

# FCAT

## Coronavirus (COVID-19) Implementing protective measures within FCAT

### COVID-19 Risk Assessment

<b>Academy</b>	Unity Academy
<b>Activity / Procedure</b>	Phased wider opening of schools - managing the risk and rate of transmission of coronavirus (COVID-19)
<b>Assessment date</b>	5th June
<b>Review date</b>	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 Documents**

**Coronavirus (COVID-19); implementing protective measures in education and childcare settings (last updated on 1<sup>st</sup> June 2020)**

**Actions for educational and childcare settings to prepare for wider opening from 1 June 2020 (last updated on 1<sup>st</sup> June 2020)**

**Planning guide for primary schools (last updated on 25<sup>th</sup> May 2020)**

**Guidance for secondary school provision from 15<sup>th</sup> June 2020 (last updated 25<sup>th</sup> May 2020)**

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

***This risk assessment is completed based on the guidance and information available on the 5th June 2020 and will be updated to reflect any changes in published guidance.***

***Updated 05/06/2020***

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

# 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		
<p>1. Available Capacity / Agreed number following Government guidelines: An agreed total number of 250 pupils / students can attend the academy at any given time to enable compliance with social distancing rules.</p> <p>2. Reducing the number of children in the learning environment to enable social distancing: In year 10, we envisage groups of no more than 12 in order to maintain social distancing. In Reception and Year 1 all classrooms have been reviewed with a maximum of 15 pupils in each classroom. In year 6 all classrooms have been reviewed with a maximum of 15pupils in each classroom.</p> <p>3. 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 <u>Early Years Foundation Stage (EYFS)</u> continue to apply and these are recommended to group children.</p> <p>4. 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. Classes will be placed into ‘bubbles’ with a key person (either a teacher / teaching assistant) and will not mix with other ‘bubbles’ and classrooms.</p> <p>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/young people will be a last resort but may be necessary for example due to staff absence or redeployment of secondary staff to primary who then may need to return to secondary.</p> <p>6. Maximise the number of learning environments used including outdoor space as much as possible to more easily allow for distance between children and staff.</p> <p>7. Access rooms directly from outside where possible to reduce mixing of groups. All reception, year 1 classrooms, year 6 classrooms (with the exception of 1) can be directly accessed from outside.</p> <p>8. Ensure that wherever possible children use the same classroom or area of a setting throughout the day to minimise movement around school.</p> <p>9. Remove excess furniture to increase space if able to do so.(Appendix A Premises / cleaning protocol).</p> <p>10. Desks should be spaced as far apart as possible. (Appendix A Premises / cleaning protocol).</p> <p>11. 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 will be spaced as far apart as possible, aim for 2 metres but accept this may not always be possible.</p> <p>12. In secondary schools re-arrange classrooms/workshops with sitting positions 2 metres apart.</p> <p>13. Children keep to their desks when in the learning environment.</p> <p>14. Where possible seat children at the same desk each day if they attend on consecutive days.</p> <p>15. Personal property of children will be kept to a minimum e.g. bags, coats, lunchboxes. Children will be advised not to bring bags and coats if possible. If these are brought into school they should be stored in the individual storage area provided for each child.</p> <p>16. Staff members will be briefed on keeping a minimum 2 metre distance from each other in the learning environment.(Appendix B Staff information guidance) A revised staff handbook has been issued to all staff members prior to reopening. Induction of Covid 19 are in operation for all staff prior to reopening and include;Infection Control and information on revised policies and procedures.</p> <p>17. 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.</p> <p>18. Signage will be displayed in all learning environments regarding social distancing to reinforce, encourage and promote this for staff and children.</p> <p>19. The academy will introduce staggered arrival and departure times of children, parents and children will be expected to maintain social distancing at all times – floor markings will indicate the distance required to be maintained. As far as possible each year group will use separate entrances in order to reduce the build up of parents and children. Parents will be required to line up to collect children and children will be brought to them in turn. Children in Year 10 will be marshalled in the front car park on arrival where they will position themselves on one of 60 markings (spaced two metres away) in bubbles allowing for a full group of 12 children to arrive and be escorted to a teaching room. All door handles used will be cleaned before the next group moves to a location.</p> <p>20. In Reception and Year 1, children’s toilets will be used by no more than 30 children during the day – these will be cleaned hourly and a cubical will be assigned for each pod of 15 children so that the same toilet is not used by 2 pods. This will also apply in Y6 with one toilet for each pod of 15 children. All toilets will be cleaned hourly. Year 10 will have supervised toilet breaks with one toilet cubicle per bubble, these will be cleaned hourly.</p>			

# FCAT

21. In Y6 children will not be able to move around the classroom and will remain at their own desk, the teacher will observe a two metre distance when supporting children. In Reception and Year 1 where this is more difficult, a more structured curriculum will be in place which allows for children to remain separated for longer periods of time. Staff will be urged to maintain social distancing where possible but will not work beyond the group of children they are allocated to. In Year 10 children will be based in one classroom and will not be able to move around the room, staff will observe a two metre distance whilst supporting.
22. For children and staff, procedures will be revisited and managed in line with academy behaviour policy.
23. There will be clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this will be through age-appropriate methods such as stories and games.
24. Assemblies and the coming together of other large groups, both staff and students will be suspended.
25. Off site visits have been suspended.
26. Academy behaviour policy has been revised and a specific COVID appendix added to include compliance with social distancing and this has been communicated to staff, pupils and parents.
27. Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.
28. A specific email address will be established for colleagues to provide feedback about learning within the bubble thus avoiding the need for quality assurance walk throughs at this time.

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

<b>Issue that could cause harm:</b>	<b>Lack of Social Distancing when using toilets and poor hygiene which could increase the risk and rate of transmission of coronavirus (COVID-19)</b>		
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<b>Existing level of risk:</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>How to manage it (control measures)</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
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1. Ensuring that toilets do not become crowded by limiting the number of children who use the toilet facilities at one time. In Reception and Year 1, children's toilets will be used by no more than 30 children during the day – these will be cleaned hourly and a cubical will be assigned for each pod of 15 children so that the same toilet is not used by 2 pods. This will also apply in Y6 with one toilet for each pod of 15 children. All toilets will be cleaned hourly. Year 10 will have supervised toilet breaks with one toilet cubicle per bubble, these will be cleaned hourly. In all year groups only one child from each pod will be able to go to the toilet at any one time, this will be supervised by staff.
2. Staff and children asked to clean hands after using the toilet - wash hands thoroughly for 20 seconds with hot running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Ensure that help is available for children who have trouble cleaning their hands independently.
4. Signage will be displayed in the toilets regarding hand washing to reinforce, encourage and promote this for staff and children.
5. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
6. Full stock of soap and sanitiser to be maintained in the toilets at all times.
7. Toilets will be cleaned according to the FCAT cleaning risk assessment schedule as a minimum throughout the day (at Unity Academy we intend to clean toilets hourly), as well as the start and end of each day. If any toilet needs cleaning urgently, staff should contact the cleaning team via main school reception.
8. Parents will not be allowed on site to use toilets.
9. All hand dryers have been isolated and lidded bins and paper towels are in place.

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

# 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		
<div>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.</div> <div>2. The use of Non-Contact Infrared Thermometer with LCD Display will be used.</div> <div>3. Staff will arrive through the canteen and will proceed to the main reception (all doors will be open) in order to activate their fob, sanitise hands and pick up any PPE. They will then proceed directly to work locations and will not congregate in groups of staff. Any staff briefing will be done virtually. Staff are required to maintain 2 metre social distancing wherever possible. Staff should not make stops to collect drinks etc on arrival and should where possible bring their own cutlery and utensils for personal use during the day.</div> <div>4. The academy has staggered arrival and departure times of children, parents and children will be expected to maintain social distancing at all times – floor markings will indicate the distance required to be maintained. As far as possible each year group will use separate entrances in order to reduce the build up of parents and children. Parents will be required to line up to collect children and children will be brought to them in turn. Children in Year 10 will be marshalled in the front car park on arrival where they will position themselves on one of 60 markings (spaced two metres away) in bubbles allowing for a full group of 12 children to arrive and be escorted to a teaching room. All door handles used will be cleaned before the next group move to a location.</div> <div>5. Installation of hand sanitiser stations at staff entrances/exits to building.</div> <div>6. Staff to sanitise hands on each and every entry and exit from the building.</div> <div>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.</div> <div>8. No more than 2 people will be allowed in the outer reception area of the academy, markings on the floor will provide adequate social distancing for reception staff. A perspex screen will be in place at the main reception window and on the desk in the inner reception area. No visitors will be admitted to the inner reception area unless in an emergency. Staff will be required to contact the office through phone or email rather than in person and no more than 2 people should be in the inner reception area at any one time. Where children arrive at front reception, they will be marshalled through the area in a socially distanced, self contained bubble by supervising staff.</div> <div>9. As far as possible no visitors will be allowed on site or face to face meetings undertaken, where an emergency or safeguarding need means a face to face meeting is necessary to safeguard a child, this will take place in the main meeting room, chairs will be removed to that social distancing is observed and a Perspex screen will be in place to separate attendees. Full PPE (including visors) is also available.</div> <div>10. Make clear to parents and carers that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). Communication can be done via email or phone.</div> <div>11. Visitors will be advised that they cannot enter the site unless they have a pre-arranged appointment, which should be conducted safely.</div> <div>12. If it is agreed that a visitor does need to enter the school, they should give their details to the Receptionist – name, company, car registration, arrival time and who they are visiting, these details should be recorded on a daily sheet attached to a clipboard by the employee on Reception, which can then be taken outside in the event of a fire alarm. Neither visitors nor staff should use the touch screen or sign in themselves using a pen to avoid sharing equipment.</div> <div>13. Visitors must be accompanied at all times for safeguarding reasons but also to ensure they do not access areas of the school that are not being used or may not be on the cleaning schedule.</div> <div>14. The visitors should be given a disposable visitor badge (either a stick on label or a label in a plastic wallet that can be binned after use). The Receptionist will enter the time of leaving on the sheet and the badge should be placed in a lidded bin by the visitor.</div> <div>15. The academy has staggered arrival and departure times of children, parents and children will be expected to maintain social distancing at all times – floor markings will indicate the distance required to be maintained. As far as possible each year group will use separate entrances in order to reduce the build up of parents and children. Parents will be required to line up to collect children and children will be brought to them in turn. Children in Year 10 will be marshalled in the front car park on arrival where they will position themselves on one of 60 markings (spaced two metres away) in bubbles allowing for a full group of 12 children to arrive and be escorted to a teaching room. All door handles used will be cleaned before the next group moves to a location. All external doors (which can be opened in line with fire regulations) will be opened and all staff/children will be expected to sanitise or wash hands upon entry and exit of any building or room.</div> <div>16. Implement staggered drop off and pick up times for different groups of children.</div> <div>17. Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.</div> <div>18. Staff supervision throughout drop off/pick up to encourage and insist on social distancing.</div> <div>19. Signage will be displayed outside and inside the building regarding social distancing and good hygiene to reinforce, encourage and promote this for staff, parents, carers and children.</div> <div>20. Everyone should use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').</div> <div>21. Ensure there are lidded bins for tissues and these are emptied throughout the day. All bins are lidded around the site and in classrooms.</div>			

# FCAT

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	
<div>1. Stagger break times (including lunch), so that all children are not moving around the school at the same time and that any corridors or circulation routes used have a limited number of children or young people using them at any time.</div> <div>2. Year 10 children will be provided with a packed lunch in order to allow for additional time to provide the required hot meal to primary aged children.</div> <div>3. Dividers down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.</div> <div>4. Access rooms directly from outside where possible to reduce mixing of groups.</div> <div>5. Ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days.</div> <div>6. Ensure that the same staff are assigned to each group of children and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary settings there will be some subject specialist rotation of staff. Changing the assignment of staff to each group of children will be a last resort but may be necessary for example due to staff absence or redeployment of secondary staff to primary who then may need to return to secondary.</div> <div>7. There will be allocated 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. Year 10 children will not congregate externally and will take breaks within allocated learning spaces.</div> <div>8. Children and young people should clean their hands before and after eating and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms</div> <div>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.</div> <div>10. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.</div> <div>11. Display signage will be outside and inside the building regarding social distancing and good hygiene to reinforce, encourage and promote this for staff and children.</div> <div>12. There will be the use of markers e.g. paint/tape outside school and inside school at 2 metre intervals to encourage and maintain social distancing for children and adults.</div> <div>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'). This will be enforced and reminded by staff.</div> <div>14. Ensure there are lidded bins in break/playtime and lunchtime areas for tissues and these are emptied throughout the day.</div> <div>15. Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in play/break time and lunchtime areas.</div> <div>16. Reduce break/playtime equipment. Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts). Consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. (Appendix A Premises / cleaning protocol).</div> <div>17. Games will be discussed which will encourage social distancing e.g. football passing and no sharing of equipment for games e.g. do not play catch, cordon off outdoor play equipment.</div> <div>18. There will be Staff supervision throughout break/play and lunchtimes to actively encourage and insist on social distancing.</div>			

# FCAT

19. Outdoor play equipment has been fenced off to prevent use.  
20. Water fountains have been turned off.

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)
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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
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- The Staff room will be properly cleaned at the start and end of each day and surfaces cleaned more regularly than normal throughout the day.(Cleaning schedule).
- Staff timetable will allow staggered break and lunch times.
- There will be a limit on the number of people in the staffroom at any one time. Signage will be displayed.
- Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in staff rooms. Sanitiser station is available in the staffroom.
- Staff will be asked to clean hands upon arrival and exit from the staff room - wash hands thoroughly for 20 seconds with hot running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
- Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units
- Ensure chairs in staffrooms use back-to-back or side-to-side (rather than face-to-face) whenever possible. Seating in the staff room will be organised as such that they are 2 metres apart and remaining furniture will be removed. Staff will not be able to congregate in the staff room in large numbers and markings and signage will be in place to indicate that only 1 member of staff can access the work surface to prepare a drink at any one time. A queueing system will be in place to manage this. Staff will be advised not to enter the room if it is already occupied to capacity.
- Markers will be in place e.g. paint/tape in the staff room at 2 metre intervals to encourage and maintain social distancing for staff.
- Signage will be displayed outside and inside the building regarding social distancing and good hygiene to reinforce, encourage and promote this for staff.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	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)
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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
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- Stagger break times (including lunch), so that all children are not moving around the school at the same time and that any corridors or circulation routes used have a limited number of children or young people using them at any time.



# FCAT

2. Divider markings will be in place down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.
3. Access rooms directly from outside where possible to reduce mixing of groups.
4. Circulation plans have been reviewed.
5. One-way systems will be in operation where feasible.
6. Circulation routes will be clearly marked with appropriate signage.
7. Any pinch-points/bottle necks are identified and managed accordingly.
8. children and staff.
9. There will be staff supervision on corridors to actively encourage and insist on social distancing.
10. Staff will be encouraged to communicate via phone, radio or e-mail to limit unnecessary movement of staff on corridors.
11. Markers will be used e.g. paint/tape on corridors at 2 metre intervals to encourage and maintain social distancing for children and adults.
12. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
13. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units. The movement of pupils around school will be minimised as much as possible.
14. Pupils will remain in classrooms with exceptions of break/lunch times and toilet breaks.
15. Pupils will be briefed regularly regarding observing social distancing guidance whilst circulating
16. Children and young people will be asked to walk in a single file on the corridor and consider having a member of staff at the front and back of the line to supervise and actively encourage and insist on social distancing.
17. Signage will be on corridors regarding social distancing to reinforce, encourage and promote this.
18. The lift will not be used except by the site team, children who can't use rooms upstairs will be accommodated in a bubble downstairs.
19. Where it is safe to do so, additional staff will be in place to supervise movement on corridors.

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

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 will be properly cleaned at the start and end of each day and properly cleaned between uses by different groups of children. Live cleaning of high use areas (door handles, toilets, canteen tables and bannisters) will happen throughout the day. In addition each pod will be equipped with cleaning equipment (sanitising gel and tissues). All surfaces will be cleaned thoroughly at the start and end of each day as well as more regularly than normal throughout the day across school. (Cleaning schedule / Cleaning RA).
2. Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, tables, doors, sinks, toilets, light switches, bannisters, more regularly than normal. (Cleaning schedule / Cleaning RA).
3. Shared materials and surfaces should be cleaned and disinfected more frequently than normal. (Cleaning schedule / Cleaning RA).

# FCAT

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 hot running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
6. Children and young people should clean their hands on arrival at the setting, before and after eating, after sneezing or coughing, should be encouraged not to touch their mouth, eyes and nose, should use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').
7. Ensure there are lidded bins in break/playtime and lunchtime areas for tissues and these are emptied throughout the day. Lidded bins throughout the academy.
8. Signage will be displayed across school regarding hand washing to reinforce, encourage and promote this for staff and children.
9. Full stock of soap and sanitiser will be maintained in I 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 will be planned so resources are individual and not shared – or on white board.
12. Resources will be on tables ready for learning and not distributed during the learning.
13. Use plastic packets (zippy) bags used for individual resources. Each child will have a set of equipment/resources to use and sharing of resources will not take place unless disinfected.
14. Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff. Children cannot bring any resources from home e.g. iPad & pencil cases and no resources taken home from school to reduce the risk of cross contamination
15. Seek to prevent the sharing of stationery and other equipment where possible. Children will all have their own personal resources which will remain within their allocated space within their allocated room.
16. Practical lessons can go ahead if equipment can be cleaned thoroughly and properly cleaned between different groups of children.
17. Children will 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	

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 <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>
2.	School to be properly cleaned at the start and end of each day and properly cleaned between uses by different groups of children. Learning environments to be properly cleaned at the start and end of each day and properly cleaned between uses by different groups of children. Live cleaning of high use areas (door handles, toilets, canteen tables and bannisters) will happen throughout the day. In addition each pod will be equipped with cleaning equipment (sanitising gel and tissues). All surfaces will be cleaned thoroughly at the start and end of each day as well as more regularly than normal throughout the day across school.
3.	This will be at the start and end of each day as well as more regularly than normal throughout the day across school.
4.	Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, tables, doors, sinks, toilets, light switches, bannisters, more regularly than normal.
5.	Shared materials and surfaces should be cleaned and disinfected more frequently than normal.
6.	PPE will be worn by all cleaning staff in accordance with <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> .
7.	All cleaning operatives will be trained in all the extra measures and use of PPE as stated in the cleaning RA and evidenced.
8.	Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)(Cleaning schedule / Cleaning RA).
9.	Deep clean of the academy before wider re-opening.



# FCAT

10. To ensure effective stock control and sufficient stock of cleaning materials, hygiene materials and PPE in line with cleaning schedule.
11. Ensure there are lidded bins across school for tissues and these are emptied throughout the day.
12. Disinfectant trigger spray and PPE in each learning environment (gloves, masks, aprons for use if required).
- All of the above are within the cleaning RA

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

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		
<div>1. Seek expert guidance re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. leading to the implementation of individual risk assessments.</div> <div>2. Reduced timetable/exclusion/inclusion considered if necessary to manage the behaviour of children and young people and minimise risk to staff.</div> <div>3. Use of PPE where 2 metre distance cannot be maintained.</div> <div>4. Utilise glass/perspex screens at the reception desk.</div> <div>5. Essential contractors, including those who deliver food, to be informed on how they may access the premises and what precautions are expected of them while they are on site.</div> <div>6. Regular reminders issued to staff regarding protocols and in turn to children.</div> <div>7. Disinfectant trigger spray and PPE in each learning environment (gloves, masks, aprons for use if required).</div>			
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	
<div>1. There will be a member of First Aid trained staff on site and only trained staff carry out First Aid (for primary requires Paediatric First Aid). All primary first Aiders are paediatric trained.</div> <div>2. There is a full and complete first aid stock on site at all times.</div> <div>3. ECAT First Aid, Accident Administering medicines and EHP Policies are followed.</div>			

# FCAT

4. Staff should wear full PPE (including visor) if a child or young person becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 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 will be on site at all times.
7. Student services will not be staffed, children can enter and seek assistance but will be forced to maintain social distance enabling staff to apply PPE.
8. Disinfectant trigger spray and PPE in each learning environment (gloves, masks, aprons for use if required).

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	
<div>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.</div> <div>2. SLT will ensure that targeted and effective pastoral care is in place to support children designed to meet individual and collective needs.</div>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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

# FCAT

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. SLT will ensure that targeted and effective pastoral care is in place to support children designed to meet individual and collective needs.
5. For year 6 and year 10, daily information sessions and PSHE lessons will be provided to keep children updated regarding COVID-19 and to reduce anxiety. In younger years this will be delivered through increased PSHE lessons.

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

Issue that could cause harm:		Emotional distress of the staff – including mental health conditions.	
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

How to manage it (control measures)	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"><li>1. SLT will ensure continuous clear and effective communication with staff regarding the detail of plans for the phased wider re-opening of schools and this COVID-19 risk assessment and control measures in advance and following 1<sup>st</sup> June 2020 to aim to minimise uncertainty and anxiety.</li><li>2. At least one SLT member of staff on site every day for staff to share any questions or concerns with</li><li>3. Continued access for staff to remote wellbeing support from qualified professionals via Line Manager or <b>teamfcatwellbeing.fcat.org.uk</b> monitored by HR daily.</li><li>4. Ongoing signposting of staff to online/phone wellbeing support.</li><li>5. Ongoing review of COVID-19 risk assessment to ensure control measures are implemented and updated if necessary to maintain a safe working environment.</li><li>6. To promote the Team FCAT Work and Wellbeing charter.</li><li>7. Set up a trust-wide e-mail address for staff to share/report and health and safety concerns relating to COVID-19.</li><li>8. The Headteacher (or delegated senior leader) will operate weekly meetings with school based union representatives in order for any concerns to be addressed.</li><li>9. As much notice as possible will be provided to staff of any changes to working patterns.</li></ol>	

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

<b>Issue that could cause harm:</b>		<b>Risk of COVID-19 illness to extremely clinically vulnerable and clinically vulnerable children staff and family members.</b>	
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# FCAT

Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
How to manage it (control measures)		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>1. Children who are extremely clinically vulnerable should not attend school.</p> <p>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.</p> <p>3. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus (COVID-19). A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category.</p> <p>4. FCAT still wishes to support staff in continuing to work from home, if able to do so, balancing this with increasing operational requirements.</p> <p>5. 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.</p> <p>6. 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.</p> <p>7. The government is currently undertaking an official review of whether factors including ethnicity can affect people's vulnerability to COVID-19. The government has said this is because a disproportionately higher number of people have died from COVID-19 from black, Asian and minority ethnic (BAME) backgrounds. As such the trust will undertake individual risk assessments for any staff who are within the high risk category and/or BAME background as outlined in bullet point 6 above.</p> <p>8. Staff and children living with those that are clinically vulnerable can attend school and work with children or adults adhering to this risk assessments.</p>			
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	
<div>1. Line Managers to maintain regular and reasonable contact with staff in their teams.</div> <div>2. Staff will be encouraged to undertake a workstation risk assessment and consider any equipment staff may require in order to work from home safely.</div> <div>3. Encourage staff to take short and regular rest breaks when using a computer screen.</div> <div>4. To encourage staff not to work excessively long hours and to take a lunch break.</div> <div>5. To promote the Team FCAT Work and Wellbeing Charter.</div> <div>6. Continued access for staff to remote wellbeing support from qualified professionals via Line Manager or <a href="mailto:teamfcatwellbeing.fcat.org.uk">teamfcatwellbeing.fcat.org.uk</a> monitored by HR daily.</div> <div>7. Ongoing signposting of staff to online/phone wellbeing support.</div>			
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		
<p>1. Staff offices will be properly cleaned at the start and end of each day and surfaces (e.g. desks, door and window handles, light switches etc.) cleaned more regularly than normal throughout the day. A cleaning schedule will be in place to ensure that all offices are cleaned daily, in the case of meeting rooms, these will be cleaned. Cleaning equipment will be provided to all offices should staff wish to clean additionally during the day. Offices that do not need to be used will remain closed.</p> <p>2. Offices which normally accommodate more than 1 person and which can't when socially distancing will be restricted to 1 person (2 if space permits). At Unity these include but are not limited to the Caseworkers office, main office, HOY offices and Head of Curriculum/T+L Office.</p> <p>3. Staff who are office based and can undertake their job role at home, should continue to work from home.</p> <p>4. Limit the number of people in office at any one time.</p> <p>5. There will be 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.</p> <p>6. Use back-to-back or side-to-side working (rather than face-to-face) whenever possible.</p> <p>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).</p> <p>8. Provide hand sanitiser in offices and meeting rooms. Disinfectant trigger spray and PPE in each office/meeting room (gloves, masks, aprons for use if required).</p> <p>9. Staff will be asked to clean hands upon arrival and exit from the office and regularly throughout the day - wash hands thoroughly for 20 seconds with hot running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered</p> <p>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.</p> <p>11. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</p> <p>12. Signage will be displayed in offices regarding social distancing and good hygiene to reinforce, encourage and promote this for staff.</p> <p>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. Staff room computer workstations cannot be used.</p> <p>14. Use remote working tools to avoid in-person meetings.</p> <p>15. Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.</p> <p>16. Avoiding transmission during meetings, for example avoiding sharing pens and other objects.</p> <p>17. Hold meetings outdoors or in well-ventilated rooms whenever possible.</p>				
Remaining level of risk		Consider level of risk following use of control measures		
HIGH		MEDIUM	LOW	NEGLIGIBLE

Issue that could cause harm:		The continued prioritisation of vulnerable pupils and the children of key workers will create ‘artificial groups’ within schools when they reopen		
Existing level of risk				
HIGH		MEDIUM	LOW	NEGLIGIBLE

# 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	
1.		Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school.	
2.		Pastoral and SEND support is deployed wherever possible to support prioritised pupils.	
3.		We will continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds.	
4.		A plan is in place for the phasing in of the other cohorts.	
5.		Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds.	
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Issue that could cause harm:	Curriculum organisation		
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
How to manage it (control measures)	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
1. Gaps in learning are assessed and addressed in teachers' planning. 2. Home and remote learning is continuing and is calibrated to complement in-school learning and address daps identified. 3. Exam syllabi are covered. 4. Plans for intervention are in place for those pupils who have fallen behind in their learning.			
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		
<p>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 <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>).</p> <p>2. If anyone becomes unwell with a new, continuous cough, a high temperature or a loss, or change to, your sense of smell or taste in an education or childcare setting, they must be sent home and advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>.</p> <p>3. Proper cleaning of the area where anyone has become unwell with symptoms of COVID-19 should take place.</p> <p>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.</p> <p>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.</p>			



# FCAT

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.

9. All children with SEND (K Codes) in year groups who return will have a risk assessment carried out prior to their return to the academy.

10. When the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

11. Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

12. As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

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.		
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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		
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The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.

1. Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online.
2. Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.
3. Full use is made of testing to inform staff deployment.
4. A blended model of home learning and attendance at school is utilised until staffing levels improve.
5. Teachers on – part-time rota to enable effective & consistent home learning to continue.
6. Absolute minimum of staff on site at any given time.

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		
<div>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 when planning their travel</u></div> <div>2. Unity Academy does not use school buses, the minibus will not be used for transporting students at this time. Students and parents will be reminded to follow guidance when choosing to use public transport.</div> <div>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.</div> <div>4. Encouraging staff to travel to work by personal vehicle, walk or cycle instead of using public transport. If public transport is the only option please confirm with the staff member that their travel is safe and social distancing is being followed i.e no overcrowding on bus/train and use of face coverings.</div> <div>5. Staff will be encouraged not to car share.</div> <div>6. Staff are to follow social distancing in the staff car park.</div>				
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		
<div>1. Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend. Parents are informed and communicated on a regular basis by letter, phone and website.</div> <div>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)</div> <div>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).</div> <div>4. Advise visitors that they cannot enter the site unless they have a pre-arranged appointment, which should be conducted safely.</div> <div>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.</div> <div>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.</div> <div>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.</div> <div>8. Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. (Cleaning RA. All cleaning operatives will have completed a training session)</div> <div>9. Unity academy will tell parents that children arriving late will not be admitted. A tight window of arrival and departure will be maintained. Communications strategies for the following groups are in place: Pupils/staffParents, Governors/Trustees, Local authority, Regional Schools Commissioner, Professional associations Other partners</div>				
Remaining level of risk		Consider level of risk following use of control measures		
HIGH		MEDIUM	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 parcels to vulnerable families.		
Existing level of risk				
HIGH		MEDIUM	LOW	NEGLIGIBLE
How to manage it (control measures)		List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<div>1. Home visits will be a last resort and alternative measures implemented firstly.</div> <div>2. Where a home visit is absolutely essential this must be agreed by the Headteacher and the member of staff must undertake the home visit on a volunteer basis only. No member of staff will be forced to undertake a home visit.</div> <div>3. A time for home visit will be pre-arranged between the school and the parent/carer.</div> <div>4. The member of staff should maintain a distance of 2 metres from any adult or child and must not enter the home.</div> <div>5. The member of staff should drive to the home, knock on the door, leave the food parcel and return to their vehicle, locking the doors and driving away.</div> <div>6. Lone working arrangements will be implemented between the member of staff and a member of SLT (e.g. agreed appointment time for the visit, member of staff to call SLT to confirm they have safely completed the home visit).</div> <div>7. The member of staff must have business insurance for their personal vehicle.</div>				
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		
<p>1. Existing Academy Emergency Evacuation procedure has been reviewed to accommodate the need for additional assembly points to enable social distancing ensuring that a 2 metre social distance is possible at all times when evacuating the building and when congregating at the emergency evacuation point.</p> <p>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.</p> <p>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.</p> <p>4. Drills will take place as part of the return to school, children will be informed that these drills are due to take place and these will be repeated if necessary.</p> <p>5. Social distancing markings will be on the floor for use during fire evacuation.</p>				
Remaining level of risk		Consider level of risk following use of control measures		
HIGH		MEDIUM	LOW	NEGLIGIBLE



# FCAT

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	
<div>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. This includes air conditioning systems.</div> <div>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. (Air conditioning will not be used).</div> <div>3. Essential contractors will be allowed on site and will be briefed by site staff as to social distancing measures required.</div>			
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 reopening of schools (intruders, trespassers)	
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
How to manage it (control measures)		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
1. Academy Security Procedures / Security Survey 2. Academy Opening and Closing procedures 3. Academy Out of hours procedures 4. Academy Lockdown policy 5. Academy Emergency Plan 6. FCAT Abusive Parents policy 7. CCTV / intruder alarm / Access controls (FOB)			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

# FCAT

## RISK MATRIX

	Likelihood 		
Impact 	Probable	Possible	Remote
<b>Major</b> Harm Physical Injury Illness	HIGH	HIGH	HIGH
<b>Severe</b> Physical Injury Illness First Aid	HIGH	MEDIUM	LOW
<b>Minor</b> Physical or emotional discomfort	MEDIUM	LOW	LOW

# FCAT

## Authorisation by Risk Assessor and Headteacher

<b>OVERALL level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Assessor's comments</b>	Insert comments relevant to findings as appropriate		
<ul style="list-style-type: none"><li>• This remains a dynamic risk assessment on the basis of information being released and updated regularly. This will be reviewed in light of experience.</li><li>• Staff will be required to follow procedures and will be regularly reminded of the need to follow all procedures detailed above.</li></ul>			

<b>Name of assessor</b>	<b>Signature of assessor</b>	<b>Date</b>
Gary Fletcher		05/06/2020

<b>Head teacher comments</b>	Insert comments relevant to assessment as appropriate
<ul style="list-style-type: none"><li>• The risk assessment will be reviewed weekly and feedback gathered through discussion with professional association representatives at a weekly meeting.</li><li>• Consideration will be given to all issues raised and actions taken in order to address as many concerns as possible using government guidance to support.</li></ul>	

<b>Name of Head teacher</b>	<b>Signature of Head teacher</b>	<b>Date</b>
		31/05/2020

<b>Risk assessment reviews</b>	5 <sup>th</sup> June 12 <sup>th</sup> June 19 <sup>th</sup> June 26 <sup>th</sup> June
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### Relevant Legislation

Health and Safety Act 1974  
Management of Health and Safety at Work Regs 1999  
PPE at Work Regs



# FCAT

COSHH Regulations 2002

The Health Protection (Coronavirus, Restrictions) Regulations 2020