| **What is the Hazard / Activity** | **Who is at Risk** | **What is the Risk** | | **What was the initial risk** | **What measures have we put in place to reduce this risk** | **Residual risk rating**  **H / M / L** | **Are Existing Controls Adequate?**  Yes or No | |
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| 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 | High | * 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. | Low | **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 | High | * 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 | Low | **YES** |  |
| Statutory Tests and Inspections | Staff  Learners | | Risk of | High | * 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 | Low | **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. | Low | **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 being unable to run ATTFE Exams | Staff  Learners  Others | | Risk of having to Postpone exams | M | * ATTFE has an up-to-date Exam Contingency Plan in place – the plan is reviewed as necessary. * ATTFE has an up-to-date Business Continuity Plan in place – the plan is reviewed as necessary. * ATTFE adheres to and keeps up-to-date with the latest local and national advice about FE educational setting closures – advice is sought from the local HPT or DfE helpline where required. * Follow Government advice and follow any instructions * These plans have been developed to cover individual learner absence and Tier 2 rota-based restrictions. | M | **Yes** |  |
| Preparing for an ATTFE site closure | Staff  Learners  Others | | Lack of control and resources | H | * ATTFE communicates with learners via letter/website/text as soon as possible about a site closure. * Learners are informed about the site closure and what is expected of them should they need to work from home. * The Principal has a plan in place to manage staff workload in preparation for a site closure. * The Principal has a plan in place for learners’ continued education during a site closure to ensure there is minimal disruption to learning – this includes a plan to monitor learners’ learning while not on site. * The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely. * Communication lines are kept open between staff during a site closure – staff know to report to their line manager if there is an issue. * The Principal ensures all learners have access to academic work and the necessary reading materials at home, prior to a site closure. * The Principal works with the ICT technicians to ensure that all technology used is accessible to all learners – alternative arrangements are put in place where required. * The Principal liaises with the relevant organisations to ensure adequate provision is in place for all learners to be able to work from home, e.g. learning support. * Nominated staff arranges for the site to be deep cleaned in the event there is a site closure. * ATTFE manages the use of learners’ and emergency contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send work to the learner. * A Trust-wide Remote Working Policy is currently being developed by our Regional HR Departement. | L | **Yes** |  |

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