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Coronavirus (COVID-19) Implementing protective measures within FCAT

COVID-19 Risk Assessment

Academy	Unity Academy
Activity / Procedure	Full opening of schools - managing the risk and rate of transmission of coronavirus (COVID-19)
Assessment date	17th September 2020
Review date	To be reviewed and updated frequently in light of any updates to existing government guidance or any new guidance.

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

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

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 \(PPE\)](#)

The word pod and bubble may be used interchangeably throughout this document.

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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.	<ul style="list-style-type: none"> • 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 with symptoms 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 new staff will complete training on infection control. All staff, current and new, will be reminded of the key messages from the training.
2	Clean hands thoroughly more often than usual.	<ul style="list-style-type: none"> • All students and staff will sanitise hands on entering and leaving the academy and before and after each lesson. 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.	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • All classrooms will be provided with disinfectant wipes for teachers and staff to use on the keyboard, screen and mouse before and after each lesson. • Such wipes will also be provided to each specialist room for

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	<p>disinfectants.</p>	<p>use by students to wipe down their chair, workspace and specialist equipment (in addition to the disinfection carried out by cleaners).</p> <ul style="list-style-type: none"> • All specialist rooms will be disinfected by cleaners between lessons (where students from a different bubble are using the room). • All clearers will be trained and regularly reminded of the protocols for disinfecting surfaces. • There will be an enhanced cleaning schedule throughout the day. • (Cleaning Schedules , Rotas and Cleaning Risk Assessment).
<p>5</p>	<p>Minimise contact between individuals and maintain social distancing wherever possible.</p>	<ul style="list-style-type: none"> • All staff to socially distance 2m. • Each bubble will have a designated set of classrooms (i.e. homebase) for all of their lessons, in which no other year group students are permitted. This will minimise movement around the academy and mitigate crowding on corridors and contact with students of other year groups. Staff will move between bubbles and will be required to socially distance from students at all times. • Each bubble will have a designated venue for break time, and lunchtime. These venues will be disinfected before and after another bubble is able to make use of them. • Toilets will be cleaned more regularly than normal to prevent cross contamination between bubbles. • Assemblies will be virtual with students remaining in classrooms until further notice. • 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. • When using specialist rooms: - Disinfect teacher and student workspaces before and after lesson. - Students sanitise before and after the lesson. - The class waits in their bubble and their movement to and from their specialist venue is managed by their teacher and school staff to avoid crowding on corridors. • 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. If sharing is necessary, items will be disinfected by the member of staff using the items. • Staff will not touch any student belongings unless absolutely necessary. • When giving out resources in lessons (e.g. textbooks, exam papers, table tennis bat), these may be shared within the bubble (ideally, within the class itself). However, such resources may not be shared with students in other year groups until and unless they are disinfected or they are left for a period of 48 hours (72 hours for plastic). • 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/
<p>6</p>	<p>Where necessary, wear appropriate personal protective equipment (PPE)</p>	<ul style="list-style-type: none"> • The academy will maintain stocks of PPE and deploy them around the academy. • See FCAT Face coverings policy (Appendix 1)

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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.	<ul style="list-style-type: none">• 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. <p><i>'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.</i></p> <p><i>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 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.</i></p> <p><i>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'</i></p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc</p>

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Issue that could cause harm:	Lack of Social Distancing in the learning environment (classroom/ workshop/ hall/ outdoors) which could increase the risk and rate of transmission of coronavirus (COVID-19)		
Existing level of risk:			
HIGH	MEDIUM	LOW	NEGLIGIBLE
How to manage it (control measures)	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. A staggered start to autumn term will be implemented for different groups of children 2. Available Capacity / Agreed number following Government guidelines: All pupils / students can attend the academy each day. 3. Reducing the number of children in the learning environment to enable social distancing: In secondary years, we envisage groups of no more than 24 in order to maintain the maximum possible social distancing and in primary years we envisage groups of no more than 30 in order to maintain the maximum possible social distancing. Primary classrooms have been reviewed with a maximum of 30 pupils in each classroom. Secondary classrooms have been reviewed with a maximum of 30 pupils in each classroom. 4. 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 <u>Early Years Foundation Stage (EYFS)</u> continue to apply and these are recommended to group children. 5. Ensure that children are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days. Groups of children will be placed into 'bubbles' with defined staff and children will not mix with other 'bubbles' and classrooms, wherever this is possible 6. Specific behaviour support rooms will be identified for each secondary Year group and primary group 7. PE changing rooms will not be used. 8. Where possible, practical PE will take place outdoors 9. Assemblies will take place for secondary Year groups only as defined groups. No primary assemblies will be scheduled 10. Cleaning rotas will be updated to be in synergy with the amended academy timetable from autumn term 2020. 11. Classrooms will be arranged so that desks are forward-facing wherever possible. Extraneous furniture will be removed to facilitate the maximum possible distancing within rooms. 12. Secondary classrooms will hold a maximum of 12 student tables (capacity 24 children) 13. Science laboratory maximum student capacity is set at 12 students 14. Specific arrangements will be put in place to enable secondary siblings to collect primary children in a distanced manner 15. Classrooms will have a defined teacher area to support social distancing, equipped also with a sneeze screen 16. 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/young people will be a last resort but may be necessary for example due to staff absence or redeployment of secondary staff to primary who then may need to return to secondary. 17. Staff will be assigned to no more than three group 'bubbles' 18. Any technical support staff required to enter a learning environment due to urgent operational requirements (e.g. IT Technician) will maintain a minimum 1 metre plus distance (ideally 2m) social distance, may wear PPE and the Class Teacher will ensure that children follow social distancing to enable the technical staff to work at a social distance. 19. Maximise the number of learning environments used including outdoor space as much as possible to more easily allow for distance between children and staff. 20. Access rooms directly from outside where possible to reduce mixing of groups. All reception, year 1 classrooms, year 6 classrooms (with the exception of 1) can be directly accessed from outside. 21. Ensure that wherever possible children use the same classroom or area of a setting throughout the day to minimise movement around school. 22. Remove excess furniture to increase space if able to do so.(Appendix A Premises / cleaning protocol). 			

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23. Desks should be spaced as far apart as possible. (Appendix A Premises / cleaning protocol). Extraneous furniture will be removed.
24. In primary, unlike older children and adults, early years and primary age children cannot be expected to fully socially distance apart from each other and staff. Children will be spaced as far apart as possible, given group sizes.
25. In secondary schools re-arrange classrooms/workshops with desks facing forward and maximum distancing.
26. Children keep to their desks when in the learning environment.
27. Where possible seat children at the same desk each day if they attend on consecutive days.
28. Personal property of children will be kept to a minimum e.g. bags, coats, lunchboxes. Children will be advised not to bring bags and coats if possible. If these are brought into school they should be stored in the individual storage area provided for each child.
29. Staff members will be briefed on keeping a minimum 1 metre plus distance (ideally 2m) from each other and children wherever possible in the learning environment. (Appendix B Staff information guidance) A staff information website has been issued to all staff members prior to reopening. Induction of Covid 19 are in operation for all staff prior to reopening and include; Infection Control and information on revised policies and procedures.
30. Mark out a 1 metre plus area (ideally 2m) e.g. with tape for the member(s) of staff to be able to maintain social distancing from children and other staff.
31. Signage will be displayed in all learning environments regarding social distancing to reinforce, encourage and promote this for staff and children.
32. The academy will introduce staggered arrival and departure times of children, parents and children will be expected to maintain social distancing at all times – floor markings will indicate the distance required to be maintained. As far as possible each year group will use separate entrances in order to reduce the build-up of parents and children. Parents will be required to line up to collect children and children will be brought to them in turn. Primary children will be marshalled in the front car park on arrival where they will position themselves on separate markings in bubbles allowing for a full group of 12 children to arrive and be escorted to a teaching room. All door handles used will be cleaned before the next group moves to a location. Secondary children will arrive via the Milford Avenue (rear) entrance, with staggered arrival times and via specific 'lanes'.
33. Procedures will be in place to remind attendees of the need to safely remove any face covering worn on the journey to school and that this must not be worn during the school day
34. Toilets will revert to their original designation. All toilets will be cleaned at least hourly.
35. Staff will be urged to maintain social distancing where possible but will not work beyond the group (or groups in the case of secondary staff) of children they are allocated to. Year group classrooms will be identified and co-located wherever possible to minimise movement around school and potential contact with other Year group bubbles.
36. For children and staff, procedures will be revisited and managed in line with the academy behaviour policy, updated in light of the coronavirus epidemic.
37. There will be clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this will be through age-appropriate methods such as stories and games.
38. Assemblies and the coming together of other large groups, both staff and students will be suspended.
39. Off site visits will resume with additional protective measures under FCAT policy guidance, with full and thorough additional risk assessments for every visit.
40. Academy behaviour policy has been revised and a specific COVID appendix added to include compliance with social distancing and this has been communicated to staff, pupils and parents.
41. Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.
42. Intensive monitoring of the compliance with safety arrangements will avoid the need for quality assurance walk through classroom visits at this time.
43. Unity Academy (and the wider Fylde Coast Academy Trust) will require the use of face coverings to be worn by all students in Y7 above and staff in areas **indoors** where social distancing is more difficult. These include but are not limited to: -
 - Corridors
 - Main hall (including during assemblies - this does not apply to colleagues delivering assemblies)
 - Canteens (when students/staff are not eating)
44. All face coverings worn in school must be of a plain colour and each member of staff and student will be provided with 3 washable fabric face coverings, the coverings should be washed regularly (this is the responsibility of the student/parent and the staff member). These will be part of the uniform and students should only wear the provided mask or a disposable mask.
45. If a student or member of staff forgets a mask, they will be required to wear a disposable face covering. Disposable masks will be provided as required.
46. Staff will be consistent in requiring the use of face coverings and the usual behaviour policies will apply with sanctions up to and including time in isolation if children refuse to wear them.
47. Some children will be exempt and parents will be required to discuss this with their Head of Year.
48. Face coverings should not be used in classrooms, children will remove them when they are sat at their own desk.
49. Resealable plastic bags will be provided for hygienic storage.
50. If a parent would like a student to wear a mask in the classroom or a student would like to wear a mask in the classroom, they should contact the relevant Head of Year to discuss this.
51. All face coverings worn to travel to school must be removed on arrival and safely stored or discarded in a lidded bin

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Uniform

Full school uniform including the provided plain face covering is required in September. In the interest of hygiene, we would ask that a fresh shirt is worn daily. Government guidance does not require any additional washing of clothes beyond normal routines. Face coverings can be washed by hand and should be washed each evening. 3 face coverings are provided in order to allow for washing and drying time.

Remaining level of risk

Consider the level of risk following use of the above control measures

HIGH

MEDIUM

LOW

NEGLIGIBLE

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Issue that could cause harm:	Lack of Social Distancing when using toilets and poor hygiene which could increase the risk and rate of transmission of coronavirus (COVID-19)		
Existing level of risk:			
HIGH	MEDIUM	LOW	NEGLIGIBLE
How to manage it (control measures)	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Ensuring that toilets do not become crowded by limiting the number of children who use the toilet facilities at one time. Toilets will be cleaned hourly. 2. Staff and children asked to clean hands after using the toilet - wash hands thoroughly for 20 seconds with hot running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. 3. Ensure that help is available for children who have trouble cleaning their hands independently. 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. 4. Signage will be displayed in the toilets regarding hand washing to reinforce, encourage and promote this for staff and children. 5. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. 6. Full stock of soap and sanitiser to be maintained in the toilets at all times. 7. Toilets will be cleaned according to the FCAT cleaning risk assessment schedule as a minimum throughout the day (at Unity Academy we intend to clean toilets at least hourly), as well as the start and end of each day. If any toilet needs cleaning urgently, staff should contact the cleaning team via main school reception. 8. Parents will not be allowed on site to use toilets. 9. All hand dryers have been isolated and lidded bins and paper towels are in place. 10. 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. 			
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:		Lack of social distancing and poor hygiene upon arrival and exit from school which could increase the risk and rate of transmission of coronavirus (COVID-19)		
Existing level of risk:				
HIGH		MEDIUM		LOW
NEGLIGIBLE				
How to manage it (control measures)		List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. 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 canteen and will proceed to the main reception (all doors will be open) in order to activate their fob, sanitise hands and pick up any PPE. 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 (ideally 2m) 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. Primary children will be marshalled in the front car park on arrival where they will position themselves on separate markings in bubbles allowing for a full group of children to arrive and be escorted to teaching room/s. All door handles used will be cleaned before the next group move to a location. 5. Installation of hand sanitiser stations at staff entrances/exits to building. 6. Staff to sanitise hands on each and every entry and exit from the building. 7. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. 8. No more than 2 people will be allowed in the outer reception area of the academy, markings on the floor will provide adequate social distancing for reception staff. A perspex screen will be in place at the main reception window and on the desk in the inner reception area. No visitors will be admitted to the inner reception area unless 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 inner 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. 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 main meeting room, chairs will be removed to that social distancing is observed and a Perspex screen will be in place to separate attendees. Full PPE (including visors) is also available. 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 (either a stick on label or a label in a plastic wallet that can be binned after use). The Receptionist will enter the time of leaving on the sheet and the badge should be placed in a lidded bin by the visitor. 15. The academy has staggered arrival and departure times of children, parents and children will be expected to maintain social distancing at all times – floor markings will indicate the distance required to be maintained. As far as possible each year group will use separate entrances in order to reduce the build-up of parents and children. Parents will be required to line up to collect children and children will be brought to them in turn. Primary children will be marshalled in the front car park on arrival where they will position themselves in bubbles allowing for a full group of children to arrive and be escorted to a teaching room/s. All door handles used will be cleaned before the next group moves to a location. 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. Implement staggered drop off and pick up times for different groups of children. 17. Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend. 18. Staff supervision throughout drop off/pick up to encourage and insist on social distancing. 19. Signage will be displayed outside and inside the building regarding social distancing and good hygiene to reinforce, encourage and promote this for staff, parents, carers and children. 20. Everyone should use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). 21. Ensure there are lidded bins for tissues and these are emptied throughout the day. All bins are lidded around the site and in classrooms. 				
Remaining level of risk		Consider level of risk following use of control measures		
HIGH		MEDIUM		LOW
NEGLIGIBLE				

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Issue that could cause harm:	<p>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)</p> <p>Risk of transmission because students do not observe protocols of the reduction of contacts and maximising distance at breaks and lunchtimes</p>			
Existing level of risk:				
HIGH	MEDIUM	LOW	NEGLIGIBLE	
How to manage it (control measures)	List your control measures required to reduce risk – add appropriate detail about the type and location of controls			
<ol style="list-style-type: none"> 1. Stagger break times (including lunch), so that all children are not moving around the school at the same time and that any corridors or circulation routes used have a limited number of children or young people using them at any time. 2. Lunch service will be extended. Additional lunch service 'sittings' and venues will be put in place in order to allow for additional time to provide the required hot meal. 3. Dividers down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors. 4. Access rooms directly from outside where possible to reduce mixing of groups. 5. 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. 6. Ensure that the same staff are assigned to each group of children and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary settings there will be some subject specialist rotation of staff. Changing the assignment of staff to each group of children will be a last resort but may be necessary for example due to staff absence or redeployment of secondary staff to primary who then may need to return to secondary. 7. There will be allocated different areas for different groups of children and staff. Movement will be managed to minimise proximity of groups. 8. Children and young people should clean their hands before and after eating and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms 9. 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. 10. Ensure there is enough time built into the daily timetable to wash hands at regular intervals throughout the day and additional handwashing facilities installed, if required. 11. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. 12. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units. 13. Display signage will be outside and inside the building regarding social distancing and good hygiene to reinforce, encourage and promote this for staff and children. 14. There will be the use of markers e.g. paint/tape outside school and inside school at 1 metre plus (ideally 2m) intervals to encourage and maintain the maximum possible social distancing for children and adults. 15. 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. 16. Ensure there are lidded bins in break/playtime and lunchtime areas for tissues and these are emptied throughout the day. 17. Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in play/break time and lunchtime areas. 18. Reduce break/playtime equipment. Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts). Consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. (Appendix A Premises / cleaning protocol). 19. Games will be discussed which will encourage social distancing e.g. football passing and no sharing of equipment for games e.g. do not play catch, cordon off outdoor play equipment. 20. There will be staff supervision throughout break/play and lunchtimes to actively encourage and insist on social distancing. 21. Western yard outdoor play equipment has been fenced off to prevent use. Primary playground equipment will be cleaned more frequently and at least daily. Any sports or other equipment shared between bubbles or classes e.g. sports, art, science will be cleaned frequently and meticulously between use by other groups of children. 22. Water fountains have been turned off. 				
Remaining level of risk	Consider level of risk following use of control measures			

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HIGH	MEDIUM	LOW	NEGLIGIBLE
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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)
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Existing level of risk			
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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
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1. The Staff room will be properly cleaned at the start and end of each day and surfaces cleaned more regularly than normal throughout the day.(Cleaning schedule).
2. Staff timetables will allow staggered break and lunch times.
3. There will be a limit on the number of people in the staffroom at any one time. Signage will be displayed.
4. Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in staff rooms. Sanitiser station and handwashing facilities are available in the staffroom.
5. Staff will be asked to clean hands upon arrival and exit from the staff room - wash hands thoroughly for 20 seconds with hot running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
6. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
7. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units
8. Ensure chairs in staffrooms 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 (ideally 2m) apart and remaining furniture will be removed. Staff will not be able to congregate in the staff room in large numbers and markings 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.
9. Markers will be in place e.g. paint/tape in the staff room at 1 metre plus (ideally 2m) intervals to encourage and maintain social distancing for staff.
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
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HIGH	MEDIUM	LOW	NEGLIGIBLE
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FCAT

Issue that could cause harm:	Lack of social distancing in the corridors which could increase the risk and rate of transmission of coronavirus (COVID-19)		
Existing level of risk:			
HIGH	MEDIUM	LOW	NEGLIGIBLE
How to manage it (control measures)	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Generally students will remain in the same classroom for most of the week for R-Y9 and for Y10/11 Core with staff being the only movement between classrooms. 2. Stagger break times (including lunch), so that all children are not moving around the school at the same time and that any corridors or circulation routes used have a limited number of children or young people using them at any time. 3. Divider markings will be in place down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors. 4. Access rooms directly from outside where possible to reduce mixing of groups. 5. Circulation plans have been reviewed. 6. One-way systems will be in operation where feasible. 7. Circulation routes will be clearly marked with appropriate signage. 8. Any pinch-points/bottle necks are identified and managed accordingly. 9. children and staff. 10. There will be staff supervision on corridors to actively encourage and insist on social distancing. 11. Staff will be encouraged to communicate via phone, radio or e-mail to limit unnecessary movement of staff on corridors. 12. Markers will be used e.g. paint/tape on corridors at 1 metre plus (ideally 2m) intervals to encourage and maintain social distancing for children and adults. 13. Prop doors open (except designated Fire Doors), where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. 14. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units. The movement of pupils around school will be minimised as much as possible. 15. Pupils will remain in classrooms with exceptions of break/lunch times and toilet breaks. 16. Pupils will be briefed regularly regarding observing social distancing guidance whilst circulating 17. Children and young people will be asked to walk in a single file on the corridor and consider having a member of staff at the front and back of the line to supervise and actively encourage and insist on social distancing. 18. Signage will be on corridors regarding social distancing to reinforce, encourage and promote this. 19. The lift will not be used except by the site team, children who can't use rooms upstairs will be accommodated in a bubble downstairs. 20. Where it is safe to do so, additional staff will be in place to supervise movement on corridors. 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:	Contact with surfaces/shared resources and poor hygiene which could increase the risk and rate of transmission of coronavirus (COVID-19)		
Existing level of risk:			
HIGH	MEDIUM	LOW	NEGLIGIBLE
How to manage it (control measures)	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Learning environments will 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 pod 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 schedule / Cleaning RA). 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. (Cleaning schedule / Cleaning RA). 3. Shared materials and surfaces should be cleaned and disinfected more frequently than normal.(Cleaning schedule / Cleaning RA). 4. Ensure that sufficient handwashing facilities are available across the school. Where a sink is not nearby, provide sanitiser. 5. Children and staff to wash hands/use sanitiser frequently throughout the day - wash hands thoroughly for 20 seconds with hot running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. 6. Children and young people should clean their hands on arrival at the setting, before and after eating, after sneezing or coughing, should be encouraged not to touch their mouth, eyes and nose, should use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). 7. Ensure there are lidded bins in break/playtime and lunchtime areas for tissues and these are emptied throughout the day. Lidded bins throughout the academy. 8. Signage will be displayed across school regarding hand washing to reinforce, encourage and promote this for staff and children. 9. Disinfectant trigger spray and PPE in each learning environment (gloves, masks, aprons for use if required). 10. Full stock of soap and sanitiser will be maintained in I at all times. 11. Prop doors open (not designated Fire Doors), where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. 12. Learning will be planned so resources are individual and not shared – or on white board. 13. Resources will be on tables ready for learning and not distributed during the learning. 14. Use plastic packets (zippy) bags used for individual resources. Each child will have a set of basic equipment/resources to use and sharing of resources will not take place unless disinfected regularly. 15. Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff. Children cannot bring any resources from home e.g. iPad & pencil cases and no resources taken home from school to reduce the risk of cross contamination 16. Seek to prevent the sharing of stationery and other equipment where possible. Children will all have their own personal resources which will remain within their allocated space within their allocated room. 17. 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. Practical science will take place in groups of no more than 12 in a laboratory. Equipment will be thoroughly cleaned between its use by different children. Laboratories will be deployed as additional classrooms to facilitate through cleaning between its use by different groups of children. Music group sizes will be limited, practical work will take place in larger spaces/outside and children will be positioned and undertake activities to minimise possible transmission. 18. Children will keep to their desks when in the learning environment, wherever possible. 19. Where possible seating plans will place children at the same desk each day on consecutive days. 20. 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

FCAT

Issue that could cause harm:		Lack of cleaning which could increase the risk and rate of transmission of coronavirus (COVID-19)	
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
How to manage it (control measures)		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. 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 pod 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. All cleaning operatives will be trained in all the extra measures and use of PPE as stated in the cleaning RA and evidenced. 8. Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) (Cleaning schedule / Cleaning RA). 9. Regular deep cleans of high traffic areas. 10. To ensure effective stock control and sufficient stock of cleaning materials, hygiene materials and PPE in line with cleaning schedule. 11. Ensure there are lidded bins across school for tissues and these are emptied throughout the day. 12. Disinfectant trigger spray and PPE in each learning environment (gloves, masks, aprons for use if required). <p>All of the above are within the cleaning RA</p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:		Risk of spreading virus due to close contact with parents / carers / visitors / contractors / children – 1:1 and restraint which could increase the risk and rate of transmission of coronavirus (COVID-19)		
Existing level of risk				
HIGH		MEDIUM	LOW	NEGLIGIBLE
How to manage it (control measures)		List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Seek expert guidance re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. leading to the implementation of individual risk assessments. 2. Reduced timetable/exclusion/inclusion considered if necessary to manage the behaviour of children and young people and minimise risk to staff. 3. Use of PPE where 1 metre plus (ideally 2m) distance cannot be maintained. 4. Utilise glass/perspex screens at the reception desk. 5. Essential contractors, including those who deliver food, to be informed on how they may access the premises and what precautions are expected of them while they are on site. 6. Regular reminders issued to staff regarding protocols and in turn to children. 7. Disinfectant trigger spray and PPE in each learning environment (gloves, masks, aprons for use if required). 				
Remaining level of risk		Consider level of risk following use of control measures		
HIGH		MEDIUM	LOW	NEGLIGIBLE

Issue that could cause harm:		First Aid/Accident/Administering medicines/EHP/Personal Care which could increase the risk and rate of transmission of coronavirus (COVID-19)		
Existing level of risk:				
HIGH		MEDIUM	LOW	NEGLIGIBLE
How to manage it (control measures)		List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. There will be a member of First Aid trained staff on site and only trained staff carry out First Aid (for primary requires Paediatric First Aid). All primary first Aiders are paediatric trained. 2. There is a full and complete first aid stock on site at all times. 3. FCAT First Aid, Accident Administering medicines and EHP Policies are followed. 4. Staff should wear full PPE (including visor) if a child or young person becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 1 metre plus (ideally 2m) cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. 5. Staff should wear PPE for children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs. They should continue to receive their care in the same way. 6. Full and complete stock of PPE will be on site at all times. 7. Student services will not be staffed, children can enter and seek assistance but will be forced to maintain social distance enabling staff to apply PPE. 8. Disinfectant trigger spray and PPE in each learning environment (gloves, masks, aprons for use if required). 9. 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. 				
Remaining level of risk		Consider level of risk following use of control measures		

FCAT

HIGH	MEDIUM	LOW	NEGLIGIBLE
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Issue that could cause harm:	Safeguarding checking how the academy is safeguarding children and young people during the remaining partial closure of schools and in the wider opening.		
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
How to manage it (control measures)	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 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. SLT will ensure that targeted and effective pastoral care is in place to support children designed to meet individual and collective needs. 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Issue that could cause harm:	Emotional distress of the children - including mental health conditions.		
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
How to manage it (control measures)	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 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. Consideration will be given to curriculum delivery to ensure transition is supported and successful from home to school. SLT will ensure that targeted and effective pastoral care is in place to support children designed to meet individual and collective needs. Pastoral team members will risk assess and RAG rate the support needs of each student Training materials published by DfE will be used to support targeted emotional health interventions by school staff For all students, weekly information sessions and PSHE lessons will be provided (supported by RSHE training materials produced by DfE) to keep children updated regarding COVID-19 and to reduce anxiety. In younger years this will be delivered through increased PSHE lessons. 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:		Emotional distress of the staff – including mental health conditions.	
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
How to manage it (control measures)		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. SLT will ensure continuous clear and effective communication with staff regarding the detail of plans for the phased wider re-opening of schools and this COVID-19 risk assessment and control measures in advance and following 2nd July 2020 to aim to minimise uncertainty and anxiety. 2. SLT are on site every day for staff to share any questions or concerns with 3. Continued access for staff to remote wellbeing support from qualified professionals via Line Manager or teamfcatwellbeing@fcats.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 a trust-wide e-mail address for staff to share/report and health and safety concerns relating to COVID-19. 8. The Headteacher (or delegated senior leader) will operate regular meetings with school based union representatives in order for any concerns to be addressed. 9. As much notice as possible will be provided to staff of any changes to working patterns. 10. If a member of staff wishes to wear items of PPE out of their own personal preference e.g. a face covering to come into work – we will be supportive of their decision. If a member of staff wishes to wear an item of PPE out of personal choice – the member of staff should provide their own PPE and this should not be provided by school/taken from school supplies 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:		Risk of COVID-19 illness to extremely clinically vulnerable and clinically vulnerable children, staff and family members.	
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
How to manage it (control measures)		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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 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. Parents of pupils and staff with significant risk factors should discuss their concerns with pastoral staff and senior leaders respectively. 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). 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. 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. 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. 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. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. <p><u>Staff who are clinically vulnerable or extremely clinically vulnerable</u></p> <p>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.</p> <ul style="list-style-type: none"> Parents of pupils and staff with significant risk factors should discuss their concerns with pastoral staff and senior leaders. FCAT still wishes to support staff in continuing to work from home, if able to do so, balancing this with increasing operational requirements. <ol style="list-style-type: none"> Staff who are extremely clinically vulnerable (those who have received a letter from Government or clinician advising them to shield) will be advised that they can return to work from 1 August as long as they maintain social distancing and the workplace is COVID secure. Staff who are clinically vulnerable should return to work where possible. Government advice is available for colleagues in these categories and those who are pregnant. Education/childcare settings should try to support flexible deployment where possible. 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. Staff and children living with those that are extremely clinically vulnerable/clinically vulnerable can attend school and work with children or adults adhering to this risk assessment. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:		Staff health and wellbeing when working from home for which FCAT remains responsible for as the employer.	
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
How to manage it (control measures)		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Line Managers to maintain regular and reasonable contact with staff in their teams. 2. Staff will be encouraged to undertake a workstation risk assessment and consider any equipment staff may require in order to work from home safely. 3. Encourage staff to take short and regular rest breaks when using a computer screen. 4. To encourage staff not to work excessively long hours and to take a lunch break. 5. To promote the Team FCAT Work and Wellbeing Charter. 6. Continued access for staff to remote wellbeing support from qualified professionals via Line Manager or teamfcatwellbeing.fcat.org.uk monitored by HR daily. 7. Ongoing signposting of staff to online/phone wellbeing support. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:	Lack of Social Distancing and poor hygiene in staff offices and meeting rooms which could increase the risk and rate of transmission of coronavirus (COVID-19)		
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
How to manage it (control measures)	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Staff offices will 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. A cleaning schedule will be in place to ensure that all offices are cleaned daily, in the case of meeting rooms, these will be cleaned. Cleaning equipment will be provided to all offices should staff wish to clean additionally during the day. Offices that do not need to be used will remain closed. 2. Offices which normally accommodate more than 1 person and which can't when socially distancing will be restricted to 1 person (2 if space permits). Distances of 1 metre plus (ideally 2m) will be required and offices will be reorganised to avoid face to face working. 3. Limit the number of people in office at any one time. 4. There will be a 1 metre plus (ideally 2m) distance between staff work spaces. Use markers e.g. paint/tape in the office at 1 metre plus (ideally 2m) intervals to encourage and maintain social distancing. 5. Use back-to-back or side-to-side working (rather than face-to-face) whenever possible. 6. Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). 7. Provide hand sanitiser in offices and meeting rooms. Disinfectant trigger spray and PPE in each office/meeting room (gloves, masks, aprons for use if required). 8. Staff will be asked to clean hands upon arrival and exit from the office and regularly throughout the day - wash hands thoroughly for 20 seconds with hot running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered 9. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. 10. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units 11. Signage will be displayed in offices regarding social distancing and good hygiene to reinforce, encourage and promote this for staff. 12. Avoiding use of hot desks and spaces and, where not possible, for example, call centres or training facilities, cleaning and sanitising workstations between different occupants including shared equipment. Staff room computer workstations cannot be used and alternative IT facilities will be provided. 13. Use remote working tools to avoid in-person meetings. 14. 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			
HIGH	MEDIUM	LOW	NEGLIGIBLE

FCAT

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	
<ol style="list-style-type: none"> Plans are in place to meet the learning needs of all children. Additional pastoral and SEND support is deployed wherever possible to support all prioritised pupils, who are those with additional needs. We will continue working to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. A coordinated 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	
<ol style="list-style-type: none"> Gaps in learning are assessed and addressed in teachers' planning. Home and remote learning is continuing and is calibrated to complement in-school learning, curriculum maps and to address gaps identified. Exam syllabi are covered. Plans for intervention are in place for those pupils who have fallen behind in their learning. The curriculum has been reorganised to minimise movement, maintain staff teaching across a maximum of 3 bubbles and allow for increased time in core subjects to support students in returning to school. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:		Specific lessons e.g. swimming lessons, including transport to and from and the use of materials	
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	
<p>Materials Where specific materials are used e.g. Playdoh to stimulate manual dexterity, individual, named pots of substance will be used</p> <p>Swimming Once clarification is received as to the requirements for Covid-safe reopening of swimming pools, this risk assessment will be updated 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.</p> <p>Transport The approach to dedicated transport e.g. to and from swimming lessons will align as far as possible with the principles underpinning the system of controls throughout the academy, including:</p> <ul style="list-style-type: none"> •grouping pupils on transport in the bubbles that are adopted within school •using hand sanitiser upon boarding and/or disembarking •additional cleaning of vehicles •organised queuing and boarding •distancing within vehicles <p>Accompanying staff will wear face coverings and will adopt additional social distancing.</p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:	Risk of a person coming into work/school with COVID-19 which could increase the risk and rate of transmission of coronavirus (COVID-19)			
Existing level of risk				
HIGH	MEDIUM	LOW	NEGLIGIBLE	
How to manage it (control measures)	List your control measures required to reduce risk – add appropriate detail about the type and location of controls			
<ol style="list-style-type: none"> 1. Tell staff, children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection). 2. If anyone becomes unwell with a new, continuous cough, a high temperature or a loss, or change to, your sense of smell or taste in an education or childcare setting, they must be isolated, sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. 3. Test and trace protocols will be applied in full 4. Proper cleaning of the area where anyone has become unwell with symptoms of COVID-19 should take place. 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. This will be the Library. 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 plus (ideally 2m) away from other people, wherever possible. 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 plus (ideally 2m) cannot be maintained (such as for a very young child or a child with complex needs). A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 1 metre plus (ideally 2m) cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. 8. Staff and parents/carers should be advised about testing for COVID-19. 9. Academy SLT should ensure any confirmed cases of COVID-19 following a positive test result should be notified to Jane McCumiskey (FCAT COO) to ensure that the FCAT and DfE procedure in the event of this can be followed. 10. All children with SEND (K Codes) in year groups who return will have a risk assessment carried out prior to return. 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. The health protection team will provide definitive advice on who must be sent home. 14. The academy will maintain records of pupils and staff in each group and further close contacts 15. Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group don't need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms. 16. Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and: <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' 17. As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary. 18. 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. 				

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19. Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

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

FCAT

Issue:		Risk of renewed local lockdown impacting on the ability to open school.	
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
How to manage it (control measures)		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Academy SLT to agree to a contingency plan. Academy to implement a contingency plan for any partial/full closure of the school in conjunction with Executive Headteacher and the Trust, in response to the circumstances presented. This will include communication for children, staff, parents/carers and the implementation of remote learning arrangements. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Issue:		The number of staff who are available is lower than that required to teach classes in school and operate effective home learning and premises / site operation.	
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
How to manage it (control measures)		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</p> <ol style="list-style-type: none"> Full use is made of those staff who are self-isolating but who are well enough to teach lessons online. Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. Full use is made of testing to inform staff deployment. A blended model of home learning and attendance at school is planned for and utilised as necessary. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:		Travel to and from work/school for staff/children which could increase the risk and rate of transmission of coronavirus (COVID-19).		
Existing level of risk				
HIGH		MEDIUM	LOW	NEGLIGIBLE
How to manage it (control measures)		List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<p>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</p> <p>2. Unity Academy does not use school buses, the minibus will not be used for transporting students at this time. Students and parents will be reminded to follow guidance when choosing to use public transport.</p> <p>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.</p> <p>4. Encouraging staff to travel to work by personal vehicle, walk or cycle instead of using public transport. If public transport is the only option please confirm with the staff member that their travel is safe and social distancing is being followed i.e. no overcrowding on bus/train and use of face coverings.</p> <p>5. Staff will be encouraged not to car share.</p> <p>6. Staff are to follow social distancing in the staff car park, which will be extended and located at the back of school.</p> <p>7. Where using transport providers e.g. school buses; Academy SLT to review the transport provider's control measures for the risk of COVID-19 and to confirm if you are satisfied with these if children or your people from the academy will be using the transport. Please discuss any questions or concerns with Gary Fletcher, FCAT Health and Safety Lead.</p>				
Remaining level of risk		Consider level of risk following use of control measures		
HIGH		MEDIUM	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:		Communication failure with staff, parents, carers, children visitors, contractors, volunteers etc. which could increase the risk and rate of transmission of coronavirus (COVID-19)	
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
How to manage it (control measures)		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>1. Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend. Parents are informed and communicated on a regular basis by letter, phone and website.</p> <p>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)</p> <p>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).</p> <p>4. Advise visitors that they cannot enter the site unless they have a pre-arranged appointment, which should be conducted safely.</p> <p>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.</p> <p>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.</p> <p>7. Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, and hygiene suppliers. Share academy risk assessment.</p> <p>8. Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. Share academy risk assessment. (Cleaning RA. All cleaning operatives will have completed a training session)</p> <p>9. A tight window of arrival and departure will be maintained.</p> <p>Communications strategies for the following groups are in place: Pupils/staff/parents, Governors/Trustees, Local authority, Regional Schools Commissioner, Professional associations Other partners</p> <ul style="list-style-type: none"> • Communications on social distancing arrangements take place regularly to reinforce key messages. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Issue that could cause harm:		Home-visits to children, parents and carers which could increase the risk and rate of transmission of coronavirus (COVID-19) e.g. delivery of food parcels to vulnerable families.	
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	
<p>1. Home visits will be a last resort and alternative measures implemented firstly.</p> <p>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 will be forced to undertake a home visit.</p> <p>3. A time for home visit will be pre-arranged between the school and the parent/carer.</p> <p>4. The member of staff should maintain a distance of 1 metre plus (ideally 2m) from any adult or child and must not enter the home.</p> <p>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 driving away.</p> <p>6. Lone working arrangements will 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).</p> <p>7. The member of staff must have business insurance for their personal vehicle.</p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:		Implementation of the Emergency Evacuation Procedure/ Emergency Plan which could increase the risk and rate of transmission of coronavirus (COVID-19)	
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
How to manage it (control measures)		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Academy Emergency Evacuation procedures revert to pre lockdown procedures, updated for autumn term 2020 incorporating additional distancing where possible Existing Academy Emergency Plan to be followed in the event of loss of electrical power, loss of water supply, loss of communications, intruder etc. however ensuring that the maximum possible social distance is possible at all times. 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. Drills will take place as part of the return to school, children will be informed that these drills are due to take place and these will be repeated if necessary. Students will be made fully aware of procedures and muster points Social distancing markings will be on the floor for use during fire evacuation. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Issue that could cause harm:		Premises statutory servicing, testing and monitoring not being completed resulting in legislative non-compliance and risk to health and safety of all groups.	
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
How to manage it (control measures)		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 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. 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). Essential contractors will be allowed on site and will be briefed by site staff as to social distancing measures required. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Issue that could cause harm:		Security during the partial closure and wider reopening of schools (intruders, trespassers)	
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
How to manage it (control measures)		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Academy Security Procedures / Security Survey 2. Academy Opening and Closing procedures 3. Academy Out of hours procedures 4. Academy Lockdown policy 5. Academy Emergency Plan 6. FCAT Abusive Parents policy 7. CCTV / intruder alarm / Access controls (FOB) 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Issue that could cause harm:		Risk relating to education visits, including travel 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	
<ul style="list-style-type: none"> • The Government continues to advise against domestic (UK) overnight and overseas educational visits at this stage see coronavirus: travel guidance for educational settings. • In the autumn term, schools can resume non-overnight domestic educational visits. These trips should include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.). This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. • Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. • As normal, schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, schools will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. • Schools should consult the health and safety guidance on educational visits when considering visits'. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:	Lack of Social Distancing and poor hygiene in before Extracurricular including Before/After School Club provision which could increase the risk and rate of transmission of coronavirus (COVID-19)		
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
How to manage it (control measures)	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<p>1. Keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups.</p> <p>1. Ensure regular cleaning of environment and equipment in line with COVID Cleaning Schedule.</p> <p>2. Follow the control measures as outlined under section titled “Lack of Social Distancing in the learning environment (classroom/ workshop/ hall/ outdoors) which could increase the risk and rate of transmission of coronavirus (COVID-19)” and section titled “Lack of social distancing and poor hygiene during break/ playtimes and lunchtimes which could increase the risk and rate of transmission of coronavirus (COVID-19)” and section titled Contact with surfaces/shared resources and poor hygiene which could increase the risk and rate of transmission of coronavirus (COVID-19)</p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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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		
<ul style="list-style-type: none">• This remains a dynamic risk assessment on the basis of information being released and updated regularly. This will be reviewed in light of experience.• Staff will be required to follow procedures and will be regularly reminded of the need to follow all procedures detailed above.			

Name of assessor	Signature of assessor	Date
Mr S Cooke	<i>S. Cooke</i>	17/09/2020

Head teacher comments	Insert comments relevant to assessment as appropriate
<ul style="list-style-type: none">• The risk assessment will be reviewed and feedback gathered through discussion with professional association representatives at a weekly meeting.• Consideration will be given to all issues raised and actions taken in order to address as many concerns as possible using government guidance to support. <p>Gary Fletcher FCAT Health & Safety Lead & John Topping FCAT Premises will assess the implementation of the Risk Assessment on regular visits during the Autumn term.</p>	

Name of Head teacher	Signature of Head teacher	Date
Mr S Cooke	<i>S. Cooke</i>	17/09/2020

Risk assessment reviews	28th September 2020
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Relevant Legislation

Health and Safety Act 1974
Management of Health and Safety at Work Regs 1999
PPE at Work Regs
COSHH Regulations 2002
The Health Protection (Coronavirus, Restrictions) Regulations 2020

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Appendix A RISK MATRIX

Impact	Likelihood		
	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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Appendix B – Cleaning Rotas

Unity Academy Cleaning Schedule COVID-19 – September 2020

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

<i>Name</i>	<i>Hours</i>	<i>Duties</i>
Anne Rawcliffe	6am – 12.30pm	6am – 9am: Reception, Library, hair salon, KB's office, main corridor, offices, dance studio, gym, main hall and staff toilet. Checks senior school toilets throughout the morning/after breaks. As Cleaning Supervisor other duties will vary daily in line with schools business and cleaning needs.
Phil Bennett	7am – 10am 2pm – 5pm	7am – 10am: SEN/Impact corridor. All classrooms, offices, toilets, corridor. 2pm – 5pm: Main dining hall, long dining hall, Sports hall. All tables/benches, flooring and toilets.
John Barrow	6.30am – 12.30pm	6.30am – 8.30: Maths corridor, all rooms and offices. Stairwell from Art down to the G/F fire exit. 8.30am – 9am: Girls toilets near KB's office. 9am: Print room Checks senior school toilets throughout the morning/after breaks 10.05 – 10.20. Year 5 rooms and toilets 10.30 – 10.45 Year 6 rooms and toilets 1150 – 1230 Year 5 rooms and toilets
Magda Mazur	6am – 8.30am 2pm – 7.30pm	6am – 8.30am: English corridor and all rooms 2pm – 7.30pm: Infants, all classrooms and circulation area.
Slawek Mazur	6am – 8.30am 3pm – 7.30pm	6am – 8.30am: SLT corridor. All classrooms, offices and toilets. Link to English.

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		3pm – 7.30pm: Science corridor. All rooms, labs and offices. Link to maths. Back stairwell from Science to I.T tech area.
Chris Ives	2pm – 7pm	The Nursery. All rooms, toilets, corridors and circulation areas.
Belinda Davies	10am – 3pm	10.05 – 10.20. Year 5 rooms and toilets 10.30 – 10.45 Year 6 rooms and toilets 11.15 – 1130 Year 10 rooms and staff toilets 1150 – 1230 Year 6 rooms and toilets 12.30 Main and dining hall toilets 1.35 – 2.05 Year 11 rooms
Wendy Kaliszczak	3pm – 6pm	Year 5 & 6. All classrooms, offices, toilets and corridor. Food Tech room. Stairwell to playground door.
Viv Bell	6am – 9am	Year 3 & 4. Classrooms, toilets, corridor/circulation area, 3 x stairs.
Temporary staff 1	10am – 3pm	10.05 – 10.20. Year 1 rooms and toilets 10.30 – 10.45 Year 2 rooms and toilets 11.15 – 1130 Year 7 rooms 11.35 – 1150 Year 8 rooms 11.50 - 12.40 Years 1 & 2 rooms and toilets 1.05 – 1.35 Year 7 rooms 1.35 – 2.05 Year 8 rooms
Temporary staff 2	10am – 3pm	10.05 – 10.20 Year 3 rooms and toilets 10.30 – 10.45 Year 4 rooms and toilets 11.15 – 1130 Year 11 rooms 11.35 – 1150 Year 9 rooms 11.50 - 12.40 Years 3 & 4 rooms and toilets 1.05 – 1.35 Year 10 rooms and staff toilets 1.35 – 2.05 Year 9 rooms
Temporary staff 3 As discussed with SB	12noon – 2pm	Continuous dining hall cover
Temporary staff 4 As discussed with SB	12noon – 2pm	Continuous dining hall cover
Site Team		Daily clean of stairwell from Playground to Science and the stairwell from music room to maths.

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	Daily use of the Electrostatic Sprayer for disinfecting across the school.
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Appendix C - FCAT Cleaning Protocol and Premises Checklist Covid

FCAT CLEANING PROTOCOL and PREMISES CHECKLIST COVID

ACADEMY: Unity Academy DATE: 17th July 2020

Signed: Anne Rawcliffe (Cleaning Supervisor), Damion Spencer (Site Supervisor – on behalf of Clive Mason), Simon Brennand (Senior Deputy Headteacher)

No.	ACTIONS ON SITE	RESPONSIBLE	YES/NO
1	Entrances/exits and routes are clearly planned and marked for staff and students. The number of entrances and exits has been reviewed to support social distancing. One-way routes are in place where feasible with clear signage.	SLT/Site team	Yes. Signage being finalised.
2	Reconfiguration of classrooms, chairs and desks has been undertaken to allow for compliance with government guidance on social distancing. Seating arrangements for staff and pupils are clearly marked, communicated and all non- essential furniture, fixtures and equipment has been removed and stored. (Including toys and soft furnishings).	Site team	Yes. Under way.
3	Rooms which are not being used have been cleaned, disinfected and locked or access to them restricted.	Site team	Yes. Under way.
4	COVID-19 signage for hygiene, social distancing and any new routes is displayed throughout the school.COVID-19 hygiene signage is in prominent areas and circulation routes.	Site team	Yes. Signage being finalised.
5	Dining area layouts are configured to ensure separation in line with government guidance on social distancing. Tables/chairs are cordoned off where this is not possible. Floor markings are used to manage queues and enable social distancing.	Site team	Yes. Signage being finalised.
6	Zones for toilets and handwashing have been established and are monitored. Floor markings have been provided to enable social distancing.	Site team / SLT	Yes. Signage and floor marking being finalised.
7	First Aid rooms have been reconfigured to ensure social distancing provisions are met. Additional rooms close to reception have been designated for isolating pupils with suspected COVID-19 whilst collection is arranged.	Site team / SLT	Yes. Signage being finalised.
8	Social distancing in Reception is reinforced through floor marking and signage.	Site team	Yes
9	A plan to manage external play areas is in place, no play equipment to be used, incorporating social distancing, staggering of breaks and lunch times, designated areas for different groups, signage and increased levels of supervision.	Site team / SLT	Yes

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10	PE lessons have been planned to observe social distancing during activities.	SLT	Yes
11	Social distancing in Reception is reinforced through floor marking and signage.	Site team	See 8
12	Screens have been fitted in key areas	Site team / SLT	Will be fitted when they are delivered
13	Visitors to school are kept to a minimum. Visitors are checked for symptoms in advance (where possible) and on arrival. There is a designated waiting area/meeting room for visitors and their movement around school is limited.	SLT	Yes
14	Contractors are managed closely, and where possible, supervised if attending whilst school is operational. All contractors accessing the school site have confirmed they are symptom free; and have procedures in place to address COVID-19 issues, e.g. infection control, hygiene and social distancing. This is set out clearly in the academy Risk Assessment.	Site team / SLT	Yes
15	Deliveries to school are managed effectively in a timely manner adhering to social distancing.	Site team	Yes
16	The fire evacuation and assembly point briefing for staff includes guidance on social distancing at assembly points. A review has been undertaken to assess whether the current assembly points are sufficient to accommodate the number of pupils and additional assembly points have been designated if required.	SLT	Yes
17	Students are managed when entering and exiting school gates/entrances/exit doors and social distancing guidance is applied.	SLT	Yes

MAINTENANCE/SERVICING/MONITORING (FCAT SYSTEMS IN PLACE)

Compliance and documentation checked and confirmed with GF (22/5/20)

No.	FIRE	RESPONSIBLE	Yes/No
18	Weekly fire tests are carried out and recorded.	Site team	Yes
19	Emergency lighting visual checks are carried out ensuring all lighting is fully operational.	Site team	Yes
20	Procedures are in place to ensure fire exits are clear from obstructions.	Site team	Yes
21	External gates are operational and functioning fully.	Site team	Yes
22	Servicing arrangements are in place for the fire alarm.	External	Yes
23	Fire extinguishers are checked on a weekly basis.	Site team	Yes

Compliance and documentation checked and confirmed with GF (22/5/20)

No.	WATER	RESPONSIBLE	Yes/No
24	Water outlets are flushed on a weekly basis, including during any closure periods. Also disinfecting of tanks.	Site team	Yes
25	Monthly water temperature monitoring is in place.	Site team	Yes

Compliance and documentation checked and confirmed with GF (22/5/20)

No.	GAS	RESPONSIBLE	Yes/No
26	Certificates in date	Site team	Yes
27	Servicing schedule	Site team	Yes
28	Gas taps in science labs are operational	Site team	Yes

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29	Temperature checks	Site team	Yes
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No.	ELECTRIC	RESPONSIBLE	Yes/No
30	Social distancing signage is displayed outside lifts.	Site team	Yes
31	Lift servicing	Site team	Yes
32	Servicing of doors/gates and barriers is up to date.	Site team	Yes
33	All air conditioning systems remain energised in normal operating mode with any re-circulatory systems adjusted to full fresh air. Servicing of air conditioning service/general ventilation certification is up to date.	Site team	Yes
34	Servicing of intruder alarms/access control and CCTV is up to date.	Site team	Yes

CLEANING

No.	CLEANING	RESPONSIBLE	Yes/No
35	The 'cleaning schedule during the day' is applied on a daily basis.	Site Lead / Cleaning Supervisor / cleaners	Yes
36	The site is checked regularly for any pest activity and the pest control contractor has been assigned as necessary.	Site team	Yes
37	Hand sanitisers are available in prominent areas in the school and are regularly replenished.	Site team	Yes
38	Cleaning regimes during the school day have been stepped up, applying the 'Cleaning schedule during the day' set out below.	Site Lead / Cleaning supervisor	Yes
39	Appropriate PPE is worn by cleaning staff and there are arrangements in place for safe disposal.	Cleaners	Yes
40	Risk Assessment to be completed set out below	Site Lead	Yes

No.	CLEANING SUPPLIES / PPE	RESPONSIBLE	Yes/No
41	There are sufficient supplies of gloves and aprons on site for staff.	Site Lead / Cleaning supervisor	Yes
42	There are sufficient supplies of safety goggles on site. (To be used if risk of chemical splash, dust, projectiles)	Site Lead / Cleaning supervisor	Yes
43	There are sufficient supplies of hand sanitiser available.	Site Lead / Cleaning supervisor	Yes
44	There are sufficient cleaning products available for cleaning all the required areas within school cleaning materials, cloths, mops, disinfectant spray bin bags etc. available.	Site Lead / Cleaning supervisor	Yes
45	Where possible, separate bins for PPE disposal have been established. (To be double bagged)	Site Lead	Yes
46	There are lidded bins throughout the site	Site Lead	Yes. Will be in place once delivered

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KITCHEN / CATERING

Confirmed by Unity Academy Catering Manager.

No.	Actions	RESPONSIBLE	Yes/No
47	Equipment in good working order and fully tested	Responsible person	Yes
48	Cleaning schedules up to date	Responsible person	Yes
49	Vending machines are out of use and clearly marked as such	Responsible person	N/A

CLEANING SCHEDULE

The following areas within your academy that will require regular and enhanced frequency of cleaning:

Windows, window-sills, light fittings and covers, light switches, doors, door handles, toilets, wash hand basins, floors cupboards, shelving, radiator and radiator covers, refrigerator, food storage facilities, sinks, tables, including underside and legs, work and play surfaces, chairs, plates, cups, cutlery, toys, PE equipment, photocopiers, entry system points, kitchens and equipment, countertops, computers mouse /keyboard, light switches, grab rails, bannisters, telephones, shared learning resources such as toys, equipment for SEND pupils, and other areas touched regularly.

AREA	Operational Task	Priority	Pre P1	P 1	P 2	Break	P 3	P 4	Lunch	P 5	Post P5
Main reception	Wipe signing in system.		x			x			x		x
Office Main office next to reception	Wipe IT equipment and telephone handsets where possible. Empty bins and clear rubbish. Wipe down printers and office machinery. Wipe desks.		x	'Live' episodic cleaning through day by cleaning staff and office users							x
All classrooms and areas across the school.	Warm soapy water first / Disinfectant product. Wipe all pupil desks and chairs. Empty bins and clear rubbish. Wipe teacher boards and surfaces.		Deep clean over summer.								
Year R, 1 and 2 Classrooms	Warm soapy water first / Disinfectant product. Wipe all pupil desks and chairs. Empty bins and clear rubbish. Wipe teacher boards and surfaces.		x	At least 3 times daily. 'Live' cleaning by colleagues in the room. Regular clearing of lidded bins. Cleaning Supervisor to disinfect any necessary equipment remotely each afternoon. Classrooms cleaned at break and lunch times when unoccupied.							x

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All Classrooms SEND/Isolation/Impact area	Warm soapy water first / Disinfectant product. Wipe all pupil desks and chairs. Empty bins and clear rubbish. Wipe teacher boards and surfaces.		x								At least 3 times daily. 'Live' cleaning by colleagues in the room. Regular clearing of lidded bins. Classrooms cleaned at break and lunch times when unoccupied.	x	
All year 3 and 4 Classrooms	Warm soapy water first / Disinfectant product. Wipe all pupil desks and chairs. Empty bins and clear rubbish. Wipe teacher boards and surfaces.		x								At least 3 times daily. 'Live' cleaning by colleagues in the room. Regular clearing of lidded bins. Classrooms cleaned at break and lunch times when unoccupied.	x	
All year 5 and 6 Classrooms	Warm soapy water first / Disinfectant product. Wipe all pupil desks and chairs. Empty bins and clear rubbish. Wipe teacher boards and surfaces.		x								At least 3 times daily. 'Live' cleaning by colleagues in the room. Regular clearing of lidded bins. Classrooms cleaned at break and lunch times when unoccupied.	x	
All senior school classrooms, years 7 to 11. Includes the Dance studio and the Gym	Warm soapy water first / Disinfectant product. Wipe all pupil desks and chairs. Empty bins and clear rubbish. Wipe teacher boards and surfaces.		x								'Live' cleaning by colleagues in the room. Regular clearing of lidded bins. Classrooms cleaned at break and lunch times when unoccupied.	x	
Dining areas	All tables and benches to be cleaned and disinfected between sittings.		x								Continuous cover in dining areas over lunchtime 12noon to 2pm.	x	
Waste Disposal	Avoid cross-contamination when addressing body fluids spillage. Double-bag any cleaning waste and used PPE and store securely for 72 hours before disposal. Where possible, establish separate bins for PPE disposal		x								Ongoing through each day.	x	
Stairs	Wipe down all banister rails. Mop/h Hoover all floors. Wipe staircase bannister and glass.		x								3 times each day.	x	
All Toilets, including disabled and staff room toilets.	Clean toilets and door handles. Wipe down sink units,		x	x	x		x	x	x	x		x	x

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	<p>basins and taps. Mop up any spillages. Wipe down toilet flushers. Wipe down soap dispensers, hand sanitiser units. Wipe down mirrors.</p>														
<p>PE Equipment Toys</p>	<p>Wipe play equipment down after use. Wipe any PE equipment used. Disinfect overnight, as appropriate.</p>		x	Also cleaned after use											
<p>Corridors Back corridor leading to English block</p>	<p>Wipe down fob access readers. Wipe all door handles, glass panels, door plates and light switches. Wipe down push plates. Clean glass windows.</p>		x	Ongoing through each day.										x	
<p>Kitchenette in main office Staff kitchen in staffroom</p>	<p>Wipe down surfaces. Wipe all door handles, glass panels, door plates and light switches. Wipe down push plates. Clean glass windows</p>		x	'Live' episodic cleaning throughout the day by cleaning staff and office users.										x	

PRIORITY

High

Medium

Low

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APPENDIX D – PE RISK ASSESSMENT

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PE Risk Assessment COVID - 19

Unity Academy

Approved by:	Stephen Cooke	Date: 28/8/20
Last reviewed on:	28/8/20	
Next review due by:	30/9/20	

This risk assessment has been prepared, based on the DfE Guidance on the Full Opening of Schools in September 2020, to support the Physical Education, School Sport and Physical Activity (PESSPA) at Unity Academy

Unity Academy will regularly check the Government website (GOV.UK) for updates and adjust this risk assessment accordingly.

Below are three key questions we have considered in this risk assessment:

- Have we reviewed our risk assessments to ensure the safety and wellbeing of all personnel?
- Does our teaching and learning meet Government guidance? www.gov.uk/coronavirus
- Are our teaching plans consistent with the requirement of whole school expectations, which have been developed in response to the national guidance?

Key principles for supporting safe PESSPA include:

- Keeping students in consistent groups
- Maximising distancing between students
- Prioritising outdoor PE

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- Thoroughly cleaning PE equipment between each use by different individual groups
- Avoiding contact sports/activities

We at Unity Academy ensure scrupulous attention is paid to cleaning and hygiene regimes before and after PE lessons or lunch/break time activities.

We also ensure clear notices are displayed around our school exemplifying NHS and Government Guidance.

Unity Academy will regularly check the Government website for updates and adjust this risk assessment accordingly in consultation with our employer.

In addition, due to the constantly changing situation, dynamic risk assessments will be carried out and amended to reflect our school's specific controls on an ongoing basis.

AND MAINTAINING A SAFE EXT FOR LEARNING	WHO AFFECTED? (STUDENT, STAFF, VISITOR)	CONTROL MEASURES TO REDUCE THE RISK TO AN ACCEPTABLE LEVEL	CHE B (SIGN AI
arning	Student Staff Visitors (External delivery partners)	<ul style="list-style-type: none"> • Pupils will be kept in consistent groups. • All activities in Physical Education (PE) lessons and Physical Activity (PA) sessions will be non-contact and planned to ensure that distance is maximised between children. • The PE curriculum will be revised and age related expectations agreed by all staff. • Our external coach will be checked in accordance with our H&S whole school policy and employed to support our extra-curricular activities. 	28/8/2020

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		<ul style="list-style-type: none"> • Interventions/catch up support will be planned and delivered, if required. • Staff and pupils with protected characteristics, including race and disability, will be considered in planning and delivering Physical Education lessons and Physical Activity session 	
ures and Hygiene	Student Staff Visitors (External delivery partners)	<ul style="list-style-type: none"> • Scrupulous attention will be paid to cleaning and hygiene. • Clear signage reminding pupils to wash their hands will be displayed in all teaching areas and outdoor open spaces. • Sufficient tissues and hand sanitisers will be made available to all staff in addition to bags to contain any used tissues and wipes. • Movement around the PE areas/building will be considered to limit risks. For example, classroom layout, entry and exit points, staggered starts, break times, lunch arrangements and use of communal staff areas. 	28/8/2020
, clothing and footwear	Student Staff Visitors (External delivery partners)	<ul style="list-style-type: none"> • Children will attend school wearing appropriate clothing and footwear to take part in Physical Education lessons and Physical Activity sessions. • If changing areas are used, social distancing will be maintained and the areas cleaned after every lesson using the school's regular cleaning products especially if pupils have been sweating or are wet from rain. Particular attention will be given to high touch areas. • Hand washing facilities are present in the changing areas for staff and pupils to wash their hands before and after the PE lesson. • Hand sanitiser will also be made available and utilized where needed. 	28/8/2020
	Student Staff Visitors (External delivery partners)	<ul style="list-style-type: none"> • Outdoor Physical Education and Physical Activity will be encouraged as much as possible. 	

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		<ul style="list-style-type: none"> • Pupils will take part in PE and PA with their class. • The playground grids will be used as much as possible. Rubber spots for the early years and playground chalk may also be used to support the distancing of pupils. • Our external facilities will be used in line with government guidance. • Clear signage, reminding pupils about distancing and washing their hands will be displayed in all teaching areas including outdoor open space. 	28/8/2020
	<p>Student Staff Visitors (External delivery partners)</p>	<ul style="list-style-type: none"> • Equipment will be cleaned between groups of pupils using it and locked away when not in use. • Multiple groups are not permitted to use PE and outdoor equipment simultaneously. • The sharing of equipment during PE lessons is limited, for example we encourage pupils to use their own tennis racquet or ball. If equipment is shared, pupils will wash their hands thoroughly before and after use. • Strict hand hygiene will take place before and after every PE lesson. • Whistles, drink bottles, bibs and bands will not be shared. • First-Aid kits will be made accessible and contain gloves, face masks and disposable aprons and eye protection. 	28/8/2020

Unity Academy is firmly committed to ensuring pupils can participate in purposeful Physical Education and Physical Activity at this time. Teaching Physical Education at the moment will not be like before, or the preferred model. However, by making adaptations we believe meaningful work can be undertaken; good planning, protective measures and social distancing will be applied consistently across our academy. We are also committed to ensuring that all staff are protected, feel safe and have access to the most up to date guidance.