

**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) - Specialist Leaders of Education**

Assessment conducted by: Siân Deane	Job title: Project Manager and STSA Improvement Adviser	Covered by this assessment: <b>The work of Specialist Leaders of Education (SLEs) completing work 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

**SLEs 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 SLEs will be advised as to whether face-to-face visits can resume.**

**SLE 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 SLEs **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