| **What is the Hazard/****Activity** | **Who is at Risk** | **What is the risk** | **What was the initial level of risk** | **What measures have we put in place to reduce this risk** | **Residual Risk after following the measures identified. Rating** **High, Med, Low** | **Are these Controls Adequate?** |
| --- | --- | --- | --- | --- | --- | --- |
| **Yes** | **No\*** |
| Risk of transmitting infection due to staff members lack of knowledge or understanding of policies and procedures | College staff & learners | Transmission of virus through not following policies and procedures | High  | * All staff to be made aware of all relevant policies and procedures.
* Staff undertake necessary training to help minimise the spread of infection via ATT LMS:
	+ Infectious Diseases
	+ COVID19
* ATTFE keeps up-to-date with advice issued by, but not limited to, the following:
* DfE (Department for Education)
* HSE(Health &Safety Executive)
* NHS (National Health Service)
* Department for Health and Social Care
* PHE (Public Health England)
* Staff are made aware of ATTFE’s infection control procedures in relation to coronavirus via email, meetings and Newsletter and must contact ATTFE as soon as possible if they believe they may have been exposed to coronavirus.
* Staff to keep up to date with the Covid Risk Assessment tile on staff Sharepoint.
* Adequate PPE is provided for all intimate care and ATT supply and use of PPE procedure followed.
 | Low | **YES** |  |
| Staff not following the increased good hygiene practice | College staff & learners | Ill Health & the potential of transmission of virus | Medium | * Posters are displayed throughout the building reminding staff to wash their hands, e.g. before entering and leaving the ATTFE site.
* Hand sanitiser is provided in every classroom, office, staff room and Reception.
* Staff are encouraged to wash their hands with soap or alcohol-based sanitiser (that contained initially 60%, but is being replaced with no less than 70% alcohol following updated guidance) and follow infection control procedures in accordance with the DfE and PHE’s guidance.
* Sufficient amounts of antibacterial soap and hand sanitiser, clean water and paper towels are supplied in all toilets and kitchen areas.
* Staff must wash their hands before and after visiting the toilet and sanitise every time the enter the classroom, office or staff room.
* Staff must wash their hands and sanitise prior to eating and drinking.
* All alcohol-based cleanser replenishment in hand sanitisers to be at least 70%+ alcohol.
 | Low | **YES** |  |
| The risk of the spread of infection through cross contaminationDSE  | College staff & learners | Potential transmission of the virus to colleagues | High | * No sharing of desks or equipment permitted.
* If equipment is shared it must be wiped down with a disinfectant wipe before and after use.
* Desks must be at least 2 metres apart or persons must be seated at least 2 metres apart.
* Staffing Rota system is in place
* Desks and equipment to be cleaned after each person has used them and at the end of each day.
* Staff have access to PPE for all intimate care, contact with stakeholders and option to use PPE at their discretion during lessons.
* Wherever possible the air conditioning will be switched off to prevent airborne virus spreading. ‘Blower heaters’ will not be used for the same reason. Wherever practical and feasible, windows will be opened to provide ventilation.
 | Low | **YES** |  |
| Poor management of infectious disease by staff members not following covid related guidance | College staff & learners | Staff members not being vigilant or failing to identify any potential covid cases. | High | * Everyone has been instructed to monitor themselves and others for any signs of infection, especially if a staff member has been sent home with suspected coronavirus.
* Staff are to be vigilant and have a clear process to report concerns about their own, a colleague’s or other’s symptoms to the Principal or SLT as soon as possible and follow ATT COVID-19 infectious disease procedure.
* ATTFE is consistent in its approach to the management of suspected and confirmed cases of coronavirus by following ATT procedure.
* Staff inform the Principal when they plan to return to work after having coronavirus and this will be cross referenced with isolation dates calculated within FE HR & Covid Response team.
 | Low | **YES** |  |
| Staff members failing to adhere to social Distancing  | College staff & learners | Potential transmission of the virus to colleagues | High  | * Staff under no circumstances are to work in close proximity to each other, if they have to under certain circumstances PPE must be worn in line with ATT Supply and Use of PPE Procedure.
* They must ensure they keep to social distancing at all times (at least 2 metres)
* Staff should ensure when using the rest areas a staggered system is used to prevent close proximity of persons.
 | Low | **YES** |  |

Document Ownership: Simon Martin

|  |  |  |  |
| --- | --- | --- | --- |
| Version No | Date of update | Updated by | Update Agreed by |
| 1.3 | 08/12/2020 | T Binks | SMn |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |