

FCAT

COVID-19 Risk assessment / Contingency Plan

Academy	WESTMINSTER PRIMARY ACADEMY
Activity / Procedure	Gov Guidance Action for Schools and Contingency
Assessment date	Spring Term 2022
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	
Staff	YES
Student/Pupils	YES
Visitors	YES
Contractors	YES

Name of assessor(s)	Signature of assessor(s)	Date
Roger Farley	<i>R Farley</i>	17th January 2022

Information

The health, safety and wellbeing of all staff, pupils, visitors and contractors is of utmost importance to FCAT. This Risk assessment is to give all staff, parents and pupils the assurance that appropriate control measures are being put in place in response to coronavirus (COVID-19). It reflects current Government guidance. The national response to the pandemic continues to change and evolve as does the guidance. This risk assessment does not supersede any legal obligations relating to health and safety, employment or equalities.

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

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

This risk assessment:

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

[Contingency framework: education and childcare settings](#) [Offices, factories and labs - Working safely during coronavirus \(COVID-19\): guidance from Step 4 - Guidance Actions for schools during the coronavirus outbreak \(COVID-19\)](#) [Coronavirus restrictions: what you can and cannot do](#) [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#) [COVID-19: cleaning of non-healthcare settings outside the home](#) [Guidance, Coronavirus \(COVID-19\): disposing of waste](#) [Coronavirus \(COVID-19\): safer travel guidance for passengers](#) [Home COVID-19: guidance for first responders](#) [Guidance on protecting people who are clinically extremely vulnerable from COVID-19](#) [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) [What parents and carers need to know about early years providers, schools and colleges](#)

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

CONTROLS:

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

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



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

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

PPE (Face coverings)	<p>GOV advice:</p> <p>Schools COVID-19 operational guidance – GOV.UK (www.gov.uk)</p> <p>From January 4th, the Government recommends that in those schools where pupils in year 7 and above are educated, face coverings should be worn in classrooms. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. This will also be a temporary measure.</p> <p>Face coverings should be worn by staff / students and adults (including visitors) when moving around in corridors and communal areas</p> <p>In primary schools, face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings.</p> <p>FCAT supports that some people are not able to wear face coverings, and the reasons for this may not be visible to others.</p>	
Curriculum	<p>Physical Education, School Sport and Physical Activity</p> <p>All sports provision, including competition between settings can be planned and delivered whilst following the measures in our system of controls. We will follow the guidance contained in Guidance on coronavirus (COVID-19) measures for grassroots sport participants, providers and facility operators. If delivering sporting or other organised events, more information can be found in COVID-19: Organised events guidance.</p> <p>Science, Art and D&T</p> <p>For guidance regarding Science and D&T in relation to practical activities during the Covid-19 pandemic, we will follow relevant CLEAPSS guidance. Although specific risk assessments will not be required, our existing curricular risk assessments will be reviewed and where necessary updated to reflect altered practices and CLEAPSS guidance. If we have a substantial increase in the number of positive cases in our school, a Director of Public Health might advise us that additional controls need to be reintroduced. Our Outbreak Management Plan covers this possibility.</p> <p>Music, Dance and Drama</p> <p>We will continue teaching music, dance and drama as part of the school curriculum. Singing, wind and brass instrument playing can be undertaken in line with performing arts guidance ensuring we provide adequate ventilation and clean more frequently.</p> <p>Performances</p> <p>If planning indoor or outdoor face-to-face performances, sporting or other organised events in front of a live audience, we will follow the latest advice in the COVID-19: Organised events guidance, which provides details of how to manage audiences as well as carry out performing arts safely.</p>	<p>Refer to:</p> <p>Guidance on coronavirus (COVID-19) measures for grassroots sport participants, providers and facility operators</p> <ul style="list-style-type: none"> • Sport England • Youth Sport Trust • Association for Physical Education (AfPE) • Swim England <p>Refer to: CLEAPSS GL344 and GL343</p> <p>Refer to CLEAPSS guidance for D&T: GL347, GL348, GL354, GL355, GL360, GL356 & GL362 and Science: GL336, GL338, GL339, GL345, GL352, GL353 & GL362</p> <p>Refer to Working safely during COVID-19 in events and attractions including performing arts</p> <p>Events and attractions - Working safely during coronavirus (COVID-19) - Guidance</p>
Wraparound care provision, holiday clubs and extra-curricular activity including	<p>All children may access out-of-school settings, wraparound care and extra-curricular provision; activities may take in groups of any size and it is no longer recommended that it is necessary to keep children in consistent groups ('bubbles').</p> <p>FCAT Outbreak Management Plan covers the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p>	<p>Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak</p>

out-of-school sports provision	<p>Our provision will ensure they are following the same protective measures being taken by school during the day and work with school to follow our arrangements.</p> <p>When caring for children:</p> <ul style="list-style-type: none"> • under 5 years only - refer to the Actions for Early years and childcare providers • both under 5 years and aged 5 years and over, in mixed groups together, should follow this guidance. 	
Educational visits and use of third-party premises	<p>Recommendations not to go on international visits are followed.</p> <ul style="list-style-type: none"> • Staff involved in the risk assessment are familiar with EVOLVE and any specific industry guidance that relates to the activity. • The provider has confirmed that they are managing the risk of COVID-19 via completion of the FCAT provider form. • Where appropriate, the third-party provider is involved in planning arrangements. • Arrangements are in place to encourage Asymptomatic Testing for school staff and secondary school pupils before and after the visit • Arrangements are in place to obtain assurance from the venue regarding how staff participate in regular testing. • A thorough risk assessment is completed in addition to the normal process using Evolve and includes: <ul style="list-style-type: none"> o Arrangements for cleaning, ventilation, maintenance of personal hygiene and where possible keeping respectful distance from others including other groups and individuals using the facilities o There is an appropriate level of insurance cover for the visit o The venue has provided the academy with visitor information and briefings, including details of their COVID-19 arrangements • Additional factors needed for children (and staff) with SEND and medical conditions have been considered. • There are contingency plans in place, for example, to respond to symptoms developing in the group. 	<p>FCAT Outbreak Management Plan.</p> <p>Any attendance restrictions will be reflected in the visits risk assessment and setting. FCAT leaders and EVC will consider carefully if the educational visit is still appropriate and safe.</p>
Local outbreak impacting on the ability to fully open academy.	<p>Contingency framework: education and childcare settings</p> <p>FCAT has an outbreak management plan (sometimes called contingency plan) outlining how they would operate. This includes how they would ensure every child, pupil or student receives the quantity and quality of education and care to which they are normally entitled</p>	<p>FCAT Outbreak Management Plan</p>
Transport and travel	<p>You must wear a face covering when travelling inside a public transport vehicle and when in indoor transport hubs in England, unless you are exempt or have a reasonable excuse</p> <ul style="list-style-type: none"> • Pupils, parents and staff have been advised not to use school transport if they have symptoms • Pupils, parents and staff have been advised to wash or sanitise their hands before and after using transport services and following guidance for the removal of face coverings where worn. • Staff do not transport a symptomatic pupil • Staff and secondary pupils continue to use face coverings when using school transport unless exempt from doing so • Pupils, parents/carers are advised to follow transport provider requirements to wear face coverings • Staff are encouraged to wear face coverings when using public transport. 	
Visitors	<p>Visitors are advised of the following in advance:</p> <ul style="list-style-type: none"> • That you encourage participation in asymptomatic testing • Specific arrangements for the meeting, for example, applying respectful distance where possible. • Face Coverings must be worn. • The time of visits occurs so that visitors are separated from staff and pupils where possible. • Visits are managed to encourage space creation e.g. through meeting in outside spaces or large well ventilated rooms with furniture spread out. • To leave the setting immediately if they develop symptoms. • Hand shaking should be avoided. • On arrival visitors will be: 	

	<ul style="list-style-type: none"> • Provided with relevant site information • Asked to perform hand hygiene • Asked to confirm that they do not have symptoms no matter how mild or are currently required to isolate. • Consideration is given to the layout and use of the reception area and meeting rooms, for example, chairs are moved further apart and sitting side by side where possible. 	
Catering	<ul style="list-style-type: none"> • Where catering services are contracted, the setting has ensured that the service is following the relevant government guidance • Directly provided catering services follow relevant government guidance • Vending machine disinfection is incorporated into the touch point cleaning arrangements. • Consideration has been given to the number of touch points and that some parts may be hard to clean, e.g. collection cash slot, therefore performing hand hygiene before and after use is reinforced. • Hand sanitiser and disinfectant wipes are provided next to them with instructions to use before and after. 	Catering staff when on site are expected to follow school processes and procedures
Asymptomatic testing Tracing and self - isolation	<p>The self-isolation advice for people with coronavirus (COVID-19) has changed. It is now possible to end self-isolation after 5 days, following 2 negative LFD tests taken 24 hours apart. The first LFD test should not be taken before the fifth day.</p> <ul style="list-style-type: none"> • Secondary pupils are offered 2 onsite lateral flow tests 3 to 5 days apart on their return (this can commence 3 working days before the start of term and staggered return is applied across the first week). • There is no need for primary age pupils (those in year 6 and below) to regularly test, unless they have been identified as a contact for someone who has tested positive for Covid-19 and therefore advised to take lateral flow tests every day for 7 days. • Staff and secondary pupils are encouraged to continue to test twice weekly until notified. • FCAT will follow advice on testing, self-isolation and managing confirmed cases of COVID-19 • Under the new guidance, anyone in England who receives a positive lateral flow device (LFD) test result should report their result on gov.uk and must self-isolate immediately, but will not need to take a follow-up PCR test. • After reporting a positive LFD test result, they will be contacted by NHS Test and Trace so that their contacts can be traced. • Anyone who develops symptoms or tests positive for Covid must immediately self-isolate. • From Monday 17 January, people who test positive will be able to leave self-isolation after a further five full days, subject to having two negative LFT results, 24 hours apart. • The day symptoms begin or you test positive is day zero. The next day is day one of your isolation period. • You can take your first test on day five. If it is negative, you can take another test 24 hours later on day six. Assuming this is also negative - and you do not have a temperature - you can immediately leave isolation. • The rules apply whether you are vaccinated or not. • If the result of either of their tests is positive, you should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until you have completed 10 full days of self-isolation, whichever is earliest. • Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10 day period of self-isolation. • Lateral flow tests are taken by people who do not have COVID-19 symptoms. Anyone who develops 1 of the 3 main COVID-19 symptoms should stay at home and self-isolate and take a PCR test. They must self-isolate if they get a positive test result, even if they have had a recent negative lateral flow test – these rules have not changed. <p>Confirmatory PCR tests to be temporarily suspended for positive lateral flow test results - GOV.UK Self-isolation for those with COVID-19 can end after 5 full days following 2 negative LFD tests - GOV.UK</p>	FCAT Academies are strongly encouraged to ask parents and other visitors to take a lateral flow device (LFD) test before entering the school.

<p>First Aid</p>	<p>COVID-19 First Aid guidance is followed. Home COVID-19: guidance for first responders (Updated 16th August 2021) First aid training and qualifications are current. First aider actions</p> <ul style="list-style-type: none"> ▪ If you have been in close contact with a person and/or have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor yourself for symptoms of possible COVID-19 over the following 14 days. ▪ Wipe down the first aid box after use using a disinfectant wipe. ▪ Replace used PPE so that it is available for the next first aid event ▪ Follow your normal arrangements for recording first aid and checking stock. <p>If emergency service responders are identified as a contact of a case of COVID-19 Emergency service responders who are identified as a contact of a case of COVID-19 may be exempt from self-isolation if they are fully vaccinated.</p> <p>Additional mitigations are required for health and social care staff who are fully vaccinated and have been identified as a contact of a case of COVID-19. Refer to the management of staff and exposed patients and residents in health and social care settings guidance for further information.</p> <p>The following principles will continue to apply for unvaccinated or partially vaccinated service responders who are identified as a contact of a case of COVID-19:</p> <ul style="list-style-type: none"> • while providing frontline duties that involve contact with someone with COVID-19, responders will only be exempt from being considered a close-contact for the purposes of contact tracing and isolation if clinical grade PPE has been worn appropriately, and if they have received and followed appropriate training in IPC • in all other circumstances where an emergency service responder has had contact with someone with COVID-19 (including in work settings such as staff rooms, canteens, offices and service vehicles), they will be considered a close contact for the purposes of contact tracing and isolation and should self-isolate for 10 full days 	<p>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. There is a full and complete first aid stock on site at all times. FCAT First Aid, Accident Administering medicines and EHP Policies are followed.</p>
<p>Workforce management</p>	<p>FCAT risk assessment includes an up-to-date Outbreak Contingency Plan in case there is a COVID-19 outbreak. Objective: To keep people safe when they travel between locations and to and from work FCAT will encourage people travelling together in any one vehicle to, wherever possible:</p> <ul style="list-style-type: none"> • use fixed travel partners • do not sit face-to-face • open windows <p>Public transport: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport Objective: To make sure all staff understand COVID-19 related safety procedures. FCAT will:</p> <ul style="list-style-type: none"> • Communicate clearly, consistently and regularly. This will improve understanding and consistency of ways of working. • Engage with employees through existing communication routes and union representatives and explain and agree to any changes in working arrangements. • Communicate with employees prior to returning to site regarding new procedures for arrival at work. <p>Objective: To make sure all staff are updated on how FCAT are implementing or updating safety measures.</p> <ul style="list-style-type: none"> • Engage with staff on an ongoing basis. This includes dealing with trade unions, or employee representative groups. FCAT will monitor and understand any unforeseen impacts of changes to working environments • Use simple, clear messaging to explain guidelines using images and clear language within the risk assessment • Communicate approaches and operational procedures with suppliers, customers and trade bodies 	

CEV (Staff)	<p>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. There are currently no expectations of additional controls specifically for these groups. However, FCAT will ensure:</p> <ul style="list-style-type: none"> • we emphasise the importance of individual and wider workforce engagement, buy-in and cooperation to ensure controls are applied stringently through this risk assessment • employees have individual discussions with their managers and HR around their particular concerns • we discuss the risk management measures we have put in place to minimise transmission to keep them, and others, safe • explain the controls that have been put in place to protect them and other staff • Individual risk assessment including ethnicity and pregnancy <p>Guidance on protecting people who are clinically extremely vulnerable from COVID-19</p>	
CEV (Pupils)	<ul style="list-style-type: none"> • Pupils will attend unless they are advised not to by a GP or consultant. Specific recommendations will be assessed where required. • Individual risk assessments will be carried out for pupils who are at an increased risk • Arrangements are in place to ensure that pupils are appropriately supported in relation to mental health and well-being difficulties, • Existing arrangements are followed for supporting students who are distressed and where safeguarding issues come to light. • Behaviour relating to COVID controls will be managed as it normally would in order to encourage universal hygiene and safety arrangements. 	<p>Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.</p>
Wellbeing behaviour and attendance	<ul style="list-style-type: none"> • Arrangements are in place to ensure that pupils are appropriately supported in relation to mental health and well-being difficulties, • Existing arrangements are followed for supporting students who are distressed and where safeguarding issues come to light. • Behaviour relating to COVID controls will be managed as it normally would in order to encourage universal hygiene and safety arrangements. 	<p>Our Behaviour policy will be reviewed with any new rules/policies and will be communicated clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour both in school and online.</p> <p>We will set out clearly the consequences for poor behaviour and deliberately breaking the rules and how we will enforce those rules including any sanctions.</p> <p>We will work with staff, pupils and parents to ensure that behaviour expectations are clearly understood, and consistently supported, taking account of individual needs</p>
Staff health and well-being	<ul style="list-style-type: none"> • All staff requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with COVID-19. • Line Managers to maintain regular and reasonable contact with staff in their teams. • Encourage staff to undertake a workstation risk assessment and consider any equipment staff may require in order to work from home safely. • Encourage staff to take short and regular rest breaks when using a computer screen. • To encourage staff not to work excessively long hours and to take a lunch break. • To promote the Team FCAT Work and Wellbeing Charter. • Continued access for staff to remote wellbeing support from qualified professionals via Line Manager or teamfcattwellbeing.fcat.org.uk monitored by HR daily. • Ongoing signposting of staff to online/phone wellbeing support. 	<p>Where support is necessary to support a staff member, HR advice and support is sought and the use of Occupational Health is considered as a tool to support where necessary. SLT operate an open door policy and encourage all staff to approach discussion about any mental health support that is required</p> <p>Risk Assessment and Stress Risk Assessment tools are used where required to support staff to understand and work through any workplace stressors impacting on mental health.</p>

<p>Self-Isolation Arrangements – Staff and Pupils</p>	<ul style="list-style-type: none"> • Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild and staff will ensure that they go home as soon as possible • Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day • Anyone who has developed symptoms and cannot go home immediately will wait in the designated room • Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks. 	
<p>General Arrangements and collaboration</p>	<ul style="list-style-type: none"> • Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. • Communication routes are publicised and have been formally planned. • Staff have been instructed on the nature of COVID-19 and the reasons that control measures have changed (as outlined in the compliance code) • Local arrangements identified in this risk assessment have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required. • A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff. • All staff have confirmed that they are confident in applying the control measures identified in this assessment. • Staff have been involved in the practical implementation of this risk assessment (remotely where they are currently not in the setting). • Staff have been given the opportunity to discuss and resolve any concerns that they have. • Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school. • The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes. 	<p>For Pupils Class Dojo is our main communication along with Facebook and Text Messages</p> <p>Google Docs for staff</p> <p>Staff are reminded regularly</p>
<p>Respectful Space (Social distancing)</p>	<p>Whilst school bubbles and social distancing (keeping 2m from others) is no longer a requirement, any measure that minimises the number, proximity and duration of in person contacts reduces the risk of transmission. Consideration has been given to where respectful space can be maintained between people including:</p> <ul style="list-style-type: none"> • Continued cohorting of staff • Utilisation of online meetings and training • Keeping numbers minimised for in person meetings and training • Reduction of pinch points and areas of congestion • Furniture in areas such as reception, meeting rooms, staff rooms and offices has been rearranged to prevent face to face working and support respectful space where possible 	<p>Staff are reminded regarding Covid and to raise any concerns</p>
<p>Hiring academy Premises (and providing premises for club use)</p>	<ul style="list-style-type: none"> • Cleaning and disinfection requirements are established for all areas used (premises and equipment) • Information about ventilation requirements is provided to the user • The academy and user have agreed and confirmed their responsibilities prior to use, • The hirer has confirmed that they are following COVID-19 control measures for their activities 	<p>N/A</p>
<p>Safeguarding</p>	<ul 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 to as appropriate, using existing procedures. • SLT will ensure that targeted and effective pastoral care is in place to support children designed to meet individual and collective needs. 	<p>FCAT Safeguarding and Child Protection Policy. We will continue to have regard to statutory guidance Keeping Children Safe in Education We will review our Child Protection Policy (led by the DSL) to reflect that some children may require remote education due to self-isolation for example.</p>

	<ul style="list-style-type: none"> Where working from home is required for the DSL or other safeguarding team member, then regular meetings are in place to ensure safeguarding matters are addressed 	<p>There is no change to local multi-agency safeguarding arrangements, which remain the responsibility of the three safeguarding partners (local authorities, clinical commissioning groups and chief officers of police). All local safeguarding partners will remain vigilant and responsive to all safeguarding threats and ensure vulnerable children and young people are safe – particularly as some children and young people will be learning remotely due to self-isolation for example.</p> <p>New employees, supply and relevant visitors undertake an induction</p>
<p>Premises statutory servicing, testing and monitoring</p>	<ul 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 and good hygiene) for: Gas, Electric, Water, Lifts, Alarm, Fire equipment, Pat testing, Kitchen, Emergency lighting, Doors, Plant equipment, Ventilation. Essential contractors will be allowed on site and will be briefed by site staff as to measures required. 	<p>The SBM ensures statutory testing is carried out and scheduled servicing is monitored</p>
<p>Fire Evacuation</p>	<p>The ability to effectively implement fire and other emergency procedures may be compromised due to reduced staff numbers, for example, therefore;</p> <ul style="list-style-type: none"> We will regularly review and where necessary, update the existing Fire Risk Assessment and Fire/Evacuation Plan. We will ensure there are sufficient staff on duty e.g. sufficient fire wardens to cover the site to enable sweeps of all areas to be carried out and to ensure full evacuation of the building –particularly important if staff are required to self-isolate. We will assess the suitability of Personal Emergency Evacuation Plans (PEEPs) – especially if previous role holders are no longer available to continue e.g., they may be required to self-isolate. The use of portable heaters will be avoided where possible. However, where it is necessary to use these, we will ensure suitable controls are implemented and included within the existing Fire Risk Assessment. 	

ADDITIONAL CONTROL MEASURES

Area of risk	Control Measures in place	Notes / Further information
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<p>Increased localised incidents of covid</p>	<p>Return to bubbling of children whenever possible. e.g. Phonics and other stage not age interventions, Lunch times, breakfast clubs. Staff MAY have to cross bubbles to enable cover for classes but this will be kept to a minimum.</p>	<p>This is a temporary measure and bubbling maybe withdrawn should local incidence reduce.</p>