

FCAT

Coronavirus (COVID-19) Implementing protective measures within FCAT

COVID-19 Risk Assessment

Academy	Blackpool Aspire Academy
Activity / Procedure	Phased wider opening of schools - managing the risk and rate of transmission of coronavirus (COVID-19)
Assessment date	Week beginning 18 th May 2020
Review date	To be reviewed and updated frequently before and after the wider opening of school and in light of any updates to existing government guidance or any new guidance.

Identified groups at risk	
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

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

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Issue that could cause harm:	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)		
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"> 1. Reduce the number of children in the learning environment to enable social distancing with no more than 12 (ideally 10) children per small group. 2. Maximum of 2 members of staff to be with each small group of children (bubble). 3. Staff can wear masks – provided by Aspire – if they so wish Staff administering first aid to wear mask, visor, gloves and an apron. Staff dealing with a child/staff member exhibiting COVID-19 symptoms to do the same. 4. All children are to remain in the same small groups at all times each day. 5. Designated classrooms will be used for each group on a rota basis. Each room will have unnecessary equipment removed to maximise the space available. 6. Desks to be spaced as far apart as possible, minimum 2 metres apart. 7. Children keep to their desks when in the learning environment. No movement around classroom 8. Children will be seated at the same desk each day they attend. 9. Personal property of children should be kept to a minimum – no bags, lunchboxes etc. 10. Staff members to keep a minimum 2 metre distance from each other in the learning environment. 11. Mark out a 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. 12. Display signage in the learning environment regarding social distancing to reinforce, encourage and promote this for staff and children. 13. Corridors are marked at 2metre intervals, with a one-way system in operation. 4 student entrances will be in operation with a maximum of 20 students entering through each door. Ground markings will be in operation at each entrance to support social distancing. Staff will support social distancing during transit to designated classrooms. Stairwell markers also in operation. All duty staff will have clip boards with student class information to ensure students are where they should be. Each class 'bubble' will have a maximum of 10-12 students with each child having a marked out designated desk which is fully resourced with a chromebook and pencil case etc. No movement is required in the classroom. Each classroom will have a radio and staff will on call to escort students at 2ms to the toilet. A teacher space will be marked out in each classroom. The behaviour will reflect the new routines and working practices. 			
This is now considered low risk			

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Issue that could cause harm:	Lack of Social Distancing when using toilets and poor hygiene 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"> 1. Individual the staff toilets to be used. Queue markers are in place on the corridor. 2. Ensuring that toilets do not become crowded by limiting the number of children who use the toilet facilities at one time. Maximum 2 students – only 2 cubicles open 3. Allocated toilets for different groups of children and staff to enable toilet facilities to be used by the same small groups of staff and children as far as possible. This will be achieved by different groups using different floors. 4. Staff and children 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. 5. Display signage in the toilets regarding handwashing to reinforce, encourage and promote this for staff and children. 6. To aid ventilation all classroom doors should remain open. This also limits the use of door handles. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. 7. Full stock of soap and sanitiser to be maintained in the toilets at all times. 8. The school will be cleaned daily by the cleaning team. Day time cleaner(s) will be operation to clean the toilets on a rolling program every 30mins throughout the day. Only 2 cubicles will be open in each toilet. Protocol from FCAT Premises to be issued to assist with this. 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:	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)		
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"> 1. 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. 2. All staff will follow current staff entry procedures via the staff entrance, queuing markers in operation outside. Hand sanitisation stations available at all entrances. All staff go directly to their work area. E.g. classroom, office etc. Staff with no base will be based in the drama studio at a designated desk which will follow social distancing rules. There are no communal areas open. Staff should not congregate in any room. 3. Installation of hand sanitiser stations at staff entrances/exits to building. 4. Staff to sanitise hands on each and every entry and exit from the building. 5. Entrances to be propped Prop doors open when students arrive – staff to supervise -to limit use of door handles and aid ventilation. 6. Main Reception - Hand sanitiser station for all visitors. Maximum 1 visitor in reception at any one time. Clear SD markings on the floor. Screens erected in front of the main desk. Receptionist complete all inventory work. 7. Communication 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. 8. Advise visitors that they cannot enter the site unless they have a pre-arranged appointment, which should be conducted safely. 9. Students enter via a designated entrance only. Hand sanitisation station at each entrance. Parents will only be allowed on site by a pre-arranged appointment and will meet a member of SLT. 10. Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend. 11. Staff supervision throughout start and finish times to encourage and insist on social distancing. 12. 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. 13. Everyone should use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). 14. There are lidded bins for tissues and these are emptied throughout the day. 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:	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)		
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"> 1. There will be no movement around the school building by students during lessons. Lunches will be provided as 'grab bags' as students leave the site or on entry if a 'two sitting' day is employed. Any breaktimes will be staggered. 2. One-way systems are in operation. They must be stringently adhered to in order to stop student and staff passing in close proximity to one another. 3. There will be no mixing of groups at any time during any potential breaktime 4. 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 would 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. 5. Display signage outside and inside the building regarding social distancing and good hygiene to reinforce, encourage and promote this for staff and children. 6. 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'). 7. There are lidded bins in break areas for tissues and these are emptied throughout the day. 8. Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in play/break time and lunchtime areas. 9. Staff supervision throughout breaktimes to actively encourage and insist on social distancing. 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:		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)		
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"> 1. Staff room will be closed. 2. Staff to stagger break and lunch times. 3. Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in rooms. 4. Staff asked to clean hands upon arrival and exit from the canteen - 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 5. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. 6. Staff sit at 2metre intervals in the canteen to encourage and maintain social distancing. 7. Display signage outside and inside the building regarding social distancing and good hygiene to reinforce, encourage and promote this for staff. 				
Remaining level of risk		Consider level of risk following use of control measures		
HIGH		MEDIUM	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:	Lack of social distancing in the corridors 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"> 1. No movement around the building during lesson times. Toilet stops to be supervised by on call staff. Breaktimes to be staggered. 2. One-way system in place and clearly marked out along with social distancing markers. All staff and students must adhere to it. 3. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. 4. Signage on corridors regarding social distancing to reinforce, encourage and promote this for children and staff. 5. Staff supervision on corridors to actively encourage and insist on social distancing. 6. Staff communication via phone, radio or e-mail to limit unnecessary movement of staff on corridors. 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:		Contact with surfaces/shared resources and poor hygiene 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"> 1. Learning environments to be properly cleaned at the start and end of each day and properly cleaned between uses by different groups of children. Cleaning protocols in place as previously stated. Cleaning protocol from FCAT Premises to be issued to assist with this. 2. Frequent day time cleaning of surfaces that children and young people are touching such as books, desks, chairs, tables, doors, sinks, toilets, light switches, bannisters (more regularly than normal). 3. Shared materials and surfaces to be cleaned and disinfected more frequently than normal. 4. Sufficient handwashing facilities are available across the school. Where a sink is not nearby, use 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. Lidded bins are available in breaktime areas for tissues and these are emptied throughout the day. 8. Display signage across school regarding handwashing 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. Learning planned so resources are individual and not shared – or on white board. Each child given their 'own' chromebook to use in school (this is dependent on numbers and/or ability to purchase more). 11. Resources on tables ready for learning and not distributed during the learning. 12. Each student given their own workbook and folder for individual sheets. 13. All students to be issued with their own fully stocked pencil case. 14. Children keep to their desks when in the learning environment. 15. Children will be seated at the same desk each day if they attend on consecutive days. 				
Remaining level of risk		Consider level of risk following use of control measures		
HIGH		MEDIUM	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:	Lack of cleaning 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"> 1. The <u>COVID-19: cleaning of non-healthcare settings guidance</u> to be followed. 2. School to be properly cleaned at the start and end of each day and properly cleaned between uses by different groups of children. Cleaning protocols in place as previously stated. Cleaning protocol from FCAT Premises to be issued to assist with this. 3. Surfaces that children and young people are touching such as desks, chairs, tables, doors, sinks, toilets, light switches, bannisters, more regularly than normal. 4. Shared materials and surfaces to be cleaned and disinfected more frequently than normal. 5. PPE will be worn by all cleaning staff in accordance with <u>COVID-19: cleaning of non-healthcare settings guidance</u>. 6. Deep clean of the academy before wider re-opening. 7. To ensure effective stock control and sufficient stock of cleaning materials, hygiene materials and PPE in line with cleaning schedule. 8. Ensure there are lidded bins across school for tissues and these are emptied throughout the day. 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:	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)		
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"> • Year 10 students with behaviour issues – linked to endangering others – will only be allowed into school once a risk assessment has been conducted and it is deemed by the Head the risk can be successfully managed. • Staff should 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. • Poor behaviour that endangers the safety of others will not be tolerated. Anyone behaving this way will be removed from the premises. Reduced timetables/exclusion/inclusion and alternative provision will be considered if necessary to manage the behaviour of children and young people and minimise risk to staff. • Use of PPE where 2 metre distance cannot be maintained. • Utilise glass/perspex screens at the reception desk. 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:	First Aid/Accident/Administering medicines/EHP/Personal Care 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"> 1. Ensure there is a member of First Aid trained staff on site and only trained staff carry out First Aid 2. Ensure full and complete first aid stock on site at all times. 3. Ensure FCAT First Aid, Accident Administering medicines and EHP Policies are followed. 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 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. Visors and goggles/glasses 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. 6. Full and complete stock of PPE on site at all times. 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:	Safeguarding checking how the academy is safeguarding children and young people during the remaining partial closure of schools and in the wider opening.		
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"> 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. 2. Mentor in place 3 days per week. Student Services to reopen to support students pastoral care. Bereavement policy in place. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:		Emotional distress of the children - including mental health conditions.	
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"> 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. 2. Reduce time in school to ensure transition is supported and successful from home to school. 3. Consideration will be given to curriculum delivery to ensure transition is supported and successful from home to school the curriculum delivered in school will follow and complement the remote learning resources. 4. Pastoral care in place via mentors and student services. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Issue that could cause harm:		Emotional distress of the staff – including mental health conditions.	
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"> 1. All plans to reopen on a phased return will be shared as part of a whole staff consultation. All issues can be raised centrally. 2. SLT members of staff on site every day for staff to share any questions or concerns. 3. Continued access for staff to remote wellbeing support from qualified professionals via Line Manager or teamfcatwellbeing.fcacat.org.uk monitored by HR daily. 4. Ongoing signposting of staff to online/phone wellbeing support. 5. Ongoing review of COVID-19 risk assessment to ensure control measures are implemented and updated if necessary to maintain a safe working environment. 6. To promote the Team FCAT Work and Wellbeing charter. 7. Set up of trust-wide e-mail address for staff to share/report and health and safety concerns relating to COVID-19. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:	Risk of COVID-19 illness to extremely clinically vulnerable and clinically vulnerable children staff and family members.		
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"> 1. Children who are extremely clinically vulnerable should not attend school. 2. Children who live with someone who is extremely clinically vulnerable are advised they only attend an education or childcare setting if stringent social distancing can be adhered to and they are able to understand and follow those instructions. Risk assessments will be carried out. 3. Staff who are extremely clinically vulnerable (those who have received a letter from Government or clinician advising them to shield) should work from home. Staff who are living with someone who is clinically extremely vulnerable should be supported to work from home. 4. Staff who are clinically vulnerable should work from home where possible. Education and childcare settings should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk. 5. Staff and children living with those that are clinically vulnerable can attend school and work with children or adults adhering to this risk assessment. 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:	Staff health and wellbeing when working from home for which FCAT remains responsible for as the employer.		
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"> 1. Line Managers to maintain regular and reasonable contact with staff in their teams. 2. Encourage staff to undertake a workstation risk assessment and consider any equipment staff may require in order to work from home safely. 3. Encourage staff to take short and regular rest breaks when using a computer screen. 4. To encourage staff not to work excessively long hours and to take a lunch break. 5. To promote the Team FCAT Work and Wellbeing Charter. 6. Continued access for staff to remote wellbeing support from qualified professionals via Line Manager or teamfcatwellbeing.fcacat.org.uk monitored by HR daily. 7. Ongoing signposting of staff to online/phone wellbeing support. 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:	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"> 1. Staff offices to be properly cleaned at the start and end of each day and surfaces (e.g. desks, door Cleaning protocols in place as previously stated. Cleaning protocol from FCAT Premises to be issued to assist with this. 2. Staff who are office based and can undertake their job role at home, should continue to work from home. 3. Limit the number of people in office at any one time. 4. Ensure a 2 metre distance between staff work spaces. Use marker tape in the office at 2 metre intervals to encourage and maintain social distancing. 5. Use back-to-back or side-to-side working (rather than face-to-face) whenever possible. 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). 7. Provide hand sanitiser in offices and meeting rooms. 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 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. 10. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units 11. Display signage in offices regarding social distancing and good hygiene to reinforce, encourage and promote this for staff. 12. Avoiding use of hot desks and spaces and, where not possible, for example, call centres or training facilities, cleaning and sanitising workstations between different occupants including shared equipment. 13. Use Gmeet to avoid in-person meetings. 14. Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout. 15. Avoiding transmission during meetings, for example avoiding sharing pens and other objects. 16. Hold meetings outdoors or in well-ventilated rooms whenever possible. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:		Risk of a person coming into work/school with COVID-19 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"> 1. Staff, children, young people, parents, carers or any visitors, such as suppliers, should not enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection). 2. If anyone becomes unwell with a new, continuous cough or a high temperature in school, they will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. 3. Proper cleaning of the area where anyone has become unwell with symptoms of COVID-19 will take place. 4. If a child is awaiting collection, they will be moved to MR1 and isolated behind the closed door, and supervised from afar. 5. If they need to go to the bathroom while waiting to be collected, they will use the disabled toilet on A floor – the nearest toilet to MR1. The toilet will then be cleaned and disinfected using standard cleaning products before being used by anyone else. 6. PPE will 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 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 will 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. Visors as well as safety glasses are available. 7. Staff and parents/carers will be advised about testing for COVID-19 for keyworkers and children in school. 8. Academy SLT will 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. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:	Travel to and from work/school for staff/children 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"> 1. Encouraging parents and children and young people to walk or cycle to their education setting where possible and are aware of the <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> when planning their travel 2. 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. 3. Encouraging staff to travel to work by personal vehicle, walk or cycle instead of using public transport. 4. Advise staff not to car share. 5. Encourage staff to follow social distancing in the staff car park. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:		Communication failure with staff, parents, carers, children visitors, contractors, volunteers etc. 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"> 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. 				
Remaining level of risk		Consider level of risk following use of control measures		
HIGH		MEDIUM	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:		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 parcel to vulnerable family.	
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"> Home visits will not be conducted by the school. The PWO service are currently conducting those on our behalf. On the rare occasions 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 will be enforced to undertake a home visit. A time for the home visit will be pre-arranged between the school and the parent/carer. The member of staff should maintain a distance of 2 metres from any adult or child and must not enter the home. The member of staff should drive to the home, knock on the door, leave the food parcel/work pack and return to their vehicle, locking the doors and drive away. 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). The member of staff must have business insurance for their personal vehicle. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Issue that could cause harm:		Implementation of the Emergency Evacuation Procedure/ Emergency Plan 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"> 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. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:		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	
<ol style="list-style-type: none"> 1. 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. 2. 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. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Issue that could cause harm:		Security during the partial closure and wider re-opening of schools (intruders, trespassers)	
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"> 1. Academy Security Procedures 2. Academy Opening and Closing procedures 3. Academy Out of hours procedures 4. Academy Lockdown policy 5. Academy Emergency Plan 6. FCAT Abusive Parents policy 7. CCTV 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

FCAT

Authorisation by Risk Assessor and Headteacher

OVERALL level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Assessor's comments	Insert comments relevant to findings as appropriate		

Name of assessor	Signature of assessor	Date

Head teacher comments	Insert comments relevant to assessment as appropriate

Name of Head teacher	Signature of Head teacher	Date

Risk assessment reviews	Set future review dates & sign/comment upon completion
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