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Coronavirus (COVID-19)
Implementing protective measures within FCAT

COVID-19 Risk Assessment

Academy	Westcliff Primary Academy
Activity / Procedure	Full opening of schools - managing the risk and rate of transmission of coronavirus (COVID-19)
Original Assessment date	Thursday 21st May 2020
Review date	To be reviewed and updated frequently before and after the wider opening of school and in light of any updates to existing government guidance or any new guidance. Reviewed 25th June 2020; 13th July 2020 - For September 2020 opening. **Checked 8th September 2020 Reviewed 17th September 2020**

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

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

This risk assessment is completed based on the guidance and information available on the 17th September 2020 and will be updated to reflect any changes in published guidance.
Guidance for full opening: schools - GOV.UK

https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-andchildcare-closures/coronavirus-covid-19-early-years-and-childcare-closures
Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19
https://www.gov.uk/government/publications/what-parents-and-carers-need-to-knowabout-early-years-providers-academys-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providersacademys-and-colleges-during-the-coronavirus-covid-19-outbreak
https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-academy-clubs-and-other-out-of-academy-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-academy-settings-during-the-coronavirus-covid-19-outbreak
Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)

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System of controls

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

[**Guidance for full opening: schools - GOV.UK**](#) **September 17th 2020.**

1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
2) Where recommended, use of face coverings in schools.
3) Clean hands thoroughly more often than usual.
4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
6) Minimise contact between individuals and maintain social distancing wherever possible.
7) Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 5 must be in place in all schools, all the time.Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.Number 7 applies in specific circumstances.Response to any infection.

8) Engage with the NHS Test and Trace process.
9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
10) Contain any outbreak by following local health protection team advice.Numbers 8 to 10 must be followed in every case where they are relevant.

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PROTECTIVE MEASURES AND CONTROLS

This outlines the key protective measures the academy will take to deliver the nine essential controls identified by Public Health England.

Further controls are set out in this risk assessment.

No.	Control	Actions
1	**Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend academy.**	• Anyone with symptoms must remain at home and self-isolate for 10 days from testing positive. Anyone in their household needs to self-isolate for 14 days (including siblings). This will be communicated to parents regularly. • Any student or staff member will go home immediately if they have symptoms. They should take a test as soon as possible. • A student with symptoms awaiting collection will be isolated and kept at a distance of 2m from the supervising staff member. PPE will be worn if distancing of 2m or more from the symptomatic student is not possible or there is a risk of contaminated bodily fluids. • If the child uses the toilet, it will be thoroughly disinfected before use by anyone else. • All staff and students will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms will be cleaned with disinfectant. • All staff, current and new, will be reminded of the key messages from the training.
2	**Clean hands thoroughly more often than usual.**	• All students and staff will sanitise hands on entering and leaving the academy and before and after each playtime and lunch. Sanitiser dispensers will be located at the entrance of the academy and of each classroom. • All students and staff will be reminded to wash hands before and after visiting the toilet, coughing/sneezing and having a meal. • All students will receive regular reminders on effective hand washing routines. • The Estates Team will schedule checks during each day on stocks of hand sanitiser, soap and paper towels to check there is adequate supply. (Cleaning schedules and rotas).
3	**Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.**	• The academy will deploy posters that remind pupils and staff about the importance of catching a cough or sneeze in tissue, disposing of the tissue and washing hands and by washbasins/toilets and at entry/exit points. • All classrooms, social spaces and corridors will have adequate bins. • There will be an enhanced schedule for bins to be emptied and disinfected.
4	**Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as disinfectants.**	• All classrooms will be provided with disinfectant wipes for teachers and staff to use on the photocopier and any other shared devices. • All cleaners will be trained and regularly reminded of the protocols for disinfecting surfaces. • There will be an enhanced cleaning schedule throughout the day.

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		● (Cleaning Schedules , Rotas and Cleaning Risk Assessment).
5	**Minimise contact between individuals and maintain social distancing wherever possible.**	● All staff to socially distance 2m. ● Each bubble will have a designated classroom for all of their lessons apart from PE which will take place in the hall or outside. ● Each bubble will have a designated venue for break time, lunchtime and when needing the toilet. These venues will be disinfected before and after another bubble is able to make use of them. ● Each bubble will have a designated time for arrival, break, lunch and finish. These staggered times will ensure there is minimal contact between students of different bubbles.. ● Students and staff will be prohibited from sharing any belongings, including stationery. There will be a stock of new stationery available for students who forget. ● Latest Government guidance will be followed 10th September 2020 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-sc **PLEASE SEE UPDATED GUIDANCE FOR MUSIC DANCE AND DRAMA / PE/**
6	**Where necessary, wear appropriate personal protective equipment (PPE)**	● The academy will maintain stocks of PPE and deploy them around the academy. ● See FCAT Face coverings policy (Appendix 1)
7 **8** **9**	**Engage with the NHS Test and Trace process.** **Manage confirmed cases of coronavirus (COVID19) amongst the academy community.** **Contain any outbreak by following local health protection team advice.**	● Anyone displaying symptoms will be sent home immediately and asked to book a test. They will be asked to inform the academy of the result. ● The academy will share advice on, and promote engagement with, 'test and trace' with all staff, students and parents. *'Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice.* *The advice service will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that*

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they were infectious, and ensure they are asked to self-isolate. If, following triage, further expert advice is required the adviser will escalate the school's call to the PHE local health protection team.

The advice service (or PHE local health protection team if escalated) will work with schools to guide them through the actions they need to take. Based on their advice, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious'

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc
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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. Staggered arrival/ exit/play/lunch times will be in place in Autumn term (communicated to parents on 10th July 2020) for the whole school.
2. All pupils can attend the academy each day. To enable social distancing there will be no more than 33 children per group. In breakfast / after school club, children will be in groups of no more than 15 children, with one adult. This will be so that only 2 year groups 'mix'. The early years group will have no more than 8 children.
3. Defined members of staff are recommended to be with each small group of children. For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply and these are recommended to group children.
4. 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, wherever this is possible.
5. Where possible, practical PE will take place outdoors.
6. No physical assemblies will be scheduled. Picture News / Jigsaw Assemblies will be delivered by the class teachers.
7. Cleaning rotas will be updated in line with the timetables for Autumn 2020.
8. Classrooms will be arranged so that desks are forward facing where possible in Key Stage 2.
9. Classrooms will have a defined teacher area to support social distancing.
10. Ensure that the same staff are assigned to each group of children and, as far as possible, these stay the same during the day and on subsequent days. Changing the assignment of staff to each group of children/young people should be a last resort but may be necessary for example due to staff absence.
11. Maximise the number of learning environments used including outdoor space as much as possible to more easily allow for distance between children and staff. Water and sand trays will be used by infant children outdoors. Water will have soap, and sand will be sprayed with dettol at the end of the day.
12. Access rooms directly from outside where possible to reduce mixing of groups. Nursery, Reception, Y1, 2, 5 and 6 can access outside directly from classrooms.

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13. Ensure that wherever possible children use the same classroom or area of a setting throughout the day to minimise movement around school. Phonics groups may need to move to a different area, depending on assessments in September.
14. Remove excess furniture to increase space if able to do so.
15. Desks should be spaced as far apart as possible.
16. In primary, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. Children will be reminded not to enter the teacher's zone.
17. Children keep to their desks when in the learning environment.
18. Where possible seat children at the same desk each day.
19. Personal property of children should be kept to a minimum e.g. bags, lunchboxes. If these are brought into school they should be stored under the pupil's table. Coats will be hung on the cloakroom pegs as normal.
20. Staff members keep a minimum 1 metre distance from each other in the learning environment.
21. Mark out a 1 metre plus area e.g. with tape for the member(s) for staff to be able to maintain social distancing from children and other staff.
22. Display signage in the learning environment regarding social distancing to reinforce, encourage and promote this for staff and children.
23. Academy SLT to create academy social distancing procedures for staff and children specific to the academy environment (include instructions how to enter and exit the learning environment, use of toilet, moving around the classroom, how to maintain social distancing whilst teaching etc.)See Social Distancing Procedures (SDP) document.
24. Toilets will be used by class bubble: Early Years: Nursery, Year 1: Infant girls, Year 2: infant boys, Year 3&5: Junior boys, Year 4 & 6: Junior girls. These will be cleaned in addition to the daily schedule, mid morning and mid afternoon between toilet breaks (see cleaning schedule).
25. For children, procedures revisited and managed in line with the academy behaviour policy, updated in light of the coronavirus pandemic.
26. Off site visits will resume with additional protective measures under FCAT policy guidance, with full and thorough additional risk assessments for every visit.
27. Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.
28. 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. Academy SLT to create social distancing procedures for staff use of staff toilets specific to the academy environment (e.g. how many staff may enter the toilets at one time, queue system etc.). See SDP
2. Ensuring that toilets do not become crowded by limiting the number of children who use the toilet facilities at one time. See re-opening document.
3. Allocated toilets for different groups of children and staff to enable toilet facilities to be used by the same groups of staff and children as far as possible.
4. Staff and children asked to clean hands after using the toilet - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.

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5. Ensure help is available for children who have trouble cleaning their hands independently. Ensure supervision of hand sanitizer use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly, Skin friendly cleaning wipes can be used as an alternative.
6. Display signage in the toilets regarding hand washing to reinforce, encourage and promote this for staff and children.
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. Full stock of soap and sanitiser to be maintained in the toilets at all times.
9. Academy SLT agreed with the Site Supervisor cleaning schedule and frequency for staff and children's toilets in line with operational requirements. This will be at the start and end of each day as well as mid morning, lunchtime and mid afternoon. **Protocol from FCAT Premises to be issued to assist with this.**

Lack of space in corridors will mean that children may pass each other on route to/from toilets.

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.
3. Staff will arrive through the main reception, activate their fob, sanitise hands and pick up any PPE (cleaning staff). They will then proceed directly to work locations and will not congregate in groups of staff. Any staff briefing will be done virtually. Staff are required to maintain 1 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. Hand sanitiser stations will be at staff entrances/exits to building, in all classrooms and along corridors.
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 reception area of the academy. A glass screen is in place at the main reception window and this will remain closed at all times. No visitors will be admitted unless by appointment or in an emergency. 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 reception area at any one time. Where children arrive at front reception, they will be marshalled through the area in a socially distanced, self contained bubble by supervising staff.

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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 pentagon meeting room, chairs will be removed to that social distancing is observed. Full PPE (including visors) is also available.

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.

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 (a stick on label). 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. All external doors (which can be opened in line with fire regulations) will be opened and all staff/children will be expected to sanitise or wash hands upon entry and exit of any building or room.

16. Academy SLT to create arrival and exit procedures for parents, carers and children specific to the academy environment and to communicate these (e.g. drop off and collection times, markers outside/inside school at 2 metre intervals to encourage and maintain social distancing for children and adults when waiting outside school, children are queuing and walking in/out of school, allocated times and points of entry/exit for specific groups of children, prop open external doors to limit use of door handles, use of hand sanitiser upon each and every entry/exit etc.).

17. Implement staggered drop off and pick up times for different groups of children.

18. Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.

19. Staff supervision throughout drop off/pick up to encourage and insist on social distancing.

20. Display signage outside and inside the building regarding social distancing and good hygiene to reinforce, encourage and promote this for staff, parents, carers and children.

21. Everyone should use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').

22. There are lidded bins for tissues and these are emptied throughout the day.

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

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		

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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. Consider using one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors. A one way system is in place where possible - (hall, PE corridor and library corridor).

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 should be a last resort but may be necessary for example due to staff absence.

6. There will be allocated different areas 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. 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 in their classrooms. (Children on packed lunches will eat in classrooms).

8. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.

9. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.

10. Display signage outside and inside the building regarding social distancing and good hygiene to reinforce, encourage and promote this for staff and children.

11. Use markers e.g. paint/tape outside school and inside school at 1 metre plus intervals to encourage and maintain social distancing for children and adults.

12. 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.

13. Ensure there are lidded bins in break/playtime and lunchtime areas for tissues and these are emptied throughout the day.

14. Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in play/break time and lunchtime areas.

15. 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.

16. Games discussed which encourage social distancing e.g. football passing. 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.

17. Staff supervision throughout break/play and lunchtimes to actively encourage and insist on social distancing.

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

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

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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. Other rooms in school reassigned as staff rooms: Music Room - Early Years staff, existing Staff Room: KS1 and LKS2, Pentagon Room (2) - UKS2.
2. Staff room to be properly cleaned at the start and end of each day and surfaces cleaned more regularly than normal throughout the day.
3. Staff timetables will allow staggered break and lunch times.
4. There will be a limit on the number of people in the staffrooms at any one time. Signage will be displayed.
5. Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, hand sanitiser is provided in staff rooms.
6. Staff asked to clean hands upon arrival and exit from the staff room - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
7. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
8. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units
9. Ensure chairs in staff rooms use back-to-back or side-to-side (rather than face-to-face) whenever possible. Seating in the staff room will be organised as such that they are 1 metre plus apart and remaining furniture will be removed. Staff will not be able to congregate in the staff room in large numbers and signage will be in place to indicate that only 1 member of staff can access the work surface to prepare a drink at any one time. A queueing system will be in place to manage this. Staff will be advised not to enter the room if it is already occupied to capacity.
10. Signage will be displayed outside and inside the building regarding social distancing and good hygiene to reinforce, encourage and promote this for staff.

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

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 pupils will remain in the same classroom for most of the week for R-Y6. They may move for phonics lessons or music lessons where necessary, but this will only be when absolutely necessary.
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. A one-way circulation system is in place where possible, (Hall, PE corridor, library corridor) to keep groups apart as they move through the setting where spaces are accessed by corridors. Any pinch-points/bottle necks are identified and managed accordingly.
   children and staff.

4. Access rooms directly from outside where possible to reduce mixing of groups.
5. Children and young people walk single file on the corridor and consider having a member of staff at the front and back of the line to supervise and actively encourage and insist on social distancing.

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6. Use markers e.g. paint/tape on corridors at 1 metre+ intervals to encourage and maintain social distancing for children and adults.
7. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
8. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.
9. Display signage on corridors regarding social distancing to reinforce, encourage and promote this for children and staff.
10. Where possible, there will be staff supervision on corridors to actively encourage and insist on social distancing.
11. Encourage staff communication via phone or e-mail to limit unnecessary movement of staff on corridors.

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

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

1. Learning environments to be properly cleaned at the start and end of each day and properly cleaned between uses by different groups of children. This should be at the start and end of each day as well as more regularly than normal throughout the day across school. **Cleaning protocol from FCAT Premises to assist with this.**
2. Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, tables, doors, sinks, toilets, light switches, bannisters, more regularly than normal.
3. Shared materials and surfaces should be cleaned and disinfected more frequently than normal.
4. Ensure that sufficient handwashing facilities are available across the school. Where a sink is not nearby, provide hand sanitiser.
5. Children and staff to wash hands/use sanitiser frequently throughout the day - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
6. Children and young people should clean their hands on arrival at the setting, before and after eating, after sneezing or coughing, should be encouraged not to touch their mouth, eyes and nose, should use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').
7. Ensure there are lidded bins in break/playtime and lunchtime areas for tissues and these are emptied throughout the day.
8. Display signage across school regarding hand washing to reinforce, encourage and promote this for staff and children.
9. Full stock of soap and sanitiser to be maintained in school at all times.
10. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
11. Learning planned so stationery is individual and not shared – or on white board.
12. Resources on tables ready for learning and not distributed during the learning.
13. Use plastic packets (zippy) bags used for individual resources.

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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 may bring reading books in a zippy bag and water bottles only from home to school, plus a lunch box if not on school dinners.
15. Seek to prevent the sharing of stationery and other equipment where possible.
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. 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 the same desks when in the learning environment.
18. 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

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 at the start and end of each day 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 room 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. This will be at the start and end of each day as well as more regularly than normal throughout the day across school.
4. Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, tables, doors, sinks, toilets, light switches, bannisters, more regularly than normal.
5. Shared materials and surfaces should be cleaned and disinfected more frequently than normal.
6. PPE will be worn by all cleaning staff in accordance with COVID-19: cleaning of non-healthcare settings guidance.
7. Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)
8. All cleaning operatives will be trained in all the extra measures and use of PPE as stated in the cleaning RA and evidenced.
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.

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:	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		

- 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.
- Reduced timetable/exclusion/inclusion considered if necessary to manage the behaviour of children and young people and minimise risk to staff.
- Use of PPE where 1 metre distance cannot be maintained.
- Utilise glass screen at the reception desk.
- 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.
- Regular reminders issued to staff regarding protocols and in turn to children.
- 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:	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. Ensure there is a member of First Aid trained staff on site and only trained staff carry out First Aid (for primary requires Paediatric First Aid).

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2. Ensure full and complete first aid stock on site at all times.
3. Ensure FCAT First Aid, Accident Administering medicines and EHP Policies are followed.
4. Staff should wear PPE 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 1 metre 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 on site at all times.

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. Academy SLT to 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**

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. Reduce time in school to ensure transition is supported and successful from home to school.

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| 3. Consideration will be given to curriculum delivery to ensure transition is supported and successful from home to school. |
| 4. Academy SLT to 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

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. Academy SLT to ensure continuous clear and effective communication with staff regarding the detail of plans for the wider re-opening of schools and this COVID-19 risk assessment and control measures in advance and following 2nd July 2020 to aim to minimise uncertainty and anxiety.
2. SLT 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. Ongoing review of COVID-19 risk assessment to ensure control measures are implemented and updated if necessary to maintain a safe working environment.
6. To promote the Team FCAT Work and Wellbeing charter.
7. Set up of trust-wide e-mail address for staff to share/report and health and safety concerns relating to COVID-19.
8. As much notice as possible will be provided to staff of any changes to working patterns.

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

HIGH	MEDIUM	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:	Risk of COVID-19 illness to extremely clinically vulnerable and clinically vulnerable children staff and family members.

Existing level of risk			
<mark style="background-color:red">HIGH</mark>	**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 1 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. Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing.
9. School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.
10. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.

Staff who are clinically vulnerable or extremely clinically vulnerable

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.

11. Parents of pupils and staff with significant risk factors should discuss their concerns with pastoral staff and senior leaders.
12. FCAT still wishes to support staff in continuing to work from home, if able to do so, balancing this with increasing operational requirements.
13. 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.

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14.	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.
15.	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 as outlined in bullet point 6 above.
16.	Staff and children living with those that are clinically vulnerable can attend school and work with children or adults adhering to this risk assessment.

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

HIGH	MEDIUM	LOW	NEGLIGIBLE

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. Encourage staff to undertake a workstation risk assessment and consider any equipment staff may require in order to work from home safely.
3. Encourage staff to take short and regular rest breaks when using a computer screen.
4. To encourage staff not to work excessively long hours and to take a lunch break.
5. To promote the Team FCAT Work and Wellbeing Charter.
6. Continued access for staff to remote wellbeing support from qualified professionals via Line Manager or **teamfcatwellbeing.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 to be properly cleaned at the start and end of each day and surfaces (e.g. desks, door and window handles, light switches etc.) cleaned more regularly than normal throughout the day. **Cleaning protocol from FCAT Premises to assist with this.**
2. Staff who are office based and can undertake their job role at home, should continue to work from home.
3. Limit the number of people in office at any one time.
4. Ensure a 1 metre distance between staff work spaces. Use markers e.g. paint/tape in the office at 2 metre intervals to encourage and maintain social distancing.
5. Use back-to-back or side-to-side working (rather than face-to-face) whenever possible.
6. Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
7. Provide hand sanitiser in offices and meeting rooms.

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8. Staff asked to clean hands upon arrival and exit from the office and regularly throughout the day - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
9. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
10. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units
11. Display signage in offices regarding social distancing and good hygiene to reinforce, encourage and promote this for staff.
12. Avoiding use of hot desks and spaces and, where not possible, for example, call centres or training facilities, cleaning and sanitising workstations between different occupants including shared equipment.
13. Use remote working tools to avoid in-person meetings.
14. Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.
15. Avoiding transmission during meetings, for example avoiding sharing pens and other objects.
16. Hold meetings outdoors or in well-ventilated rooms whenever possible.

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

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		

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. Plans for intervention are in place for those pupils who have fallen behind in their learning.
4. The curriculum has been reorganised to minimise movement, maintain staff teaching across a maximum of 2 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

FCAT

HIGH	MEDIUM	LOW	NEGLIGIBLE

Issue that could cause harm:	Swimming lessons, 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

Swimming
Once clarification is received as to the requirements for Covid-safe reopening of swimming pools, this risk assessment will be update to fully reflect this. This is anticipated to be early during Autumn term 2020, dependent on a continued fall in the Covid-19 infection rate.
The pupils will walk to the baths, thus no need for transportation.
•using hand sanitiser upon arrival/exit
Accompanying staff will wear face coverings and will adopt additional social distancing.

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 or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.
3. Test and trace protocols will be applied in full.
4. Proper cleaning of the area where anyone has become unwell with symptoms of COVID-19 should take place.

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5. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 1 metre away from other people.

6. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

7. PPE should be worn by staff caring for the child while they await collection if a distance of 1 metre 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 cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

8. 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.

9. Staff and parents/carers should be advised about testing for COVID-19 for 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 procedure in the event of this can be followed.

11. 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.

12. When the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

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

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. All children and staff working with the group of children which contains an individual with a positive test must self-isolate at home for 14 days from the last close contact with the person testing positive. Household members do not need to self-isolate unless there is a subsequent positive test or their family member develops symptoms.

17. If a subsequent test shows a negative result, the household should remain in self-isolation for 14 days.

18. If testing positive, a person must continue to self-isolate for at least 7 days from the onset of their symptoms and other members of the household must continue self-isolating for the full 14 days from when the symptomatic person first had symptoms.

19. 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.

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

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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			
<mark style="background:red">HIGH</mark>	**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		
The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. 　1.　　Full use is made of those staff who are self-isolating but who are well enough to teach lessons online. 　2.　　Flexible and responsive use of teaching assistants and supply staff to supervise classes is in place. 　3.　　Full use is made of testing to inform staff deployment. 　4.　　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		
<mark style="background:red">HIGH</mark>	**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			
<mark style="background:red">HIGH</mark>	**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. Westcliff Academy does not use a minibus for transporting pupils. 3. Taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts. 4. Encouraging staff to travel to work by personal vehicle, walk or cycle instead of using public transport. 5. Staff will be encouraged not to car share. 6. Encourage staff to follow social distancing in the staff car park.			
Remaining level of risk	Consider level of risk following use of control measures		

FCAT

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.
2. Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)
3. Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).
4. Advise visitors that they cannot enter the site unless they have a pre-arranged appointment, which should be conducted safely.
5. Ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers.
6. Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.
7. Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, and hygiene suppliers.
8. Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.
9. A tight window of arrival and departure will be maintained.
   Communications strategies for the following groups are in place: Pupils/staff/parents, Governors/Trustees, Local authority, Regional Schools Commissioner, Professional associations Other partners

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 parcel to vulnerable family.**

Existing level of risk

HIGH	MEDIUM	LOW	NEGLIGIBLE

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

1. Home visits should be a last resort and alternative measures implemented firstly.
2. Where a home visit is absolutely essential this must be agreed by the Headteacher and the member of staff must undertake the home visit on a volunteer basis only. No member of staff should enforced to undertake a home visit.
3. A time for home visit should be pre-arranged between the school and the parent/carer.
4. The member of staff should maintain a distance of at least 1 metre from any adult or child and must not enter the home.

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5. The member of staff should drive to the home, knock on the door, leave the food parcel and return to their vehicle, locking the doors and drive away.
6. Lone working arrangements should be implemented between the member of staff and a member of SLT (e.g. agreed appointment time for the visit, member of staff to call SLT to confirm they have safely completed the home visit).
7. 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. Existing Academy Emergency Evacuation procedure to continue to be followed, however ensuring that at least 1 metre social distance is possible at all times when evacuating the building and when congregating at the emergency evacuation point.
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 at least 1 metre social distance is possible at all times.
3. To review any Personal Emergency Evacuation Plans (PEEP) for staff and children to ensure that control measures are implemented to minimise the risk and rate of transmission of coronavirus (COVID-19) between an individual and the adult facilitating the emergency evacuation.

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

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		

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.

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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:	**Security during the partial closure and wider re-opening of schools** (intruders, trespassers)		
Existing level of risk			
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**
How to manage it (control measures)	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		

1. Academy Security Procedures - Blackpool Security key holders
2. Academy Opening and Closing procedures- Site Supervisor Paul Colclough
3. Academy Out of hours procedures -Blackpool Security
4. Academy Lockdown policy - see Westcliff Primary Academy Lockdown policy.
5. Academy Emergency Plan - Shared drive - CR updates.
6. FCAT Abusive Parents policy - On website/shared drive
7. CCTV - monitored regularly, CR and SLT

Academy to insert any amendments that have been made to the above procedures in relation to the partial closure of schools and in trying to minimise 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**

Issue that could cause harm:	**Risk relating to education visits.**		
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		

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#educational-visitsWe continue to advise against domestic (UK) overnight and overseas educational visits. This advice remains under review.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 or travel training). 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 the 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.The Association of British Insurers (ABI) has produced information on travel insurance implications following the

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coronavirus (COVID-19) outbreak. If you have any further questions about your cover or would like further reassurance, you should contact your travel insurance provider.

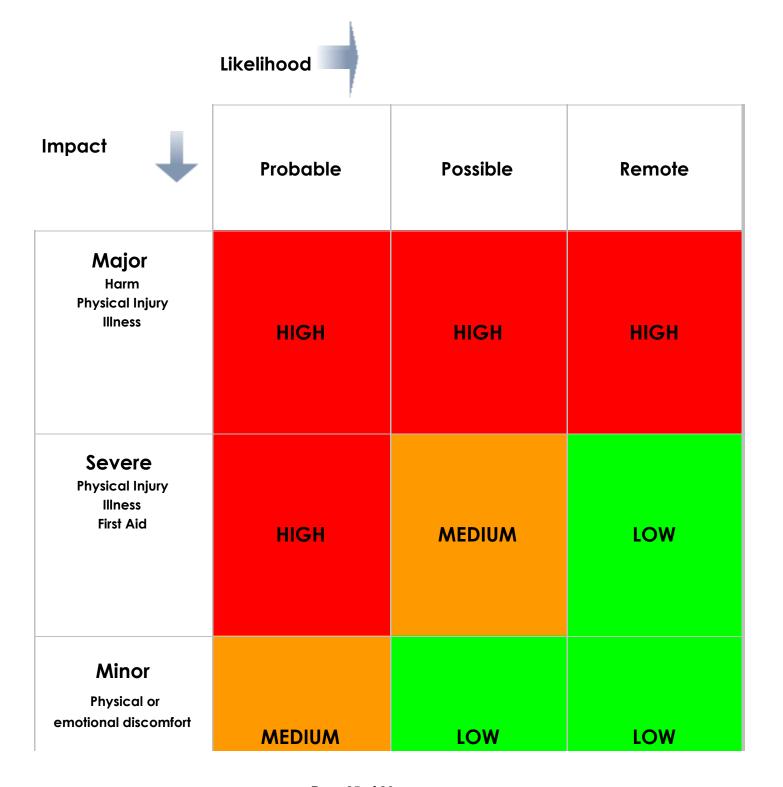| Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	**LOW**	NEGLIGIBLE

RISK MATRIX

Likelihood →

Impact ↓

	Probable	Possible	Remote
Major Harm Physical Injury Illness	HIGH	HIGH	HIGH
Severe Physical Injury Illness First Aid	HIGH	MEDIUM	LOW
Minor Physical or emotional discomfort	MEDIUM	LOW	LOW

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Authorisation by Risk Assessor and Headteacher

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

Name of assessor	Signature of assessor	Date
Amanda Stokes	A Stokes	17th September 2020

Head teacher comments	Insert comments relevant to assessment as appropriate
Checklist also completed (8th September 2020)	

Name of Head teacher	Signature of Head teacher	Date
Amanda Stokes	A Stokes	17th September 2020

Risk assessment reviews	Next review 1st October2020 (As required / change in legislation)