangements are reviewed.
  29. Staff will be assigned to no more than two group 'bubbles'
  30. There will be clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this will be through age-appropriate methods such as stories and games. .
  31. Off site visits will resume with additional protective measures under FCAT policy guidance, with full and thorough additional risk assessments for every visit.
  32. Academy behaviour policy has been revised and a specific COVID appendix added to include compliance with social distancing and this has been communicated to staff, pupils and parents.
  33. Intensive monitoring of the compliance with safety arrangements will avoid the need for quality assurance walk through classroom visits at this time.
  34. Any technical support staff required to enter a learning environment due to urgent operational requirements (e.g. IT Technician) will maintain a minimum 1 metre plus distance (ideally 2m) social distance, may wear PPE and the Class Teacher will ensure that children follow social distancing to enable the technical staff to work at a social distance.
  35. Maximise the number of learning environments used including outdoor space as much as possible to more easily allow for distance between staff and children

<b>Remaining level of risk</b>	Consider the level of risk following use of the above control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

# FCAT

<b>Issue that could cause harm: 4</b>	<b>Lack of Social Distancing when using toilets and poor hygiene which could increase the risk and rate of transmission of coronavirus (COVID-19)</b>		
<b>Existing level of risk:</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>How to manage it (control measures)</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Blackpool Gateway academy SLT to create social distancing procedures for all staff for all aspects of safe distancing. Children’s toilets will be cleaned throughout the day (see cleaning timetable). Cubicles will be assigned to each bubble.</li> <li>2. Staff will ensure that toilets do not become crowded by limiting the number of children who use the toilet facilities at one time. Staff and children will be asked to clean hands after using the toilet - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</li> <li>2. Ensure that help is available for children who have trouble cleaning their hands independently. Ensure supervision of hand sanitizer use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly, Skin friendly cleaning wipes can be used as an alternative.</li> <li>3. Display signage in the toilets regarding hand washing to reinforce, encourage and promote this for staff and children.</li> <li>4. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</li> <li>5. Full stock of soap and sanitiser to be maintained in the toilets at all times with a clear list in each bubble of what each product is and used for. A replacement system will allow for replenishing low levels of each item on a daily basis if necessary.</li> <li>6. Toilets will be cleaned according to the cleaning risk assessment and schedule as a minimum throughout the day. If any toilet needs cleaning urgently, staff should contact the cleaning team via main school reception or radios. <b>Protocol from FCAT Premises to be issued to assist with this.</b></li> <li>7. Parents will not be allowed on site to use toilets.</li> <li>8. All hand dryers have been isolated and lidded bins and paper towels are in place.</li> <li>9. Should a wet or inclement weather day be identified then the hall shall be used for activities for children to access to allow for cleaning of Bubble toilets.</li> </ol>			

# FCAT

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Issue that could cause harm: 5</b>		<b>Lack of social distancing and poor hygiene upon arrival and exit from school which could increase the risk and rate of transmission of coronavirus (COVID-19)</b>	
<b>Existing level of risk:</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>How to manage it (control measures)</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Tell staff, children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. This will be communicated via text/email/Expressions/website and signage on the front doors.</li> <li>2. The use of Non-Contact Infrared Thermometer with LCD Display will be available..</li> <li>3. Blackpool Gateway Academy SLT to create procedures for staff for entry and exit to the academy specific to the academy environment and to communicate these (Clear entrances/exits will be used by which staff, use of hand sanitiser as soon as possible each and every time enter/exit the building, staggered arrival times, sign in with fob instead of touching screen, maintain 2 metre distance, go straight to area of work and not to congregate with other staff etc.) Staff should not make stops to collect drinks etc. on arrival and should where possible bring their own cutlery and utensils for personal use during the day.</li> <li>4. All adults, parents and children will be expected to maintain social distancing at all times upon arrival – floor markings will indicate the distance required to be maintained. As far as possible, each bubble will use separate entrances in order to reduce the build-up of parents and children.</li> <li>5. Children will be required to line up on the floor markings (spaced two metres apart) and parents will collect children by passing the line in KS2 or waiting on the same yellow markers for KS1 children and children will be dismissed to them in turn one at a time. Other children will be marshalled to the playground where they will position themselves on one of the markings (spaced one metre ideally two metre apart) at staggered times, to then be sent to a parent as they pass through the playground</li> <li>6. Installation of hand sanitiser stations at staff entrances/exits to building.</li> <li>7. Staff to sanitise hands on each and every entry and exit from the building.</li> <li>8. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</li> <li>9. Marshalls will be at walk in bus 'stations', playground entry and exit areas reminding and controlling the flow of students/parents within 2 metre distancing.</li> </ol>			

# FCAT

10. Blackpool Gateway Academy SLT to create procedures for operations of the Main Reception specific to the academy environment and to communicate these (e.g. keep the number of people in reception to a minimum, who may enter reception and on what basis, mark out a 1 metre (ideally 2 metre ) area for the member(s) to of staff to be able to maintain social distancing from staff, parents, carers, visitors and children, advise visitors that they cannot enter the site unless they have a pre-arranged appointment, utilise glass/perspex screens at the reception desk, use of hand sanitiser for all visitors upon entry/exit etc).
11. Wherever possible the roof windows and general windows will be opened to allow for adequate flow of air through school each day.
12. Make clear to parents and carers that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). Communication can be done via email or phone.
13. Advise visitors that they cannot enter the site unless they have a pre-arranged appointment, which should be conducted safely.
14. Visitors to school should be kept to an absolute minimum. Advise visitors that they cannot enter the site unless they have a pre-arranged appointment, which should be conducted safely.
15. If it is agreed that a visitor does need to enter the school, they should give their details to the Receptionist – name, company, car registration, arrival time and who they are visiting, these details should be recorded on a daily sheet attached to a clipboard by the employee on Reception, which can then be taken outside in the event of a fire alarm. Neither visitors nor staff should use the touch screen or sign in themselves using a pen to avoid sharing equipment.
16. Visitors must be accompanied at all times for safeguarding reasons but also to ensure they do not access areas of the school that are not being used or may not be on the cleaning schedule.
17. The visitors should be given a disposable visitor badge (either a stick on label or a label in a plastic wallet that can be binned after use). The Receptionist will enter the time of leaving on the sheet and the badge should be placed in a lidded bin by the visitor.
18. Blackpool Gateway Academy SLT to create arrival and exit procedures for parents, carers and children specific to the academy environment and to communicate these (e.g. drop off and collection times, markers outside/inside school at 2 metre intervals to encourage and maintain social distancing for children and adults when waiting outside school, children are queuing and walking in/out of school, allocated times and points of entry/exit for specific groups of children, prop open external doors to limit use of door handles, use of hand sanitiser upon each and every entry/exit etc.).
19. Implemented staggered drop off and pick up times for different groups of children.
20. Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.
21. Staff supervision throughout drop off/pick up to encourage and insist on social distancing.
22. Display signage outside and inside the building regarding social distancing and good hygiene to reinforce, encourage and promote this for staff, parents, carers and children.
23. Everyone should use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').
24. Ensure there are lidded bins for tissues and these are emptied throughout the day.
25. Ensure supervision of hand sanitizer use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly, Skin friendly cleaning wipes can be used as an alternative.

<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

# FCAT

<b>Issue that could cause harm: 6</b>	<b>Lack of social distancing and poor hygiene during break/ playtimes and lunchtimes which could increase the risk and rate of transmission of coronavirus (COVID-19)</b>		
<b>Existing level of risk:</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>How to manage it (control measures)</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Stagger break times (including lunch), so that all children are not moving around the school at the same time and that any corridors or circulation routes used have a limited number of children or young people using them at any time. Should a wet or inclement weather day be identified then the hall shall be used for activities for children to access to allow for cleaning of Bubble toilets.</li> <li>2. Lunch time will be extended and hot meals will be provided where possible and rotated through the year groups if not possible every day.</li> <li>3. Consider using one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.</li> <li>4. Access rooms directly from outside where possible to reduce mixing of groups.</li> <li>5. Ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days.</li> <li>6. Ensure that the same staff are assigned to each group of children and, as far as possible, these stay the same during the day and on subsequent days. Changing the assignment of staff to each group of children should be a last resort but may be necessary for example due to staff absence or redeployment of secondary staff to primary who then may need to return to secondary.</li> <li>7. Allocate different areas for different groups of children and staff.</li> <li>8. Children and young people should clean their hands and wash regularly including when they arrive at school, when they return from breaks, when they change rooms and before and after eating and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch to their classrooms</li> <li>9. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</li> <li>10. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.</li> <li>11. Display signage outside and inside the building regarding social distancing and good hygiene to reinforce, encourage and promote this for staff and children.</li> <li>12. Use markers e.g. paint/tape outside school and inside school at 1 metre ideally 2 metre intervals to encourage and maintain social distancing for children and adults.</li> <li>13. Children and young people should clean their hands after sneezing or coughing, should be encouraged not to touch their mouth, eyes and nose, should use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). This will be enforced and reminded by staff.</li> <li>14. Ensure there are lidded bins in break/playtime and lunchtime areas for tissues and these are emptied throughout the day.</li> <li>15. Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in play/break time and lunchtime areas.</li> <li>16. Reduce break/playtime equipment. Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts). Consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.</li> <li>17. Games discussed which encourage social distancing e.g. football passing and no sharing of equipment for games e.g. do not play catch, cordon off outdoor play equipment.</li> <li>18. Each Bubble will have its own unique bag of resources for use on the playground and responsibility will be with staff to clean before and after each use.</li> <li>19. The playground zones will be used and bubbles will maintain this system for lunch and break times.</li> </ol>			



# FCAT

20. Staff supervision throughout break/play and lunchtimes to actively encourage and insist on social distancing.
21. Commence with lunch in classrooms delivered initially as cold lunch to avoid congestion in hall and phase in an alternative plan based on numbers attending
22. Ensure there is enough time built into the daily timetable to wash hands at regular intervals throughout the day and additional handwashing facilities installed, if required.
23. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents In line with the risk assessment and timetabling of the day, put in place and maintain an enhanced cleaning schedule. This should include: more frequent cleaning of rooms or shared areas that are used by different groups frequently touched surfaces being cleaned more often than normal cleaning toilets regularly encouraging pupils to wash their hands thoroughly after using the toilet if your site allows it, allocating different groups their own toilet blocks PHE has published guidance on the cleaning of non-healthcare settings. This contains advice on the general cleaning required in addition to the existing advice on cleaning when there is a suspected case.

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Issue that could cause harm: 7</b>	<b>Lack of social distancing and poor hygiene during staff break or lunch times which could increase the risk and rate of transmission of coronavirus (COVID-19)</b>		
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<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>How to manage it (control measures)</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
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1. Staff room to be properly cleaned at the start and end of each day and surfaces cleaned more regularly than normal throughout the day.
2. Blackpool Gateway Academy SLT to create social distancing procedures for staff use of staff rooms specific to the academy environment (e.g. how many staff, queue system etc.).
3. Staff to stagger break and lunch times.
4. Limit the number of people in the staffroom at any one time. Signage will be displayed.
5. Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in staff rooms.
6. Staff asked to clean hands upon arrival and exit from the staff room - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
7. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
8. Where possible, all spaces should be well ventilated using natural ventilation (opening windows and roof windows ) or ventilation units
9. Ensure chairs in staff rooms use back-to-back or side-to-side (rather than face-to-face) whenever possible. Seating in the classroom will be organised as such that they are 1 metre, ideally 2 metres apart and remaining furniture will be removed. Staff will not be able to congregate in the staff room in large numbers and it will be closed other than for access to hot water for drinks. A queueing system will be in place to manage this. Staff will be advised not to enter the room if it is already occupied to capacity.
10. Use markers in the staff room at 1 metre ideally 2 metres metre intervals to encourage and maintain social distancing for staff.
11. Display signage outside and inside the building regarding social distancing and good hygiene to reinforce, encourage and promote this for staff.
12. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents In line with the risk assessment and timetabling of the day, put in place and maintain an enhanced cleaning schedule. This should include: more frequent cleaning of rooms or shared areas that are used by different groups frequently touched surfaces being cleaned more often than normal cleaning toilets regularly encouraging pupils to wash their hands thoroughly after using the toilet if your site allows it, allocating different groups their own toilet blocks PHE has published

# FCAT

guidance on the cleaning of non-healthcare settings. This contains advice on the general cleaning required in addition to the existing advice on cleaning when there is a suspected case.

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Issue that could cause harm: 8</b>	<b>Lack of social distancing in the corridors which could increase the risk and rate of transmission of coronavirus (COVID-19)</b>		
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<b>Existing level of risk:</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>How to manage it (control measures)</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
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1. Ground floor classrooms can access outdoors from the west side so it is unlikely these children will need to travel in the corridor.
2. Staggered break times (including lunch), so that all children are not moving around the school at the same time and that any corridors or circulation routes used have a limited number of children or young people using them at any time.
3. The one -way circulation will be maintained within school by all staff and children.
4. Access rooms directly from outside where possible to reduce mixing of groups.
5. Children and young people should walk single file on the corridor and consider having a member of staff at the front and back of the line to supervise and actively encourage and insist on social distancing.
6. Use markers e.g. paint/tape on corridors at 1 metre ideally two metres metre intervals to encourage and maintain social distancing for children and adults.
7. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
8. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.
9. Display signage on corridors regarding social distancing to reinforce, encourage and promote this for children and staff.
10. Staff supervision on corridors to actively encourage and insist on social distancing.
11. Encourage staff communication via the google message doc , phone if necessary but not to disturb lessons , professionally through radios or e-mail to limit unnecessary movement of staff on corridors.
12. Circulation plans have been reviewed.
13. Circulation routes will be clearly marked with appropriate signage.
14. Any pinch-points/bottle necks are managed accordingly.
15. Pupils will remain in classrooms with exceptions of break/lunch times and toilet breaks.
16. Pupils will be briefed regularly regarding observing social distancing guidance whilst circulating.
17. The lift will only be used unless absolutely necessary and will be wiped down before and after use.
18. Where it is safe to do so, additional staff will be in place to supervise movement on corridors.
19. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents In line with the risk assessment and timetabling of the day, put in place and maintain an enhanced cleaning schedule. This should include: more frequent cleaning of rooms or shared areas that are used by different groups frequently touched surfaces being cleaned more often than normal cleaning toilets regularly encouraging pupils to wash their hands thoroughly after using the toilet if your site allows it, allocating different groups their own toilet blocks PHE has published guidance on the cleaning of non-healthcare settings. This contains advice on the general cleaning required in addition to the existing advice on cleaning when there is a suspected case.

<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
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# FCAT

HIGH	<b>MEDIUM</b>	LOW	NEGLIGIBLE
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<b>Issue that could cause harm: 9</b>	<b>Contact with surfaces/shared resources and poor hygiene which could increase the risk and rate of transmission of coronavirus (COVID-19)</b>
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<b>Existing level of risk:</b>			
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<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
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<b>How to manage it (control measures)</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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1. Learning environments to be properly cleaned at the start or end of each day and properly cleaned between uses by different groups of children. Blackpool Gateway Academy SLT to agree with the Site Supervisor cleaning schedule and frequency for the academy in line with operational requirements (e.g. what needs to be cleaned, how it should be cleaned and how often (door handles, toilets, canteen tables and bannisters). This should be at the start and end of each day as well as more regularly than normal throughout the day across school. **Cleaning protocol from FCAT Premises to be issued to assist with this.**
2. Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, tables, doors, sinks, toilets, light switches, bannisters, more regularly than normal.
3. Shared materials and surfaces should be cleaned and disinfected more frequently than normal.
4. Ensure that sufficient handwashing facilities are available across the school. Where a sink is not nearby, provide hand sanitiser.
5. Children and staff to wash hands/use sanitiser frequently throughout the day - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
6. Children and young people should clean their hands on arrival at the setting, before and after eating, after sneezing or coughing, should be encouraged not to touch their mouth, eyes and nose, should use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').
7. Ensure there are lidded bins in break/playtime and lunchtime areas for tissues and these are emptied throughout the day. Lidded bins throughout the Academy.
8. Display signage across school regarding hand washing to reinforce, encourage and promote this for staff and children.
9. Full stock of soap and sanitiser to be maintained in school at all times.
10. Disinfectant trigger spray and PPE in each learning environment (gloves, masks, aprons for use if required).
11. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
12. Learning planned so resources are individual and not shared – or on white board.
13. Resources on tables ready for learning and not distributed during the learning.
14. Use plastic packets (zippy) bags used for individual resources.
15. Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff. Children cannot bring any resources from home and no resources taken home from school, apart from a reading book to reduce the risk of cross contamination.
16. Seek to prevent the sharing of stationery and other equipment where possible unless cleaned in between.
17. Practical lessons can go ahead if equipment can be cleaned thoroughly and properly cleaned between different groups of children.
18. Children keep to their desks when in the learning environment.
19. Where possible seat children at the same desk each day if they attend on consecutive days.

# FCAT

20. Equipment can be shared within bubbles but must be thoroughly cleaned (or left for 72 hours) if it is to be used in another bubble.
- 21.
24. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents. In line with the risk assessment and timetabling of the day, put in place and maintain an enhanced cleaning schedule. This should include: more frequent cleaning of rooms or shared areas that are used by different groups frequently touched surfaces being cleaned more often than normal cleaning toilets regularly encouraging pupils to wash their hands thoroughly after using the toilet if your site allows it, allocating different groups their own toilet blocks. PHE has published guidance on the cleaning of non-healthcare settings. This contains advice on the general cleaning required in addition to the existing advice on cleaning when there is a suspected case.

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Issue that could cause harm: 10</b>	<b>Lack of cleaning which could increase the risk and rate of transmission of coronavirus (COVID-19)</b>		
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<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>How to manage it (control measures)</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
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1. Follow the [COVID-19: cleaning of non-healthcare settings guidance](#)
2. School to be properly cleaned at the start and end of each day and properly cleaned between uses by different groups of children. Blackpool Gateway Academy SLT to agree with the Site Supervisor cleaning schedule and frequency for the academy in line with operational requirements (e.g. what needs to be cleaned, how should it be cleaned and how often). This should be at the start and end of each day as well as more regularly than normal throughout the day across school. **Cleaning protocol from FCAT Premises to be issued to assist with this.**
3. Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, tables, doors, sinks, toilets, light switches, bannisters, more regularly than normal.
4. Shared materials and surfaces should be cleaned and disinfected more frequently than normal.
5. PPE will be worn by all cleaning staff in accordance with [COVID-19: cleaning of non-healthcare settings guidance](#).
6. Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts). Cleaning schedule / Cleaning RA
7. Deep clean of the academy before wider re-opening.
8. To ensure effective stock control and sufficient stock of cleaning materials, hygiene materials and PPE in line with cleaning schedule.
9. Ensure there are lidded bins across school for tissues and these are emptied throughout the day.
10. All items listed above are within the Cleaning RA.
11. Disinfectant trigger spray and PPE in each learning environment (gloves, masks, aprons for use if required).
12. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents. In line with the risk assessment and timetabling of the day, put in place and maintain an enhanced cleaning schedule. This should include: more frequent cleaning of rooms or shared areas that are used by different groups frequently touched surfaces being cleaned more often than normal cleaning toilets regularly encouraging pupils to wash their hands thoroughly after using the toilet if your site allows it, allocating different groups their own toilet blocks. PHE has published guidance on the cleaning of non-healthcare settings. This contains advice on the general cleaning required in addition to the existing advice on cleaning when there is a suspected case.

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

# FCAT

<b>Issue that could cause harm:</b> 11	<b>Risk of spreading virus due to close contact with parents / carers / visitors / contractors / children – 1:1 and restraint which could increase the risk and rate of transmission of coronavirus (COVID-19)</b>		
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>How to manage it (control measures)</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Seek expert guidance re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. leading to the implementation of individual risk assessments.</li> <li>2. Reduced timetable/exclusion/inclusion considered if necessary to manage the behaviour of children and young people and minimise risk to staff.</li> <li>3. Use of PPE where 1 metre ideally 2M metre distance cannot be maintained. Limit the time to a maximum of 15 minutes in a less than one metre distance if this has been absolutely necessary.</li> <li>4. Disinfectant trigger spray and PPE in each learning/office environment (gloves, masks, aprons for use if required).</li> <li>5. Utilise glass/perspex screens at the reception desk.</li> <li>6. Essential contractors, including those who deliver food, to be informed on how they may access the premises and what precautions are expected of them while they are on site.</li> <li>7. Regular reminders issued to staff regarding protocols and in turn to children.</li> </ol>			
<b>Remaining level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

# FCAT

<b>Issue that could cause harm: 12</b>	<b>First Aid/Accident/Administering medicines/EHP/Personal Care which could increase the risk and rate of transmission of coronavirus (COVID-19)</b>		
<b>Existing level of risk:</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>How to manage it (control measures)</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Ensure there is a member of First Aid trained staff on site and only trained staff carry out First Aid (for primary requires Paediatric First Aid).</li> <li>2. Ensure full and complete first aid stock on site at all times.</li> <li>3. Ensure FCAT First Aid, Accident Administering medicines and EHP Policies are followed.</li> <li>4. Staff should wear PPE if a child or young person becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 1 metres ideally (2metres) cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> <li>5. Staff should wear PPE for children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs. They should continue to receive their care in the same way.</li> <li>6. Full and complete stock of PPE on site at all times</li> <li>7. 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. Staff should wear PPE when supporting pupils with complex needs as outlined above.</li> </ol>			
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Issue that could cause harm: 13</b>	<b>Safeguarding checking how the academy is safeguarding children and young people during the remaining partial closure of schools and in the wider opening.</b>		
<b>Existing level of risk</b>			

# FCAT

<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>How to manage it (control measures)</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. All academy safeguarding procedures and reporting mechanisms operate in full and in the usual way. Any safeguarding concerns will be reported, recorded, managed and referred as appropriate, using existing procedures as set out in the FCAT Safeguarding and Child Protection Policy.</li> <li>2. Blackpool Academy SLT to ensure that targeted and effective pastoral care is in place to support children, designed to meet individual and collective needs.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Issue that could cause harm: 14</b>		<b>Emotional distress of the children - including mental health conditions.</b>	
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>How to manage it (control measures)</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Children and young people will be in the same small groups and as far as possible with the same staff assigned to that group of children which will support consistency and stability.</li> <li>2. Reduce time in school to ensure transition is supported and successful from home to school.</li> <li>3. Consideration will be given to curriculum delivery to ensure transition is supported and successful from home to school.</li> <li>4. Blackpool Gateway Academy SLT to ensure that targeted and effective pastoral care is in place to support children designed to meet individual and collective needs.</li> <li>5. Daily information sessions and PSHE lessons will be provided to keep children updated regarding COVID-19 and to reduce anxiety and through increased PSHE lessons.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Issue that could cause harm: 15</b>		<b>Emotional distress of the staff – including mental health conditions.</b>	
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>How to manage it (control measures)</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. At least one SLT member of staff on site every day for staff to share any questions or concerns with</li> <li>2. Continued access for staff to remote wellbeing support from qualified professionals via Line Manager or <b>teamfcatawellbeing.fcata.org.uk</b> monitored by HR daily.</li> <li>3. Ongoing signposting of staff to online/phone wellbeing support.</li> </ol>			

# FCAT

4. Ongoing review of COVID-19 risk assessment to ensure control measures are implemented and updated if necessary to maintain a safe working environment.
5. To promote the Team FCAT Work and Wellbeing charter.
6. Set up of trust-wide e-mail address for staff to share/report and health and safety concerns relating to COVID-19.
7. The Headteacher (or delegated senior leader) will operate weekly with school based union representatives in order for any concerns to be addressed.
8. If a member of staff wishes to wear items of PPE out of their own personal preference e.g. a face covering to come into work – we will be supportive of their decision. If a member of staff wishes to wear an item of PPE out of personal choice – the member of staff should provide their own PPE and this should not be provided by school/taken from school supplies

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Issue that could cause harm: 16</b>		<b>Risk of COVID-19 illness to extremely clinically vulnerable and clinically vulnerable children staff and family members.</b>	
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>How to manage it (control measures)</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p><a href="#">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a></p> <p>Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus (COVID-19). A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category.</p> <p>FCAT still wishes to support staff in continuing to work from home, if able to do so, balancing this with increasing operational requirements.</p> <p>Staff who are clinically extremely vulnerable</p> <p>Shielding advice has been paused nationally from 31 March. CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in schools who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace.</p> <p>CEV individuals (over 18) have been prioritised for vaccination in phase 1 before the general population and in line with the priority ordering set by the Joint Committee on Vaccination and Immunisation.</p> <p>Staff who are clinically vulnerable (CV)</p> <p>CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission.</p> <p>Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.</p> <p>Pregnancy</p> <p>FCAT will follow the specific guidance for pregnant employees because pregnant women are considered CV. In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply.</p> <p>COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding contains vaccination advice. Your workplace risk assessment should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers. When notified that an employee is pregnant, breastfeeding, or has given birth within the last 6 months, FCAT will check the workplace risk assessment to see if any new risks have arisen. An assessment may help identify any additional action that needs to be taken to mitigate risks.</p> <p>Any risks identified at that point, or later during the pregnancy, in the first 6 months after birth, or while the employee is still breastfeeding, must be included and managed as part of the general workplace risk assessment. FCAT will take appropriate sensible action to reduce, remove or control the risks.</p> <p>Adapting duties and/or facilitating home working may be appropriate to mitigate risks.</p>			



# FCAT

FCA ( following Gov Guidance)are aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch coronavirus (COVID-19). This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness if they catch coronavirus (COVID-19).

FCAT will follow the same principles for pregnant pupils, in line with their wider health and safety obligations. guidance and advice on coronavirus (COVID-19) and pregnancy from the Royal College of Gynaecologists.

Page 32 of the guidance contains a new section on pupils abroad who are unable to return. Please refer to the full detail in the guidance on:

- Recording attendance – attendance registers and codes;
- Admissions register;
- Remote education;
- Teacher assessments; and
- Travel and quarantine

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Issue that could cause harm: 17</b>		<b>Staff health and wellbeing when working from home for which FCAT remains responsible for as the employer.</b>	
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>How to manage it (control measures)</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Line Managers to maintain regular and reasonable contact with staff in their teams.</li> <li>2. Encourage staff to undertake a workstation risk assessment and consider any equipment staff may require in order to work from home safely.</li> <li>3. Encourage staff to take short and regular rest breaks when using a computer screen.</li> <li>4. To encourage staff not to work excessively long hours and to take a lunch break.</li> <li>5. To promote the Team FCAT Work and Wellbeing Charter.</li> <li>6. Continued access for staff to remote wellbeing support from qualified professionals via Line Manager or <b>teamfcatwellbeing.fcat.org.uk</b> monitored by HR daily.</li> <li>7. Ongoing signposting of staff to online/phone wellbeing support.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

# FCAT

Issue that could cause harm: 18	Lack of Social Distancing and poor hygiene in staff offices and meeting rooms which could increase the risk and rate of transmission of coronavirus (COVID-19)		
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
How to manage it (control measures)	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Staff offices to be properly cleaned at the start and end of each day and surfaces (e.g. desks, door and window handles, light switches etc.) cleaned more regularly than normal throughout the day. Blackpool Gateway Academy SLT to agree with the Site Supervisor cleaning schedule and frequency for the offices and meeting rooms in line with operational requirements (e.g. what needs to be cleaned, how should it be cleaned and how often). <b>Cleaning protocol from FCAT Premises to be issued to assist with this.</b></li> <li>2. Staff who are office based and can undertake their job role at home, should continue to work from home.</li> <li>3. Limit the number of people in office at any one time.</li> <li>4. Ensure a 1metre (ideally 2metres ) distance between staff work spaces. Use markers e.g. paint/tape in the office at 2 metre intervals to encourage and maintain social distancing.</li> <li>5. Use back-to-back or side-to-side working (rather than face-to-face) whenever possible.</li> <li>6. Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).</li> <li>7. Provide hand sanitiser in offices and meeting rooms.</li> <li>8. Staff asked to clean hands upon arrival and exit from the office and regularly throughout the day - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered</li> <li>9. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</li> <li>10. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>11. Display signage in offices regarding social distancing and good hygiene to reinforce, encourage and promote this for staff.</li> <li>12. Limit the number of people in office at any one time.</li> <li>13. There will be a 1 metre plus (ideally 2m) distance between staff work spaces. Use markers e.g. paint/tape in the office at 1 metre plus (ideally 2m) intervals to encourage and maintain social distancing.</li> <li>14. Avoiding use of hot desks and spaces and, where not possible, for example, training facilities, cleaning and sanitising workstations between different occupants including shared equipment.</li> <li>15. Use remote working tools to avoid in-person meetings.</li> <li>16. Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.</li> <li>17. Avoiding transmission during meetings, for example avoiding sharing pens and other objects.</li> <li>18. Hold meetings outdoors or in well-ventilated rooms whenever possible.</li> </ol>			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

# FCAT

<b>Issue that could cause harm: 19</b>		<b>The continued prioritisation of vulnerable pupils and the children of key workers will create ‘artificial groups’ within schools when they reopen</b>	
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>How to manage it (control measures)</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school.</li> <li>Pastoral, nurture and SEND support is deployed wherever possible to support prioritised pupils.</li> <li>We will continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds.</li> <li>Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Issue that could cause harm: 20</b>		<b>Curriculum organisation</b>	
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>How to manage it (control measures)</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>Gaps in learning are assessed and addressed in teachers’ planning.</li> <li>Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified.</li> <li>Plans for intervention are in place for those pupils who have fallen behind in their learning.</li> <li>The curriculum has been reorganised to minimise movement, maintain staff teaching across a maximum of 3 bubbles and allow for increased time in core subjects to support students in returning to school.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Issue that could cause harm: 21</b>		<b>Risk of a person coming into work/school with COVID-19 which could increase the risk and rate of transmission of coronavirus (COVID-19)</b>	
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>How to manage it (control measures)</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>Tell staff, children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>).</li> </ol>			

# FCAT

2. If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).
3. Where a child, young person or staff member tests positive, the academy will contact the local health protection team who will investigate and provide further guidance. The health protection team will provide definitive advice on who must be sent home.
4. Proper cleaning of the area where anyone has become unwell with symptoms of COVID-19 should take place.
5. 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 of the child and 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.
6. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
7. PPE should 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). A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 1 metres (ideally 2m) cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.
8. Academy SLT should ensure any confirmed cases of COVID-19 following a positive test result should be notified to Jane McCumiskey (FCAT COO) to ensure that the FCAT procedure in the event of this can be followed.
9. When the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.
10. Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.
11. As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

Page 32 of the guidance contains a new section on pupils abroad who are unable to return. Please refer to the full detail in the guidance on:

- Recording attendance – attendance registers and codes;
- Admissions register;
- Remote education;
- Teacher assessments; and
- Travel and quarantine

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

# FCAT

<b>Issue that could cause harm: 22</b>		<b>Risk of a person coming into work/school with COVID-19 which could increase the risk and rate of transmission of coronavirus (COVID-19)</b>	
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>How to manage it (control measures)</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>1. Tell staff, children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>).</p> <p>2. If anyone becomes unwell with a new, continuous cough, a high temperature or a loss, or change to, your sense of smell or taste in an education or childcare setting, they must be sent home and advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>.</p> <p>3. Proper cleaning of the area where anyone has become unwell with symptoms of COVID-19 should take place.</p> <p>4. 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 of the child and 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.</p> <p>5. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. (ideally 2m)</p> <p>6. PPE should 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). A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <p>7. Staff and parents/carers should be advised about testing for COVID-19 for keyworkers and children in school.</p> <p>8. Academy SLT should ensure any confirmed cases of COVID-19 following a positive test result should be notified to Jane McCumiskey (FCAT COO) to ensure that the FCAT procedure in the event of this can be followed.</p> <p>9. 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.</p> <p>Page 32 of the guidance contains a new section on pupils abroad who are unable to return. Please refer to the full detail in the guidance on:</p> <ul style="list-style-type: none"> <li>Recording attendance – attendance registers and codes;</li> <li>Admissions register;</li> <li>Remote education;</li> <li>Teacher assessments; and</li> <li>Travel and quarantine</li> </ul>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

# FCAT

<b>Issue that could cause harm: 23</b>	<b>Travel to and from work/school for staff/children which could increase the risk and rate of transmission of coronavirus (COVID-19).</b>		
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>How to manage it (control measures)</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<p>1. Encouraging parents and children and young people to walk or cycle to their education setting where possible and are aware of the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> when planning their travel</p> <p>2. Where using transport providers e.g. school buses; Blackpool Gateway Academy SLT to review the transport provider's control measures for the risk of COVID-19 and to confirm if you are satisfied with these if children or your people from the academy will be using the transport. Please discuss any questions or concerns with Gary Fletcher, FCAT Health and Safety Lead.</p> <p>3. Taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts.</p> <p>4. Encouraging staff to travel to work by personal vehicle, walk or cycle instead of using public transport.</p> <p>5. Advise staff not to car share.</p> <p>6. Encourage staff to follow social distancing in the staff car park.</p> <p>7. Consideration for school swimming transfers</p> <p>Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport. The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your school. It is important to consider:</p> <ul style="list-style-type: none"> <li>● how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school</li> <li>● use of hand sanitiser upon boarding and/or disembarking</li> <li>● additional cleaning of vehicles</li> <li>● organised queuing and boarding where possible</li> <li>● distancing within vehicles wherever possible</li> <li>● the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet</li> </ul>			

# FCAT

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Issue that could cause harm: 24</b>	<b>Communication failure with staff, parents, carers, children visitors, contractors, volunteers etc. which could increase the risk and rate of transmission of coronavirus (COVID-19)</b>		
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<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>How to manage it (control measures)</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
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1. Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.
2. Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)
3. Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).
4. Advise visitors that they cannot enter the site unless they have a pre-arranged appointment, which should be conducted safely.
5. Ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#).
6. Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.
7. Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, and hygiene suppliers.
8. Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.
9. Blackpool Gateway Academy will tell parents that children arriving late will not be admitted. A tight window of arrival and departure will be maintained.
10. Communications strategies for the following groups are in place: pupils, staff and parents. Governors/trustees, local authority, regional schools commissioner, professional associations and other partners.
11. All staff and FCAT visitors sign in and do so by removing the lanyard from around their neck and hold up their badge using their arm to Gateway's Inventory scan screen to avoid head leaning toward the screen and any face contact or faces in close proximity.
12. The guidance amends some aspects of CEV and CV staff – please refer to page 35 following. An additional section has been added which confirms that specialists, therapists, clinicians and other support staff for pupils with special educational needs and disability (SEND) can attend schools to provide interventions as usual where this is reasonably necessary, including where this requires them to move between settings.

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

# FCAT

<b>Issue that could cause harm: 25</b>		<b>Home-visits to children, parents and carers which could increase the risk and rate of transmission of coronavirus (COVID-19) e.g. delivery of food parcels to vulnerable families.</b>	
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>How to manage it (control measures)</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>Home visits should be a last resort and alternative measures implemented firstly.</li> <li>Where a home visit is absolutely essential this must be agreed by the Headteacher and the member of staff must undertake the home visit on a volunteer basis only. No member of staff should be forced to undertake a home visit.</li> <li>A time for home visit should be pre-arranged between the school and the parent/carer.</li> <li>The member of staff should maintain a distance of 2 metres from any adult or child and must not enter the home.</li> <li>The member of staff should drive to the home, knock on the door, leave the food parcel and return to their vehicle, locking the doors and drive away.</li> <li>Lone working arrangements should be implemented between the member of staff and a member of SLT (e.g. agreed appointment time for the visit, member of staff to call SLT to confirm they have safely completed the home visit).</li> <li>The member of staff must have business insurance for their personal vehicle.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Issue that could cause harm: 26</b>		<b>Implementation of the Emergency Evacuation Procedure/ Emergency Plan which could increase the risk and rate of transmission of coronavirus (COVID-19)</b>	
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>How to manage it (control measures)</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	



# FCAT

- Existing Academy Emergency Evacuation procedure to continue to be followed, however ensuring that a 2 metre social distance is possible at all times when evacuating the building and when congregating at the emergency evacuation point.
- Existing Academy Emergency Plan to be followed in the event of loss of electrical power, loss of water supply, loss of communications, intruder etc. however ensuring that a 2 metre social distance is possible at all times.
- To review any Personal Emergency Evacuation Plans (PEEP) for staff and children to ensure that control measures are implemented to minimise the risk and rate of transmission of coronavirus (COVID-19) between an individual and the adult facilitating the emergency evacuation.
- Drills will take place as part of the return to school, children will be informed that these drills are due to take place and these will be repeated if necessary.

## Remaining level of risk

Consider level of risk following use of control measures

HIGH

**MEDIUM**

LOW

NEGLIGIBLE

## Issue that could cause harm: 27

**Premises statutory servicing, testing and monitoring not being completed resulting in legislative non-compliance and risk to health and safety of all groups.**

## Existing level of risk

**HIGH**

MEDIUM

LOW

NEGLIGIBLE

## How to manage it (control measures)

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

- All statutory servicing (weekly/monthly/6 monthly and annual testing and monitoring systems and audits) are in place and continuing in line with current trust and academy procedures.
- To ensure a schedule of contractors is determined (so that that they can be appropriately briefed in advance of visiting the school and on the day regarding the academy's procedures for social distancing and good hygiene) for: Gas, Electric, Water, Lifts, Alarm, Fire equipment, Pat testing, Kitchen, Emergency lighting, Doors, Plant equipment, Ventilation (Air conditioning will not be used).
- Essential contractors will be allowed on site and will be briefed by site staff as to social distancing measures required.
- All water dispensers are now out of action and are not to be used for the foreseeable future.

## Remaining level of risk

Consider level of risk following use of control measures

HIGH

MEDIUM

**LOW**

NEGLIGIBLE

## Issue that could cause harm: 28

**Security**

## Existing level of risk

**HIGH**

MEDIUM

LOW

NEGLIGIBLE

## How to manage it (control measures)

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

- Academy Security Procedures
- Academy Opening and Closing procedures
- Academy Out of hours procedures

# FCAT

4. Academy Lockdown policy
5. Academy Emergency Plan
6. FCAT Abusive Parents policy
7. CCTV / Intruder Alarm / Entry systems

## Remaining level of risk

Consider level of risk following use of control measures

**HIGH**

**MEDIUM**

**LOW**

**NEGLIGIBLE**

## Issue that could cause harm: 29

**Risks relating to education visits Government Advice 6th April 2021**

## Existing level of risk

**HIGH**

**MEDIUM**

**LOW**

**NEGLIGIBLE**

## How to manage it (control measures)

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

3 Educational visits (Page 47) Please See full guidance Page

Page 47 following sets out new guidance in relation to educational visits.  
Please refer to the guidance for the full details.

Educational day visits were able to resume from 12th April. Any educational day visits must be conducted in line with relevant COVID-secure guidelines and regulations and a full risk assessment in relation to all educational visits must be undertaken to ensure they can be undertaken safely. As part of this risk assessment, you will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. You should consult the health and safety guidance on educational visits when considering visits.

Domestic residential educational visits can be undertaken from 17th May. Any domestic residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations and risk assessments should be undertaken. Annex C sets out the conditions that should be met when planning and undertaking a residential educational visit as part of Step 3. There is also a section on making new bookings (page 48) and advice on speaking to insurance providers.

International visits: The government has now published red, amber and green list rules for entering England. Given the complexities attached to international travel at this stage of the pandemic, the Government recommends schools do not go on any international visits this academic year up to and including 5th September 2021. The position beyond 5th September will be reviewed again in advance of Step 4. There is a special note on credit notes - any school or trust holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visit

STAFF should familiarise themselves with the content of this guidance to ensure that accommodation arrangements for the educational visit are in line with the required standards. You should be fully engaged with parents, carers and children about the organisation of the visit and the COVID-19 measures in place, from the initial planning to completion of the visit.

You should be very clear and able to demonstrate that the visit has been fully risk assessed and that measures are in place to ensure that, as far as is practicably possible, the visit is and will remain COVID-19 compliant.

Transitional, taster and open days can go ahead (page 49 of the guidance).

# FCAT

You should complete thorough risk assessments before running transitional, taster and open days to ensure that they are run in line with your system of controls and align with the advice contained within this guidance and the roadmap out of lockdown.

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Issue: 30 Physical Activity</b>		<b>Physical Activity Government Guidance 10th May 2021</b>	
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>How to manage it (control measures)</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	

## PHYSICAL ACTIVITY

You have the flexibility to decide how physical education, sport and physical activity will be provided while following the measures in your system of controls.

Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups.

You can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within your own system of controls.

For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils, and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sport setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.

Where you are considering team sports you should only consider those sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government such as sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events.

From 29 March, outdoor competition between different schools can take place.

From 12 April, indoor competition between different schools can take place.

Refer to:

guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England

advice from organisations such as the Association for Physical Education and the Youth Sport Trust

guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents

using changing rooms safely

You can work with external coaches, clubs and organisations for curricular and extra-curricular activities. You must be satisfied that it is safe to do.

Activities such as active miles, making break times and lessons active and encouraging active travel can help pupils to be physically active while encouraging physical distancing.

## Performances

If planning an indoor or outdoor face-to-face performance in front of a live audience, you should follow the latest advice in the working safely during COVID-19 in the performing arts guidance, which provides details of how to manage audiences as well as carry out performing arts safely. If planning an outdoor performance you should also give particular consideration to the guidance on delivering outdoor events.

# FCAT

You may wish to still consider alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission.

[Performing arts - Working safely during coronavirus \(COVID-19\) - Guidance](#)

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<b>Issue: 31</b>	<b>Wraparound provision and extra-curricular activity Government Guidance 6th April 2021</b>		
<b>Existing level of risk</b>			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<b>How to manage it (control measures)</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		

From 17th May, in line with the commencement of Step 3 of the roadmap, where wraparound and other extra-curricular activities for children are taking place indoors, they will be able to take place in groups of any number.

However, it remains important to continue to minimise mixing between children, where possible. This can be achieved by continuing to keep children in consistent groups every time they attend the setting.

Smaller groups should be considered when it is not possible to do this.

When considering appropriate group sizes it will be important to take into account factors such as the recommended occupancy levels of the premises you are operating from and levels of ventilation. For example, guidance for providers of grassroots sport and sport facilities recommends that the maximum occupancy of an indoor facility should be limited by providing a minimum of 100sqft per person.

The guidance for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children may help you to plan extracurricular provision, including appropriate group sizes.

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

# FCAT

## RA for LFD testing at Blackpool Gateway Academy

**Staff or pupils with a positive LFD test result must self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school. Those with a negative LFD test result can also continue to attend school and use protective measures. (6th April 2021)**

<b>Issue: 1</b>		COVID-19 spreading in the school community		
<b>Existing level of risk</b>				
<b>HIGH</b>		<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>How to manage it (control measures)</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ul style="list-style-type: none"> <li>Schools following government recommended control measures set out in the school's protective measures risk assessment.</li> <li>At Blackpool Gateway Academy, mass testing of staff will take place twice a week (Wednesday and Sunday evening/Monday morning ) and staff will take these tests at home. These tests are to be taken 3-4 days apart.</li> <li>Tests to be taken before staff come into work.</li> <li>Staff results sent to a specific Gateway email and to be recorded on a staff register and recorded by the person online. This will support identifying staff with positive results for contact tracing and managing stock and distribution.</li> <li>Those with symptoms are also expected to order a test online or visit a test site to take a polymerase chain reaction (PCR) test to check if they have the virus. They will then follow the current government guidelines.</li> <li><b>Testing is not mandatory for staff and staff do not need to provide proof of a negative test result to attend school or nursery in person, although participation in testing is strongly encouraged.</b></li> <li><b>The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines</b></li> </ul>				
<b>Remaining level of risk</b>		Consider level of risk following use of control measures		
<b>HIGH</b>		<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Issue: 2</b>		Regular communication to staff		
<b>Existing level of risk</b>				

# FCAT

<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>How to manage it (control measures)</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none"> <li>Information booklet given to staff including:               <ul style="list-style-type: none"> <li>- what rapid testing is, about using the how to guide and the video content available</li> <li>- the requirement for them to report their test results.</li> <li>- the process and who to contact if they have an incident while testing at home.</li> </ul> </li> <li>Covid Co-ordinator: Jake Kenny (KS1 phase leader/SENDSCO) Covid Registration Assistant: Samantha Whitby</li> </ul> <p>Staff will need to sign for their test kits and the lot number will be recorded against their name. Staff will collect their first set of tests in a staggered way and provide other relevant information at the time of collection.</p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Issue: 3</b>		Tests to be stored correctly and collection managed in a safe way	
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>How to manage it (control measures)</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none"> <li>Tests to be kept securely in back office to prevent unauthorized access</li> <li>Not be stored outside. Stored in a cool, dry place. Test kits will be stored in a temperature between 2 and 30 degrees.</li> <li>The kits should be used at room temperature (15 to 30 degrees). If the kit has been stored in a cool area less than 15 degrees, leave it at normal room temperature for 30 minutes before using.</li> <li>Enough space for social distancing will be allowed when giving out tests.</li> <li>Tests will be signed out and linked to a lot number and a form to sign will be made available as part of self-service. When collecting staff should               <ul style="list-style-type: none"> <li>- wear appropriate face covering at all times</li> <li>- hand sanitise before collecting and signing</li> <li>- maintain 2m from staff coming to collect their test</li> </ul> </li> </ul>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Issue: 4</b>		<b>Staff reporting results</b>	
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>How to manage it (control measures)</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none"> <li>Void, double void and positive results are communicated to the school once the test is completed.</li> <li>A negative test is assumed by 9am on report days if no result is given</li> </ul>			

# FCAT

- Staff must report their result online as per the instructions as soon as the test is completed either online or by telephone as per the instructions in the home test kit.
- **Staff with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a polymerase chain reaction (PCR) test to confirm the result. Staff with a negative LFD test result can continue to attend school or nursery and use protective measures.**

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Issue: 5</b>		Low uptake on taking tests	
<b>Existing level of risk:</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>How to manage it (control measures)</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none"> <li>• Tests are optional and are not mandatory. Staff to opt in after they have read key information and privacy notice to understand data protection for testing.</li> <li>• Staff are able to ask key questions about the testing using the anonymous Google Forms or by emailing line managers.</li> <li>• Staff actively encouraged to undertake testing to allow for reassurances wherever possible for staff on site.</li> </ul>			
<b>Remaining level of risk</b>		Consider the level of risk following use of the above control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Issue that could cause harm: 6</b>		Swabs are taken incorrectly causing a false reading or cause contamination	
<b>Existing level of risk:</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>How to manage it (control measures)</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none"> <li>• Schools following government control measures.</li> <li>• Covid Coordinator has undertaken relevant training and informed staff of how to access the portal/training videos/documents prior to taking part in the community testing scheme.</li> <li>• Test conducted on a dry, clean, flat surface.</li> </ul>			

# FCAT

- Hands washed or use sanitiser before taking the test.
- Online information, training and webinars available. Video available on how to take your own test.
- Information with the kits to be followed.
- Regular communication with staff about the testing process.
- If the test is void, take another test. If 2 void results in a row, a PCR test should be taken.
- If a number of tests give a void result, unclear results or leaking/damaged tubes should be recorded and escalated to the DfE helpline.
- Covid Coordinator to be responsible for incident reporting on a school wide issue:

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

## RISK MATRIX


		Likelihood		
		Probable	Possible	Remote
Impact	<b>Major</b> Harm Physical Injury Illness	<b>HIGH</b>	<b>HIGH</b>	<b>HIGH</b>
	<b>Severe</b> Physical Injury Illness First Aid	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>
	<b>Minor</b> Physical or Emotional Discomfort	<b>MEDIUM</b>	<b>LOW</b>	<b>LOW</b>



# FCAT

## Authorisation by Risk Assessor and Headteacher


<b>OVERALL level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Assessor's comments</b>		Insert comments relevant to findings as appropriate	
<ul style="list-style-type: none"> <li>• This remains a dynamic risk assessment on the basis of information being released and updated regularly. This will be reviewed in light of experience.</li> <li>• Staff will be required to follow procedures and will be regularly reminded of the need to follow all procedures detailed above. <i>This is to be monitored by members of SLT to remove risk of complacency.</i></li> </ul>			















<b>Name of assessor</b>	<b>Signature of assessor</b>	<b>Date</b>
Sue Robinson		17th May 2021

# FCAT

<b>Head teacher comments</b>	Insert comments relevant to assessment as appropriate
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**Gary Fletcher FCAT Health & Safety Lead & John Topping FCAT Premises will assess the implementation of the Risk Assessment on regular visits to the Academy**

<b>Name of Head teacher</b>	<b>Signature of Head teacher</b>	<b>Date</b>
Sue Robinson		17th May 2021

<b>Risk assessment reviews</b>	Set future review dates & sign/comment upon completion
	  11th January 2021
	  18th January 2021
	  25th January 2021
	  3rd February 2021
	  22nd February 2021
	  12th April 2021
	  17th May 2021

## Relevant Legislation

# FCAT

Health and Safety Act 1974

Management of Health and Safety at Work Regs 1999

PPE at Work Regs

COSHH Regulations 2002

The Health Protection (Coronavirus, Restrictions) Regulations 2020