

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)

Assessment conducted by: Siân Deane	Job title: Project Manager and STSA Improvement Adviser	Covered by this assessment: The work of the STSA Office Manager
Date of assessment: 04.01.21	Date of next review: February 22 nd 2021	This document was written on 4 th January 2021

The STSA Office Manager will not be working on site during the national lockdown. The risk assessment will be reviewed on 21st February 2021, following government guidelines.

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
The STSA lapses in following national guidelines and advice, putting all staff at risk	H	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> • The STSA to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care, PHE, Telford & Wrekin Council advice and review its risk assessment accordingly • Information on the STSA website is updated. • STSA staff updated with key safety information. • Any change in information to be shared with all STSA staff at the Park Lane Centre. <p>As a result, the STSA has the most recent information from the government, and this is distributed throughout the STSA community.</p>	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>Completed</u>	
Poor communication with STSA staff	H	<ul style="list-style-type: none"> • All staff are aware of current actions and requirements and reminded frequently using STSA communication systems • Risk assessment shared with all stakeholders <p>As a result, all staff adhere to current advice.</p>	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>On-going</u>	
Lack of awareness of policies and procedures	H	<ul style="list-style-type: none"> • STSA leaders will ensure that all policies impacted on by coronavirus controls are updated- policies are updated or covered in issues procedures 	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>On-going</u>	

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

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		<p>updates procedures each morning on entering STSA – socially distancing.</p> <p>As a result, all staff are aware of the policies and procedures in place to keep themselves safe in STSA.</p>					
<p>Clinically Extremely vulnerable (CEV) individuals</p>		<p>Individual risk assessment to be completed/reviewed for staff in CEV category exposure to Coronavirus</p> <p>Staff - Advice 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 5th January 2021 staff that have been identified as CEV have been asked to shield again should work from home if their role allows, if there 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</p>	<p><u>L</u></p>	<p><u>L</u></p>	<p>Siân Deane/Sue Stoddart</p>	<p><u>Ongoing</u></p>	

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		and may have been advised to shield in the past, most recently in November 2020					
Clinically Vulnerable staff		<p>Individual risk assessment to be completed/reviewed for clinically vulnerable staff and pupils</p> <p>Protective measures will be put in place for staff, as far as is possible, to ensure that the risk of transmission is reduced</p> <p>Clinically vulnerable staff can continue to attend school. While in school they should follow the control measures the school has put in place to minimise the risks of transmission.</p> <p>This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 6 of the 'prevention' section of government guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised</p>	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	

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		<p>otherwise by an individual letter from the NHS or a specialist doctor.</p> <p>Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools.</p> <p>See further guidance in CEV and CV guidance and up dated risk assessment</p>					
Poor hygiene practice in STSA - General	M	<ul style="list-style-type: none"> • Staff to wash hands on entry to STSA • The 'catch it, bin it, kill it' approach continues to be very important, so STSA must ensure that they have enough tissues and bins available in the STSA to support pupils and staff to follow this routine • Posters are displayed at the entrance to the STSA, around STSA and in all toilets reminding staff of the hygiene practice required in STSA (e.g. washing hands before entering and leaving STSA) • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the STSA offices. • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance 	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	

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		<ul style="list-style-type: none"> • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas • Staff do not share cutlery, cups or food. Staff to bring in their own cups and utensils • All utensils are thoroughly cleaned before and after use • Staff clean regularly throughout the day including high touch areas. • Paper towels are filled daily and provided on any request during the day. <p>As a result, all staff adhere to high standards of hygiene to minimise risk of transmission.</p>					
Hand Hygiene	M	<p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. STSA must ensure that staff clean their hands regularly, including :</p> <ul style="list-style-type: none"> • when they arrive at STSA, • when they return from breaks, • when they leave the training room • before and after eating. 	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	

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		<p>Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement:</p> <ul style="list-style-type: none"> whether the STSA has enough hand washing or hand sanitiser 'stations' available so that all staff to clean their hands regularly. 					
Poor hygiene practice – specific – STSA entrance	M	<ul style="list-style-type: none"> All those attending the site linked to STSA work will use the hand sanitizer station on entry to the building or wash their hands following government guidance using soap and water. 	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	
Poor hygiene practice – specific – office spaces.	L	<ul style="list-style-type: none"> Ensure social distancing is maintained between desks Tissues/hand sanitiser available in office locations Staff to wash hands on arrival at STSA Each individual is responsible for wiping down their own work area before and after use. Each individual responsible for wiping down equipment such as printers after each use. Assess the STSAs ability to follow T&W cleaning in STSA guidance, if unable to complete notify the Local Authority Signage requesting that office staff are called rather than Associate Teachers and those delivering training going in. 	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	

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		As a result, office practice limits the risk of the spread of any infection.					
System of Controls - Prevention	H	<ol style="list-style-type: none"> 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 STSA 2) The use of face coverings in communal areas and currently when meeting face to face on any STSA business. 3) clean hands thoroughly more often than usual 4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 5) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 6) minimise contact between individuals and maintain social distancing wherever possible <p>Where necessary, wear appropriate personal protective equipment(PPE)</p>	<u>M</u>	<u>M</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	
System of Control - Responsive	H	<p>Response to any infection</p> <p>9) Engage with the NHS Test and Trace process. By notifying the Health Protection Hub (HPH) by completing the online notification form https://apps.telford.gov.uk/testandtrace/</p>	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	

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		<p>Follow guidance for use of NHS test and trace app within STSA and when visiting schools</p> <p>https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</p> <p>10) Manage confirmed cases of coronavirus (COVID-19) amongst the school and STSA community. As above follow guidance received from HPH or PHE</p> <p>11) Contain any outbreak by following local health protection team advice. Take part in Incident Management Team meetings as requested by HPH or PHE</p>					
<p>Poor hygiene practice – specific - spread of potential infection at the start of the STSA day.</p>	L	<p>In line with government advice:</p> <ul style="list-style-type: none"> • Issue information to staff not to enter the STSA if they display any symptoms of coronavirus • Issue information to staff about arrival and departure procedures. • Inform staff of the allocated entrance and exit points to STSA. • All staff to wash hands on arrival in STSA following social distancing rules and hand washing guidance. 	L	L	Siân Deane/Sue Stoddart	Ongoing	

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		<ul style="list-style-type: none"> Assess the STSAs ability to follow T&W cleaning in STSA guidance, if unable to complete notify the Local Authority <p>As a result, the risk of infection is reduced as pupils and staff arrive at STSA.</p>					
Poor hygiene practice – specific – toilet facilities.	M	<ul style="list-style-type: none"> There is keypad entry to the toilets There is a toilet available in the training room STSA staff and visitors have sole use of two further toilet facilities other than two other persons who are also leaseholders. Cleaning materials, wipes and spray will be provided All persons using the toilet facilities must clean the toilet facilities after use. 	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	
Poor hygiene practice – specific - end of the STSA day.	L	<ul style="list-style-type: none"> Issue information to staff about departure procedures. Assess the STSAs ability to follow T&W cleaning in STSA guidance, if unable to complete notify the Local Authority <p>As a result, the risk of infection is reduced as staff, Associate Teachers and those delivering training leave STSA.</p>	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	

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Ill health in STSA.	M	<ul style="list-style-type: none"> • Staff, Associate Teachers and those delivering training are informed of the symptoms of possible coronavirus infection, <ul style="list-style-type: none"> ➤ A high temperature – this means they feel hot to touch on their chest or back (they do not need to measure their temperature) ➤ A new continuous dry cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual) ➤ A change to their normal sense of taste or smell (anosmia) <p>They must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <p>STSA should use the notification form to notify the HPH of any positive cases within staff members.</p> <ul style="list-style-type: none"> • Staff who don't have the symptoms above but have other symptoms such as headache /sore throat/aches and pains/ feeling very tired for no 	L	L	Siân Deane/Sue Stoddart	<u>Ongoing</u>	

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		<p>good reason/ runny nose/ sneezing etc can book a PCR test by selecting the option “ local Authority required me to test”</p> <p>If asymptomatic staff members can book a rapid test using this link below. This can be done weekly http://orlo.uk/Y5LBC</p> <ul style="list-style-type: none"> • If waiting for transport from family member they live with to wait outside of building away from others or in the isolation room. Office Manager of STSA to be informed and make sure there is a process to check that the staff member is home safe. • If staff member, Associate Teachers and those delivering training have no transport then they have to use public transport. • Assess the STSAs ability to follow T&W cleaning in STSA guidance, if unable to complete notify the Local Authority <p>As a result, any member of the STSA community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>					
Mental Health and Wellbeing for staff.	M	<ul style="list-style-type: none"> • STSA staff will have daily interaction virtually/face to face with other STSTA staff/leaders to share any concerns about their mental wellbeing. 	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	

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		<ul style="list-style-type: none"> STSA leaders will ensure that staff do not feel isolated or overwhelmed All staff will be encouraged to raise any concerns they have about their physical and/or mental health. STSA staff will be signposted to agencies to access support if required, including Telford and Wrekin Council services. 					
A member of staff is tested and has a confirmed case of coronavirus.	H	<p>In line with government advice:</p> <ul style="list-style-type: none"> Follow guidance from the Test and Trace team in the Health Protection Hub 	<u>M</u>		Siân Deane/Sue Stoddart	<u>Ongoing</u>	
Spread of infection in the training room and shared areas.	H	<ul style="list-style-type: none"> Bubble is a maximum of 20 Associate Teachers and a person delivering training. All Associate Teachers will be seated side by side, not face to face or side on Any movement around the training room will be staggered The person delivering the training will maintain social distancing Individual equipment such as pens and pencils will be provided by the Associate Teacher and not shared 	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	

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		<ul style="list-style-type: none"> • Any equipment necessary for the training will only be provided to the bubble, to avoid mix use • The person delivering training and the Associate Teacher should maintain 2 metre distance from each other. • All unnecessary items have been removed from the training room and stored elsewhere. • All soft furnishings and items that are hard to clean have been removed • Associate Teachers to be directed to specific seats in the training room and to maintain seats during the day. • Tissues and hand sanitiser to be located in the training room. • Bins to be emptied at least twice daily in the training room. • Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open where possible. • Windows to be opened to provide ventilation. • Staff to clean IT equipment (esp. keyboards) with anti-bacterial wipes before and after each use • Shared teaching resources to be cleaned prior to and after each individual use. 					

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		<ul style="list-style-type: none"> Assess the STSAs ability to follow T&W cleaning in STSA guidance, if unable to complete notify the Local Authority <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>					
Emergency evacuation due to fire etc.	L	<ul style="list-style-type: none"> Lockdown, fire and emergency evacuation procedures have been reviewed to ensure that social distancing can be maintained Staff to communicate procedures to all Associate Teachers and those delivering training <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	
Cleaning is not sufficiently comprehensive.	H	<ul style="list-style-type: none"> All staff monitor the standards of cleaning in STSA and report any concerns using the usual procedures- immediate and swift reporting. Any essential areas, shared use is avoided, but if necessary toilets would be cleaned before each use. Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles and toilets). Assess the STSAs ability to follow T&W cleaning in STSA guidance, if unable to complete notify the Local Authority 	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	

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		<ul style="list-style-type: none"> • A cleaning schedule is in place for door handles, doorplates, lift button, push pad on a daily basis. • When using an alternative room on 6 Fridays, during the autumn term – 11th, 18th, 25th September, 13th, 27th November, and 4th December, cleaning will be completed on Thursday evening prior to ATs using it the next day. • Member of staff completing the cleaning will be provided with appropriate PPE to safeguard themselves <p>Follow guidance from Public Health England for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance.</p> <p>As a result, high standards of cleanliness are maintained in STSA.</p>					
Professional Visitors	L	<ul style="list-style-type: none"> • All visitors to contact STSA admin to gain authorisation • All visitors to be checked to ensure that they are essential visitors prior to entry to the STSA • Pre questionnaire completed by professional visitor • Agree arrival and departure times with professional visitor to ensure that there is no contact with staff or pupils 	L	L	Siân Deane/Sue Stoddart	Ongoing	

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		<ul style="list-style-type: none"> • All professional visitors to wash hands on entry to the STSA site • Professional visitors are directed to specific/designated handwashing facilities • All areas in which Professional visitor work are cleaned in line with government guidance • Professional visitors to bring own food, drink and utensils onto site. • Professional visitors to be responsible for cleaning their own equipment and personal belongings <p>As a result, any professional visitors are kept safe and the risk to other members of the STSA is minimised.</p>					
Lack of social distancing and sharing of resources	M	<p>The training room is set out to ensure at least 2m+ is feasible at all times. The following measures are in place:</p> <ul style="list-style-type: none"> • All tables and fabric chairs have been removed and in their place, plastic wipeable chairs with over desks for each individual. All desks are facing forward • Designated times to enter and leave the training room, avoiding queuing • ATs will have a designated desk that they use each day 	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	

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		<ul style="list-style-type: none"> ATs will not be sharing any concrete materials with trainers. All materials will be shared with the ATs electronically or they will provide their own. ATs will provide their own electronics(laptop or IPAD), pencils, pens etc. If additional resources are required, ATs will be informed ahead of any training session. 3 ATs will be able to leave the training room to use the toilet at a time to prevent queuing. 					
Staff using public transport	M	<p>Staff using public transport must be able to evidence that they are wearing a face mask for this purpose.</p> <p>The face mask must be kept in a sealed bag whilst at The Park Lane Centre and taken home with them to dispose of.</p>	<u>M</u>	<u>M</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	
Lack of understanding of vulnerability	H	All members of staff must complete the personal risk assessment so that the STSA have a clear understanding of the health needs and vulnerabilities of everyone that they are working with and those that staff, ATs and those delivering the training live with.	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	
Use of the lift at the Park Lane Centre	M	Only one person to use the lift at one time	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	

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		Sanitize hands before entering the lift and on leaving the lift Only use the lift if absolutely necessary					