FCAT

Coronavirus (COVID-19)
Implementing protective measures within FCAT

COVID-19 Risk Assessment

Academy	Westcliff Primary Academy
Activity / Procedure	Phased wider opening of schools - managing the risk and rate of transmission of coronavirus (COVID-19)
Assessment date	Thursday 21st May 2020
Review date	To be reviewed and updated frequently before and after the wider opening of school and in light of any updates to existing government guidance or any new guidance.

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

Red text is control measures from Government Guidance – Coronavirus (COVID-19); implementing protective measures in education and childcare settings last updated on 12th May 2020.

Yellow highlighted text is where the Academy need to insert information or plan and implement their own academy specific procedure.

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

FCAT

Issue that could cause harm:	Lack of Social Distancing in the learning environment (classroom/ workshop/ hall/ outdoors) which could increase the risk and rate of transmission of coronavirus (COVID-19)

Existing level of risk:			
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

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

1. Reduce the number of children in the learning environment to enable social distancing with no more than 15 children per small group.
2. 1 or 2 members of staff only are recommended to be with each small group of children. For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply and these are recommended to group children.
3. 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.
4. 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 should 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.
5. Maximise the number of learning environments used including outdoor space as much as possible to more easily allow for distance between children and staff.
6. Access rooms directly from outside where possible to reduce mixing of groups.
7. Ensure that wherever possible children use the same classroom or area of a setting throughout the day to minimise movement around school.
8. Remove excess furniture to increase space if able to do so.
9. Desks should be spaced as far apart as possible.
10. In primary, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. Children should be spaced as far apart as possible, aim for 2 metres but accept this may not always be possible.
11. In secondary schools re-arrange classrooms/workshops with sitting positions 2 metres apart.
12. Children keep to their desks when in the learning environment.
13. Where possible seat children at the same desk each day if they attend on consecutive days.
14. Personal property of children should be kept to a minimum e.g. bags, coats, lunchboxes. If these are brought into school they should be stored under the pupil's table.
15. Staff members to keep a minimum 2 metre distance from each other in the learning environment.
16. Mark out a 2 metre area e.g. with tape for the member(s) to of staff to be able to maintain social distancing from children and other staff.
17. Display signage in the learning environment regarding social distancing to reinforce, encourage and promote this for staff and children.
18. Academy SLT to create academy social distancing procedures for staff and children specific to the academy environment (include instructions how to enter and exit the learning environment, use of toilet, moving around the classroom, how to maintain social distancing whilst teaching etc.)See Social Distancing Procedures (SDP) document.
19. For children, procedures revisited and managed in line with academy behaviour policy.

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

HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

FCAT

Issue that could cause harm:	Lack of Social Distancing when using toilets and poor hygiene which could increase the risk and rate of transmission of coronavirus (COVID-19)

Existing level of risk:			
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

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

1. Academy SLT to create social distancing procedures for staff use of staff toilets specific to the academy environment (e.g. how many staff may enter the toilets at one time, queue system etc.). See SDP
2. Ensuring that toilets do not become crowded by limiting the number of children who use the toilet facilities at one time. See re-opening document
3. Allocated toilets for different groups of children and staff to enable toilet facilities to be used by the same small groups of staff and children as far as possible.
4. Staff and children asked to clean hands after using the toilet - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
5. Ensure that help is available for children who have trouble cleaning their hands independently.
6. Display signage in the toilets regarding handwashing to reinforce, encourage and promote this for staff and children.
7. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
8. Full stock of soap and sanitiser to be maintained in the toilets at all times.
9. Academy SLT to agree with the Site Supervisor cleaning schedule and frequency for staff and children's toilets in line with operational requirements (e.g. what needs to be cleaned in the toilets, how should it be cleaned and how often). This should be at the start and end of each day as well as more regularly than normal throughout the day. **Protocol from FCAT Premises to be issued to assist with this.**

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

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

HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

FCAT

Issue that could cause harm:	Lack of social distancing and poor hygiene upon arrival and exit from school which could increase the risk and rate of transmission of coronavirus (COVID-19)

Existing level of risk:

HIGH	MEDIUM	LOW	NEGLIGIBLE

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

1. Tell staff, children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus.
2. Academy SLT to create procedures for staff for entry and exit to the academy specific to the academy environment and to communicate these (e.g. what entrances/exits should be used by which staff, use of hand sanitiser as soon as possible each and every time enter/exit the building, staggered arrival times, sign in with fob instead of touching screen, maintain 2 metre distance, go straight to area of work and not to congregate with other staff etc.). See SDP, re-opening plan
3. Installation of hand sanitiser stations at staff entrances/exits to building.
4. Staff to sanitise hands on each and every entry and exit from the building.
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. Academy SLT to create procedures for operation of the academy Main Reception specific to the academy environment and to communicate these (e.g. keep the number of people in reception to a minimum, who may enter reception and on what basis, mark out a 2 metre area for the member(s) to of staff to be able to maintain social distancing from staff, parents, carers, visitors and children, advise visitors that they cannot enter the site unless they have a pre-arranged appointment, utilise glass/perspex screens at the reception desk, use of hand sanitiser for all visitors upon entry/exit etc).
7. 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.
8. Advise visitors that they cannot enter the site unless they have a pre-arranged appointment, which should be conducted safely.
9. Academy SLT to create arrival and exit procedures for parents, carers and children specific to the academy environment and to communicate these (e.g. drop off and collection times, markers outside/inside school at 2 metre intervals to encourage and maintain social distancing for children and adults when waiting outside school, children are queuing and walking in/out of school, allocated times and points of entry/exit for specific groups of children, prop open external doors to limit use of door handles, use of hand sanitiser upon each and every entry/exit etc.). See re-opening document
10. Implement staggered drop off and pick up times for different groups of children.
11. Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.
12. Staff supervision throughout drop off/pick up to encourage and insist on social distancing.
13. Display signage outside and inside the building regarding social distancing and good hygiene to reinforce, encourage and promote this for staff, parents, carers and children.
14. Everyone should use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').
15. Ensure there are lidded bins for tissues and these are emptied throughout the day.

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

HIGH	MEDIUM	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:	Lack of social distancing and poor hygiene during break/ playtimes and lunchtimes which could increase the risk and rate of transmission of coronavirus (COVID-19)		
Existing level of risk:			
<mark style="background-color:red">HIGH</mark>	MEDIUM	LOW	NEGLIGIBLE
How to manage it (control measures)	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		

1. Stagger break times (including lunch), so that all children are not moving around the school at the same time and that that any corridors or circulation routes used have a limited number of children or young people using them at any time.
2. Consider using one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.
3. Access rooms directly from outside where possible to reduce mixing of groups.
4. Ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days.
5. Ensure that the same staff are assigned to each group of children and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary settings there will be some subject specialist rotation of staff. Changing the assignment of staff to each group of children should be a last resort but may be necessary for example due to staff absence or redeployment of secondary staff to primary who then may need to return to secondary.
6. Allocate different areas for different groups of children and staff. Ideally only one group of maximum 15 children is in the same play area at any one time.
7. 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
8. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
9. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.
10. Display signage outside and inside the building regarding social distancing and good hygiene to reinforce, encourage and promote this for staff and children.
11. Use markers e.g. paint/tape outside school and inside school at 2 metre intervals to encourage and maintain social distancing for children and adults.
12. Children and young people should clean their hands after sneezing or coughing, should be encouraged not to touch their mouth, eyes and nose, should use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').
13. Ensure there are lidded bins in break/playtime and lunchtime areas for tissues and these are emptied throughout the day.
14. Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in play/break time and lunchtime areas.
15. Reduce break/playtime equipment. Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts). Consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.
16. Games discussed which encourage social distancing e.g. football passing and no sharing of equipment for games e.g. do not play catch, cordon off outdoor play equipment.
17. Staff supervision throughout break/play and lunchtimes to actively encourage and insist on social distancing.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	<mark style="background-color:orange">MEDIUM</mark>	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:	Lack of social distancing and poor hygiene during staff break or lunch times which could increase the risk and rate of transmission of coronavirus (COVID-19)		
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
How to manage it (control measures)	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		

1. Staff room to be properly cleaned at the start and end of each day and surfaces cleaned more regularly than normal throughout the day.
2. Academy SLT to create social distancing procedures for staff use of staff room specific to the academy environment (e.g. how many staff, queue system etc.). See SDP
3. Staff to stagger break and lunch times.
4. Limit the number of people in staffroom at any one time.
5. Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in staff rooms.
6. Staff asked to clean hands upon arrival and exit from the staff room - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
7. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
8. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units
9. Ensure chairs in staffrooms use back-to-back or side-to-side (rather than face-to-face) whenever possible.
10. Use markers e.g. paint/tape in the staff room at 2 metre intervals to encourage and maintain social distancing for staff.
11. Display signage outside and inside the building regarding social distancing and good hygiene to reinforce, encourage and promote this for staff.

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

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:			
<mark>HIGH</mark>	MEDIUM	LOW	NEGLIGIBLE
How to manage it (control measures)	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		

1. Stagger break times (including lunch), so that all children are not moving around the school at the same time and that that any corridors or circulation routes used have a limited number of children or young people using them at any time.
2. Consider using one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.
3. Access rooms directly from outside where possible to reduce mixing of groups.
4. Children and young people to walk single file on the corridor and consider having a member of staff at the front and back of the line to supervise and actively encourage and insist on social distancing.
5. Use markers e.g. paint/tape on corridors at 2 metre intervals to encourage and maintain social distancing for children and adults.
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. Display signage on corridors regarding social distancing to reinforce, encourage and promote this for children and staff.
9. Staff supervision on corridors to actively encourage and insist on social distancing.
10. Encourage staff communication via phone or e-mail to limit unnecessary movement of staff on corridors.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	<mark>MEDIUM</mark>	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

1. Learning environments to be properly cleaned at the start and end of each day and properly cleaned between uses by different groups of children. Academy SLT to agree with the Site Supervisor cleaning schedule and frequency for the academy in line with operational requirements (e.g. what needs to be cleaned, how should it be cleaned and how often). This should be at the start and end of each day as well as more regularly than normal throughout the day across school. **Cleaning protocol from FCAT Premises to be issued to assist with this.**

2. Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, tables, doors, sinks, toilets, light switches, bannisters, more regularly than normal.

3. Shared materials and surfaces should be cleaned and disinfected more frequently than normal.

4. Ensure that sufficient handwashing facilities are available across the school. Where a sink is not nearby, provide hand sanitiser.

5. Children and staff to wash hands/use sanitiser frequently throughout the day - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.

6. Children and young people should clean their hands on arrival at the setting, before and after eating, after sneezing or coughing, should be encouraged not to touch their mouth, eyes and nose, should use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').

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

8. Display signage across school regarding handwashing to reinforce, encourage and promote this for staff and children.

9. Full stock of soap and sanitiser to be maintained in school at all times.

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

11. Learning planned so resources are individual and not shared – or on white board.

12. Resources on tables ready for learning and not distributed during the learning.

13. Use plastic packets (zippy) bags used for individual resources.

14. Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff.

15. Seek to prevent the sharing of stationery and other equipment where possible.

16. Practical lessons can go ahead if equipment can be cleaned thoroughly and properly cleaned between different groups of children.

17. Children keep to their desks when in the learning environment.

18. Where possible seat children at the same desk each day if they attend on consecutive days.

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

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. Academy SLT to agree with the Site Supervisor cleaning schedule and frequency for the academy in line with operational requirements (e.g. what needs to be cleaned, how should it be cleaned and how often). This should be at the start and end of each day as well as more regularly than normal throughout the day across school. **Cleaning protocol from FCAT Premises to be issued to assist with this.**
3. 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.
4. Shared materials and surfaces should be cleaned and disinfected more frequently than normal.
5. PPE will be worn by all cleaning staff in accordance with COVID-19: cleaning of non-healthcare settings guidance.
6. Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)
7. Deep clean of the academy before wider re-opening.
8. To ensure effective stock control and sufficient stock of cleaning materials, hygiene materials and PPE in line with cleaning schedule.
9. Ensure there are lidded bins across school for tissues and these are emptied throughout the day.

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

HIGH	**MEDIUM**	LOW	NEGLIGIBLE

Issue that could cause harm:	Risk of spreading virus due to close contact with parents / carers / visitors / contractors / children – 1:1 and restraint which could increase the risk and rate of transmission of coronavirus (COVID-19)

Existing level of risk			
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

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

- Seek expert guidance re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. leading to the implementation of individual risk assessments.
- Reduced timetable/exclusion/inclusion considered if necessary to manage the behaviour of children and young people and minimise risk to staff.
- Use of PPE where 2 metre distance cannot be maintained.
- Utilise glass/perspex screens at the reception desk.

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

HIGH	MEDIUM	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:	First Aid/Accident/Administering medicines/EHP/Personal Care which could increase the risk and rate of transmission of coronavirus (COVID-19)

Existing level of risk:			
HIGH	MEDIUM	LOW	NEGLIGIBLE

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

1. Ensure there is a member of First Aid trained staff on site and only trained staff carry out First Aid (for primary requires Paediatric First Aid).
2. Ensure full and complete first aid stock on site at all times.
3. Ensure FCAT First Aid, Accident Administering medicines and EHP Policies are followed.
4. Staff should wear PPE 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 2 metres 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 on site at all times.

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

HIGH	MEDIUM	LOW	NEGLIGIBLE

Issue that could cause harm:	Safeguarding checking how the academy is safeguarding children and young people during the remaining partial closure of schools and in the wider opening.

Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

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

1. All academy safeguarding procedures and reporting mechanisms operate in full and in the usual way. Any safeguarding concerns will be reported, recorded, managed and referred as appropriate, using existing procedures as set out in the FCAT Safeguarding and Child Protection Policy.
2. Academy SLT to ensure that targeted and effective pastoral care is in place to support children designed to meet individual and collective needs.

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

HIGH	MEDIUM	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:	Emotional distress of the children - including mental health conditions.		
Existing level of risk			
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**
How to manage it (control measures)	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		

1. Children and young people will be in the same small groups and as far as possible with the same staff assigned to that group of children which will support consistency and stability.
2. Reduce time in school to ensure transition is supported and successful from home to school.
3. Consideration will be given to curriculum delivery to ensure transition is supported and successful from home to school.
4. Academy SLT to ensure that targeted and effective pastoral care is in place to support children designed to meet individual and collective needs.

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

Issue that could cause harm:	Emotional distress of the staff – including mental health conditions.		
Existing level of risk			
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**
How to manage it (control measures)	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		

1. Academy SLT to ensure continuous clear and effective communication with staff regarding the detail of plans for the phased wider re-opening of schools and this COVID-19 risk assessment and control measures in advance and following 1st June 2020 to aim to minimise uncertainty and anxiety.
2. At least one SLT member of staff on site every day for staff to share any questions or concerns with
3. Continued access for staff to remote wellbeing support from qualified professionals via Line Manager or **teamfcatwellbeing.fcat.org.uk** monitored by HR daily.
4. Ongoing signposting of staff to online/phone wellbeing support.
5. Ongoing review of COVID-19 risk assessment to ensure control measures are implemented and updated if necessary to maintain a safe working environment.
6. To promote the Team FCAT Work and Wellbeing charter.
7. Set up of trust-wide e-mail address for staff to share/report and health and safety concerns relating to COVID-19.

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

1. Children who are extremely clinically vulnerable should not attend school.
2. Children who live with someone who is extremely clinically vulnerable are advised they only attend an education or childcare setting if stringent social distancing can be adhered to and they are able to understand and follow those instructions.
3. Staff who are extremely clinically vulnerable (those who have received a letter from Government or clinician advising them to shield) should work from home. Staff who are living with someone who is clinically extremely vulnerable should be supported to work from home.
4. Staff who are clinically vulnerable should work from home where possible. Education and childcare settings should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.
5. Staff and children living with those that are clinically vulnerable can attend school and work with children or adults adhering to this risk assessments.

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

HIGH	**MEDIUM**	LOW	NEGLIGIBLE

Issue that could cause harm:	Staff health and wellbeing when working from home for which FCAT remains responsible for as the employer.

Existing level of risk			
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

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

1. Line Managers to maintain regular and reasonable contact with staff in their teams.
2. Encourage staff to undertake a workstation risk assessment and consider any equipment staff may require in order to work from home safely.
3. Encourage staff to take short and regular rest breaks when using a computer screen.
4. To encourage staff not to work excessively long hours and to take a lunch break.
5. To promote the Team FCAT Work and Wellbeing Charter.
6. Continued access for staff to remote wellbeing support from qualified professionals via Line Manager or **teamfcatwellbeing.fcat.org.uk** monitored by HR daily.
7. Ongoing signposting of staff to online/phone wellbeing support.

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

HIGH	MEDIUM	**LOW**	NEGLIGIBLE

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		

1. Staff offices to be properly cleaned at the start and end of each day and surfaces (e.g. desks, door and window handles, light switches etc.) cleaned more regularly than normal throughout the day. Academy SLT to agree with the Site Supervisor cleaning schedule and frequency for the offices and meeting rooms in line with operational requirements (e.g. what needs to be cleaned, how should it be cleaned and how often). **Cleaning protocol from FCAT Premises to be issued to assist with this.**
2. Staff who are office based and can undertake their job role at home, should continue to work from home.
3. Limit the number of people in office at any one time.
4. Ensure a 2 metre distance between staff work spaces. Use markers e.g. paint/tape in the office at 2 metre intervals to encourage and maintain social distancing.
5. Use back-to-back or side-to-side working (rather than face-to-face) whenever possible.
6. Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
7. Provide hand sanitiser in offices and meeting rooms.
8. Staff asked to clean hands upon arrival and exit from the office and regularly throughout the day - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
9. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
10. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units
11. Display signage in offices regarding social distancing and good hygiene to reinforce, encourage and promote this for staff.
12. Avoiding use of hot desks and spaces and, where not possible, for example, call centres or training facilities, cleaning and sanitising workstations between different occupants including shared equipment.
13. Use remote working tools to avoid in-person meetings.
14. Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.
15. Avoiding transmission during meetings, for example avoiding sharing pens and other objects.
16. Hold meetings outdoors or in well-ventilated rooms whenever possible.

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

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		

1. Tell staff, children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection).
2. If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.
3. Proper cleaning of the area where anyone has become unwell with symptoms of COVID-19 should take place.
4. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. See SDP
5. 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.
6. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres 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 2 metres 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.
7. Staff and parents/carers should be advised about testing for COVID-19 for keyworkers and children in school.
8. Academy SLT should ensure any confirmed cases of COVID-19 following a positive test result should be notified to Jane McCumiskey (FCAT COO) to ensure that the FCAT procedure in the event of this can be followed.

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			
<mark>HIGH</mark>	MEDIUM	LOW	NEGLIGIBLE
How to manage it (control measures)	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		

1. Encouraging parents and children and young people to walk or cycle to their education setting where possible and are aware of the <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> when planning their travel
2. 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. <mark>N/A</mark>
3. Taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts.
4. Encouraging staff to travel to work by personal vehicle, walk or cycle instead of using public transport.
5. Advise staff not to car share.
6. Encourage staff to follow social distancing in the staff car park.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	<mark>LOW</mark>	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			
<mark>HIGH</mark>	MEDIUM	LOW	NEGLIGIBLE
How to manage it (control measures)	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		

1. Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.
2. Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)
3. Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).
4. Advise visitors that they cannot enter the site unless they have a pre-arranged appointment, which should be conducted safely.
5. Ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers.
6. Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.
7. Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, and hygiene suppliers.
8. Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	<mark>MEDIUM</mark>	LOW	NEGLIGIBLE

FCAT

Issue that could cause harm:	Home-visits to children, parents and carers which could increase the risk and rate of transmission of coronavirus (COVID-19) e.g. delivery of food parcel to vulnerable family.		
Existing level of risk			
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**
How to manage it (control measures)	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		

1. Home visits should be a last resort and alternative measures implemented firstly.
2. Where a home visit is absolutely essential this must be agreed by the Headteacher and the member of staff must undertake the home visit on a volunteer basis only. No member of staff should enforced to undertake a home visit.
3. A time for home visit should be pre-arranged between the school and the parent/carer.
4. The member of staff should maintain a distance of 2 metres from any adult or child and must not enter the home.
5. The member of staff should drive to the home, knock on the door, leave the food parcel and return to their vehicle, locking the doors and drive away.
6. Lone working arrangements should be implemented between the member of staff and a member of SLT (e.g. agreed appointment time for the visit, member of staff to call SLT to confirm they have safely completed the home visit).
7. The member of staff must have business insurance for their personal vehicle.

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

Issue that could cause harm:	Implementation of the Emergency Evacuation Procedure/ Emergency Plan which could increase the risk and rate of transmission of coronavirus (COVID-19)		
Existing level of risk			
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**
How to manage it (control measures)	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		

1. Existing Academy Emergency Evacuation procedure to continue to be followed, however ensuring that a 2 metre social distance is possible at all times when evacuating the building and when congregating at the emergency evacuation point.

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2. Existing Academy Emergency Plan to be followed in the event of loss of electrical power, loss of water supply, loss of communications, intruder etc. however ensuring that a 2 metre social distance is possible at all times.
3. To review any Personal Emergency Evacuation Plans (PEEP) for staff and children to ensure that control measures are implemented to minimise the risk and rate of transmission of coronavirus (COVID-19) between an individual and the adult facilitating the emergency evacuation.

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

Issue that could cause harm:	**Premises statutory servicing, testing and monitoring not being completed resulting in legislative non-compliance and risk to health and safety of all groups.**

Existing level of risk			
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

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

1. All statutory servicing (weekly/monthly/6 monthly and annual testing and monitoring systems and audits) are in place and continuing in line with current trust and academy procedures.
2. To ensure a schedule of contractors is determined (so that that they can be appropriately briefed in advance of visiting the school and on the day regarding the academy's procedures for social distancing and good hygiene) for: Gas, Electric, Water, Lifts, Alarm, Fire equipment, Pat testing, Kitchen, Emergency lighting, Doors, Plant equipment, Ventilation.

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

Issue that could cause harm:	**Security during the partial closure and wider re-opening of schools** (intruders, trespassers)

Existing level of risk			
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

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

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

Academy to insert any amendments that have been made to the above procedures in relation to the partial closure of schools and in trying to minimise the risk and rate of transmission of coronavirus (COVID-19).

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

Authorisation by Risk Assessor and Headteacher

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

Name of assessor	Signature of assessor	Date
Amanda Stokes	A Stokes	18.05.20

Head teacher comments	Insert comments relevant to assessment as appropriate

Name of Head teacher	Signature of Head teacher	Date
Amanda Stokes	A Stokes	18.05.20

Risk assessment reviews	Set future review dates & sign/comment upon completion