

**Coronavirus (COVID-19): Risk Assessment Action Plan for Full opening of STSAs from the beginning of the Spring Term 2021 (Phase 3)**

**for Severn Teaching STSA Alliance(STSA) - Quality Assurance Leads**

Assessment conducted by: Siân Deane	Job title: Project Manager and STSA Improvement Adviser	Covered by this assessment: <b>The work of Quality Assurance Leads on behalf of the STSA which is school specific</b>
Date of assessment: 04.01.21	Date of next review: February 22 <sup>nd</sup> 2021	This document was written on 4 <sup>th</sup> January 2021

**QA Leads will not complete any face-to-face visits between 4<sup>th</sup> January 2021 and 21<sup>st</sup> February 2021, in accordance with Government Guidelines.**

**The risk will be reviewed in line with Government Guidelines on 21<sup>st</sup> February 2021 and all QA Leads will be advised as to whether face-to-face visits can resume.**

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Prevention	H	<p>At the start of their visit and throughout their time in school, QA Leads <b>must</b> check that the school is adhering to the following:</p> <ol style="list-style-type: none"> <li>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</li> <li>2) clean hands thoroughly more often than usual</li> <li>3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> <li>5) minimise contact between individuals and maintain social distancing wherever possible</li> <li>6) where necessary, wear appropriate personal protective equipment (PPE)</li> </ol> <p>If this is not the case, the QA Lead must speak to the Headteacher and record this for the ITT Lead.</p>	L	L	Siân Deane/Sue Stoddart		

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		All QA Leads should read and be familiar with Government guidance: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>					
<b>Poor communication with QA Leads</b>	H	<ul style="list-style-type: none"> <li>All QA Leads are aware of current actions and requirements and reminded frequently using STSA communication systems</li> <li>Risk assessment shared with all QA Leads</li> <li>QA Lead to report at once if they or someone in their household feels unwell, with symptoms of Coronavirus.</li> <li>Adhering to all social distancing guidance of at least 2 metres.</li> </ul> <p>As a result, QA Lead adhering to current advice.</p>	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<b><u>On-going</u></b>	
<b>Poor communication attached schools</b>	H	<ul style="list-style-type: none"> <li>QA Lead Risk assessments will be shared with all school settings.</li> <li>QA Lead to adhere school based safety measures if visiting the school</li> <li>School to be informed of any QA Lead becoming ill with the symptoms of Coronavirus, if they have visited the school site</li> </ul>	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<b><u>Ongoing</u></b>	
<b>Lack of awareness of policies and procedures</b>	H	<ul style="list-style-type: none"> <li>All QA Leads will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li>➤ Health and Safety Policy</li> <li>➤ Infection Control Policy</li> </ul> </li> </ul>	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<b><u>On-going</u></b>	

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		<ul style="list-style-type: none"> <li>➤ First Aid Policy</li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>➤ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>➤ The Health Protection (Notification) Regulations 2010</li> <li>➤ Public Health England (PHE) (2017) 'Health protection in STSAs and other childcare facilities'</li> <li>➤ DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• A comprehensive and current list of key staff members available each day.</li> <li>• QA Leads are made aware of the STSA's infection control procedures in relation to coronavirus via email.</li> <li>• Processes and procedures for staff working on behalf of STSA are displayed throughout the STSA. QA Leads check for any updates procedures when visiting STSA – socially distancing.</li> </ul> <p>As a result, all QA Leads are aware of the policies and procedures in place to keep themselves safe when working on behalf of STSA.</p>					

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<p><b>Extremely clinically vulnerable (High risk) individuals and all those working on behalf of the STSA</b></p>	H	<p><b>Staff - <a href="#">Advice</a></b> for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list)</p> <p>HR guidance provides advice on what additional measures individuals in this group can take tailored to each local restriction tier. As from 5<sup>th</sup> January 2021 staff that have been identified as CEV have been asked to shield again should work from home if their role allows, if their role does not allow working from home they should remain at home and not attend the work place.</p> <p>In local restriction tier 4 areas, individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020</p>	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	
<p><b>Vulnerable QA Leads</b></p>	H	<ul style="list-style-type: none"> <li>Adults who have been classed as <u>clinically extremely vulnerable due to pre-existing medical conditions</u> have been advised to shield. We do not expect people in this category to be attending STSA or attached schools and they should continue to be supported to work at home as much as possible. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus.</li> </ul>	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	

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		<ul style="list-style-type: none"> <li>STSA have a list of QA Leads that are shielding, and members within their household.</li> <li>If a QA Lead lives in a household with someone who is extremely clinically vulnerable, as set out in the <u>guidance on shielding</u>, it is advised they only attend an education setting if stringent social distancing can be adhered to. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to work at home</li> <li>QA Leads should not attend if they have symptoms or are self-isolating due to symptoms in their household</li> </ul> <p>Protective measures will be put in place for QA Leads as far as is possible, to ensure that the risk of transmission is reduced.</p>					
<b>Mental Health and Wellbeing for QA Leads</b>	M	<ul style="list-style-type: none"> <li>QA Leads will be able to contact the Lead for ITT/ Future in Mind regarding concerns about their mental wellbeing. Lead for ITT/Future in Mind will ensure that QA Leads do not feel isolated or overwhelmed</li> <li>All QA Leads will be encouraged to raise any concerns they have about their physical and/or mental health.</li> <li>QA Leads will be signposted to agencies to access support if required. QA Leads employed by Telford and Wrekin can access H Assured for support.</li> </ul>	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	
<b>QA Lead entering the school building</b>	H	<ul style="list-style-type: none"> <li>QA Leads should complete as much of the visit as is possible virtually.</li> </ul>	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	

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<p>increases the risk of infection.</p> <p>Virtual meetings wherever possible</p>		<ul style="list-style-type: none"> <li>• QA Leads should only meet with the AT and Mentor and not mix with school based staff other than those for whom it is absolutely necessary</li> <li>• QA Leads should maintain social distancing at all times-of at least 2 metres.</li> <li>• QA Leads should be fully cognisant of class/year group bubbles and to ensure that the safety of these is maintained at all times</li> </ul>					
<p>Poor hygiene practice – specific - spread of potential infection when visiting schools.</p> <p>This is only applicable when Teams meetings are not possible</p>	L	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>• Issued information to QA Leads not to enter the school if they display any symptoms of coronavirus</li> <li>• Issue information to QA Leads about arrival and departure procedures.</li> <li>• QA Leads to wash hands on arrival at schools, following social distancing rules and hand washing guidance and school specific guidance.</li> <li>• Social distancing of at least 2 metres should be maintained at all times</li> <li>• All QA Leads <b>must</b> complete the hygiene training pack issued by Health and Safety and watch the video on how to put on PPE (masks correctly), correct cleaning of the visor as it is not single use and the safe disposal of all disposable PPE.</li> </ul> <p>As a result, the risk of infection is reduced as QA Leads arrive at STSA/Schools.</p>	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	
<p>Use of toilets whilst visiting schools</p>	H	<ul style="list-style-type: none"> <li>• Wipes should be provided in the toilets for advisers to use as part of the enhanced cleaning, including cleaning frequently touched surfaces often.</li> </ul>	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	

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		<ul style="list-style-type: none"> <li>Paper towels for hand drying should be provided, as all hand dryers should have been switched off.</li> </ul>					
Completing lesson visits and learning walks	H	<ul style="list-style-type: none"> <li>Recording of the session on TEAMS can only take place if permission is sought from the school.</li> <li>Social distancing of at least 2 metres should be maintained at all times</li> </ul>	<u>M</u>	<u>M</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	
Completing a book look  If possible this should be completed virtually	H	<ul style="list-style-type: none"> <li>QA Leads and School based staff should maintain 2 metre social distancing and wear gloves at all times.</li> <li>If you are moving things from one bubble to another bubble, it should be quarantined for a minimum of 48 hours(72 hours if plastic).</li> <li>Gloves should be destroyed in a safe manner by placing in a plastic bag, tying and putting in the QA Leads' non-recyclable waste bin</li> </ul>	<u>M</u>	<u>M</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	
Talking to pupils  This should be completed virtually		<ul style="list-style-type: none"> <li>Pupils should be spoken to about their learning, books, curriculum offer, SMSC and any other aspect of school life via Teams, where possible, with the support of a member of staff in their bubble to ensure safeguarding expectations.</li> <li>Recording of the session on TEAMS can only take place if permission is sought from the school.</li> </ul>	<u>M</u>	<u>M</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	
Sharing of resources – risk of transmission.  This should be completed electronically	H	<ul style="list-style-type: none"> <li>Physical resources should not be shared</li> <li>All resources should be shared electronically</li> </ul>	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	



**QA Lead specific tasks**

Activity Requested	Risk of face to face	Alternative activity	Risk control	Level of risk	Permission required
<p><b>Observation of teaching and learning in a class for a sustained period of time</b></p>	<p>If you are within one metre for one minute you are a contact for track and trace</p> <p>If you are within 2 metres for 15 minutes you are a contact for track and trace</p>	<p>If you are socially distanced by 2 metres+ you are not a contact for track and trace</p> <p>Videod lessons that can be viewed electronically</p>	<p>Ask for all control measures and procedures that the school have implemented</p> <p>Gloves should be worn by all staff handling books.</p> <p>One to one meeting where possible</p> <p>Ensure social distancing rules are in place of at least 2 metres</p> <p>Ensure good hand hygiene is in place</p> <p>Ensure that the room being used is ventilated – open windows or used the forced ventilation system that has been approved- if not open windows then check that the ventilation system has been approved on a risk assessment e.g. for internal meeting rooms and offices</p> <p>If you are breaking a bubble, you must wear</p>	<p><u>M/L</u></p>	

			<p>visors and masks and practise effective handwashing</p> <p>If you are moving things from one bubble to another bubble, it should be quarantined for a minimum of 48 hours(72 hours if plastic).</p> <p>All items and surfaces touched should be wiped clean with antibacterial spray or wipes.</p> <p>If in meetings, sit side to side or avoid direct opposite sitting</p> <p>Wipe down the surfaces that you have been in contact with prior to leaving</p> <p>Reducing contact remains the overriding principle</p>		
<p><b>Talking to pupils in a class</b></p>	<p>If you are within one metre for one minute you are a contact for track and trace</p> <p>If you are within 2 metres for 15 minutes you are a</p>	<p>If you are socially distanced by 2 metres+ you are not a contact for track and trace</p> <p>Teams meeting with pupils and a member of</p>	<p>Ask for all control measures and procedures that the school have implemented</p> <p>Gloves should be worn by all staff handling books.</p>	<u>M/L</u>	

	<p>contact for track and trace</p>	<p>school staff to ensure Internet safety</p>	<p>One to one meeting where possible</p> <p>Ensure social distancing rules are in place of at least 2 metres</p> <p>Ensure good hand hygiene is in place</p> <p>Ensure that the room being used is ventilated – open windows or used the forced ventilation system that has been approved- if not open windows then check that the ventilation system has been approved on a risk assessment e.g. for internal meeting rooms and offices</p> <p>If you are breaking a bubble, you must wear visors and masks and practise effective handwashing</p> <p>If you are moving things from one bubble to another bubble, it should be quarantined for a minimum of 48 hours(72 hours if plastic).</p>		
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All QA Leads **must** on every school visit:

- Keep their personal belongings to a minimum to avoid transmission
- Wipe down your steering wheel/ gear stick and high touch areas before and after visits
- Wash their hands as soon as they arrive at a school and before leaving
- Remove hand Jewellery and watches
- Wipe visitor badges, in case they have not been wiped
- Ensure that STSA ID badges are cleaned regularly and after leaving a setting
- Plan your sessions carefully – try to leave 48 hours between each visit to avoid transmission
- Ensure that they have all their own resources and materials for the visit, including : pens, paper and laptop/charger
- Take your own refreshments and food for the duration of the visit
- Ensure that your PPE kit is complete: Mask, visor, gloves, apron, wipes, anti-bacterial spray/wipes, hand sanitizer
- Plan the session so that all mitigations to risk can be adhered to in the timescales stated on the risk assessment
- Sign in on arrival and departure from the school
- Ensure that time of arrival and departure is clearly recorded on Abyasa
- Record every member of staff that they come into contact with and the name of the classroom and AT that they visit