FCAT

Coronavirus (COVID-19)
Implementing protective measures within FCAT

COVID-19 Risk Assessment	

Academy	Aspire Academy
Activity / Procedure	Full opening of schools - managing the risk and rate of transmission of coronavirus (COVID-19)
Assessment date	August 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**

Red text is control measures from Government Guidance Documents

Guidance for full opening: schools (2nd July 2020).

https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19

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 14th July 2020 and will be updated to reflect any changes in published guidance.

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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

1. A staggered start to autumn term will be implemented for different groups of children split into KS3 and KS4
2. Available Capacity / Agreed number following Government guidelines: All pupils / students can attend the academy each day.
3. Staff and students will wear masks provided by the Academy whilst in communal areas such as the dining room queue, corridors and toilets.
4. Maximum number of 30 students in most classrooms, although some smaller classrooms will have a smaller capacity due to the size of the room. This has been fully mapped out in the curriculum model.
5. Each year group is its own bubble – the bubbles will be in different geographical locations around school and have different breaks and lunches.
6. Ensure that children are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days. Groups of children will be placed into 'bubbles' with defined staff and children will not mix with other 'bubbles' and classrooms, wherever this is possible.
7. Behaviour support room - Impact will be split into 3 sections using screens to cater for years 7, 8 and 9. KS4 year groups will be with WBU and SBL in designated areas.
8. PE changing rooms will not be used.
9. Where possible, practical PE will take place outdoors, although a cleaning protocol for the sports hall is in place.
10. Cleaning rotas will be updated to be in synergy with the amended academy timetable from autumn term 2020.
11. Classrooms will be arranged so that desks are forward-facing wherever possible. Extraneous furniture will be removed to facilitate the maximum possible distancing within rooms.
12. Science laboratories not used by a bubble can be booked for any years but must be cleaned between use.
13. Specific arrangements will be put in place to enable KS4 siblings to collect KS3 children in a distanced manner
14. Classrooms will have a defined teacher area to support social distancing, equipped also with a sneeze screen to be used by TAs.
15. Teaching staff and TAs will teach and support in no more than 2 bubbles unless personally signed off by the Head.
16. Changing the assignment of staff to each group of children/young people will be a last resort but may be necessary for example due to staff absence or redeployment of staff to a different bubble to ensure specialist teaching.
17. Any technical support staff required to enter a learning environment due to urgent operational requirements (e.g. IT Technician) will maintain a minimum 2 metre plus 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.
18. Maximise the number of learning environments used including outdoor space as much as possible to more easily allow for distance between children and staff.
19. Access rooms directly from outside where possible to reduce mixing of groups.
20. Ensure that wherever possible children use the same classroom or area of a setting throughout the day to minimise movement around school.
21. Remove excess furniture to increase space if able to do so.(Appendix A Premises / cleaning protocol).
22. Desks should be spaced as far apart as possible. (Appendix A Premises / cleaning protocol). Extraneous furniture will be removed.
23. In secondary schools re-arrange classrooms/workshops with desks facing forward and maximum distancing.
24. Children keep to their desks when in the learning environment.
25. Where possible seat children at the same desk each day if they attend on consecutive days.
26. Personal property of children will be kept to a minimum e.g. bags, coats, lunchboxes
27. Staff members will be briefed on keeping a minimum 2 metre plus distance from each other and children wherever possible in the learning environment.
28. Mark out a 2 metre plus area e.g. with tape for the member(s) to of staff to be able to maintain social distancing from children and other staff.
29. Signage will be displayed in all learning environments regarding social distancing to reinforce, encourage and promote this for staff and children.
30. The academy will introduce staggered arrival and departure times of children. Parents and children will be expected to maintain social distancing at all times – floor markings will indicate the distance required to be maintained. As far as possible each year group will use separate entrances in order to reduce the build-up of parents and children. Parents will be required to line up to collect children and children will be brought to them in turn (mainly Year 7).
31. Toilets will revert to their original designation. All toilets will be cleaned at least hourly.

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32. Staff will be urged to maintain social distancing where possible but will not work beyond the group of children they are allocated to. Year group classrooms will be identified and co-located wherever possible to minimise movement around school and potential contact with other Year group bubbles.
33. For children and staff, procedures will be revisited and managed in line with the academy behaviour policy, updated in light of the coronavirus epidemic.
34. 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 and floor markings.
35. Assemblies will take place but students and staff (except the speaker) will wear masks.
36. Off site visits will resume (very limited) with additional protective measures under FCAT policy guidance, with full and thorough additional risk assessments for every visit.
37. 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.
38. Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.
39. Intensive monitoring of the compliance with safety arrangements will avoid the need for quality assurance walk through classroom visits at this time.

Remaining level of risk	Consider the level of risk following use of the above control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

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		

1. Ensuring that toilets do not become crowded by limiting the number of children who use the toilet facilities at one time. Toilets will be cleaned hourly.

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2. Staff and children asked to clean hands after using the toilet - wash hands thoroughly for 20 seconds with hot running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Ensure that help is available for children who have trouble cleaning their hands independently.
4. Signage will be displayed in the toilets regarding hand washing to reinforce, encourage and promote this for staff and children.
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. Full stock of soap and sanitiser to be maintained in the toilets at all times.
7. Toilets will be cleaned according to the FCAT cleaning risk assessment schedule as a minimum throughout the day (at Aspire Academy we intend to clean toilets at least hourly), as well as the start and end of each day. If any toilet needs cleaning urgently, staff should contact the cleaning team via main school reception.
8. Parents will not be allowed on site to use toilets.
9. All hand dryers have been isolated and lidded bins and paper towels are in place.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

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

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.
2. Non-Contact Infrared Thermometer with LCD Display will be available for all adults entering the building.
3. Staff will arrive through the staff entrance as normal, sanitise hands and ensure they are wearing a mask. They will then proceed directly to work locations and will not congregate in groups. Any staff briefing will be done virtually via video message or email. Staff are required to maintain 2 metre plus social distancing wherever possible. 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.
4. The academy has staggered arrival and departure times of children, parents and children will be expected to maintain social distancing at all times – floor markings will indicate the distance required to be maintained. As far as possible each year group will use separate entrances in order to reduce the build-up of parents and children. Parents will be required to line up to collect children and children will be brought to them in turn.
5. Installation of hand sanitiser stations at staff entrances/exits to building.
6. Staff to sanitise hands on each and every entry and exit from the building.
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. No more than 2 people will be allowed in the outer reception area of the academy, markings on the floor will provide adequate social distancing for reception staff. A perspex screen will be in place at the main reception window and on the desk in the inner reception area. No visitors will be admitted to the inner reception area unless they are wearing a mask. Staff will be required to contact the office through phone or email rather than in person and no more than 2 people should be in the inner reception area at any one time. Front of house staff will wear visors.
9. As far as possible visitors to site will be limited and where possible no visitors will be allowed on site or face to face meetings undertaken, where an emergency or safeguarding need means a face to face meeting is necessary to safeguard a child, this will take place in the Repro room or conference room, chairs will be removed to that social distancing is observed and a Perspex screen will be in place to separate attendees. Full PPE (including visors) is also available. All visitors must wear masks at all times
10. 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.
11. Visitors will be advised that they cannot enter the site unless they have a pre-arranged appointment, which should be conducted safely. Contact details of all visitors will be taken in line with Test and Trace protocols.
12. 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.

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13. 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.
14. 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.
15. The academy has staggered arrival and departure times of children, parents and children will be expected to maintain social distancing at all times – floor markings will indicate the distance required to be maintained. As far as possible each year group will use separate entrances in order to reduce the build-up of parents and children. Parents will be required to line up to collect children and children will be brought to them in turn
16. Implement staggered drop off and pick up times for different groups of children.
17. Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.
18. Staff supervision throughout drop off/pick up to encourage and insist on social distancing.
19. Signage will be displayed outside and inside the building regarding social distancing and good hygiene to reinforce, encourage and promote this for staff, parents, carers and children.
20. Everyone should use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').
21. Ensure there are lidded bins for tissues and these are emptied throughout the day. All bins are lidded around the site and in classrooms.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

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

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.
2. Lunch service will be extended. Additional lunch service 'sittings' and venues will be put in place in order to allow for additional time to provide the required hot meal.
3. Access rooms directly from outside where possible to reduce mixing of groups.
4. 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.
5. 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, recognising for secondary settings there will be some subject specialist rotation of staff. Changing the assignment of staff to each group of children will be a last resort but may be necessary for example due to staff absence or redeployment for specialist purposes.
6. Different areas will be allocated for different groups of children and staff. Movement will be managed to minimise proximity of groups.
7. Children and young people should clean their hands regularly including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.

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8. Children and young people should clean their hands 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/break snacks in their classrooms
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 will be outside and inside the building regarding social distancing and good hygiene to reinforce, encourage and promote this for staff and children.
12. There will be the use of markers e.g. paint/tape outside school and inside school at 2 metre plus intervals to encourage and maintain the maximum possible social distancing for children and adults.
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.
14. Staff and students wear masks in communal areas
15. Ensure there are lidded bins in break/playtime and lunchtime areas for tissues and these are emptied throughout the day.
16. Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in play/break time and lunchtime areas.
17. 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. (Appendix A Premises / cleaning protocol).
18. Games will be discussed which will 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.
19. There will be staff supervision throughout break/play and lunchtimes to actively encourage and insist on social distancing.
20. Western yard outdoor play equipment has been fenced off to prevent use. Primary playground equipment will be cleaned more frequently and at least daily. Any sports or other equipment shared between bubbles or classes e.g. sports, art, science will be cleaned frequently and meticulously between use by other groups of children.
21. Water fountains have been turned off.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

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

1. The Staff room will be closed to Aspire staff.
2. Staff timetables will allow staggered break and lunch times.
3. Should stringently follow the 2m social distancing rule and wear masks in all communal areas and when meeting with visitors.
4. Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in staff rooms. Sanitiser station and handwashing facilities are available in the staffroom.
5. Staff will be asked to clean hands upon arrival and exit from the staff room - wash hands thoroughly for 20 seconds with hot 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. 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. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units
8. The number of staff working at the work stations and B and C floor will be limited to 3 at each table to ensure 2m social distancing can be maintained. Staff, where possible should use 'free' rooms within their bubbles or as a last resort bookable classrooms. Work stations will then need wiping down afterwards.
9. Staff should sanitise their hands both before and after using communal equipment such as photocopiers, printers and white board remotes.
10. Signage will be displayed outside and inside the building regarding social distancing and good hygiene to reinforce, encourage and promote this for staff.

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Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

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		

1. Generally students will remain in the same classroom for most of the week for KS3 and for Y10/11 Core with staff being the only movement between classrooms.
2. 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.
3. All students and staff will wear masks on corridors and all communal areas.
4. Access rooms directly from outside where possible to reduce mixing of groups.
5. Circulation plans have been reviewed in terms of transition to and from break and lunch.
6. Circulation routes will be clearly marked with appropriate signage.
7. Any pinch-points/bottle necks are identified and managed accordingly children and staff.
8. There will be staff supervision on corridors to actively insist and the wearing of masks.
9. Staff will be encouraged to communicate via phone, radio or e-mail to limit unnecessary movement of staff on corridors.
10. Markers will be used e.g. paint/tape on corridors at 2 metre plus intervals to encourage and maintain social distancing for children and adults.
11. Prop doors open (except designated Firs Doors), where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
12. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.The movement of pupils around school will be minimised as much as possible.
13. Pupils will remain in classrooms with exceptions of break/lunch times and toilet breaks.
14. Pupils will be briefed regularly regarding observing social distancing guidance whilst circulating
15. Children and young people will be asked to walk in a 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.
16. Signage will be on corridors regarding social distancing to reinforce, encourage and promote this.
17. The lift will not be used except by the site team, children who can't use rooms upstairs will be accommodated in a bubble downstairs.
18. Where it is safe to do so, additional staff will be in place to supervise movement on corridors.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

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		

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1. Learning environments will be properly cleaned as per the cleaning policy and properly cleaned between uses by different groups of children e.g. science labs. Live cleaning of high use areas (door handles, toilets, canteen tables and bannisters) will happen throughout the day. In addition, each bubble will be equipped with cleaning equipment (sanitising gel and tissues). All surfaces will be cleaned thoroughly as well as more regularly than normal throughout the day across school. (Cleaning schedule / Cleaning RA).
2. Clean surfaces that children and young people are touching, such as books, desks, chairs, tables, doors, sinks, toilets, light switches, bannisters, more regularly than normal. (Cleaning schedule / Cleaning RA).
3. Shared materials and surfaces should be cleaned and disinfected more frequently than normal.(Cleaning schedule / Cleaning RA).
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 hot 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. Signage will be displayed across school regarding hand washing to reinforce, encourage and promote this for staff and children
9. Disinfectant trigger spray and PPE in each learning environment (gloves, masks, aprons for use if required).
10. Full stock of soap and sanitiser will be maintained in l at all times.
11. Prop doors open (not designated Fire Doors), where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
12. Learning will be planned so resources are individual and not shared – or on white board. Each member of staff will have their own equipment as will each child.
13. Resources will be on tables ready for learning and not distributed during the learning.
14. 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 e.g. iPad & pencil cases and no resources taken home from school to reduce the risk of cross contamination
15. Seek to prevent the sharing of stationery and other equipment where possible. Children will all have their own personal resources which will remain within their allocated space within their allocated room.
16. Practical lessons can go ahead if equipment can be cleaned thoroughly and properly cleaned between different groups of children. Specific guidance for practical subjects such as music and science will be fully implemented according to published DfE and CLEAPPS guidelines. Equipment will be thoroughly cleaned between its use by different children. Some Labs will be deployed as additional classrooms to facilitate through cleaning between its use by different groups of children. Music group sizes will be limited, practical work will take place in larger spaces/outside and children will be positioned and undertake activities to minimise possible transmission.
17. Children will keep to their desks when in the learning environment, wherever possible.
18. Where possible seating plans will place children at the same desk each day on consecutive days.
19. 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.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

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**

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How to manage it (control measures)	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Follow the COVID-19: cleaning of non-healthcare settings guidance
2. School to be properly cleaned as per the cleaning schedule and properly cleaned between uses by different groups of children. Learning environments to be properly cleaned at the start and end of each day and properly cleaned between uses by different groups of children. Live cleaning of high use areas (door handles, toilets, canteen tables and bannisters) will happen throughout the day. In addition, each bubble will be equipped with cleaning equipment (sanitising gel and tissues). All surfaces will be cleaned thoroughly at the start and end of each day as well as more regularly than normal throughout the day across school. Cleaning routines and rotas will be reviewed, fully updated and implemented ahead of full reopening.
3. Clean surfaces that children and young people are touching, such as 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. All cleaning operatives will be trained in all the extra measures and use of PPE as stated in the cleaning RA and evidenced.
7. Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) (Cleaning schedule / Cleaning RA).
8. Deep clean of the academy before wider re-opening.
9. To ensure effective stock control and sufficient stock of cleaning materials, hygiene materials and PPE in line with cleaning schedule.
10. Ensure there are lidded bins across school for tissues and these are emptied throughout the day.
11. Disinfectant trigger spray and PPE in each learning environment (gloves, masks, aprons for use if required).
12. All of the above are within the cleaning RA

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

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

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.
2. Reduced timetable/exclusion/inclusion considered if necessary to manage the behaviour of children and young people and minimise risk to staff.
3. Use of PPE where 2m social distance cannot be maintained.
4. Utilise glass/perspex screens at the reception desk and other key locations.
5. 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.
6. Regular reminders issued to staff regarding protocols and in turn to children.
7. Disinfectant trigger spray and PPE in each learning environment (gloves, masks, aprons for use if required).

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

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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

1. There will be a member of First Aid trained staff on site and only trained staff carry out First Aid (for primary requires Paediatric First Aid). All primary first Aiders are paediatric trained.
2. There is a full and complete first aid stock on site at all times.
3. FCAT First Aid, Accident Administering medicines and EHP Policies are followed.
4. Staff should wear full PPE (including visor) 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 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.
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. 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.
7. Full and complete stock of PPE will be on site at all times.
8. The normal Student services will not be staffed, children can enter and seek assistance but will be forced to maintain social distance enabling staff to apply PPE. Smaller student services provision will be put in place within bubbles.
9. Disinfectant trigger spray and PPE in each learning environment (gloves, masks, aprons for use if required).

Remaining level of risk	Consider level of risk following use of control measures

HIGH	MEDIUM	LOW	NEGLIGIBLE

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

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. SLT will ensure that targeted and effective pastoral care is in place to support children designed to meet individual and collective needs.

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		

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. Consideration will be given to curriculum delivery to ensure transition is supported and successful from home to school.
3. SLT will ensure that targeted and effective pastoral care is in place to support children designed to meet individual and collective needs.
4. The Academy will be employing a counsellor to support vulnerable students. The school mentor will increase their days from 2 to 3.
5. A Community Hub Officer from Blackpool Football Club will work with year 7 and 9 students one day per week
6. The Academy will continue to 'buy in' to the School Home Support initiative. Workers will wear masks in school.
7. Pastoral team members will risk assess and RAG rate the support needs of each student
8. Training materials published by DfE will be used to support targeted emotional health interventions by school staff
9. For all students, weekly information sessions and PSHE lessons will be provided (supported by PSHE training materials produced by DfE) to keep children updated regarding COVID-19 and to reduce anxiety. In younger years this will be delivered through increased PSHE lessons.

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		

1. SLT will ensure continuous clear and effective communication with staff regarding the detail of plans for the phased wider re-opening of schools and this COVID-19 risk assessment and control measures in advance and following the summer break to aim to minimise uncertainty and anxiety.
2. SLT are on site every day for staff to share any questions or concerns with
3. Continued access for staff to remote wellbeing support from qualified professionals via Line Manager or **teamfcatwellbeing@fcat.org.uk** monitored by HR daily.
4. Ongoing signposting of staff to online/phone wellbeing support.
5. New Supervision Teams to meet regularly to create small support hubs within the school. All staff to be involved.
6. Ongoing review of COVID-19 risk assessment to ensure control measures are implemented and updated if necessary to maintain a safe working environment.
7. To promote the Team FCAT Work and Wellbeing charter.
8. Set up a trust-wide e-mail address for staff to share/report and health and safety concerns relating to COVID-19.
9. The Headteacher (or delegated senior leader) will operate regular meetings with school based union representatives in order for any concerns to be addressed.

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| 10. As much notice as possible will be provided to staff of any changes to working patterns. |
| 11. If a member of staff wishes to wear items of PPE out of their own personal preference e.g. a visor – 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 |

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

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		

1. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, school will immediately offer them access to remote education. Schools should monitor engagement with this activity.

2. Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised. All other pupils must attend school

3. Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. If rates of the disease rise children (or family members) may be advised to shield during the period where rates remain high and therefore they may be temporarily absent. In this event remote learning provision will be activated immediately.

4. Parents of pupils and staff with significant risk factors should discuss their concerns with pastoral staff and senior leaders respectively.

5. It is anticipated that fewer young people will be advised to shield and that the majority of pupils will be able to return to school. some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment).

6. Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1st August, we expect that most staff will attend school.

7. It remains the case that wider government policy advises those who can work from home to do so. We recognise this will not be applicable to most school staff, but where a role may be conducive to home working, for example some administrative roles, school leaders should consider what is feasible and appropriate.

8. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.

9. The measures outlined in the DfE guidance for full opening of schools (page 1 of this risk assessment) will be applied and will mitigate risks significantly for staff, including those who are extremely clinically vulnerable and clinically vulnerable. This will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall.

10. Parents of pupils and staff with significant risk factors should discuss their concerns with pastoral staff and senior leaders.

FCAT still wishes to support staff in continuing to work from home, if able to do so, balancing this with increasing operational requirements.

- Staff who are extremely clinically vulnerable (those who have received a letter from Government or clinician advising them to shield) will be advised that they can return to work from 1 August as long as they maintain social distancing and the workplace is COVID secure..
- Staff who are clinically vulnerable should return to work where possible. Government advice is available for colleagues in these categories and those who are pregnant. Education and childcare settings should endeavour to support flexible deployment where possible.

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• The government is currently undertaking an official review of whether factors including ethnicity can affect people's vulnerability to COVID-19. The government has said this is because a disproportionately higher number of people have died from COVID-19 from black, Asian and minority ethnic (BAME) backgrounds. As such the trust will undertake individual risk assessments for any staff who are within the high risk category and/or BAME background.	
• Staff and children living with those that are extremely clinically vulnerable/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**

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		

1. Line Managers to maintain regular and reasonable contact with staff in their teams.
2. Staff will be encouraged 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.fcat.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**

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		

1. Staff offices will be properly cleaned as per the cleaning schedule and surfaces (e.g. desks, door and window handles, light switches etc.) cleaned more regularly than normal throughout the day. A cleaning schedule will be in place to ensure that all offices are cleaned daily, in the case of meeting rooms, these will be cleaned. Cleaning equipment will be provided to all offices should staff wish to clean additionally during the day. Offices that do not need to be used will remain closed.
2. Offices which normally accommodate more than 1 person and which can't when socially distancing will be restricted to 1 person (2 if space permits). Distances of 2m will be required and offices will be reorganised to avoid face to face working.
3. Limit the number of people in office at any one time.
4. There will be a 2m distance between staff work spaces. Use markers e.g. paint/tape in the office at 2m intervals to encourage and maintain social distancing.
5. Use back-to-back or side-to-side working (rather than face-to-face) whenever possible.

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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. Disinfectant trigger spray and PPE in each office/meeting room (gloves, masks, aprons for use if required).

8. Staff will be asked to clean hands upon arrival and exit from the office and regularly throughout the day - wash hands thoroughly for 20 seconds with hot 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. Signage will be displayed 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. Staff room computer workstations cannot be used and alternative IT facilities will be provided.

13. Use remote working tools to avoid in-person meetings.

14. Masks should be worn by all attendees if a meeting includes visitors to the school.

15. Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.

16. Avoiding transmission during meetings, for example avoiding sharing pens and other objects.

17. 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**

Issue that could cause harm:	**The continued prioritisation of vulnerable pupils and the children of key workers will create 'artificial groups' within schools when they reopen**		
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		

1. Plans are in place to meet the learning needs of all children.
2. Additional pastoral and SEND support is deployed wherever possible to support all prioritised pupils, who are those with additional needs.
3. We will continue working to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds.
4. A co-ordinated approach will be taken to plans for remote learning, such that these are seamless in the event of any future lockdown

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Issue that could cause harm:	**Curriculum organisation**		
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		

FCAT

1. Gaps in learning are assessed and addressed in teachers' planning.
2. Home and remote learning is continuing and is calibrated to complement in-school learning, curriculum maps and to address gaps identified.
3. Exam syllabi are covered.
4. Plans for intervention are in place for those pupils who have fallen behind in their learning.
5. 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.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Issue that could cause harm:	**Educational Visits, including transport to and from**		
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		

1. We continue to advise against domestic (UK) overnight and overseas educational visits at this stage see coronavirus: travel guidance for educational settings. In the autumn term, schools can resume non-overnight domestic educational visits. These trips should include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.). This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. As normal, schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, schools will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Schools should consult the health and safety guidance on educational visits when considering visits.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

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		

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 COVID-19: guidance for households with possible coronavirus infection).
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 isolated, sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.
3. Test and trace protocols will be applied in full

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4. Proper cleaning of the area where anyone has become unwell with symptoms of COVID-19 should take place.

5. 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.

6. 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. This will be the small meeting room. 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 2m away from other people, wherever possible.

7. 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.

8. PPE should be worn by staff caring for the child while they await collection if a distance of 1 metre plus (ideally 2m) 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 metre plus (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.

9. Staff and parents/carers should be advised about testing for COVID-19 for keyworkers and children in school.

10. 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 and DfE procedure in the event of this can be followed.

11. All children with SEND (K Codes) in year groups who return will have a risk assessment carried out prior to their return to the academy.

12. If anyone becomes unwell with a new continuous cough, or a high temperature, or has a loss/change in their normal sense of smell of taste (anosmia), they must be sent home to self-isolate for 7 days and arrange to have a test. Other members of their household must isolate for 14 days from when the symptomatic person first had symptoms.

13. 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.

14. The academy will maintain records of pupils and staff in each group and further close contacts.

15. 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.

16. Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: 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 must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.

• if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'

17. 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.

18. Schools 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.

Remaining level of risk	Consider level of risk following use of control measures

FCAT

HIGH	MEDIUM	LOW	NEGLIGIBLE

Issue:	**Risk of renewed local lockdown impacting on the ability to open school.**

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

1. Academy SLT to agree contingency plan.
2. Academy to implement 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.

Remaining level of risk	Consider level of risk following use of control measures

HIGH	MEDIUM	**LOW**	NEGLIGIBLE

Issue:	**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.**

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

1. The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.
2. Full use is made of those staff who are self-isolating but who are well enough to teach lessons online.
3. Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.
4. Full use is made of testing to inform staff deployment.
5. A blended model of home learning and attendance at school is planned for and utilised as necessary.

Remaining level of risk	Consider level of risk following use of control measures

HIGH	MEDIUM	**LOW**	NEGLIGIBLE

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

1. Encouraging parents and children and young people to walk or cycle to their education setting where possible and are aware of the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel.
2. how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school

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3. use of hand sanitiser upon boarding and/or disembarking
4. additional cleaning of vehicles
5. organised queuing and boarding where possible
6. distancing within vehicles wherever possible
7. 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
8. Where using transport providers e.g. school buses; 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.
9. 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.
10. Students and parents will be reminded to follow guidance when choosing to use public transport.
11. Encouraging staff to travel to work by personal vehicle, walk or cycle instead of using public transport. If public transport is the only option please confirm with the staff member that their travel is safe and social distancing is being followed i.e. no overcrowding on bus/train and use of face coverings.
12. Staff will be encouraged not to car share.
13. Staff are to follow social distancing in the staff car park, which will be extended and located at the back of school.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

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

1. Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend. Parents are informed and communicated on a regular basis by letter, phone and website.
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. Share academy risk assessment.
8. Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. Share academy risk assessment. (Cleaning RA. All cleaning operatives will have completed a training session)
9. A tight window of arrival and departure will be maintained.
10. Communications strategies for the following groups are in place: Pupils/staff/parents, Governors/Trustees, Local authority, Regional Schools Commissioner, Professional associations Other partners
11. Communications on social distancing arrangements take place regularly to reinforce key messages.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

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 parcels to vulnerable families.**

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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

1. Home visits will be a last resort and alternative measures implemented firstly.
2. Where a home visit is absolutely essential this must follow the stand alone home visit risk assessment protocol and the member of staff must undertake the home visit on a volunteer basis only. No member of staff will be forced to undertake a home visit.
3. A time for home visit will be pre-arranged between the school and the parent/carer.
4. The member of staff should maintain a distance of 2m from any adult or child and must not enter the home.
5. 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

1. Academy Emergency Evacuation procedures revert to pre lockdown procedures, updated for autumn term 2020 incorporating additional distancing where possible
2. 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 the maximum possible social distance is possible at all times.
3. 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.
4. 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. Students will be made fully aware of procedures and muster points
5. Social distancing markings will be on the floor for use during fire evacuation.

Remaining level of risk	Consider level of risk following use of control measures

HIGH	**MEDIUM**	LOW	NEGLIGIBLE

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

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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. This includes air conditioning systems.
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. (Air conditioning will not be used).
3. Essential contractors will be allowed on site and will be briefed by site staff as to social distancing measures required.

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 reopening 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		

1. Academy Security Procedures / Security Survey
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 / intruder alarm / Access controls (FOB)

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Issue that could cause harm:	**Lack of Social Distancing and poor hygiene in before Extracurricular including Before/After School Club provision 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		

1. Keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups.

2. Ensure regular cleaning of environment and equipment in line with COVID Cleaning Schedule.

3. Follow the control measures as outlined under section titled "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)" and section titled "Lack of social distancing and poor hygiene during break/ playtimes and lunchtimes which could increase the risk

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and rate of transmission of coronavirus (COVID-19)" and section titled Contact with surfaces/shared resources and poor hygiene which could increase the risk and rate of transmission of coronavirus (COVID-19)			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

RISK MATRIX

Likelihood →

Impact ↓	Probable	Possible	Remote
Major **Harm** **Physical Injury** **Illness**	HIGH	HIGH	HIGH
Severe **Physical Injury** **Illness** **First Aid**	HIGH	MEDIUM	LOW

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Minor **Physical or** **emotional discomfort**	**MEDIUM**	**LOW**	**LOW**

Authorisation by Risk Assessor and Headteacher

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

● This remains a dynamic risk assessment on the basis of information being released and updated regularly. This will be reviewed in light of experience.
● Staff will be required to follow procedures and will be regularly reminded of the need to follow all procedures detailed above.

Name of assessor	Signature of assessor	Date
Mr J Woods	*John Woods*	31/08/2020

Head teacher comments	Insert comments relevant to assessment as appropriate

● The risk assessment will be reviewed weekly and feedback gathered through discussion with professional association representatives at a weekly meeting.
● Consideration will be given to all issues raised and actions taken in order to address as many concerns as possible using government guidance to support.

FCAT

Name of Head teacher	Signature of Head teacher	Date
Mr J Woods	*John Woods*	31/07/2020

Risk assessment reviews	7/9/20 14/9/20 21/9/20

Relevant Legislation

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