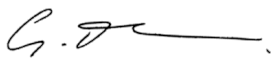


# FCAT

## COVID-19 Risk assessment / Contingency Plan

<b>Academy</b>	CENTRAL SERVICES
<b>Activity / Procedure</b>	Gov Guidance Action for Schools and Contingency
<b>Assessment date</b>	Spring Term 2022
<b>Review date</b>	To be reviewed and updated frequently in light of any updates to existing government guidance or any new guidance.

Identified groups at risk	
<b>Staff</b>	YES
<b>Visitors</b>	YES
<b>Contractors</b>	YES

Name of assessor(s)	Signature of assessor(s)	Date
Gary Fletcher		17th January

### Information

The health, safety and wellbeing of all staff, pupils, visitors and contractors is of utmost importance to FCAT. This Risk assessment is to give all staff the assurance that appropriate control measures are being put in place in response to coronavirus (COVID-19). It reflects current Government guidance. The national response to the pandemic continues to change and evolve as does the guidance.

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

FCAT's existing health and safety responsibilities and those of our staff as outlined in our health and safety policies continue to apply. All required control measures are implemented in order to manage the risk effectively in the same way we normally would with other health and safety related risks. FCAT recognises that COVID-19 is a work-related risk that requires the same management approach as any other: undertake a risk assessment, identify the necessary control measures, implement these including safe working practices, consult with staff and manage and monitor the effectiveness of the control measures.

The government continues to manage the risk of serious illness from the spread of the virus. The Prime Minister announced on 27 November the temporary introduction of new measures as a result of the Omicron variant and on 8 December that Plan B, set out in the autumn and winter plan 2021, was being enacted. As a result, these measures are reflected in this risk assessment. Government advice remains subject to change as the situation develops.

**This risk assessment:**

- Reflects the latest guidance, endorsed by the Department of Health and Social Care (DHSC) and the United Kingdom Health Security Agency (UKHSA)
- Sets out the control measures which are required

Plan B: changes to restrictions

England has moved to Plan B in response to the risks of the Omicron variant. This means:

- face coverings are required by law in some public indoor settings, such as shops, takeaways, (where there is no space for consumption of food or drink on the premise), and cinemas
- office workers who can work from home should do so
- certain venues and events are required by law to check the COVID status of customers using the NHS COVID Pass or other accepted proof

[Offices, factories and labs - Working safely during coronavirus \(COVID-19\): guidance from Step 4 - Guidance](#)

Government guidance sets out the following controls: [Schools COVID-19 operational guidance – GOV.UK \(www.gov.uk\)](#)

**CONTROLS:**

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

FCAT will implement 2 additional control measures: Face coverings and '*Respectful space*'. (Respect is one of the core values of FCAT)



Area of risk	Control Measures in place	Notes / Further information
<p><b>Contact of employees</b></p>	<p>FCAT will mitigate this risk by reducing the number of people our employees come into contact with. FCAT will:</p> <ul style="list-style-type: none"> <li>● reduce the number of people each person has contact with by using 'fixed teams or partnering' or 'cohorting' (so each person works with only a few others)</li> <li>● review layouts, using screens or barriers to separate people from each other, or using back-to-back or side-to-side working, instead of face-to-face</li> <li>● workstations will be assigned to an individual</li> <li>● staff are not to wait or hold conversations in the corridor in order to keep corridors clear for movement/access use only</li> <li>● encourage staff communication via phone, radio or e-mail to limit unnecessary movement of staff on corridors</li> <li>● regulate office opening times / working from home (or a combination of both)</li> <li>● emphasise the importance of individual and wider staff engagement, buy-in and cooperation to ensure controls are applied stringently</li> <li>● individual discussions with managers around their particular concerns</li> <li>● discuss the risk management measures FCAT have put in place to minimise transmission to keep staff, and others, safe</li> <li>● explain the controls FCAT will put/already have in place to protect them and other workers</li> <li>● take account of those with protected characteristics and discuss with disabled workers / CEV what reasonable adjustments can be made to the workplace so they can work safely</li> </ul>	
<p><b>Staff health and wellbeing when working from home for which FCAT remains responsible for as the employer.</b></p>	<p><b>Objective: Ensure the health and wellbeing of employees</b></p> <ul style="list-style-type: none"> <li>● Line Managers to maintain regular and reasonable contact with staff in their teams.</li> <li>● Encourage staff to undertake a workstation risk assessment and consider any equipment staff may require in order to work from home safely.</li> <li>● Encourage staff to take short and regular rest breaks when using a computer screen.</li> <li>● To encourage staff not to work excessively long hours and to take a lunch break.</li> <li>● To promote the Team FCAT Work and Wellbeing Charter.</li> <li>● Continued access for staff to remote wellbeing support from qualified professionals via Line Manager or <b>teamfcatwellbeing.fcat.org.uk</b> monitored by HR daily.</li> <li>● Ongoing signposting of staff to online/phone wellbeing support.</li> <li>● Put in place any particular measures or adjustments to take account of FCAT duties under equalities legislation</li> </ul>	
<p><b>Ventilation</b></p>	<p><b>Objective: To use ventilation to mitigate the risk of aerosol spread of COVID-19 in enclosed spaces.</b></p> <p>Good ventilation brings fresh or cleaned air into indoor spaces. The more fresh air that is brought inside, the more diluted any airborne virus will become. FCAT will maximise the supply of fresh air within the office environment through:</p> <ul style="list-style-type: none"> <li>● fully or partially opening windows, air vents and doors to improve natural ventilation</li> <li>● identifying any poorly ventilated spaces and taking steps to improve fresh air flow in these areas following HSE and Government guidance</li> </ul>	

<p><b>Cleaning and Hygiene</b></p>	<p><b>Objective: To make sure any site or location that has been closed or partially operated is clean, and ready to restart.</b>  Procedures:</p> <ul style="list-style-type: none"> <li>• deep clean of the offices before wider re-opening</li> <li>• assess all sites, or parts of sites, that have been closed</li> <li>• review cleaning procedures (cleaning schedule)</li> </ul> <p><b>Objective: To keep the workplace clean and prevent the spread of COVID-19 from touching contaminated surfaces.</b>  Actions:</p> <ul style="list-style-type: none"> <li>• Offices to be cleaned daily by Armfield cleaning staff</li> <li>• Provide hand sanitiser in multiple accessible locations, as well as washrooms, considering the needs of people with disabilities</li> <li>• Doors will be propped open, where safe to do so (bearing in mind fire safety), to limit use of door handles and aid ventilation</li> <li>• Clean surfaces that staff are touching, such as tables, doors, sinks, toilets, light switches, bannisters, regularly</li> <li>• Shared materials and surfaces will be cleaned and disinfected frequently</li> <li>• Ensure there are lidded bins in the offices for tissues and these are emptied daily</li> <li>• Provide a non recycling bin for employees and visitors to dispose of single use face coverings and PPE</li> <li>• Clear workspaces and remove waste and belongings from the work area at the end of a shift.</li> <li>• Cleaning schedule</li> <li>• Follow Gov guidance: <a href="#">COVID-19: cleaning of non-healthcare settings outside the home</a></li> </ul> <p><b>Objective: To help everyone keep good hygiene through the working day</b>  The use of signs and posters are in place to make staff/visitors aware:</p> <ul style="list-style-type: none"> <li>• how to wash their hands well</li> <li>• that they should wash their hands frequently</li> <li>• that they should not touch their faces</li> <li>• they should cough or sneeze into a tissue which is binned safely</li> </ul> <p>Toilet Facilities:</p> <ul style="list-style-type: none"> <li>• Toilets are within an individual room, only 1 person can enter the toilet at any one time in any case. Any staff waiting to use the toilet, not to wait immediately outside but in the corridor to enable better social distancing.</li> <li>• Staff 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. Provide paper towels and electrical dryers</li> <li>• Display signage will be in the toilets regarding hand washing to reinforce, encourage and promote this for staff and visitors.</li> <li>• Toilets will be cleaned once per day when the offices are open, If any toilet needs cleaning urgently, staff should contact the cleaning team via Armfield Academy.</li> <li>• Full stock of soap and sanitiser to be maintained in the toilets at all times</li> </ul> <p>Staff break / Lunchtime:</p> <ul style="list-style-type: none"> <li>• Kitchen to be properly cleaned once during each working day by Armfield cleaning staff and surfaces cleaned after each use throughout the day by FCAT Central staff members.</li> </ul>	
<p><b>Face Coverings</b></p>	<p>Face coverings are required by law in most indoor public places, unless an exemption or reasonable excuse applies. They are not required in offices.</p>	

	<p>From January 4th, the Government recommends that in those schools where pupils in year 7 and above are educated, face coverings should be worn in classrooms. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. This will also be a temporary measure.</p> <p>In primary schools, face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings.</p> <p>All staff may choose to wear a face covering in the workplace.</p> <p>FCAT supports that some people are not able to wear face coverings, and the reasons for this may not be visible to others.</p> <p>FCAT considers the reasonable adjustments for staff and clients with disabilities and how this fits with other obligations to workers and customers arising from the law on employment rights, health and safety and equality legislation.</p>	
<p><b>Workforce management</b></p>	<p><b>Objective: To provide guidance if there is a COVID-19 outbreak in the workplace.</b></p> <p>FCAT risk assessment includes an up-to-date Outbreak Contingency Plan in case there is a COVID-19 outbreak.</p> <p><b>Objective: To keep people safe when they travel between locations and to and from work</b></p> <p>FCAT will encourage people travelling together in any one vehicle to, wherever possible:</p> <ul style="list-style-type: none"> <li>● use fixed travel partners</li> <li>● do not sit face-to-face</li> <li>● open windows</li> </ul> <p>Public transport: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport</a></p> <p>The requirement to wear face coverings in law has been lifted. However, the government expects and recommends that people wear face coverings in crowded areas such as public transport.</p> <p><b>Objective: To make sure all staff understand COVID-19 related safety procedures.</b></p> <p>FCAT will:</p> <ul style="list-style-type: none"> <li>● Communicate clearly, consistently and regularly. This will improve understanding and consistency of ways of working.</li> <li>● Engage with employees through existing communication routes and union representatives and explain and agree to any changes in working arrangements.</li> <li>● Communicate with employees prior to returning to site regarding new procedures for arrival at work.</li> </ul> <p><b>Objective: To make sure all staff are updated on how FCAT are implementing or updating safety measures.</b></p> <ul style="list-style-type: none"> <li>● Engage with staff on an ongoing basis. This includes dealing with trade unions, or employee representative groups. FCAT will monitor and understand any unforeseen impacts of changes to working environments</li> <li>● Use simple, clear messaging to explain guidelines using images and clear language within the risk assessment</li> <li>● Communicate approaches and operational procedures with suppliers, customers and trade bodies</li> </ul> <p><b>Respectful Space</b></p>	

	<p>(Social distancing)                  Whilst school bubbles and social distancing (keeping 2m from others) is no longer a requirement, any measure that minimises the number, proximity and duration of in person contacts reduces the risk of transmission. Maintaining social distancing reduces the risk of transmission. Consideration has been given to where respectful space can be maintained between people including:</p> <ul style="list-style-type: none"> <li>● Continued cohorting of staff as far as is possible</li> <li>● Utilisation of online meetings and training</li> <li>● Keeping numbers minimised for in person meetings and training</li> <li>● Reduction of pinch points and areas of congestion</li> <li>● Furniture in areas such as reception, meeting rooms, staff rooms and offices has been rearranged to prevent face to face working and support respectful space where possible</li> <li>● minimising unnecessary working activities for staff to be or remain present in the workplace unnecessarily.</li> </ul>	
<p><b>First Aid</b></p>	<p><b>Objective: controls in administering first aid.</b></p> <ul style="list-style-type: none"> <li>● Ensure there is a member of First Aid trained staff on site and only trained staff carry out First Aid Ensure full and complete first aid stock on site at all times.</li> <li>● Ensure FCAT First Aid, Accident Administering medicines and EHP Policies are followed.</li> <li>● Full and complete stock of PPE on site at all times.</li> <li>● Staff should wear full PPE (including visor) if a colleague 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 if a distance of 1 metre plus cannot be maintained. If contact with the colleague is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> </ul>	
<p><b>Local outbreak impacting on the ability to fully open academy.</b></p>	<p><u><a href="#">Contingency framework: education and childcare settings</a></u>                  FCAT has an outbreak management plan (sometimes called contingency plan) outlining how they would operate. This includes how they would ensure every child, pupil or student receives the quantity and quality of education and care to which they are normally entitled</p>	<p>FCAT Outbreak Management Plan</p>
<p><b>Visitors</b></p>	<p>FCAT will Provide clear guidance on how to reduce the risk of spreading COVID-19 to people when they arrive. For example, by phone, on the website or by email or with on-site signage and visual aids. Ensure the information we provide to visitors does not compromise their safety</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>● Tell any visitors or contractors, such as suppliers, not to enter the setting if they are displaying any symptoms of coronavirus.</li> <li>● All visitors advised to wear a mask</li> <li>● Installation of hand sanitiser stations at staff entrances/exits to buildings.</li> <li>● Outside door to be unlocked but gate and inner door to be locked</li> <li>● Perspex screen in place to separate visitors from office staff.</li> <li>● Intercom in place to prevent unauthorised entry of visitors.</li> <li>● Staff should use hand sanitizer before using intercom or inner door lock.</li> <li>● Visitors to the setting should be kept to an absolute minimum.</li> <li>● Advise visitors that they cannot enter the site unless they have a pre-arranged appointment, which should be conducted safely.</li> </ul>	

	<ul style="list-style-type: none"> <li>• If it is agreed that a visitor does need to enter the FCAT Central Offices , 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.</li> <li>• Review entry and exit routes for visitors and contractors to minimise contact with other people</li> </ul>	
<p><b>CEV</b></p>	<p>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. There are currently no expectations of additional controls specifically for these groups. However, FCAT will ensure:</p> <ul style="list-style-type: none"> <li>• we emphasise the importance of individual and wider workforce engagement, buy-in and cooperation to ensure controls are applied stringently through this risk assessment</li> <li>• employees have individual discussions with their managers and HR around their particular concerns</li> <li>• we discuss the risk management measures we have put in place to minimise transmission to keep them, and others, safe</li> <li>• explain the controls that have been put in place to protect them and other staff</li> <li>• Individual risk assessment including ethnicity and pregnancy</li> </ul> <p><a href="#">Guidance on protecting people who are clinically extremely vulnerable from COVID-19</a></p>	
<p><b>Asymptomatic testing Tracing and self - isolation</b></p>	<p><b>The self-isolation advice for people with coronavirus (COVID-19) has changed. It is now possible to end self-isolation after 5 days, following 2 negative LFD tests taken 24 hours apart. The first LFD test should not be taken before the fifth day.</b></p> <ul style="list-style-type: none"> <li>• Secondary pupils are offered 2 onsite lateral flow tests 3 to 5 days apart on their return (this can commence 3 working days before the start of term and staggered return is applied across the first week).</li> <li>• There is no need for primary age pupils (those in year 6 and below) to regularly test, unless they have been identified as a contact for someone who has tested positive for Covid-19 and therefore advised to take lateral flow tests every day for 7 days.</li> <li>• Staff and secondary pupils are encouraged to continue to test twice weekly until notified.</li> <li>• FCAT will follow advice on testing, self-isolation and managing confirmed cases of COVID-19</li> <li>• Under the new guidance, anyone in England who receives a positive lateral flow device (LFD) test result should report their result on gov.uk and must self-isolate immediately, but will not need to take a follow-up PCR test.</li> <li>• After reporting a positive LFD test result, they will be contacted by NHS Test and Trace so that their contacts can be traced.</li> <li>• Anyone who develops <b>symptoms</b> or tests positive for Covid must immediately self-isolate.</li> <li>• From Monday 17 January, <b>people who test positive will be able to leave self-isolation after a further five full days</b>, subject to having two negative LFT results, 24 hours apart.</li> <li>• The day symptoms begin or you test positive is day zero. The next day is day one of your isolation period.</li> <li>• You can take your first test on day five. If it is negative, you can take another test 24 hours later on day six. Assuming this is also negative - and you do not have a temperature - you can immediately leave isolation.</li> <li>• The rules apply whether you are vaccinated or not.</li> <li>• If the result of either of their tests is positive, you should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until you have completed 10 full days of self-isolation, whichever is earliest.</li> <li>• Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10 day period of self-isolation.</li> </ul>	

	<ul style="list-style-type: none"> <li>Lateral flow tests are taken by people who do not have COVID-19 symptoms. Anyone who develops 1 of the 3 main COVID-19 symptoms should stay at home and self-isolate and take a PCR test. They must self-isolate if they get a positive test result, even if they have had a recent negative lateral flow test – these rules have not changed.</li> </ul> <p><a href="#">Confirmatory PCR tests to be temporarily suspended for positive lateral flow test results - GOV.UK</a>  <a href="#">Self-isolation for those with COVID-19 can end after 5 full days following 2 negative LFD tests - GOV.UK</a></p>	
<p><b>First Aid</b></p>	<p>COVID-19 First Aid guidance is followed.  <a href="#">Home COVID-19: guidance for first responders</a> (Updated 16th August 2021)          First aid training and qualifications are current.          First aider actions</p> <ul style="list-style-type: none"> <li>If you have been in close contact with a person and/or have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor yourself for symptoms of possible COVID-19 over the following 14 days.</li> <li>Wipe down the first aid box after use using a disinfectant wipe.</li> <li>Replace used PPE so that it is available for the next first aid event</li> <li>Follow your normal arrangements for recording first aid and checking stock.</li> </ul> <p><b>If emergency service responders are identified as a contact of a case of COVID-19</b>          Emergency service responders who are identified as a contact of a case of COVID-19 may be exempt from self-isolation if they are fully vaccinated.</p> <p>Additional mitigations are required for health and social care staff who are fully vaccinated and have been identified as a contact of a case of COVID-19. Refer to the management of staff and exposed patients and residents in health and social care settings guidance for further information.</p> <p>The following principles will continue to apply for unvaccinated or partially vaccinated service responders who are identified as a contact of a case of COVID-19:</p> <ul style="list-style-type: none"> <li>while providing frontline duties that involve contact with someone with COVID-19, responders will only be exempt from being considered a close-contact for the purposes of contact tracing and isolation if clinical grade PPE has been worn appropriately, and if they have received and followed appropriate training in IPC</li> <li>in all other circumstances where an emergency service responder has had contact with someone with COVID-19 (including in work settings such as staff rooms, canteens, offices and service vehicles), they will be considered a close contact for the purposes of contact tracing and isolation and should self-isolate for 10 full days</li> </ul>	
<p><b>Respectful Space (Social distancing)</b></p>	<p>Whilst school bubbles and social distancing (keeping 2m from others) is no longer a requirement, any measure that minimises the number, proximity and duration of in person contacts reduces the risk of transmission. Consideration has been given to where respectful space can be maintained between people including:</p> <ul style="list-style-type: none"> <li>Continued cohorting of staff</li> <li>Utilisation of online meetings and training</li> <li>Keeping numbers minimised for in person meetings and training</li> <li>Reduction of pinch points and areas of congestion</li> <li>Furniture in areas such as reception, meeting rooms, staff rooms and offices has been rearranged to prevent face to face working and support respectful space where possible</li> </ul>	



<p><b>Premises statutory servicing, testing and monitoring</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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 and good hygiene) for: Gas, Electric, Water, Lifts, Alarm, Fire equipment, Pat testing, Kitchen, Emergency lighting, Doors, Plant equipment, Ventilation.</li> <li>• Essential contractors will be allowed on site and will be briefed by site staff as to measures required.</li> </ul>	
<p><b>Fire Evacuation</b></p>	<p>The ability to effectively implement fire and other emergency procedures may be compromised due to reduced staff numbers,for example, therefore;</p> <ul style="list-style-type: none"> <li>• We will regularly review and where necessary, update the existing Fire Risk Assessment and Fire/Evacuation Plan.</li> <li>• We will ensure there are sufficient staff on duty e.g. sufficient fire wardens to cover the site to enable sweeps of all areas to be carried out and to ensure full evacuation of the building –particularly important if staff are required to self-isolate.</li> <li>• We will assess the suitability of Personal Emergency Evacuation Plans (PEEPs) – especially if previous role holders are no longer available to continue e.g., they may be required to self-isolate.</li> <li>• The use of portable heaters will be avoided where possible. However, where it is necessary to use these, we will ensure suitable controls are implemented and included within the existing Fire Risk Assessment.</li> </ul>	

**ADDITIONAL CONTROL MEASURES**

Area of risk	Control Measures in place	Notes / Further information