FCAT

Coronavirus (COVID-19)
Implementing protective measures within FCAT

COVID-19 Risk Assessment

Academy	Garstang Community Academy
Activity / Procedure	September opening of schools - managing the risk and rate of transmission of coronavirus (COVID-19)
Assessment date	2nd September 2020
Review date	To be reviewed and updated frequently before and after the September 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**

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

This risk assessment is subject to review following further DFE/Government/Trust guidance.

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. Year group bubbles to be utilised which will use the same rooms throughout the day with their own toilet(s) and own identified open air space.
2. Staff to maintain 2 metre social distancing between adults and between children wherever possible and to ensure the time spent near pupils is minimised if this is not possible or has a specific RA if 1:1 support is required.
3. Any rooms that are shared (e.g. Dining rooms) to be cleaned between bubble changes.
4. Any specialist rooms used by a bubble would be used for a week before being changed to a different bubble and cleaned in-between.
5. Maximise the usage of the same staff within the same bubble to reduce cross contamination between bubbles as far as possible, recognising for secondary settings there will be some subject specialist rotation of staff. GCA are aiming for a majority of staff to only be in a maximum of 2 bubbles and for no staff to be in more than 3 bubbles.
6. 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.
7. Maximise the number of learning environments used including outdoor space as much as possible to more easily allow for distance between children and staff. GCA intending to use six rooms in each bubble, with specific allocated toilets, outdoor spaces and access, as well as the bookable specialist facilities.
8. GCA has identified specific access routes for the start of the day, and throughout the day.
9. Ensure that wherever possible children use the same classroom or area of a setting throughout the day to minimise movement around school.
10. When movement around school is required, this should in all cases, other than emergencies, be during lesson time so that corridors and outside spaces are clear.
11. Remove excess furniture to increase space if able to do so.
12. Personal property of children should be kept to a minimum e.g. bags, coats, lunchboxes. If these are brought into school, they should be kept with children and stored under the students' allocated desk when in classrooms.
13. Lockers are not to be used as the locations of the lockers are diverse and requirements reduced.
14. Children should arrive in PE kit when undertaking PE that day to not require the use of shared bubble use of changing rooms
15. Staff members to keep a minimum 2 metre distance from each other and children in the learning environment. Teacher only zones will be clearly marked on the floor.
16. Mark out a 2 metre area e.g. with tape/paint for the member(s) of staff to be able to maintain social distancing from children and other staff in classrooms and outside duties in bubbles.
17. Display signage in the learning environment regarding social distancing, hand washing/sanitising and being symptom free to reinforce, encourage and promote this for staff and children.
18. If students need to wait outside classrooms, they must queue against a wall and leave a 2m passage for adults. In most cases, students will enter classroom immediately and go straight to desk/work area. Students and staff must remain at 2m social distancing at all times if possible. Students must wait for permission to move from their allocated area when exiting the classroom. Student's may only use the toilet that is allocated to their bubble. Students will only use the toilets at break time and lunch unless

FCAT

a medical note is provided. For children, procedures revisited and managed in line with academy behaviour policy.

19. Any technical support staff required to enter a learning environment due to urgent operational requirements (e.g. IT Technician) will maintain a minimum 2 metre 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.

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

Issue that could cause harm:	**Lack of Social Distancing when using toilets and poor hygiene which could increase the risk and rate of transmission of coronavirus (COVID-19)**		
Existing level of risk:			
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**
How to manage it (control measures)	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		

1. Specific toilets will be allocated to staff. Only one member of staff to enter toilets at once. Staff to queue outside at 2m interval if necessary.
2. Ensuring that toilets do not become crowded by limiting the number of children who use the toilet facilities at one time. Outside doors to be removed, and regular monitoring and communication of expectations.
3. Specific toilets to be used by students from a specific bubble.
4. Staff and children asked to clean hands before and 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. All toilet will be cleaned at the end of the day and checked by cleaning staff every morning. Toilets will be cleaned by cleaning staff after break and lunch times.

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 signs or symptoms of coronavirus.
2. Staff will go straight to reception through the main entrance and sign in with fob instead of touching screen. Two-meter intervals will be marked clearly on the floor to ensure social distancing in the event of staff needing to queue to sign in. Hand sanitiser is available at reception for staff to use. Staff proceed to allocated work area or outdoor duty position and not to congregate with other staff.
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 buildings and classrooms.
5. Pupils to enter site and head straight to their outdoor area. Use of dining area before school to be limited and socially distanced for all.
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. Staff occupying Main Reception is kept to a maximum number of three people. Work areas within reception are clearly marked out and allocated to staff. Markings/signage and an acrylic screen at the reception desk to ensure reception staff are able to maintain social distancing from staff, parents, carers, visitors and children. Use of hand sanitiser for all visitors upon entry/exit. Visitors cannot enter the site unless they have a pre-arranged appointment.
8. 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.
9. Advise visitors that they cannot enter the site unless they have a pre-arranged appointment, which should be conducted safely.
10. School start times temporarily altered – no children on site before 8.15 as there will be no supervision before this, and school starts at 8.50 to allow a steady arrival with reduced bulges.
11. Clear signage to encourage parents/carers not to congregate outside the school.
12. No parents allowed on site without a prearranged appointment.
13. All external doors used by students are propped open to limit use of door handles.
14. Use of hand sanitiser upon entering and exiting classrooms. Each classroom in use will have sanitiser near door for use.
15. Implement staggered pick up times for different groups of children. As far as possible within the restrictions of bus transport. Year group bubbles will be released over a 15 minute period to allow a steady departure/bus embarkation.
16. Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.
17. Staff supervision throughout drop off/pick up to encourage and insist on social distancing.
18. 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.
19. Everyone should use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').
20. Face masks (not scarves, buffs, bandanas etc) must be worn by all pupils and staff in indoor areas where social distancing is more difficult. These include but are not limited to: -
    o   Corridors before lessons, at lesson change over and when inside at break/lunchtime.

o   Canteens (when students/staff are not eating) – including queuing, and if remaining inside after eating.

o   Staff rooms and kitchens – where social distancing is difficult to achieve.

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

Issue that could cause harm:	**Lack of social distancing and poor hygiene during break/ playtimes and lunchtimes which could increase the risk and rate of transmission of coronavirus (COVID-19)**

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

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

1. Stagger break and lunch times, 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. Each bubble to have their own designated outside space and dining area.

3. Dining areas to be cleaned between each bubble use.

4. Having distinct bubble spaces around the school site reduces the requirement for one way systems.

5. Access rooms directly from outside where possible to reduce mixing of groups.

6. Ensure that children and young people are in the same groups at all times each day, and different bubbles are not mixed during the day, or on subsequent days.

7. Ensure that the same staff are assigned to each bubble of children and, as far as possible, these stay the same during the day and on subsequent days (see above)

8. Children and young people should clean their hands before and after eating and enter in the bubbles they are already in. If such measures are not possible, children should be brought their lunch in their classrooms

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

12. 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.

13. 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').

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

16. Face masks (not scarves, buffs, bandanas etc) must be worn by all pupils and staff in indoor areas where social distancing is more difficult. These include but are not limited to: -

o   Corridors before lessons, at lesson change over and when inside at break/lunchtime.

FCAT

o Canteens (when students/staff are not eating) – including queuing, and if remaining inside after eating. o Staff rooms and kitchens – where social distancing is difficult to achieve.			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Issue that could cause harm:	**Lack of social distancing and poor hygiene during staff break or lunch times which could increase the risk and rate of transmission of coronavirus (COVID-19)**
Existing level of risk	

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

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. Staff to stagger break and lunch times.
3. Limit the number of people in staffroom at any one time. Staff should maintain social distancing.
4. Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in staff rooms.
5. 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
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.
9. Display signage outside and inside the building regarding social distancing and good hygiene to reinforce, encourage and promote this for staff.
10.
11. Staff work spaces are available in specific locations –stringent social distancing and sanitising are required in these spaces.
12. Staff are welcome to eat their food in classrooms within one of their bubbles (usually the room taught in immediately prior to lunchtime) – no more than three staff should have lunch in the same room at the same time, and all occupied surfaces should be wiped down on arrival and departure using the sanitiser and tissues available in the room.
13. Face masks (not scarves, buffs, bandanas etc) must be worn by all pupils and staff in indoor areas where social distancing is more difficult. These include but are not limited to: -
    o Corridors before lessons, at lesson change over and when inside at break/lunchtime.
    o Canteens (when students/staff are not eating) – including queuing, and if remaining inside after eating.
    o Staff rooms and kitchens – where social distancing is difficult to achieve.

FCAT

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	<mark>**MEDIUM**</mark>	**LOW**	**NEGLIGIBLE**
Issue that could cause harm:	**Lack of social distancing in the corridors which could increase the risk and rate of transmission of coronavirus (COVID-19)**		
Existing level of risk:			
HIGH	<mark>**MEDIUM**</mark>	**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 and lunch times, 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. Keep year bubbles geographically and/or temporally separate.
3. Access rooms directly from outside where possible to reduce mixing of groups.
4. Children and young people to be actively encouraged to maintain 2m social distancing from staff.
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. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.
7. Display signage on corridors regarding social distancing to reinforce, encourage and promote this for children and staff.

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 before the start of each day and properly cleaned between uses by different year bubbles of children. This should be at the start and end of each day as well as more regularly than normal throughout the day across school. **Cleaning protocol from FCAT Premises issued to assist with this.** At GCA cleaners will thoroughly clean classrooms at the end of the day. Classrooms will then be locked until the morning. Classrooms will be checked, and re-cleaned if necessary, each morning by the site team and cleaning staff. All doors will be propped open by site staff. When two members of staff are alternating between the same work area during different times of the day, staff will use disinfectant spray to clean the area on arrival and before they leave. As well as rigorously sanitising on entry to and exit from the room. Spray sanitiser to be provided in each classroom.

2. Clean surfaces that children and young people are touching, such as text 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. Display signage across school regarding handwashing to reinforce, encourage and promote this for staff and children.

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

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

11. Where sharing of resources is required, where possible year bubble equipment packs will be created. Where not possible, rigorous and regular cleaning/sanitising will be undertaken.

12. Where appropriate, resources on tables ready for learning and not distributed during the learning.

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

14. Where assessment work is undertaken, this should be done on paper, collected by a student and placed in a plastic wallet by the teacher and dated – the work should not be removed to be marked for at least 48 hours, and should not be returned for a further 48 hours.

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

16. Seek to prevent the sharing of stationery and other equipment where possible.
17. Practical lessons can go ahead if equipment can be cleaned thoroughly and properly cleaned between different groups of children.
18. Children keep to their desks when in the learning environment.
19. Where possible seat children at the same desk each day.

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

Issue that could cause harm:	**Lack of 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 before the start of each day and properly cleaned between uses by different groups of children. This should be at the start and end of each day as well as more regularly than normal throughout the day across school. Cleaning protocol from FCAT Premises to be issued to assist with this. At GCA cleaners will thoroughly clean classrooms at the end of the day. Classrooms will then be locked until the morning. Classrooms will be checked, and recleaned if necessary, each morning by the site team and cleaning staff. All doors will be propped open by site staff. When two members of staff are alternating between the same work area during different times of the day, staff will use disinfectant spray to clean the area on arrival and before they leave.

3. Clean surfaces that children and young people are touching, such as, 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. External cleaning company will follow the cleaning protocol issued, and our advice is that 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 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**

FCAT

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 acrylic screens at the reception desk.

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

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

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

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

1. Ensure there is a member of First Aid trained staff on site and only trained staff carry out First Aid (for primary requires Paediatric First Aid).
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. Emergency PPE equipment to be available in each bubble area and centrally.
5. 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.
6. 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.
7. Full and complete stock of PPE on site at all times.
8. Staff and pupils awaiting collection should go to the sports hall changing rooms whilst waiting to be collected.
9. LCC Schools & Education Settings Strategic Outbreak Control Plan Flow Chart to be followed.

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.**

FCAT

Existing level of risk			
HIGH	**<mark>MEDIUM</mark>**	**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. List of vulnerable students under constant review. Protocol for monitoring vulnerable student's wellbeing in place. Staff on site to ensure pastoral care is in place to support individual and collective needs.

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

HIGH	**<mark>MEDIUM</mark>**	**LOW**	**NEGLIGIBLE**

Issue that could cause harm:	**Emotional distress of the children - including mental health conditions.**

Existing level of risk			
HIGH	**<mark>MEDIUM</mark>**	**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 bubbles and as far as possible with the same staff assigned to that bubble of children which will support consistency and stability.
2. Phased return to school over the first week to ensure transition is supported and successful.
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. List of vulnerable students under constant review. Protocol for monitoring vulnerable student's wellbeing in place. Staff on site to ensure pastoral care is in place to support individual and collective needs.
5. 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	**<mark>MEDIUM</mark>**	**LOW**	**NEGLIGIBLE**

FCAT

Issue that could cause harm:	Emotional distress of the staff – including mental health conditions.		
Existing level of risk			
HIGH	<mark>**MEDIUM**</mark>	**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 September re-opening of school and this COVID-19 risk assessment and control measures in advance and following 1st September 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	<mark>**MEDIUM**</mark>	**LOW**	**NEGLIGIBLE**
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	<mark>**MEDIUM**</mark>	**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		

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.

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.

FCAT

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.

Staff who are clinically vulnerable or extremely clinically vulnerable

The measures outlined in the DfE guidance for full opening of schools (page 1 of this risk assessment) will be applied and will mitigate risks significantly for staff, including those who are extremely clinically vulnerable and clinically vulnerable. This will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall.

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.

1. 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..
2. Staff who are clinically vulnerable should return to work where possible. Government advice is available for colleagues in these categories and those who are pregnant. Education and childcare settings should endeavour to support flexible deployment where possible.
3. 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.
4. 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		

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

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

Issue that could cause harm:	Lack of Social Distancing and poor hygiene in staff offices and meeting rooms which could increase the risk and rate of transmission of coronavirus (COVID-19)		
Existing level of risk			
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**
How to manage it (control measures)	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		

1. Staff offices to be properly cleaned at the start and end of each day and surfaces (e.g. desks, door and window handles, light switches etc.) cleaned more regularly than normal throughout the day. 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).
2. Staff who are office based and can undertake their job role at home, should discuss the appropriateness of continuing to work from home with their line manager/Headteacher.
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 of screens in spaces where appropriate to do so.
6. Use back-to-back or side-to-side working (rather than face-to-face) whenever possible.
7. 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).
8. Provide hand sanitiser in offices and meeting rooms.
9. 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

FCAT

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. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units
12. Display signage in offices regarding social distancing and good hygiene to reinforce, encourage and promote this for staff.
13. 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.
14. Use remote working tools to avoid in-person meetings.
15. Only where absolutely necessary participants should attend meetings and should maintain 2m separation throughout.
16. Avoiding transmission during meetings, for example avoiding sharing pens and other objects.
17. Hold meetings outdoors or in well-ventilated rooms whenever possible.

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

Issue that could cause harm:	**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 the sports hall changing room where they can be isolated, 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.
5. If they need to go to the bathroom while waiting to be collected, they should use the accessible toilet within the changing room area 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.

FCAT

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.
9. LCC Schools & Education Settings Strategic Outbreak Control Plan Flow Chart to be followed.
10. 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.
11. 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:
12. 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.
13. if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends 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'

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

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		

1. Academy SLT to agree contingency plan.
2. Academy to implement 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		

1. The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.
2. Full use is made of those staff who are self-isolating but who are well enough to teach lessons online.
3. Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.
4. Full use is made of testing to inform staff deployment.
5. 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		

1. Encouraging parents and children and young people to walk or cycle to their education setting where possible and are aware of the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel
2. LCC Bus Transport operators are being instructed to tape off the seats on their services to allow social distance spacing between bus users. Users must get on and off one at a time under the supervision of the driver and follow all school rules regarding staying in that spaced seat at all times during the journey. (Double decker buses will have a maximum of 15 seats available and single just 10. Smaller coaches will be spaced accordingly and numbers reduced to fit spacing needs.) Jacqueline Day at LCC has verified that these are the instructions which operators must adhere to under LCC control. GCA will work with stagecoach for the 46X private hire to implement the same controls on that service. GCA will alert parents to these measures via PMX to ask students to be aware and follow these rules, which GCA staff will also reinforce at the Academy. We have audited the student numbers for each service and LCC will allocate suitable size vehicles to meet the distancing requirements. These measures, followed correctly, will ensure social distancing can be observed in transporting children to and from the site.
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**	**LOW**	**NEGLIGIBLE**
Issue that could cause harm:	**Communication failure with staff, parents, carers, children visitors, contractors, volunteers etc. which could increase the risk and rate of transmission of coronavirus (COVID-19)**		
Existing level of risk			
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**
How to manage it (control measures)	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		

1. Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.
2. Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)
3. Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).

FCAT

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 <u>Coronavirus (COVID-19): safer travel guidance for passengers.</u>
6. Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.
7. Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, and hygiene suppliers.
8. Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.
9. 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.
10. 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)
11. A tight window of arrival and departure will be maintained.
12. 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 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 be forced 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**

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		

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. In addition, staff are to close doors as they leave the building on the route they take.
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)

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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
2. Academy Opening and Closing procedures
3. Academy Out of hours' procedures
4. Academy Lockdown plan
5. Academy Emergency Plan
6. FCAT Abusive Parents policy
7. CCTV
8. Increased COVID 19 signage including not to enter with any symptoms

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

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

Issue that could cause harm:	**Lack of Social Distancing and poor hygiene in Extracurricular activities 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

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.
   1. Ensure regular cleaning of environment and equipment in line with COVID Cleaning Schedule.
   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)

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

FCAT

Name of assessor	Signature of assessor	Date
S Baker	*S Baker*	02/09/2020

Head teacher comments	Insert comments relevant to assessment as appropriate

Name of Head teacher	Signature of Head teacher	Date
A Ashcroft	*AMAshcroft*	02/09/2020

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