

# FCAT

Fylde Coast Academy Trust

## COVID-19 Risk assessment / Outbreak Management Plan

<b>Academy</b>	Garstang Community Academy
<b>Activity / Procedure</b>	Covid-19 RA and Contingency (Outbreak Plan)
<b>Assessment date</b>	Autumn Term 2021
<b>Review date</b>	To be reviewed and updated frequently in light of any updates to existing government guidance or any new guidance.

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

Name of assessor(s)	Signature of assessor(s)	Date
Steven Baker	S Baker	3.9.21

### 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, parents/carers and pupils 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 control measures that are now needed are very different to those that were previously required when the consequences associated with COVID-19 were significant.

These new arrangements take account of the following factors:

- The direct clinical risks to children are extremely low
- That individuals who are at an increased risk are individually assessed (staff and pupils)
- Vaccination programme status
- The negative impact of disruption to education

## This Risk Assessment

- Reflects the latest guidance, endorsed by the Department for Education and Public Health England for schools
- Sets out the control measures which are required

[Contingency framework: education and childcare settings](#)(Updated 17th August 2021)[Offices, factories and labs - Working safely during coronavirus \(COVID-19\): guidance from Step 4 - Guidance](#) (Updated 17th August 2021)[Actions for schools during the coronavirus outbreak](#)(Updated 27th August 2021)[\(COVID-19\) Coronavirus restrictions: what you can and cannot do](#)(Updated 20th August 2021)[Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)(Updated 11th August 2021)[COVID-19: cleaning of non-healthcare settings outside the home](#) (Updated 19th July 2021)[Guidance, Coronavirus \(COVID-19\): disposing of waste](#)(Updated 19th July 2021)[Coronavirus \(COVID-19\): safer travel guidance for passengers](#)(Updated 16th August 2021)[Home COVID-19: guidance for first responders](#)(Updated 16th August 2021)[Guidance on protecting people who are clinically extremely vulnerable from COVID-19](#)(updated 11th August 2021)[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) (Updated 13th August 2021) [What parents and carers need to know about early years providers, schools and colleges](#) (19th July 2021) [Guidance on coronavirus \(COVID-19\) measures for grassroots sport participants, providers and facility operators](#) (Updated 17th August 2021)[Events and attractions - Working safely during coronavirus \(COVID-19\) - Guidance](#) (Updated 18th August 2021)[Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus \(COVID-19\) outbreak](#) (27th August 2021)

This risk assessment does not follow the traditional format for a risk assessment. It covers the control measures needed to manage the risks presented by COVID-19 as low as possible in line with community risk levels; therefore, the need for scoring or prioritising control implementation is negated. The measures relate to all the persons who may be affected: staff, pupils, contractors and visitors. Garstang Community Academy has identified Areas of risk / Control measures and described how they are implementing these with further information, as required, in the notes box. Any additional control measures, specific to the academy, are provided at the end of the risk assessment.

### **The control measures that are now needed are very different to those that were previously required when the consequences associated with COVID-19 were significant.**

FCAT will continue to ensure good hygiene for everyone, maintain appropriate cleaning regimes, keep occupied spaces well ventilated, and follow public health advice on testing and managing confirmed cases of COVID-19. All settings will continue their strong messaging about signs and symptoms, isolation advice and testing and to support prompt isolation of suspected cases. FCAT will also continue to encourage vaccination uptake for eligible students and staff. All early years providers, schools and colleges are continuing to put in place measures to help minimise the risk of spreading COVID-19. These include handwashing, use of face coverings in specific situations, enhancing cleaning, ventilation and managing suspected and confirmed cases.

Government guidance sets out the following controls:[Schools COVID-19 operational guidance – GOV.UK \(www.gov.uk\)](#) (27th August 2021).

#### 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:

5. PPE
6. Respectful space (Respect is one of the core values of FCAT).



Area of risk	Control Measures in place	Notes / Further information
<b>Cleaning</b>	<p>The academy has developed specific cleaning schedules for items that need cleaning and disinfection. The schedule details all items, frequencies and who is responsible. This includes:</p> <ul style="list-style-type: none"> <li>• Cleaning all touch points including those that are fixed to the premises (inside and out)</li> <li>• Equipment and resources are disinfected on a daily basis as a minimum.               <ol style="list-style-type: none"> <li>1. Soft furnishings are disinfected with a proprietary fabric disinfectant spray.</li> <li>2. Frequency of cleaning and disinfection of equipment is increased based on risk e.g. the number of different users who are handling equipment and resources, the ability of users to undertake effective hand hygiene</li> </ol> </li> <li>• Consideration has been given to times of high use and frequency of disinfection increased accordingly where possible.</li> <li>• Shared touch points in staff areas such as those on microwaves, kettles, fridges and photocopiers are wiped down before and after use</li> <li>• If a surface is visibly dirty it is always cleaned prior to disinfection.</li> <li>• Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.</li> </ul> <p>All Staff who undertake cleaning:</p> <ul style="list-style-type: none"> <li>• Know the schedule information.</li> <li>• Have received relevant training/instruction</li> <li>• Will follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved.</li> <li>• Are provided with disinfectant wipes to enable them to clean and disinfect contact points in teaching spaces and equipment.</li> </ul>	<p><i>See Appendix 1 for GCA cleaning schedule and rota September 2021</i></p>
<b>Hand hygiene and respiratory hygiene arrangements</b>	<ul style="list-style-type: none"> <li>• Staff are ensuring that hand hygiene is carried out more frequently than normal (pupils and themselves) in an age appropriate way e.g. observing young pupils, instructing in the class (How to hand rub and NHS guidance for handwashing).</li> <li>• Event related prompts are given to pupils by staff.....<i>after..... before.... when</i> as a more effective means of promoting hand hygiene than fixed time prompts.</li> <li>• Supervision arrangements are in place to support pupils with handwashing where it is needed.</li> <li>• Skin-friendly wipes such as baby wipes / antibacterial are provided as an alternative where children are not able to wash their hands due to age or health conditions.</li> <li>• Hand hygiene frequencies include: arrival, before and after eating, before and after breaks, going to the toilet, before leaving, after removing a face covering, after handling resources (including those taken home) and at other identified intervals determined by the setting in relation to the activities carried out.</li> <li>• Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.</li> <li>• Staff and pupils have been advised to avoid wearing excessive jewellery (except for a plain band) in order to ensure thorough hand washing.</li> <li>• Entrances are supervised on arrival in the morning to support hand sanitising.</li> <li>• Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home</li> <li>• Hand washing is carried out using running water.</li> <li>• Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels.</li> <li>• Hand sanitiser points are provided at key locations around the site including: at all entrance doors to the setting, at the entrance to toilet facilities, at the entrance to dining facilities, at points of high contact such as near non-automatic doors in corridors, lifts and stairs, classrooms, office facilities etc.</li> <li>• The location of sanitiser points is reviewed where there are changes to use of different areas of the premises.</li> <li>• Hand sanitiser points are checked regularly and stock replenished where necessary.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Consideration has been given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc.</li> <li>• Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points presents a risk of ingestion, this risk is managed through pupil supervision (contact will be made with Health, Safety and Well-Being where this is not possible)</li> <li>• Tissues and waste bins are provided in classrooms and other areas to ensure good respiratory hygiene.</li> <li>• Bins are emptied regularly throughout the day</li> <li>• All staff and pupils are regularly reminded about following Catch it, Kill it, Bin it requirements.</li> </ul>	
<p><b>Ventilation</b> <b>Use of outside space</b></p>	<p><b>Outside space will be used where it is possible.</b> <b>All areas of the academy have been reviewed including meeting rooms and office spaces.</b></p> <ul style="list-style-type: none"> <li>• Mechanical ventilation has been checked to ensure it provides fresh air to rooms</li> <li>• Where installed, the setup of air conditioning systems has been reviewed and adjusted to maximise the intake of fresh air.</li> <li>• Where fresh air provision is not adequate, windows are also opened in these areas.</li> <li>• Where systems serve multiple buildings or are fully recirculating, advice has been sought from qualified engineers and recommendations have been implemented.</li> <li>• Doors and windows are kept open where possible and safe (in premises with no or limited fresh air mechanical ventilation systems)</li> <li>• Where fire doors need to be kept open to support ventilation, alarm activated door openers have been installed to ensure fire safety is maintained.</li> <li>• Non fire doors are secured in the open position</li> <li>• Window restrictors are fitted where needed for premises user safety and to prevent unauthorised access.</li> <li>• Identifying any poorly ventilated spaces and taking steps to improve fresh air flow in these areas following HSE guidance</li> </ul> <p><b>During cooler weather:</b></p> <ul style="list-style-type: none"> <li>• Windows are fully opened before rooms are occupied and during breaks.</li> <li>• Windows are kept partially open when rooms are in use, windows are selected that are not directly next to work areas/pupils desks or high level windows are open fully and low level opened partially</li> <li>• Information will be provided to parents, carers and pupils to dress appropriately for cooler temperatures.</li> <li>• Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.</li> <li>• Where fans are needed in classrooms and other educational areas, a decision for their use will be made by the Headteacher in conjunction with staff.</li> </ul> <p><b>Where rooms cannot be adequately ventilated (naturally or mechanically), they have been taken out of use (subject to the below improvements that can be made in some instances)</b></p> <ul style="list-style-type: none"> <li>• The room use has been modified to limit access to one person at a time, provide space between occupation and reduce occupancy time to 30 minutes or less</li> <li>• Equipment, machinery that prevent air circulating have been relocated where possible</li> <li>• Tasks that take place in these areas have been reviewed, those that increase generation of aerosols have been modified for these areas (such as physical exertion).</li> <li>• Fans are not used in poorly ventilated areas.</li> </ul>	<p>CO2 monitors will also be provided to all state-funded education settings from September, so staff can quickly identify where ventilation needs to be improved. Further information will be issued as monitors are rolled out.</p> <p>The programme will provide sufficient monitors to take readings from across indoor spaces, providing reassurance that existing ventilation measures are working, and helping balance the need for good ventilation with keeping classrooms warm.</p>

<p><b>PPE and Face coverings</b></p>	<p><a href="https://www.gov.uk/guidance/schools-covid-19-operational-guidance">Schools COVID-19 operational guidance – GOV.UK (www.gov.uk)</a></p> <p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. The government has removed the requirement to wear face coverings in law but expects and recommends that they be worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p> <ul style="list-style-type: none"> <li>• Appropriate PPE is provided for catering, cleaning and site staff.</li> <li>• Most staff will not require PPE beyond what they would normally need for their work.</li> <li>• Where a child or young person already has routine intimate care needs that involve the use of PPE, the same PPE will continue to be used.</li> <li>• FCAT will provide this PPE and face coverings free of charge to employees who need it.</li> <li>• Face coverings are no longer required by law. However, the government expects and recommends that people continue to wear face coverings in crowded, enclosed spaces.</li> <li>• All pupils, staff and visitors may choose to wear a face covering in the workplace.</li> <li>• FCAT supports that some people are not able to wear face coverings, and the reasons for this may not be visible to others.</li> </ul>	<p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. The government has removed the requirement to wear face coverings in law but expects and recommends that they be worn in enclosed and crowded spaces where someone may come into contact with people they don't normally meet. This includes public transport and dedicated transport to school. FCAT Central team members who may be visiting more than one school during a day will be advised to wear a face-covering (unless exempt). 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>If there is an outbreak, a director of public health might advise FCAT that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). The FCAT Outbreak Management Plan covers this possibility.</p> <ul style="list-style-type: none"> <li>• Ensure adequate bins (lidded and foot operated where possible) and tissues are made available.</li> <li>• Ensure school has a stock of rubber gloves and if needed, disposable gloves/aprons/facemasks</li> </ul>
<p><b>Curriculum</b></p>	<p><b>Physical Education, School Sport and Physical Activity</b></p> <p>All sports provision, including competition between settings can be planned and delivered whilst following the measures in our system of controls. We will follow the guidance contained in Guidance on coronavirus (COVID-19) measures for grassroots sport participants, providers and facility operators. If delivering sporting or other organised events, more information can be found in COVID-19: Organised events guidance.</p> <p><b>Science, Art and D&amp;T</b></p> <p>For guidance regarding Science and D&amp;T in relation to practical activities during the Covid-19 pandemic, we will follow relevant CLEAPSS guidance. Although specific risk assessments will not be required, our existing curricular risk assessments will be reviewed and where necessary updated to reflect altered practices and CLEAPSS guidance. If we have a substantial increase in the number of positive cases in our school, a Director of Public Health might advise us that additional controls need to be reintroduced. Our Outbreak Management Plan covers this possibility.</p> <p><b>Music, Dance and Drama</b></p> <p>We will continue teaching music, dance and drama as part of the school curriculum. Singing, wind and brass instrument playing can be undertaken in line with performing arts guidance ensuring we provide adequate ventilation and clean more frequently.</p> <p><b>Performances</b></p> <p>If planning indoor or outdoor face-to-face performances, sporting or other organised events in front of a live audience, we will follow the latest advice in the COVID-19: Organised events guidance, which provides details of how to manage audiences as well as carry out performing arts safely.</p>	<p>Refer to:  <a href="#">Guidance on coronavirus (COVID-19) measures for grassroots sport participants, providers and facility operators</a></p> <ul style="list-style-type: none"> <li>• Sport England</li> <li>• Youth Sport Trust</li> <li>• Association for Physical Education (AfPE)</li> <li>• Swim England</li> </ul> <p>Refer to: CLEAPSS GL344 and GL343  Refer to CLEAPSS guidance for D&amp;T: GL347, GL348, GL354, GL355, GL360, GL356 &amp; GL362 and Science: GL336, GL338, GL339, GL345, GL352, GL353 &amp; GL362</p> <p>Refer to Working safely during COVID-19 in events and attractions including performing arts  <a href="#">Events and attractions - Working safely during coronavirus (COVID-19) - Guidance</a></p>

<p><b>Wraparound care provision, holiday clubs and extra-curricular activity including out-of-school sports provision</b></p>	<p>All children may access out-of-school settings, wraparound care and extra-curricular provision; activities may take in groups of any size and it is no longer recommended that it is necessary to keep children in consistent groups ('bubbles').</p> <p>FCAT Outbreak Management Plan covers the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p> <p>Our provision will ensure they are following the same protective measures being taken by school during the day and work with school to follow our arrangements.</p> <p>When caring for children:</p> <ul style="list-style-type: none"> <li>• under 5 years only - refer to the Actions for Early years and childcare providers</li> <li>• both under 5 years and aged 5 years and over, in mixed groups together, should follow this guidance.</li> </ul>	<p><a href="#">Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak</a></p>
<p><b>Educational visits and use of third-party premises</b></p>	<p>We will continue to undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.</p> <p>If we are considering booking a new visit, whether domestic or international, we will ensure that any new bookings have adequate financial protection in place. We will be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. We will speak to either our visit provider, commercial insurance provider, or the Risk Protection Arrangement (RPA) to assess the protection available.</p> <ul style="list-style-type: none"> <li>• Staff involved in the risk assessment are familiar with EVOLVE and any specific industry guidance that relates to the activity.</li> <li>• The provider has confirmed that they are managing the risk of COVID-19 via completion of the FCAT provider form.</li> <li>• Where appropriate, the third-party provider is involved in planning arrangements.</li> <li>• Arrangements are in place to encourage Asymptomatic Testing for school staff and secondary school pupils before and after the visit</li> <li>• Arrangements are in place to obtain assurance from the venue regarding how staff participate in regular testing.</li> <li>• A thorough risk assessment is completed in addition to the normal process using EVOLVE and includes:             <ol style="list-style-type: none"> <li>1. Arrangements for cleaning, ventilation, maintenance of personal hygiene and where possible keeping respectful distance from others including other groups and individuals using the facilities</li> <li>2. There is an appropriate level of insurance cover for the visit</li> <li>3. The venue has provided the academy with visitor information and briefings, including details of their COVID-19 arrangements</li> </ol> </li> <li>• Additional factors needed for children (and staff) with SEND and medical conditions have been considered.</li> <li>• There are contingency plans in place, for example, to respond to symptoms developing in the group.</li> </ul>	<p>FCAT Outbreak Management Plan.</p> <p>Any attendance restrictions will be reflected in the visits risk assessment and setting. FCAT leaders and EVC will consider carefully if the educational visit is still appropriate and safe.</p>
<p><b>Local outbreak impacting on the ability to open academy. Stepping Measures up and down</b></p>	<p><a href="#">Contingency framework: education and childcare settings</a></p> <p>FCAT has an outbreak management plan (sometimes called contingency plan) outlining how we will operate. This includes how we will ensure every child, pupil or student receives the quantity and quality of education and care to which they are normally entitled. Any measures in schools will only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.</p> <p><a href="#">Schools COVID-19 operational guidance – GOV.UK (www.gov.uk)</a></p> <p>Given the detrimental impact that restrictions on education can have on children and young people, any measures within FCAT will only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.</p>	<p><b>FCAT Outbreak Management Plan</b></p> <p>Local authorities, DsPH and HPTs are responsible for managing localised outbreaks.</p> <p>They play an important role in providing support and advice to education and childcare settings. FCAT will collaborate with public health and the local authority.</p>

<b>Transport and travel</b>	<p>Children and young people aged under 18 years 6 months who usually attend an education or childcare setting and who have been identified as a close contact should continue to attend the setting as normal. They do not need to wear a face covering within the setting, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</p> <ul style="list-style-type: none"> <li>• Pupils, parents and staff have been advised not to use school transport if they have symptoms</li> <li>• Pupils, parents and staff have been advised to wash or sanitise their hands before and after using transport services and following guidance for the removal of face coverings where worn.</li> <li>• Staff do not transport a symptomatic pupil</li> <li>• Staff and secondary pupils continue to use face coverings when using school transport unless exempt from doing so</li> <li>• Pupils, parents/carers are advised to follow transport provider requirements to wear face coverings</li> <li>• Staff are encouraged to wear face coverings when using public transport.</li> </ul>	<p>Whilst the legal requirement to wear a face covering has been lifted from 19 July, the government expects and recommends that people continue to wear face coverings in crowded areas, such as public transport. Wearing a face covering, especially when there is close contact between people in enclosed and crowded spaces will still help to reduce the risk of spreading COVID-19. It may also help those who are clinically extremely vulnerable feel more relaxed. It is important that face coverings fit securely around the face and safely cover the mouth and the nose.</p>
<b>Visitors</b>	<p>Visitors are advised of the following in advance:</p> <ul style="list-style-type: none"> <li>• FCAT encourage participation in asymptomatic testing</li> <li>• Specific arrangements for the meeting, for example, applying respectful distance where possible.</li> <li>• The time of visits occur so that visitors are separated from staff and pupils where possible.</li> <li>• Visits are managed to encourage space creation e.g. through meeting in outside spaces or large well ventilated rooms with furniture spread out.</li> <li>• To leave the setting immediately if they develop symptoms.</li> <li>• Hand shaking should be avoided.</li> <li>• On arrival visitors will be:</li> <li>• Provided with relevant site information</li> <li>• Asked to perform hand hygiene</li> <li>• Asked to confirm that they do not have symptoms no matter how mild or are currently required to isolate.</li> <li>• Consideration is given to the layout and use of the reception area and meeting rooms, for example, chairs are moved further apart and sit side by side where possible.</li> </ul>	<p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. The government has removed the requirement to wear face coverings in law but expects and recommends that: <i>'they be worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet'</i>.</p>
<b>Catering</b>	<ul style="list-style-type: none"> <li>• Where catering services are contracted, the setting has ensured that the service is following the relevant government guidance</li> <li>• Directly provided catering services follow relevant government guidance</li> <li>• Vending machine disinfection is incorporated into the touch point cleaning arrangements.</li> <li>• Consideration has been given to the number of touch points and that some parts may be hard to clean, e.g. collection cash slot, therefore performing hand hygiene before and after use is reinforced.</li> <li>• Hand sanitiser and disinfectant wipes are provided next to them with instructions to use before and after.</li> </ul>	
<b>Asymptomatic testing Tracing and self - isolation</b>	<p><b>Autumn Term:</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>• Staff and secondary pupils are encouraged to continue to test twice weekly until notified.</li> <li>• FCAT will follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19</li> <li>• Anyone who has symptoms must isolate and take a PCR test</li> <li>• Individuals who return a positive LFT result will need to self-isolate immediately and order a confirmatory PCR test.</li> <li>• The risk assessment for LFD testing have been completed as appropriate</li> </ul> <p><b>Tracing close contacts and isolation</b></p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> <li>• they are fully vaccinated</li> <li>• they are below the age of 18 years and 6 months</li> </ul>	<p>LFD RA reviewed and updated September 2021 following Gov guidance. See Appendix 2.</p> <p>All secondary students will be tested twice on return to school as per updated DfE guidelines.</p> <p>Staff will be asked to continue testing twice weekly at home.</p> <p>A testing facility will be maintained at GCA.</p> <p>Settings only needed to do contact tracing. Close contacts will now be identified via NHS Test and Trace and</p>

	<ul style="list-style-type: none"> <li>• they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• they are not able to get vaccinated for medical reasons</li> </ul> <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p> <ul style="list-style-type: none"> <li>• Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</li> <li>• 18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</li> <li>• FCAT will work with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (see Stepping measures up and down section for more information) or if the central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures. (Outbreak Plan).</li> </ul>	<p>education settings will no longer be expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p>
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<p><b>First Aid</b></p>	<p>COVID-19 First Aid guidance is followed.  <a href="#">Home COVID-19: guidance for first responders</a>                  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.</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. 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. 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>	<ul style="list-style-type: none"> <li>• <i>There will be a member of First Aid trained staff on site and only trained staff carry out First Aid</i></li> <li>• <i>There is a full and complete first aid stock on site at all times.</i></li> <li>• <i>FCAT First Aid, Accident Administering medicines and EHP Policies are followed.</i></li> </ul>
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<b>Workforce management</b>	<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 recognised professional association 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>	
<b>Clinically Extremely Vulnerable - CEV (Staff)</b>	<p>Social distancing guidance no longer applies in England and the UK government is no longer instructing people to work from home if they can. Employers are encouraged to talk to any clinically extremely vulnerable workers returning to their workplace, so they can explain the measures being taken to ensure where they are working safely.</p> <p>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 age, ethnicity, sex and disability, and for any staff concerned about their household members who may be at significantly greater risk.</li> <li>• Arrangements for maintaining social distancing in classrooms and elsewhere will be considered in respect of staff who are clinically extremely vulnerable or otherwise at significantly greater risk (as above).</li> </ul> <p><a href="#">Guidance on protecting people who are clinically extremely vulnerable from COVID-19</a> (Updated 11th August 2021)</p>	
<b>CEV (Pupils)</b>	<ul style="list-style-type: none"> <li>• Pupils will attend unless they are advised not to by a GP or consultant. Specific recommendations will be assessed where required.</li> <li>• Individual risk assessments will be carried out for pupils who are at an increased risk</li> <li>• Arrangements are in place to ensure that pupils are appropriately supported in relation to mental health and well-being difficulties,</li> <li>• Existing arrangements are followed for supporting students who are distressed and where safeguarding issues come to light.</li> <li>• Behaviour relating to COVID controls will be managed as it normally would in order to encourage universal hygiene and safety arrangements.</li> </ul>	

<b>Wellbeing, behaviour and attendance</b>	<ul style="list-style-type: none"> <li>• Arrangements are in place to ensure that pupils are appropriately supported in relation to mental health and well-being difficulties,</li> <li>• Existing arrangements are followed for supporting students who are distressed and where safeguarding issues come to light.</li> <li>• Behaviour relating to COVID controls will be managed as it normally would in order to encourage universal hygiene and safety arrangements.</li> </ul>	Our Behaviour policy will be reviewed with any new rules/policies and will be communicated clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour both in school and online. We will set out clearly the consequences for poor behaviour and deliberately breaking the rules and how we will enforce those rules including any sanctions. We will work with staff, pupils and parents to ensure that behaviour expectations are clearly understood, and consistently supported, taking account of individual needs
<b>Staff health and well-being</b>	<ul style="list-style-type: none"> <li>• All staff requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with COVID-19.</li> <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 teamfcatwellbeing.fcat.org.uk monitored by HR daily.</li> <li>• Ongoing signposting of staff to online/phone wellbeing support.</li> </ul>	
<p><b>When an individual develops COVID-19 symptoms or has a positive test</b></p> <p><b>Self-Isolation Arrangements – Staff and Pupils</b></p>	<p>Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p><b>If anyone in an FCAT school develops COVID-19 symptoms, however mild:</b></p> <ul style="list-style-type: none"> <li>• Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild and staff will ensure that they go home as soon as possible</li> <li>• Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day</li> <li>• Anyone who has developed symptoms and cannot go home immediately will wait in the designated room</li> <li>• Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks</li> </ul> <p>Staff and pupils know that isolation arrangements must be followed:</p> <ul style="list-style-type: none"> <li>• Where notified by NHS Test and Trace</li> <li>• In line with travel - <a href="#">Entering the UK</a></li> <li>• If the person has COVID-19 symptoms</li> <li>• On receiving a positive LFD or PCR test</li> </ul>	<p>Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parents/carers to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p>
<b>General Arrangements and collaboration</b>	<p>We will provide clear, consistent and regular communication to improve understanding and consistency of ways of working amongst staff and explain and agree any changes in working arrangements, including those working from home.</p> <ul style="list-style-type: none"> <li>• Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents/carers.</li> <li>• Communication routes are publicised and have been formally planned.</li> </ul>	<p>Examples of communication routes include:</p> <ul style="list-style-type: none"> <li>• Weekly staff Bulletins</li> <li>• Letters to staff and parents</li> <li>• Regular staff briefings</li> </ul>

	<ul style="list-style-type: none"> <li>• Staff have been instructed on the nature of COVID-19 and the reasons that control measures have changed (as outlined in the compliance code)</li> <li>• Local arrangements identified in this risk assessment have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required.</li> <li>• A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff.</li> <li>• All staff have confirmed that they are confident in applying the control measures identified in this assessment.</li> <li>• Staff have been involved in the practical implementation of this risk assessment (remotely where they are currently not in the setting).</li> <li>• Staff have been given the opportunity to discuss and resolve any concerns that they have.</li> <li>• Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school.</li> <li>• The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> <li>• Social media</li> <li>• Text messaging and e mail</li> </ul>
<b>Respectful Space (Social distancing)</b>	<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. Students and staff will be regularly reminded that 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>	
<b>Hiring academy Premises (and providing premises for club use)</b>	<p>We will expect each organiser to have their own Covid-19 risk assessment in place which we are satisfied with. This should include as a minimum the key elements of infection control (not attending or going home if symptomatic or have had a positive test result for example; test and trace; hand/respiratory hygiene; enhanced ventilation and cleaning). Hirers must also comply with our system of controls which will be included within our 'Conditions of Hire'.</p> <ul style="list-style-type: none"> <li>• Cleaning and disinfection requirements are established for all areas used (premises and equipment)</li> <li>• Information about ventilation requirements is provided to the user</li> <li>• The academy and user have agreed and confirmed their responsibilities prior to use,</li> <li>• The hirer has confirmed that they are following COVID-19 control measures for their activities</li> </ul>	
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• 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 to as appropriate, using existing procedures.</li> <li>• SLT will ensure that targeted and effective pastoral care is in place to support children designed to meet individual and collective needs.</li> <li>• Where working from home is required for the DSL or other safeguarding team member, then regular meetings are in place to ensure safeguarding matters are addressed</li> </ul>	<p>FCAT Safeguarding and Child Protection Policy. We will continue to have regard to statutory guidance <a href="#">Keeping Children Safe in Education</a></p> <p>We will review our Child Protection Policy (led by the DSL) to reflect that some children may require remote education due to self-isolation for example.</p> <p>There is no change to local multi-agency safeguarding arrangements, which remain the responsibility of the three safeguarding partners (local authorities, clinical commissioning groups and chief officers of police). All local safeguarding partners will remain vigilant and responsive to all safeguarding threats and ensure vulnerable children and</p>

		young people are safe – particularly as some children and young people will be learning remotely due to self-isolation for example.
<b>Premises statutory servicing, testing and monitoring</b>	<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/handling 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>	
<b>Fire Evacuation</b>	<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

## OUTBREAK MANAGEMENT PLAN (RA)

This outlines how FCAT will operate if additional measures are recommended for our setting or the local area. The Director of Public Health, Public Health England Health Protection Teams or the Local Authority could recommend certain measures be re-introduced. This may happen to help manage outbreaks in schools, or if there is an “extremely high prevalence” of Covid-19 in the community and other measures have failed to reduce transmission, or as part of a package of measures “responding to a variant of concern”. Local authorities, DsPH and HPTs are responsible for managing localised outbreaks. They play an important role in providing support and advice to education and childcare settings.

**N.B- THE FOLLOWING CONTROL MEASURES DO NOT NEED TO BE PUT INTO PLACE UNLESS RECOMMENDED BY THE DIRECTOR OF PUBLIC HEALTH, PHE HEALTH PROTECTION TEAMS OR THE LOCAL AUTHORITY.**

Area of risk	Control Measures in place	Notes / Further information
<p><b>If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required to contain the outbreak of a Variants of Concern (VoC) it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions.</b></p>	<ul style="list-style-type: none"> <li>• Ensure remote learning platforms are in place and accessible to all.</li> <li>• That provision is in place for vulnerable children and key worker children to attend (as per national lockdowns).</li> <li>• If attendance restrictions are required across an area, the Government will publish detailed operational guidance for schools.</li> <li>• If restrictions on pupil attendance are needed, FCAT will determine the workforce required onsite and if it is appropriate for some staff to work remotely.</li> </ul>	<p>Attendance restrictions will only be considered as a last resort following the DfE’s ‘contingency framework’ and, in collaboration with public health and the local authority.</p>
<p><b>Number of positive cases substantially increases 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</b></p>	<p><b>Extra action</b></p> <ul style="list-style-type: none"> <li>• Seek public health advice</li> <li>• Whether any activities could take place outdoors, including exercise, assemblies, or classes</li> <li>• Ways to improve ventilation indoors, where this would not significantly impact thermal comfort</li> <li>• More enhanced cleaning focussing on touch points and any shared equipment</li> </ul>	<p><b>Identifying a group</b></p> <p>Schools:</p> <ul style="list-style-type: none"> <li>• a form group or subject class</li> <li>• a friendship group mixing at break times</li> <li>• a sports team</li> <li>• a group in an after-school activity</li> </ul> <p>Early years:</p> <ul style="list-style-type: none"> <li>• a childminder minding children, including their own</li> <li>• childminders working together on the same site</li> <li>• a nursery class</li> <li>• a friendship group who often play together</li> <li>• staff and children taking part in the same activity session together</li> </ul> <p>Office:</p> <ul style="list-style-type: none"> <li>• Central Services</li> <li>• Admin departments</li> </ul>
<p><b>When a variant of COVID-19 is classed as a variant of concern (VoC)</b> <b>Asymptomatic Testing</b></p>	<ul style="list-style-type: none"> <li>• Increased use of home testing for staff.</li> <li>• Government guidance</li> </ul>	<p>Additional testing may be recommended to pick up any asymptomatic testing in the school community. These additional testing measures would need to be agreed with FCAT and the DsPH will need to consult settings and work with them to identify what support may be needed to do this. FCAT will consider how ATS could be implemented in a way that does not negatively impact the education they provide to their pupils and students.</p>

<p><b>Temporary reinstate year/class bubbles, for a temporary period to reduce mixing between groups. Self-isolation of close contacts In some cases, health protection teams may recommend that a number of other pupils self-isolate at home as a precautionary measure. This could be the class or year group.</b></p>	<ul style="list-style-type: none"> <li>• Strict class bubbles re-implemented</li> <li>• Staggered entrance/ exit times will remain in place</li> <li>• Use of multiple entrances and exits will remain in place</li> <li>• Staggered/ limited use of communal areas- hall/ dining room will remain in place</li> </ul>	<p>Local arrangements will be re-introduced Advice sought from Public Health and LA</p>
<p><b>Temporary reinstate the use of face coverings.</b></p>	<ul style="list-style-type: none"> <li>• FCAT will introduce the use of face masks in schools for staff and pupils in cases of Variants of Concern including communal areas and classrooms.</li> <li>• COVID-19 Risk Assessments will be updated in line with guidance and parents/carers will be informed of the reintroduction of face coverings.</li> <li>• Site Managers will ensure that schools have sufficient stock of PPE including facemasks.</li> <li>• Academy COVID-19 Risk Assessments will state that all visitors to school sites including parents and contractors are to wear face coverings at all times.</li> </ul>	<p>In all cases any educational drawbacks in the recommended use of face coverings will be balanced with the benefits in managing transmission and should allow for reasonable exemptions for their use.</p>
<p><b>Temporary reinstate shielding in the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list.</b></p>	<ul style="list-style-type: none"> <li>• Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are considered.</li> <li>• Risk Assessments will be updated to include shielding and FCAT will support individuals with remote working if required.</li> <li>• Remote learning platform in place for children who are advised to shield.</li> </ul>	<p>Shielding is currently paused. In the event of a major outbreak or Variant of Concern that poses a significant risk to individuals on the Shielded Patient List (SPL), ministers can agree to reintroduce shielding.</p> <p>Shielding can only be re-introduced by the national government.</p>
<p><b>Temporary limit to certain school activities;</b></p> <ul style="list-style-type: none"> <li>• educational visits (Including residential)</li> <li>• open days</li> <li>• transition and taster days</li> <li>• parental attendance in settings</li> <li>• performances in settings</li> </ul>	<p>These will all be risk assessed and control measures put in place as and when required. FCAT will consider carefully if the school activities listed are still appropriate and safe.</p> <p>Advice will be taken from the director of public health or HPT reflecting the local situation. In FCAT schools where rates are high, this may include advice that local circumstances mean that extra action than set out may be advised.</p>	<p>Attendance, restrictions and controls will be reflected in the risk assessments.</p> <p>Local authorities, DsPH and HPTs may recommend these precautions in individual settings or across an entire area.(Blackpool/Lancashire)</p>
<p><b>Communications to staff, students parents/ carers and visitors</b></p>	<p>All advised of potential outbreak and mitigating actions.</p>	<p>FCAT / Local Authority PHE guidance and other information distributed through local communication and websites</p>
<p><b>Attendance restrictions</b></p>	<ul style="list-style-type: none"> <li>• In all circumstances, priority will continue to be given to vulnerable children and young people and children of critical workers to attend to their normal timetables.</li> <li>• If attendance needs to be restricted further at either phase, vulnerable children and children of critical workers should still be able to attend.</li> <li>• Limits on attendance will only ever be considered as a last resort.</li> <li>• As with other periods of restricted attendance, schools within FCAT will provide high quality remote education for all pupils or those not attending.</li> </ul>	<p>Where measures include attendance restrictions, DfE may advise on any other groups that should be prioritised. If attendance restrictions are required across an area, the Government will publish detailed operational guidance for schools.</p> <p>If attendance restrictions are needed in any education or childcare setting, all local safeguarding partners to be vigilant and responsive to all safeguarding threats with the aim of keeping vulnerable children and young people safe,</p>

	<ul style="list-style-type: none"> <li>Restrictions on attendance may be advised by local teams for individual settings or clusters of closely linked settings.</li> <li>If restrictions on pupil attendance are needed, FCAT will determine the workforce required onsite and if it is appropriate for some staff to work remotely.</li> <li>There should be no change to local multi-agency safeguarding arrangements</li> </ul>	<p>particularly as more children and young people will be learning remotely.</p> <p>In extreme cases, and as a last resort where all other risk mitigations have not broken chains of in-school transmission, a DPH may advise FCAT to introduce short-term attendance restrictions in a setting, such as sending home a class or year group (as they could any workplace experiencing a serious infectious disease outbreak).</p> <p>All FCAT settings will continue to have regard to all statutory safeguarding guidance that applies to them.</p>
<b>Meals / Catering</b>	<p>FCAT will:</p> <ul style="list-style-type: none"> <li>Provide meal options for all pupils who are in school. Meals will be available free of charge to all infant pupils and pupils who meet the benefits-related free school meals eligibility criteria.</li> <li>Continue to provide free school meals support in the form of meals or lunch parcels for pupils who are eligible for benefits related to free school meals and who are not attending school because they have had symptoms or a positive test result themselves.</li> </ul>	
<b>Workforce</b>	<p>FCAT will continue to support staff through individual Risk Assessments and support who are:</p> <ul style="list-style-type: none"> <li>Clinically Vulnerable (CV)</li> <li>Clinically Extremely Vulnerable (CEV)</li> <li>Pregnant/Expectant mothers</li> <li>BAME</li> </ul>	<p><b>Workforce management</b></p> <p>If restrictions on child, pupil and student attendance are ever needed, FCAT leaders will be best placed to determine the workforce required onsite and if it is appropriate for some staff to work remotely.</p>

### **Appendix 1: Garstang Community Academy Cleaning Schedule – September 2021**

**This is a live document and adjustments will be made as and when changes occur.**

<b>Name</b>	<b>Hours</b>	<b>Duties</b>
Sharon Hartle (Head Cleaner)	11am – 3pm	<p>Check all toilets across site</p> <p>Both Dining halls between users</p> <p>Respond to call outs.</p> <p>Any other items that are requested</p>
All of the Team	3-7pm	2 staff to Sports Hall. Rest to Parlick. Sports hall staff continue to Parlick where all finish. Whole team move onto Calder block, then Bowland then Fairsnape.

Site Team		Any other cleaning duties if requested by the Head, Reception or Site Operations Manager.
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**Appendix 2: LFD RA**

<b>Issue:</b>	<b>RA for Lateral Flow Device (LFD) Testing</b>		
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>How to manage it (control measures)</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<p>Follow Government guidance on further control measures.</p> <p>This should contain your procedures and controls for testing</p>			
<b>Remaining level of risk</b>			
Consider level of risk following use of control measures			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

**RA for LFD testing at Garstang Community Academy**

<b>Issue: 1</b>	COVID-19 spreading in the school community		
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>How to manage it (control measures)</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ul style="list-style-type: none"> <li>Schools following government recommended control measures set out in the school's protective measures risk assessment.</li> <li>At Garstang Community Academy, mass testing of pupils will take place twice at the start of term 3-5 days apart. The mass testing of staff will take place twice a week at home for the duration of September in the first instance. These tests are to be taken 3-4 days apart.</li> <li>Staff results to be recorded government website. Positive cases to inform the academy.</li> <li>Those with symptoms are also expected to not come to site and to order a test online or visit a test site to take a polymerase chain reaction (PCR) test to check if they have the virus. They will then follow the current government guidelines.</li> </ul>			



<ul style="list-style-type: none"> <li>Testing is not mandatory for staff and staff do not need to provide proof of a negative test result to attend school or nursery in person, although participation in testing is strongly encouraged.</li> <li>The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines</li> </ul>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<b>Issue: 2</b>		Regular communication to staff	
<b>Existing level of risk</b>			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<b>How to manage it (control measures)</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none"> <li>Regular emails to staff showing testing is taking place and when to arrive</li> <li>Covid Co-ordinator: Steven Baker</li> </ul>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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

<b>Issue: 4</b>		Staff reporting results	
<b>Existing level of risk</b>			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<b>How to manage it (control measures)</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none"> <li>Void, double void and positive results are communicated to the school once the test is completed.</li> </ul>			

<ul style="list-style-type: none"> <li>A negative test is assumed 30 minutes after completing test on test days if no result is given</li> <li>Staff with a positive LFD test result will need to get a PCR test and self-isolate in line with the <a href="#">stay-at-home guidance</a>. Staff with a negative LFD test result can continue to attend school and use protective measures.</li> </ul>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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

<b>Issue that could cause harm: 6</b>	Swabs are taken incorrectly causing a false reading or cause contamination		
<b>Existing level of risk:</b>			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<b>How to manage it (control measures)</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ul style="list-style-type: none"> <li>Schools following government control measures.</li> <li>Individuals at home to follow government guidance on how to perform tests</li> <li>Test conducted on a dry, clean, flat surface.</li> <li>Hands washed or sanitiser before taking the test.</li> <li>Regular communication with staff about the testing process.</li> <li>If the test is void, take another test. If 2 void results in a row, a PCR test should be taken.</li> <li>If a number of tests give a void result, unclear results or leaking/damaged tubes should be recorded and escalated to the DfE helpline.</li> <li>Covid Coordinator to be responsible for incident reporting on a school wide issue:</li> </ul>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

