| **What is the Hazard / Activity** | **Who is at Risk** | | **What is the risk** | | **Initial level of risk?** | | **What measures have we put in place to reduce this risk** | **Residual Risk.**  **H, M, L** | **Existing Controls Adequate?** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Yes** | **No\*** |
| Not following social distancing upon entering or leaving the site | Learners  Staff  Visitors | | The spread of Infection due to close contact | | H | | * ATTFE have introduced a one-way system for when learners arrive / leave the site * Learners arrival and leaving times are staggered * 2 metre distances are clearly marked out on pedestrian area next to entrance and 2 metre rules enforced while they are waiting for staff to receive learners. * Staff member to meet learners on arrival, check temperature and remind learners of the rules regarding social distancing and wearing suitable face covering in all communal areas, unless exempt from doing so. * Staff member collecting learners should wear a visor and/or mask in all communal areas. * Learners, unless exempt, should be wearing a face covering upon entering and moving around communal areas on site. | L | **Yes** |  |
| Classrooms or teaching areas not set up to allow safe usage | Staff  Learners | | The spread of Infection due to close contact and/or shared spaces. | | H | | * Designated areas will be used for identified learning groups * The classroom/area will be set up to ensure a 2m rule is in place between each learner. * The tutor’s desk will be kept 2m away from the learners’ tables/desks. * Tissues available around the rooms for learners to use when coughing or sneezing and they must go into the supplied closed lid bin after one use. * Capacity reviews have been completed and plans detailing the arrangements are available to learners/staff and stakeholders via website * Hand sanitiser to be provided in every room and should be used upon entering and exiting * Antibacterial wipes are provided in every room. * Desks/computers should be wiped down before and after use. * Air conditioning systems will be switched off by default to avoid the chance of airborne virus spreading, however if the systems are shown to be of a process that does not recirculate air to other locations, then these will be activated by the Estates Team. * Air conditioning systems that mix extracted air with fresh air and return it to the room will also be activated as this increases the fresh air ventilation rate. * ‘Blower heaters’ will not be used for the same reason. * Wherever practical and feasible, windows will be opened to provide ventilation * Teaching staff must keep that safe distance at all times where possible when teaching. * Where learners may require extra assistance a 2m rule must try to be enforced. * Where 2m rule cannot be met staff members must use PPE available to them (visors, masks, gloves, apron). | L | **YES** |  |
| Learners using the toilets during lessons and potentially mixing with other bubble groups | Learners | | The spread of Infection due to close contact and mixing with other bubbles. | | H | | * HAND DRYERS SHOULD NOT BE USED AND ISOLATED AND DISPOSABLE HAND PAPER USED INSTEAD * Remind the learner of the importance of washing their hands after using the toilet * Remind them that upon entering/leaving the classroom/area that they use the hand sanitiser provided. * Posters placed around site to reinforce this issue * Toilet breaks to take place at designated times throughout the day and staggered across learner groups * Learners should use the toilets closest to their learning areas. * A maximum of 2 people to use the toilet facilities at any given time. * Learners, unless exempt, should wear a suitable face covering when moving around communal areas. | L | **YES** |  |
| Learners not adhering to social distancing or bubble groups during break/lunch times | Learners | | The spread of Infection due to close contact and mixing with other bubbles. | | H | | * Learners should remain in their bubble group when outside for breaks/lunch/activities. * Learners frequently reminded of the importance of social distancing whilst outside. * Learners frequently reminded about the importance of not mixing with other bubble groups during break times. * Break times are staggered to avoid mixing with other groups, where possible. * Students can bring in their food and water to consume, ensuring that they throw away all rubbish | M | **YES** |  |
| Staff not adhering to social distancing during break / lunch times | Staff | | The spread of Infection due to close contact | | M | | * Staff should remain at least 2m apart from each other whilst eating in their areas * Staff should bring their own food and make their own drinks using plastic cups * 2 members of staff only per room. * No communal catering items should be used (microwave/toasters/plates/cutlery/cups/glasses). * Area to be wiped down with an antibacterial wipe both before and after use | L | **YES** |  |
| Communal or high touch areas not being regularly cleaned | Staff  Learners  Visitors | | The spread of Infection due to lack of regular cleaning | | H | | * Cleaning staff deployed during daytime opening hours 08:30 – 15:30 in addition to regular cleaning hours. * Learners / staff to ensure that working areas are wiped down with an antibacterial wipe before and after use. * If a learner releases bodily fluid in class space, affected area to be cleaned with anti-bacterial spray and wiped with blue paper towels by staff member * Staff must wear mask and gloves whilst carrying out this task and wash hands after cleaning. * All touchpoints and hard surfaces to be cleaned on a regular basis throughout the day, this will include * All door handles * All tables and chairs used by staff and learners * Toilet flushes and regular cleaning of toilets. * Separate specification to be issued by cleaning contractor * All classrooms/learning areas to have spray disinfectant and disposable cloths to clear any spillage during occupation. * All used cloths thrown away to be placed in the secure bins provided * Central Estates monitors the cleaning standards of ATTFE site cleaning contractors and additional measures required with regards to managing the spread of coronavirus are being implemented with cleaning arrangements and specification outlined ATTFE. | L | **YES** |  |
| Administering First Aid (minor treatment or medication) | Staff  Learners | | Spread of Infection due to close contact | | H | | * Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering Mask /Visor /Gloves /Apron etc follow ATT procedure for administering first aid (referring to up to date information from Gov.UK) * Where possible ask learner to wipe away any blood or hold cold compresses etc. * Where not possible staff members to wear PPE and dispose of items within closed lid bin immediately after use. * Ensure records of injury and treatment are recorded and who administered First Aid treatment. * Always wash hands after contact * PPE used for first aid and any dressings used must be disposed of after use as Clinical waste. * Staff to wash hands and sanitise after removal of PPE * ATTFE staff do not administer medicationsrequired. | M | **YES** |  |
| Administering First Aid for Life threatening injuries/illness | Staff  Learners | | Spread of Infection due to close contact | | H | | * In the event of a serious injury or incident call 999 immediately. * Wear face covering visor, mark and gloves when in close contact or dealing with bodily fluids * Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient’s mouth and nose, while still permitting breathing to restart following successful resuscitation * Ensure records of injury and treatment are recorded and who administered First Aid treatment * PPE used for first aid must be disposed of after use in as Clinical waste. * Always wash hands and sanitise after contact | M | **YES** |  |
| Learners with behavioural issues who could react to the covid restrictions | Staff  Learners | | Spread of Infection due to not fully understanding covid restrictions | | H | | * Where possible allow the learner to vent their frustrations at a safe distance * Where possible allow learner to be in a room on their own or outside * If team teach techniques are required, it is advised face covering mask and or visor, apron and gloves are worn. * Learner may need separate care and attention in another space, area to be designated by ATTFE and PPE used at all times | M | **YES** |  |
| Staff / Learners not adhering to policies, procedures and or guidance | Staff  Learners  Others | | Spread of infection due to not following guidance | | H | | * All staff have regard to all relevant guidance and legislation including, but not limited to, the following: * 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 schools and other childcare facilities’ * DfE and PHE (2020) ‘COVID-19: guidance for educational settings’ * All staff must ensure they are aware of the current guidelines in regard to 2m safe distancing and of the requirement to wash hands & sanitise on a regular basis. * All staff are able to access the following information on-line for up to date information on COVID-19   Public Health England Gov.co.uk NHS  DfE Department for Health and Social Care   * All staff have undertaken the following training to help minimise the spread of infection, via ATT LMS and delivered online including:   + Infection Prevent and Control   + Coronavirus Awareness * All relevant staff have also undertaken necessary First Aid training such as:   + First aid at Work   + First Aid Appointed person   + First Aid/Riddor * Staff are made aware of ATTFE’s infection control procedures in relation to coronavirus via website, email and staff newsletters. * We have implemented clear guidance as to what staff need to do if they believe they may have been exposed to coronavirus. * We have also issued clear guidance on what to do if a learner is identified as having been potentially exposed to coronavirus. * Stakeholders are made aware of ATTFE’s infection control procedures in relation to coronavirus via website, letter, posters or social media * Learners are made aware of ATTFE’s infection control procedures in relation to coronavirus via ATTFE staff and are informed that they must tell a member of staff if they feel unwell. * Any unwell learner will be separated from their group and the necessary arrangements made for them to safely return home, whilst keeping them separate from others. | L | **YES** |  |
| Staff & learners not following good practice | College staff & learners | | Spread of infection | | H | | * Posters are displayed throughout ATTFE reminding learners, staff and visitors to wash/sanitise their hands, e.g. before entering and leaving the site. * Learners, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 70% alcohol) and follow infection control procedures in accordance with the DfE and PHE’s guidance. * Sufficient amounts of soap and hand sanitiser available in classrooms, clean water and paper towels are supplied in all toilets and kitchen areas. * Learners are forbidden from sharing cutlery, cups or food or from bringing these items from home. * Air conditioning systems will be switched off by default to avoid the chance of airborne virus spreading, however if the systems are shown to be of a process that does not recirculate air to other locations, then these will be activated by the Estates Team. * Air conditioning systems that mix extracted air with fresh air and return it to the room will also be activated as this increases the fresh air ventilation rate. * ‘Blower heaters’ will not be used for the same reason. Wherever practical and feasible, windows will be opened to provide ventilation. * Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. * Central ATT Estates team to arrange enhanced cleaning prior to opening which will be undertaken where required – ATT Cleaning provider to provide guidance, risk assessments and cleaning specification prior to re-opening   If you’re unsure, ask the advice of your heating ventilation and air conditioning (HVAC) engineer or adviser. | L | **YES** |  |
| Staff unclear of of the process/actions, or lack of communication if a learner becomes unwell | Staff  Learners  Others | | Spread of infection through not adhering to guidance | | H | | * ATTFE keep staff, learners and stakeholders adequately updated about any changes to infection control procedures as necessary. * ATTFE is consistent in its approach to the management of suspected and confirmed cases of Covid. * Staff have access to our Covid quick reference guide to support understanding of our up to date process. * Staff are informed of the latest government information relating to the symptoms of the coronavirus infection. * Staff are vigilant and report concerns about their own, a colleague’s or a learner’s symptoms to the Principal or SLT as soon as possible. * Forehead temperatures are taken upon entrance to college sites and clear guidance/reporting information has been provided to all staff. * ATTFE staff are to report immediately to the [Covidresponse@attfe.org.uk](mailto:Covidresponse@attfe.org.uk) email any confirmed or potential Covid-19 cases. * The Principal / Vice Principal will then ensure that we follow the latest government guidelines with relation to the individual case. * The Principal/Vice Principal then contacts the senior ATT officer (Deputy Estates Director/Estate Director/Executive Principal/RED/Senior Operation Officer) and follows the advice given from and discusses if any further action needs to be taken. * ATTFE puts into place any actions or precautions advised by the above discussion with ATT officer (Deputy Estates Director/Estate Director/RED/Senior Operation Officer) * Any learner or member of staff who displays signs of being unwell, such as having a cough, fever or loss of taste/smell, or believes they have been exposed to coronavirus are advised to immediately leave the college and arrange for a test to be undertaken. * Unwell learners that need to wait for a lift home from parents will be isolated in a safe area at least 2m from others. A staff member will be assigned to supervise them until their parents arrive. * The relevant member of staff will call for emergency assistance immediately if learners’ symptoms worsen. * The emergency contacts of unwell learners are informed as soon as possible of the situation by a relevant member of staff. * Where contact with a learner’s emergency contacts cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. * Any staff or learners who were with the unwell learner need to immediately wash their hands thoroughly and remain 2m apart and wear suitable ppe. * Areas used by unwell staff and learners who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. * Room to be taken out of circulation for 72 hours and learners/staff to self-isolate in confirmed cases of COVID19. * Fogging treatment to be carried out to affected area in confirmed cases. To be arranged through ATT estates on notification. * If unwell learners and staff are waiting to go home, they are instructed to use different toilets to the rest of the learning area/site to minimise the spread of infection. * Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately using anti-bacterial spray and blue paper towels provided within class space in line with guidance, using PPE at all times. * Cleaning staff on site during opening hours to meet hygiene standards * Learners are informed not to come to ATTFE premises if they show signs of being unwell and believe they have been exposed to coronavirus. * Staff and learners do not return to the academy before the minimum recommended exclusion period (or the ‘self-isolation’ period) has passed, in line with national guidance. * All learner external trips are currently on hold | L | **YES** |  |
| Learners / staff members with increased vulnerability being onsite | Staff  Learners | | Individuals at risk due to ATTFE being unaware of the need for additional H&S measures | | H | | * Learners / Staff notify ATTFE if they have an impaired immune system or a medical condition that means they are vulnerable to infections. * ATTFE liaises with individuals’ medical professionals where necessary, reviews the needs of learners who are vulnerable to infections. * Any additional provisions for indivduals who are vulnerable to infections are put in place by the Principal * In extreme cases involving significant risk the decision for remote working or for a learner not to return to ATTFE can be taken | M | **YES** |  |
| Statutory Tests and Inspections | Staff  Learners | | Spread of infection through outside visitors or not adhering to social distancing | | | H | * Regional Manager undertook a review of Site Health and Safety prior to re-opening. * Fire and Fire drill evacuation will take place with an emphasis on ensuring that social distancing is maintained and relevant muster points spaced accordingly. * Statutory inspections to continue but with social distancing and ppe in place at all times and completed, where possible, outside of opening hours (prior to 09:00, after 15:30 and weekends) * In-house inspections will continue to ensure ATTFE remains as safe as possible. * Property software regularly updated to show compliance | L | **YES** |  |
| Risk of contamination due to Contractors on ATTFE sites | Staff  Learners  Contractors | | Spread of infection | | | H | * Contractor visits will be completed outside of opening hours unless in case of emergency required to keep the site open. * Where contractors are coming onto site, they must complete the ATT waiver stating they are free from symptoms and do not have COVID-19. * ALL Contractors must have up to date Risk Assessments and Method Statements and provide copies along with COVID-19 safety measures prior to entry to site. * Control measures regarding the Coronavirus must be included within their RAMs. * ATTFE to ensure no learners or staff are in the area where contractors are working * Contractors will be designated a toilet to use whilst on site if out of hours which will then be cleaned or advised not to use on site facilities. * Contractors are responsible for removing all rubbish they have created and to clean their area of work prior to leaving. Area will then be thoroughly disinfected * They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the ATTFE site and complete the ATT waiver form. * If they become aware of a contractor coming down with symptoms within 14 days of being at the site, they must inform the ATTFE immediately. | L | **YES** |  |
| Risk of being unable to contact N.O,K in an emergency | Staff  Learners | | Learner on site and ATTFE not being able to contact NOK | | M | | * All staff and learners’ emergency contact details are up to date. * Staff / Learners’ emergency contacts are contacted as soon as practicable in the event of an emergency. | L | **YES** |  |
| Risk of site being left unoccupied | | Staff  Learners  Others | | Security risks | M | | * Access to ATTFE sites is restricted – this will be in line with normal shut down (i.e. academic year holidays) * The Principal and site manager remain on-call in case of an emergency or if access to the site is required. * External signage is visible to show that the site is closed and that access is restricted if required. * Valuable ATTFE property and equipment is identified and reasonable measures are in place to ensure security. * The site manager ensures the site premises is safe to return to before ATTFE activity resumes. * Any hazards are reported to the Principal as soon as possible and issues are resolved prior to staff and learners returning. * The Principal ensures the site reopens only when it is safe and advisable to do so, in line with local and national advice. | M | **Yes** |  |

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| Version No | Date of update | Updated by | Update Agreed by |
| 1.3 | 14/12/2020 | T Binks | SMn |
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