

**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) - ITT Associate Teachers**

|                                     |   |   |
|-------------------------------------|---|---|
| Assessment conducted by: Siân Deane | Job title: Project Manager and STSA Improvement Adviser | Covered by this assessment: <b>The training of PGCE ITT Associate Teachers 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   |

**ITT Associate Teachers will not complete any face-to-face training on the STSA site between 4<sup>th</sup> January 2021 and the end of the Spring term 2021, in accordance with Government Guidelines.**

**The risk will be reviewed in line with Government Guidelines for the summer term 2021 and all ITT Associate Teachers will be advised as to whether face-to-face training 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 |
|--|-----------------------------------|---|-------------------------|---------------|-------------------------|-------------------------|--------------------|
| <b>The STSA lapses in following national guidelines and advice, putting everyone at risk</b> | H                                 | <p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> <li>• 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 &amp; Wrekin Council advice and review its risk assessment accordingly</li> <li>• Information on the STSA website is updated.</li> <li>• Associate Teachers updated with key safety information.</li> <li>• Any change in information to be shared with all staff, Associate Teachers, staff delivering training, staff at the Park Lane Centre.</li> </ul> <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 | <b><u>Completed</u></b> |                    |
| <b>Poor communication with Associate Teachers and other stakeholders</b>                     | H                                 | <ul style="list-style-type: none"> <li>• All staff, Associate Teachers and those delivering training are aware of current actions and requirements and reminded frequently using STSA communication systems</li> <li>• Risk assessment shared with all stakeholders</li> </ul>  | <u>L</u>                | <u>L</u>      | Siân Deane/Sue Stoddart | <b><u>On-going</u></b>  |                    |

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

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|   |                                   | <p>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.</p> <p>Placement setting informed of any AT, member of staff or those delivering training becoming ill with the symptoms of Coronavirus.</p>   |                         |               |                         |                         |                    |
| <b>Lack of awareness of policies and procedures</b> | H                                 | <ul style="list-style-type: none"> <li>• STSA leaders will ensure that all policies impacted on by coronavirus controls are updated- policies are updated or covered in issues procedures</li> <li>• 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"> <li>➤ Health and Safety Policy</li> <li>➤ Infection Control Policy</li> <li>➤ First Aid Policy</li> </ul> </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> </ul> </li> </ul> | <u>L</u>                | <u>L</u>      | Siân Deane/Sue Stoddart | <u>On-going</u>         |                    |

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|  |                                   | <p>➤ DfE and PHE (2020) 'COVID-19: guidance for educational settings'</p> <ul style="list-style-type: none"> <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>• Staff and Associate Teachers are made aware of the STSA's infection control procedures in relation to coronavirus via email.</li> <li>• 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.</li> </ul> <p>As a result, all staff are aware of the policies and procedures in place to keep themselves safe in STSA.</p> |                         |               |                         |                         |                    |
| <b>Extremely clinically vulnerable (High risk) individuals</b> | 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,</p>   | <u>L</u>                | <u>L</u>      | Siân Deane/Sue Stoddart | <b><u>Ongoing</u></b>   |                    |

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|  |                                      | <p>if there role does not allow working from home they should remain at home and not attend the work place. 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>  |                            |                  |                                |                         |                    |
| <p><b>Vulnerable staff, Associate Teachers and those delivering training</b></p> | <p>H</p>                             | <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</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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|  |                                      | <p>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> |                            |                  |                         |                         |                    |
| <b>Poor hygiene practice in STSA - General</b> | M                                    | <ul style="list-style-type: none"> <li>• Staff, Associate Teachers and those delivering training to wash hands on entry to STSA</li> <li>• 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</li> <li>• 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</li> </ul>  | <u>L</u>                   | <u>L</u>         | Siân Deane/Sue Stoddart | <b><u>Ongoing</u></b>   |                    |

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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"> <li>• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the STSA training room and offices.</li> <li>• Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance</li> <li>• 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</li> <li>• 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</li> <li>• All utensils are thoroughly cleaned before and after use</li> <li>• Staff clean regularly throughout the day including high touch areas.</li> <li>• Paper towels are filled daily and provided on any request during the day.</li> </ul> <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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| <b>Hand Hygiene</b>                                      | 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"> <li>• when they arrive at STSA,</li> <li>• when they return from breaks,</li> <li>• when they leave the training room</li> <li>• before and after eating.</li> </ul> <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"> <li>• 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.</li> </ul> | <u>L</u>                   | <u>L</u>         | Siân Deane/Sue Stoddart | <b><u>Ongoing</u></b>   |                    |
| <b>Poor hygiene practice – specific – STSA entrance</b>  | M                                    | <ul style="list-style-type: none"> <li>• 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.</li> </ul>  | <u>L</u>                   | <u>L</u>         | Siân Deane/Sue Stoddart | <b><u>Ongoing</u></b>   |                    |
| <b>Poor hygiene practice – specific – office spaces.</b> | L                                    | <ul style="list-style-type: none"> <li>• Ensure distancing is maintained between desks</li> <li>• Tissues/hand sanitiser available in office locations</li> <li>• Staff to wash hands on arrival at STSA</li> </ul>  | <u>L</u>                   | <u>L</u>         | Siân Deane/Sue Stoddart | <b><u>Ongoing</u></b>   |                    |

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|  |                                   | <ul style="list-style-type: none"> <li>• Each individual is responsible for wiping down their own work area before and after use.</li> <li>• Each individual responsible for wiping down equipment such as printers after each use.</li> <li>• Assess the STSAs ability to follow T&amp;W cleaning in STSA guidance, if unable to complete notify the Local Authority</li> <li>• Signage requesting that office staff are called rather than Associate Teachers and those delivering training going in.</li> </ul> <p>As a result, office practice limits the risk of the spread of any infection.</p>   |                         |               |                         |                         |                    |
| System of Controls - <b>Prevention</b> | H                                 | <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 STSA</li> <li>2) The use of face coverings in communal areas and currently when meeting face to face on any STSA business.</li> <li>3) clean hands thoroughly more often than usual</li> <li>4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>5) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> <li>6) minimise contact between individuals and maintain social distancing wherever possible</li> </ol> | <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)   |                         |               |                         |                         |                    |
| <b>System of Control - Responsive</b>               | H                                 | <p><b>Response to any infection</b></p> <p>9) Engage with the NHS Test and Trace process. By notifying the Health Protection Hub (HPH) by completing the online notification form<br/> <a href="https://apps.telford.gov.uk/testandtrace/">https://apps.telford.gov.uk/testandtrace/</a></p> <p>Follow guidance for use of NHS test and trace app within STSA and when visiting schools<br/> <a href="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">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</a></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 | <b>Ongoing</b>          |                    |
| <b>Poor hygiene practice – specific - spread of</b> | L                                 | In line with government advice:   | <u>L</u>                | <u>L</u>      | Siân Deane/Sue Stoddart | <b>Ongoing</b>          |                    |

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| potential infection at the start of the STSA day.     |                                      | <ul style="list-style-type: none"> <li>• Issued information to staff, Associate Teachers and those delivering training not to enter the STSA if they display any symptoms of coronavirus</li> <li>• Issue information to staff, Associate Teachers and those delivering training about arrival and departure procedures.</li> <li>• Inform staff, Associate Teachers and those delivering training of the allocated entrance and exit points to STSA.</li> <li>• All staff, Associate Teachers and those delivering training to wash hands on arrival in STSA following social distancing rules and hand washing guidance.</li> <li>• Assess the STSAs ability to follow T&amp;W cleaning in STSA guidance, if unable to complete notify the Local Authority</li> <li>• When using the STSA building all visitors will have specific times to enter and leave the building.</li> </ul> <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"> <li>• There is keypad entry to the toilets</li> <li>• There is a toilet available in the training room</li> <li>• STSA Associate Teachers, staff and visitors have sole use of two further toilet facilities other than two other persons who are also leaseholders.</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>Cleaning materials, wipes and spray will be provided</li> <li>All persons using the toilet facilities must clean the toilet facilities after use.</li> </ul>   |                         |               |                         |                         |                    |
| <b>Poor hygiene practice – specific - end of the STSA day.</b> | L                                 | <ul style="list-style-type: none"> <li>Issue information to staff, Associate Teachers and those delivering training about departure procedures.</li> <li>Assess the STSAs ability to follow T&amp;W cleaning in STSA guidance, if unable to complete notify the Local Authority</li> <li>When using the STSA building all visitors will have specific times to enter and leave the building.</li> </ul> <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 | <b>Ongoing</b>          |                    |
| <b>Ill health in STSA.</b>                                     | M                                 | <p>Staff, Associate Teachers and those delivering training are informed of the symptoms of possible coronavirus infection,</p> <ul style="list-style-type: none"> <li>➤ A high temperature – this means they feel hot to touch on their chest or back (they do not need to measure their temperature)</li> <li>➤ A new continuous dry cough – this means coughing a lot for more than an hour, or 3 or</li> </ul>   | <u>L</u>                | <u>L</u>      | Siân Deane/Sue Stoddart | <b>Ongoing</b>          |                    |

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|                                  |                                      | <p>more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)</p> <ul style="list-style-type: none"> <li>➤ A change to their normal sense of taste or smell (anosmia)</li> </ul> <p>They must be sent home and advised to follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>', which sets out that they must self-isolate and should <a href="#">arrange to have a test</a> 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"> <li>• 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 <a href="#">test</a> by selecting the option " local Authority required me to test"</li> </ul> <p>If <b>asymptomatic</b> staff members can book a rapid test using this link below. This can be done weekly<br/><a href="http://orlo.uk/Y5LBC">http://orlo.uk/Y5LBC</a></p> |                            |                  |                    |                         |                    |

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| <b>Mental Health and Wellbeing for staff, Associate Teachers and those delivering training.</b> | M                                    | <ul style="list-style-type: none"> <li>All ATs will have weekly contact with the ITT Lead to check on their emotional health and wellbeing.</li> <li>ATs will be able to contact the ITT Lead at any time regarding concerns about their mental wellbeing.</li> <li>The ITT lead will ensure that ATs do not feel isolated or overwhelmed</li> <li>All ATs will be encouraged to raise any concerns they have about their physical and/or mental health.</li> <li>ATs will be signposted to agencies to access support if required, including Chester University Student Services.</li> </ul> | L                          | L                | Siân Deane/Sue Stoddart | <b>Ongoing</b>          |                    |
| <b>Local restrictions tiers</b><br><br><b>Additional implications</b>                           |                                      | <p>Education settings will remain open in local restriction tiers 1,2, 3 and 4, see more in the <a href="#">Local restriction tiers: what you need to know</a> 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 <a href="#">local restriction tiers guidance</a> 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> <ul style="list-style-type: none"> <li>Schools in local restriction tier 3 and 4 areas should not host performances with an audience</li> </ul> |                            |                  |                         |                         |                    |
| <b>Personal Protective Equipment</b> |                                      | 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.   | <b>M</b>                   |                  | Siân Deane/Sue Stoddart | <b>Ongoing</b>          |                    |
| <b>Face coverings</b>                |                                      | <ul style="list-style-type: none"> <li>Face coverings must be worn in communal areas at all times when on STSA premises.</li> <li>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</li> </ul> <p>Exemptions -Some individuals are exempt from wearing <a href="#">face coverings</a>.</p>  |                            |                  |                         |                         |                    |



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| <b>Insufficient staff to run face-to-face sessions for Associate Teachers.</b>                | M                                 | <ul style="list-style-type: none"> <li>Maintain social distancing</li> <li>Deliver alternative training – this will be delivered by Siân Deane ITT lead who will be part of the PGCE ITT bubble.</li> <li>All centre based training can take place virtually if and when required.</li> </ul>  | <u>L</u>                | <u>L</u>      | Siân Deane/Sue Stoddart | <b><u>Ongoing</u></b>   |                    |
| <b>Associate Teacher movement at breaktime and lunchtime increases the risk of infection.</b> | H                                 | <ul style="list-style-type: none"> <li>Associate Teachers will have a break in the morning, at lunchtime and afternoon if they are completing a full day of training.</li> <li>Associate Teachers will need to leave the room to use the toilets(3 at a time)</li> <li>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.</li> <li>All adults involved in STSA will bring their own meals and drinks, use their own utensils and not share these with anyone else.</li> </ul> | <u>L</u>                | <u>L</u>      | Siân Deane/Sue Stoddart | <b><u>Ongoing</u></b>   |                    |
| <b>Spread of infection in the training room and shared areas.</b>                             | H                                 | <ul style="list-style-type: none"> <li>Bubble is a maximum of 21 Associate Teachers and a person delivering training.</li> <li>All Associate Teachers will be seated side by side, not face to face or side on</li> <li>Any movement around the training room will be staggered</li> <li>The person delivering the training will maintain social distancing</li> </ul>   | <u>L</u>                | <u>L</u>      | Siân Deane/Sue Stoddart | <b><u>Ongoing</u></b>   |                    |

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|                                  |                                      | <ul style="list-style-type: none"> <li>• Individual equipment such as pens and pencils will be provided by the Associate Teacher and not shared</li> <li>• Any equipment necessary for the training will only be provided to the bubble, to avoid mix use</li> <li>• The person delivering training and the Associate Teacher should maintain 2 metre distance from each other.</li> <li>• All unnecessary items have been removed from the training room and stored elsewhere.</li> <li>• All soft furnishings and items that are hard to clean have been removed</li> <li>• Associate Teachers to be directed to specific seats in the training room and to maintain seats during the day.</li> <li>• Tissues and hand sanitiser to be located in the training room.</li> <li>• Bins to be emptied at least twice daily in the training room.</li> <li>• Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open where possible.</li> <li>• Windows to be opened to provide ventilation.</li> <li>• Staff to clean IT equipment (esp. keyboards) with anti-bacterial wipes before and after each use</li> </ul> |                            |                  |                    |                         |                    |

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|--|--------------------------------------|--|----------------------------|------------------|-------------------------|-------------------------|--------------------|
|  |                                      | <ul style="list-style-type: none"> <li>Shared teaching resources to be cleaned prior to and after each individual use.</li> <li>Assess the STSAs ability to follow T&amp;W cleaning in STSA guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>                |                            |                  |                         |                         |                    |
| <b>Music and PE Training sessions</b>              | M                                    | <ul style="list-style-type: none"> <li>These sessions have been moved to the summer term 2021</li> </ul>   | <u>L</u>                   | <u>L</u>         | Siân Deane/Sue Stoddart | <b><u>Ongoing</u></b>   |                    |
| <b>Emergency evacuation due to fire etc.</b>       | L                                    | <ul style="list-style-type: none"> <li>Lockdown, fire and emergency evacuation procedures have been reviewed to ensure that social distancing can be maintained</li> <li>Staff to communicate procedures to all Associate Teachers and those delivering training</li> </ul> <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 | <b><u>Ongoing</u></b>   |                    |
| <b>Cleaning is not sufficiently comprehensive.</b> | H                                    | <ul style="list-style-type: none"> <li>All staff monitor the standards of cleaning in STSA and report any concerns using the usual procedures- immediate and swift reporting.</li> <li>Any essential areas, shared use is avoided, but if necessary toilets would be cleaned before each use.</li> </ul>   | <u>L</u>                   | <u>L</u>         | Siân Deane/Sue Stoddart | <b><u>Ongoing</u></b>   |                    |

| 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 |
|----------------------------------|-----------------------------------|---|-------------------------|---------------|-------------------------|-------------------------|--------------------|
|                                  |                                   | <ul style="list-style-type: none"> <li>• 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).</li> <li>• Assess the STSAs ability to follow T&amp;W cleaning in STSA guidance, if unable to complete notify the Local Authority</li> <li>• A cleaning schedule is in place for door handles, doorplates, lift button, push pad on a daily basis.</li> <li>• When using an alternative room on 6 Fridays, during the autumn term – 11<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup> September, 13<sup>th</sup>, 27<sup>th</sup> November, and 4<sup>th</sup> December, cleaning will be completed on Thursday evening prior to ATs using it the next day.</li> </ul> <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 <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p> <p>As a result, high standards of cleanliness are maintained in STSA.</p> |                         |               |                         |                         |                    |
| <b>Professional Visitors</b>     | L                                 | <ul style="list-style-type: none"> <li>• All visitors to contact STSA admin to gain authorisation</li> <li>• All visitors to be checked to ensure that they are essential visitors prior to entry to the STSA</li> <li>• Pre questionnaire completed by professional visitor</li> </ul>   | <u>L</u>                | <u>L</u>      | Siân Deane/Sue Stoddart | <b><u>Ongoing</u></b>   |                    |

| 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 |
|--|-----------------------------------|---|-------------------------|---------------|-------------------------|-------------------------|--------------------|
|  |                                   | <ul style="list-style-type: none"> <li>• Agree arrival and departure times with professional visitor to ensure that there is no contact with staff or pupils</li> <li>• All professional visitors to wash hands on entry to the STSA site</li> <li>• Professional visitors are directed to specific/designated handwashing facilities</li> <li>• All areas in which Professional visitor work are cleaned in line with government guidance</li> <li>• Professional visitors to bring own food, drink and utensils onto site.</li> <li>• Professional visitors to be responsible for cleaning their own equipment and personal belongings</li> </ul> <p>As a result, any professional visitors are kept safe and the risk to other members of the STSA is minimised.</p> |                         |               |                         |                         |                    |
| <b>Curriculum offer and lack of social distancing and transmission</b> | L                                 | <ul style="list-style-type: none"> <li>• There are no shared use of areas in STSA other than toilets which are used by two other persons.</li> <li>• Any loans of equipment will be restricted and advise taken from Health and Safety</li> </ul>   | <u>L</u>                | <u>L</u>      | Siân Deane/Sue Stoddart | <b><u>Ongoing</u></b>   |                    |
| <b>Lack of social distancing and sharing of resources</b>              | 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"> <li>• All tables and fabric chairs have been removed and in their place, plastic wipeable chairs with</li> </ul>   | <u>L</u>                | <u>L</u>      | Siân Deane/Sue Stoddart | <b><u>Ongoing</u></b>   |                    |

| 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>over desks for each individual. All desks are facing forward</p> <ul style="list-style-type: none"> <li>• Designated times to enter and leave the training room, avoiding queuing</li> <li>• ATs will have a designated desk that they use each day</li> <li>• 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.</li> <li>• 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.</li> <li>• 3 ATs will be able to leave the training room to use the toilet at a time to prevent queuing.</li> </ul> |                         |                 |                         |                         |                    |
| <b>ATs using public transport</b> | 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 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>   | <b><u>M</u></b>         | <b><u>M</u></b> | Siân Deane/Sue Stoddart | <b><u>Ongoing</u></b>   |                    |

| 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 |
|---|-----------------------------------|--|-------------------------|---------------|-------------------------|-------------------------|--------------------|
| 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 Associate Teacher to use the lift at one time<br><br>Sanitize hands before entering the lift and on leaving the lift<br><br>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**

- **Maximum of 21 Associate Teachers and one person delivering training**

**Arrival to and departure from STSA, Movement around the STSA.**

- **Associate Teachers will practice social distancing and wear a face mask if travelling by public transport. The mask must be kept in a sealed bag during the day and taken home to be disposed of safely.**
- **Set time for arrival to avoid queuing, congregation outside the building or unnecessary time spent in the training room.**
- **All Associate Teachers and the person delivering training to leave immediately at the end of the session.**
- **Associate Teachers will arrive and leave through the training room doors**

## **Training Room expectations and Timetable arrangements**

- **Associate Teachers will be taught a week at the centre, followed by a week of school based learning**
- **Associate Teachers will have an allocated seat and desk and will use the same designated seat on each occasion**
- **Associate Teachers will practise social distancing and good hand and respiratory hygiene at all times**
- **Associate Teachers will provide their own laptop/tablet, pens, pencils and any other stationery required**
- **All desks and chairs will be cleaned at the start and the end of the session**

## **Break time plan, Lunchtime plan**

- **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.**

## **Cleaning**

- **Cleaning materials will be available throughout the day**
- **Chairs and over desks will be cleaned before and after each teaching session**
- **All those using the toilets will be responsible for cleaning once they have used them**
- **High traffic areas will be cleaned frequently throughout the day – door handles, key pads to the toilets and door plates**