

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 School Improvement Advisers(SIA) completing work on behalf of the STSA which is school specific
Date of assessment: 04.01.21	Date of next review: February 22 nd 2021	This document was written on 4 th January 2021

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 everyone 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. Associate Teachers updated with key safety information. 	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>Completed</u>	

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		<ul style="list-style-type: none"> Any change in information to be shared with all staff, Associate Teachers, staff delivering training, 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>					
Clinically Extremely vulnerable (CEV) individuals		<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 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>					
Clinically Vulnerable staff		Individual risk assessment to be completed/reviewed for clinically vulnerable staff and pupils	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>On-going</u>	

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
		<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 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>					

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Poor Communication with ATs and those delivering training	H	Associate Teachers are informed of all the measures that are in place. This includes: <ul style="list-style-type: none"> • The need for a one way system into and out of the training room with designated start and finish times. • Designated seats for each AT • For every AT to be responsible for their work space area • Windows and doors to remain open for ventilation • The need to report at once if a member of staff, AT, anyone delivering training or someone in their household feels unwell, with symptoms of Coronavirus. • ATs to communicate if anyone in their placement feels unwell, with symptoms of Coronavirus. • Adhering to all social distancing guidance of 1m+ 	L	L	Siân Deane/Sue Stoddart	<u>Ongoing</u>	
Poor communication with placement settings	H	STSA Risk assessments will be shared with all school placement settings. Placement settings to ensure that their own risk assessments are shared with ATs, and that the ATs are placed and work only within a class bubble.	L	L	Siân Deane/Sue Stoddart	<u>Ongoing</u>	

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		Placement setting informed of any AT, member of staff or those delivering training becoming ill with the symptoms of Coronavirus.					
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 • All staff, those delivering training and Associate Teachers 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' 	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>On-going</u>	

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		<ul style="list-style-type: none"> • 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 and Associate Teachers 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 and Associate Teachers check for any updates procedures each morning on entering STSA – socially distancing. <p>As a result, all staff are aware of the policies and procedures in place to keep themselves safe in STSA.</p>					
Poor hygiene practice in STSA - General	M	<ul style="list-style-type: none"> • Staff, Associate Teachers and those delivering training 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, Associate Teachers and those delivering training of the 	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	

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		<p>hygiene practice required in STSA (e.g. washing hands before entering and leaving STSA)</p> <ul style="list-style-type: none"> • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the STSA training room and offices. • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance • 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 • Pupils and staff do not share cutlery, cups or food. Staff, Associate Teachers and those delivering training 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, Associate Teachers and those delivering training are adhering to high standards of hygiene to minimise risk of transmission.</p>					

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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, Asscoaité Teachers and those delivering training 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. <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, Associate Teachers and those delivering training can clean their hands regularly. 	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	
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 distancing is maintained between desks • Tissues/hand sanitiser available in office locations • Staff to wash hands on arrival at STSA 	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	

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		<ul style="list-style-type: none"> • 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 into offices. <p>As a result, office practice limits the risk of the spread of any infection.</p>					
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 	<u>M</u>	<u>M</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	

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		7) Where necessary, wear appropriate personal protective equipment(PPE)					
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> <p>Follow guidance for use of NHS test and trace app within STSA and when visiting schools 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>	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	Ongoing	

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<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"> • Issued information to staff, Associate Teachers and those delivering training not to enter the STSA if they display any symptoms of coronavirus • Issue information to staff, Associate Teachers and those delivering training about arrival and departure procedures. • Inform staff, Associate Teachers and those delivering training of the allocated entrance and exit points to STSA. • All staff, Associate Teachers and those delivering training to wash hands on arrival in STSA following social distancing rules and hand washing guidance. • Assess the STSAs ability to follow T&W cleaning in STSA guidance, if unable to complete notify the Local Authority • When using the STSA building all visitors will have specific times to enter and leave the building. <p>As a result, the risk of infection is reduced as pupils and staff arrive at STSA.</p>	L	L	Siân Deane/Sue Stoddart	<u>Ongoing</u>	
<p>Poor hygiene practice – specific – toilet facilities.</p>	M	<ul style="list-style-type: none"> • There is keypad entry to the toilets • There is a toilet available in the training room 	L	L	Siân Deane/Sue Stoddart	<u>Ongoing</u>	

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		<ul style="list-style-type: none"> STSA Associate Teachers, 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. 					
Poor hygiene practice – specific - end of the STSA day.	L	<ul style="list-style-type: none"> Issue information to staff, Associate Teachers and those delivering training about departure procedures. Assess the STSAs ability to follow T&W cleaning in STSA guidance, if unable to complete notify the Local Authority When using the STSA building all visitors will have specific times to enter and leave the building. <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>	
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) 	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	

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		<p>➤ 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)</p> <p>➤ A change to their normal sense of taste or smell (anosmia)</p> <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 good reason/ runny nose/ sneezing etc can book a PCR test by selecting the option " local Authority required me to test" <p>If asymptomatic staff members can book a rapid test using this link below. This can be done weekly http://orlo.uk/Y5LBC</p>					

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		<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>					
<p>Local restrictions tiers</p> <p>Additional implications</p>		<p>Education settings will remain open in local restriction tiers 1,2, 3 and 4, see more in the Local restriction tiers: what you need to know guidance.</p> <p>All other staff in local restriction tier 4 can continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</p> <p>All staff can continue to attend school in local restriction tiers 1, 2 and 3.</p> <p>Under local restriction tier 3, staff and employers may wish to discuss flexibilities that support clinically</p>					

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		<p>extremely vulnerable staff, such as staggered start times to reduce travel during rush hour.</p> <p>Review PE, sport and physical activity is school/s moved into tier 4</p> <p>Schools should also read the local restriction tiers guidance to find out what tier their area is in and the additional restrictions that apply. Currently, schools can continue to offer all before and after-school educational activities and wraparound childcare in all local restriction tiers.</p> <p>Schools in local restriction tier 3 and 4 areas should not host performances with an audience</p>					
Personal Protective Equipment		Appropriate PPE is provided to all members of the STSA team to be worn when visiting schools and to be used prior to and following visits.	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	Ongoing	
Face coverings		<ul style="list-style-type: none"> Face coverings must be worn in communal areas at all times when on STSA premises. A face visor or shield may be worn in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose or mouth Exemptions -Some individuals are exempt from wearing face coverings. 	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	Ongoing	
A member of staff, Associate teacher or those delivering training is tested and has a	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	Ongoing	

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confirmed case of coronavirus.							
Insufficient staff to run face-to-face sessions for Associate Teachers.	M	<ul style="list-style-type: none"> Maintain social distancing Deliver alternative training – this will be delivered by Siân Deane ITT lead who will be part of the PGCE ITT bubble. All centre based training can take place virtually if and when required. 	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	
Associate Teacher movement at breaktime and lunchtime increases the risk of infection.	H	<ul style="list-style-type: none"> Associate Teachers will have a break in the morning, at lunchtime and afternoon if they are completing a full day of training. Associate Teachers will need to leave the room to use the toilets(3 at a time) Associate Teachers can leave the building at lunchtime, but must follow all protocols linked to social distancing and hand washing on exit and return to the training room. All adults involved in STSA will bring their own meals and drinks, use their own utensils and not share these with anyone else. 	<u>L</u>	<u>L</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"> All ITT centre based learning will continue virtually for the spring term. All STSA School Improvement Adviser meetings will be virtual during the spring term. 	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	

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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>					
Music and PE/Dance Training sessions	M	<p>STSA recognizes that there is an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. As a result the following will be put in place:</p> <ul style="list-style-type: none"> Music, PE and dance training sessions will take place in the summer term. 	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	Ongoing	
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	Ongoing	
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. 	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	Ongoing	

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		<ul style="list-style-type: none"> 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 A cleaning schedule is in place for door handles, doorplates, lift button, push pad on a daily basis. <p>See further guidance for cleaning in educational settings for advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Review any equipment that is frequently used and how it is cleaned after use 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 	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	

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		<ul style="list-style-type: none"> • Agree arrival and departure times with professional visitor to ensure that there is no contact with staff or pupils • All professional visitors to wash hands on entry to the STSA site and wear a face covering throughout • 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>					
Curriculum offer and lack of social distancing and transmission	L	<ul style="list-style-type: none"> • There are no shared use of areas in STSA other than toilets which are used by two other persons. • Any loans of equipment will be restricted and advise taken from Health and Safety 	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	
Lack of social distancing and sharing of resources	M	<p>The training room is set out to ensure at least 1m+ 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 	<u>L</u>	<u>L</u>	Siân Deane/Sue Stoddart	<u>Ongoing</u>	

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		<p>over desks for each individual. All desks are facing forward</p> <ul style="list-style-type: none"> • Designated times to enter and leave the training room, avoiding queuing • ATs will have a designated desk that they use each day • 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. 					
ATs using public transport	M	<p>Any AT, member of staff or those delivering training who use public transport must be able to evidence that they are wearing a face covering for this purpose.</p> <p>The face covering 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>	

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Lack of understanding of vulnerability	H	All members of staff, ATs and those delivering the training 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.	L	L	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 Sanitize hands before entering the lift and on leaving the lift Only use the lift if absolutely necessary	L	L	Siân Deane/Sue Stoddart	<u>Ongoing</u>	

[STSA-specific arrangements relating to risk assessment that may need additional detail:](#)

Capacity and organisation of teaching spaces and offices

All ITT training online for the spring term 2021 and will not be accessing the STSA building