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[Staff / Learners not being aware of policies, procedures and or guidance 27](#_Toc67305865)

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| **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?** |
| --- | --- | --- | --- | --- | --- | --- |
| **Y** | **N** |
| Arriving/ leaving college and associated risk of not following social distancing. | Learners StaffVisitors | The spread of Infection due to close contact  | H | * ATTFE will operate staggered start and finish times for various subject groups to reduce the amount of student numbers if student numbers are high.
* ATTFE operates various entrances for subject groups.
* Inform parents/carers and students of the entrance/ exit points in advance to starting via website or other communication systems.
* One-way system in place when students come to College.
* CEV staff and students to work remotely until the government guidance changes.
* Staff with underlying health conditions to undertake individual risk assessment to ensure their safety or to move to remote working.
* ATTFE to operate bubble group system to separate students with classrooms set out to ensure there are 2M spaces between each pupil.
* Excess furniture to be removed if required.
* The capacity and pace plans for ATTFE outline the safe number of students each room can accommodate whilst meeting social distancing requirements which is between 8-12.
* ATTFE to operate a standard start time for all bubble groups to arrive each day and a designated access point for each group to use. This will depend upon the number of students accessing each site and will be coordinated with the academy arrangements in the case of DA and SCA. Specific arrangements will apply as appropriate to: -
* SCA (access via the Construction entrance)
* Dukeries Open Learning Childcare (access via the side Fire Door)
* Dukeries Open Learning Hair & Beauty (access via the lower H&B entrance)
* Dukeries Construction (access via the workshop side entrances)
* Retford Motor Vehicle (access via the roller shutter entrance).
* Students must not congregate outside of the access points as above and must stick to the designated start and end time each day and maintain social distancing (2M) at all times.
* Hand sanitiser to be available at entry points and in classrooms for students to use on entry into the site.
* Entry point and classroom doors will be open at the students’ drop of time, ensuring that they are not waiting to enter.
* Entry areas are clearly marked out with 2M spaces as a reminder to all of social distancing rules on site.
* Staff members outside enforcing the rules should wear an appropriate face mask/covering, apron and gloves.
* 2 metre rule to be enforced while they are waiting for staff to receive their students.
* Parents wishing to talk to staff must make an appointment (first instance telephone conversation).
* Risk Assessments will be reviewed on a regular basis during the current period as advice, guidance and risk levels change.
 | L | **Yes** |  |
| Travelling to and from college via public transport | Students, Drivers/Chaperones, Public | The spread of Infection due to close contact and/or shared spaces | H | * Where possible encourage students to walk to school or use alternative transport i.e. cycle.
* If no alternative, wear a mask when travelling on public transport/car share.
* Maintain social distancing where possible.
* Sanitise hands upon entering and exiting the transport.
 | M | **YES** |  |
| Face coverings | StudentsStaff | The spread of infection through asymptomatic cases | H | * Staff /learners to ensure they remove masks correctly and remove without touching the front of the mask (remove by loops on ears).
* Safe wearing of face masks requires the cleaning or sanitising of hands before and after touching, this includes to remove or put them on.
* If disposable masks these must be disposed of in a closed bin (not recycling).
* If re-use masks these should be placed inside a disposable bag and taken home to re-wash before reusing.
* Staff must wear face coverings when in communal areas and moving around the College sites.
* Wear face coverings and PPE when speaking with parents.
* Wear face coverings when out of your social bubble.
* Face Masks should also be worn in classrooms or during activities unless 2M social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.
* Staff must wear face masks when holding internal staff meetings at which 2M social distancing cannot be met.
* Staff must wear face masks when meeting with parents on site and when a 2M distance cannot be met.
* Face coverings do not need to be worn by learners when outdoors on the Academy premises.
* Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face masks in the academy or in public places.
* Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face mask worn at the same time. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.
* We would appreciate it if (for those of us who do not have an exemption letter from a medical professional) everyone would please continue to wear masks whilst onsite, as this should help to reduce any risk of spreading the virus amongst us. This also encourages our learners to continue to wear their masks if they see staff wearing them.
* A small number of disposable masks will be kept at each site in case anyone damages or forgets to bring their own but we have no obligation to provide masks for learners.

**Exemptions from Wearing Face masks**Some individuals are exempt from wearing face coverings. This applies to those who**:*** cannot put on, wear, or remove a face covering because of a physical impairment or disability, illness, or mental health difficulties
* speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate.
 | M | **Yes** |  |
| Onsite testing of learners | Learners | The spread of infection through asymptomatic cases | H | * All colleges should offer 3 on site test for learners on their return to college beginning 08/03/2021 (POS) / 15/03/21 (Adults).
* Please see separate Risk Assessment for ATS testing and associated plan of delivery which covers these arrangements.
 | L | **Y** |  |
| Staff receiving LFT Tests at home | Staff | The spread of infection through asymptomatic cases | H | * College should offer regular twice weekly testing to staff and to carry out LFT at home.
* Testing is not mandatory for staff and they do not need to provide proof of a negative test result to attend, although participation in testing is strongly encouraged.
* Anyone with a positive result will be required to stay at or if already on site go home immediately.
* The person is required to isolate for 10 days from the date of the positive LFT (with the test date being Day 0). The legal duty to self-isolate is triggered by a positive LFT. It is also necessary for the setting to isolate any close contacts of the case for the 48 hours prior to the LFT test being conducted. This is in line with the guidance for all other sectors of the community and NHS Test and Trace guidelines
 | L | **Y** |  |
| Staff receiving LFD Tests at home | Staff |  | H | * Anyone with a positive result will need to take a confirmatory Polymerase Chain Reaction test.
* If the confirmatory PCR test is positive, the person is required to continue to isolate for the 10-day period. If the confirmatory PCR test is negative, the person can end isolation and return to their normal routine.
* It is necessary for the setting to isolate close contacts of the case for the 48 hours prior to the LFT being conducted. A negative PCR would allow the close contacts to end isolation so we would advise that the wording used allows this is to be an option.
* Should the person go on to develop symptoms during the isolation period, the isolation period will restart from the first day symptoms appear.
 | L | **Y** |  |
| Testing staff returning after recent positive result | Staff | False positive to LFT tests | H | * If staff have recently (within 90 days) tested positive for COVID-19, they are likely to have developed some immunity.
* These people are exempt from testing by both PCR and LFT within 90 days of a positive test, unless they develop new symptoms.
* However, they may choose to take a LFT after the isolation period. If found positive on LFT, they will be required to self-isolate for 10 days or longer if symptomatic. This should only be done after completion of the required self-isolation period.
* A new LFT must not be taken whilst the person is still within a period of isolation. If symptoms (other than cough or a loss of, or change in, your normal sense of taste or smell) persist for longer than 10 days, this isolation period could be longer.
* Further PCR tests, within 90 days of a positive test result, should only be obtained where the person develops a new incidence of symptoms.
 | L | **Y** |  |
| Not following guides when responding to any infection  | ATTFEPrincipal | Spread of infection | H | * 7. Engage with the NHS Test and Trace process.
* 8. Manage confirmed cases of coronavirus (COVID-19) amongst the ATTFE community.
* 9. Contain any outbreak by following local health protection team advice.
* Numbers 7 to 9 must be followed in every case where they are relevant.
* Follow ATT Guidance for managing confirmed cases and symptomatic students.
 | M | **Y** |  |
| Non-adherence to Test & Trace process | StaffStudentsOthers | Increased risk of the spread of infection to others |  | * If a student or member of staff or others are showing symptoms they must go home immediately to self-isolate.
* ATTFE to inform staff and parents/carers they must be willing to take a test if they are displaying symptoms.
* All students can be tested.
* They should provide details of close contacts if they test positive or if asked by NHS track and Trace.
* Self-isolate if they have been in close contact with someone who has tested positive for coronavirus.
 |  |  |  |
| Testing negative, but still with cold symptoms | StaffLearners | Spreading a non-covid virus through close contact | H | * If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating.
* They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
 | L | **Y** |  |
| Testing positive and returning to site too early | StaffLearners | Spreading the virus by not completing the self-isolation period | H | * If you test positive but have not had symptoms of coronavirus, you must self-isolate for 10 days from your test date.
* If you have symptoms of coronavirus, you must self-isolate for 10 days from the day your symptoms started, if earlier than when you took your test.
* If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate as per above.
* After this period they can return to ATTFE only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone.
* If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.
* Other members of their household should continue self-isolating for the full 10 days.
* ATTFE College to follow guidance in Covid-19 Quick Guide.
 | L | **Y** |  |
| Risks involved when managing positive cases within the community | ATTFE Principal | Risk of not correctly managing a positive case and subsequent risk to college staff, learners and community |  | * Colleges must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Colleges should contact the local health protection team. This team will also contact colleges directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the college – as identified by NHS Test and Trace.
* The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.
* The health protection team will work with colleges in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, colleges must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:
* direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or
* unprotected physical contact (skin-to-skin)

 proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual* travelling in a small vehicle, like a car, with an infected person
* The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend colleges keep a record of students and staff in each group, and any close contact that takes places between students and staff in different groups. This should be a proportionate recording process. Colleges do not need to ask students to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.
* Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. They should get a test, and:
* If the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
* If the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following ‘Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’
* Colleges should not request evidence of negative test results or other medical evidence before admitting students or welcoming them back after a period of self-isolation.
* Further guidance is available on testing and tracing for coronavirus (COVID-19).
 |  |  |  |
| Risk of not containing an outbreak | ATTFE Principal | Risk of not following advice and risking the spread of infection |  | * If colleges have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.
* In some cases, health protection teams may recommend that a larger number of other students self-isolate at home as a precautionary measure – perhaps the whole site or subject group. If colleges are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole site closure based on cases within the college will not generally be necessary, and should not be considered except on the advice of health protection teams.
 |  |  |  |
| Spreading of virus through lack of awareness | StaffLearners | Risk of not following advice and risking the spread of infection | M | * Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus.
* Any student or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times.
* The relevant member of staff calls for emergency assistance immediately if students’ symptoms worsen.
* The parents/carers of unwell students are informed as soon as possible of the situation by a relevant member of staff.
* Where contact with a student’s parents/carers cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.
* Unwell students who are waiting to go home are kept in an area where they can be at least two metres away from others.
* Areas used by unwell staff and students who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces.
* If unwell students and staff are waiting to go home, they are instructed to use different toilets to the rest of the ATTFE site to minimise the spread of infection.
* Any students who display signs of infection are sent home/collected immediately, or as soon as practicable by their parents/carers – the parents/carers are advised to contact NHS 111 immediately or call 999 if the student becomes seriously ill or their life is at risk.
* Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk.
 | L | **Y** |  |
| Poor management of infections diseases | StaffLearners | Lack of infection control | H | * Everyone is instructed to monitor themselves and others and look out for similar symptoms if a student or staff member has been sent home with suspected coronavirus.
* Staff are vigilant and report concerns about their own, a colleague’s or a student’s symptoms to the Principal or SLT as soon as possible.
* ATTFE is consistent in its approach to the management of suspected and confirmed cases of coronavirus.
* ATTFE is informed by students’ parents/carers when students return to ATTFE after having coronavirus – ATTFE informs the relevant staff.
* Staff inform the Principal when they plan to return to work after having coronavirus.
* ATTFE is consistent in its approach to the management of suspected and confirmed cases of coronavirus and follows the ATT procedures advice of the local health protection team (HPT).
* Staff to remain in contact with the Principal regarding when they plan to return to work, after having Coronavirus.
* Central Estates monitors the cleaning standards of the site cleaning contractors and additional measures required with regards to managing the spread of coronavirus are being implemented with cleaning arrangements and specification outlined for ATTFE.
 | L | **Y** |  |
| Learners bringing equipment onto site | StaffLearnersHousehold members | Spread of infection through cross contamination | H | * Students, parents and carers are advised that in order to minimise the risk of spreading the virus, items brought into college must be kept to a minimum.
* Only lunchboxes, drink bottles, outdoor clothes and bags are permitted.
 | L | **Y** |  |
| Use of school equipment | StaffLearners | Spread of infection through cross contamination | H | * We endeavour to keep the use of resources to each bubble group.
* Any resources which have to be shared amongst bubble groups should be cleaned frequently and meticulously and rotated to allow them to be left, untouched, for 48 hrs (72 for plastics) between bubble groups.
* Students should bring their own writing equipment with them and not share with others.
* Any classroom based resources must be cleaned regularly alongside all frequently touched surfaces.
 | L | **Y** |  |
| Taking items / resources home | StaffLearnersHousehold members | Spread of infection through cross contamination | H | * Unnecessary taking home of equipment / resources is discouraged.
* Cleaning of items (following the process above) should be followed if items must be taken home.
 | L | **Y** |  |
| 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.
* Learners should wear face masks where 2m distance cannot be maintained.
* Where 2m rules cannot be met staff members must wear face mask and also have the option to use the full PPE available to them (visors, marks, gloves, apron).
* The classroom/area will be set up to ensure a 2m rule is in place between each learner, where possible desks should all face forward and side to side seating.
* 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.
* 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.
* Learners will be informed not to touch their tutors or peers where possible.
* 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 | **Y** |  |
| 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 driers to be regularly checked and used throughout the building.
* Toilets to be regularly cleaned throughout the day and logged. This will be programmed to take place after heavy use periods.
* Adults to remind the students of the importance of washing their hands after using the toilet and on their return to the classroom, students should be prompted to use the hand sanitiser on entry.
* Where possible, toilet breaks to take place at designated times throughout the day and staggered across subject bubbles.
* One student to be let out per class, due to specific need or emergency- corridor staff member will be present to limit contact between bubbles.
* Inform the student of the importance of washing their hands after using the toilet and when returning to the classroom use the hand sanitiser on entering the classroom.
* Posters placed around site to reinforce this issue
* 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 | **Y** |  |
| Learners not adhering to social distancing or bubble groups during break times  | Learners  | The spread of Infection due to close contact and mixing with other bubbles. | H | * Students informed again of the importance of social distancing whilst outside.
* Staggered break times for individual bubbles using designated social areas.
* Look at providing activities which can abide by the social distancing rules.
 | M | **Y** |  |
| Learners not adhering to social distancing or bubble groups during lunch times  | LearnersStaff | The spread of Infection due to close contact and mixing with other bubbles. | H | * Students can bring packed lunches.
* Students to bring their own water with these kept on their table. These can be refilled throughout the day, removing the need to bring further drinks in from outside the ATTFE site.
 | M | **Y** |  |
| Staff not adhering to social distancing during break / lunch times  | Staff | The spread of Infection due to close contact | M | * Minimise the use of staff rooms where possible or a rota system in place if no other available rooms.
* Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils.
* Staff must be able to heat food and make a warm drink
* Staff should remain at least 2m apart from each other whilst eating in their areas.
* 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 | StaffLearnersVisitors  | 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** |  |
| Insufficient cleaning provided whilst ATTFE is open | StaffLearners | Reduced infection control and increased risk of spreading the virus | H | * All hard surfaces to be cleaned on a regular basis, this will include
* All door handles
* All tables and chairs used by staff and students
* Toilet flushes and regular cleaning of toilets.

**These should be carried out as a minimum of twice a day*** All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash.
* Regular cleaning of surfaces will reduce the risk of spreading the virus.
* All used cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin.
* All sites to follow ATT daytime cleaning procedure
 | L | **Y** |  |
| Procedures not carried out to make site safe | StaffLearners | Spread of infection | H | * Site Staff to ensure ATTFE is safe and ready for opening in Spring term.
* All statutory testing and in-house testing carried out.
* Ensure there are plenty of wash areas for staff and students to wash hands.
* Ensure Legionella risks have been managed and all appropriate testing carried out.
 | L | **Y** |  |
| Administering First Aid (minor treatment or medication)  | StaffLearners  | 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 mask and also a visor (only if used with a face mask/gloves, apron) and follow ATT procedure when dealing with injuries.
* Try to assist at a safe distance from the casualty as much as you can and minimise prolonged face to face contact when dealing with injuries.
* Where possible ask the student to wipe away any blood or hold cold compresses etc. Where not possible wear PPE & dispose of in closed lid bin immediately after use.
* Ensure records of injury and treatment are recorded and who administered first aid treatment.
* Always wash your hands thoroughly with soap and water and sanitise after removal of PPE.
* PPE used for minor first aid must be disposed of after use.
 | M | **Y** |  |
| Administering First Aid for Life threatening injuries/illness | StaffLearners | Spread of Infection due to close contact | H | * In the event of a serious injury or incident call 999 immediately. Tell the call handler if the patient has any COVID-19 symptoms.
* Wear face mask along with face covering and gloves when in close contact or dealing with bodily fluids.
* In the event of CPR being required it is advised only chest compressions are given and use of a defib if available.
* Always wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible after contact.
* Ensure you safely discard disposable items and clean reusable ones thoroughly.
 | M | **Y** |  |
| Learners with behavioural issues who could react to the covid restrictions | StaffLearners | 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 physical intervention is required PPE must be worn by staff.
* If there is a risk of spitting, a face mask and visor to be worn
* All physical restraint intervention must be recorded on CPOMS.
* 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 | **Y** |  |
| Learners who are upset | Learners | Spread of infection due to close contact | H | * Where a learner is upset it is advised still trying to maintain a safe distance whilst offering comfort.
* Encourage child to use a tissue to wipe eyes/nose etc.
* If contact is required, consider wearing a face covering mask.
* Wash and sanitise hands after contact.
 | M | **Y** |  |
| Poor Mental Health and Wellbeing | StaffLearners | Increased anxiety amongst staff/learners | H | * Have regular keep in touch meetings/calls with

people working at home to talk about any work issues.* Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through.
* Involve workers in completing risk assessments so they can help identify potential problems and identify solutions.
* Keep workers updated on what is happening so they feel involved and reassured.
* Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren’t working long hours.
 | L | **Y** |  |
| Staff being unable to return to work following leave due to Travel Restrictions | Staff | Shortage of staff due to quarantine or travel restrictions | M | * ATTFE leaders discuss leave arrangements with staff to ensure they are aware of all arrangements within ATTFE/ the Trust.
* There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting.
* Where it is not possible to avoid a member of staff having to quarantine during term time, ATTFE leaders should consider if it is possible to temporarily amend working arrangements to enable them to work from home.
 | L | **Y** |  |
| Volunteers working onsite without DBS checks | StaffLearners | Volunteers that have not been checked by DBS working with learners | H | * Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.
* Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from students and staff where possible.
 | L | **Y** |  |
| Reduced Safeguarding awareness | Learners | Incidents regarding safeguarding may escalate during return to site | M | * Always follow the statutory safeguarding guidance
* Designated Safeguarding Leads and deputies provided with more time in the first few weeks of term to help support staff and students regarding any additional or new safeguarding referrals.
* Communication with other agencies and school nurse for students not seen in ATTFE prior to return.
 | L | **Y** |  |
| Contingency plan for Local Outbreaks | StaffLearners | Disruption to college  | H | * In the event of a local outbreak, the PHE health protection team or local authority may advise a college or number of colleges to close temporarily to help control transmission.
* Colleges will also need a contingency plan for this eventuality.
* This may involve a return to key groups of students.
* All staff and students’ emergency contact details are up-to-date, including alternative emergency contact details, where required.
* Students’ parents/carers are contacted as soon as practicable in the event of an emergency.
* ATTFE staff have access to the local HPT contact details and ATT procedure to follow in the event of an outbreak or suspected case of COVID-19.
* ATTFE has access to and follows ATT Guidance for Managing Symptomatic Pupils and Confirmed Cases of COVID-19.
* ATTFE follows the procedures in the Track and Trace government scheme. Please refer to Track and Trace guidance in ATT Guidance and Procedure for Managing Symptomatic Pupils and Confirmed Cases of COVID-19.
* ATTFE has an up-to-date Business Continuity Plan in place should ATTFE have to close.
 | M | **Y** |  |
| Staff / Learners not being aware of policies, procedures and or guidance | StaffLearners Others  | Spread of infection due to not following guidance | H | * Staff and learners must ensure that they do not attend college if they feel unwell, have shown any signs of Covid-19, or have been in close contact with a positive Covid-19 case.
* All staff returning back to work must ensure they are aware of the current guidelines in regards to safe distancing and washing hands on a regular basis.
* All staff are able to access the following information online for up to date information on Covid-19.
* Public Health England
* Gov.co.uk
* NHS
* DfE
* Department for Health & 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 | **Y** |  |
| Staff & learners not following good hygiene practice | College staff and 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.
* 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.
 | L | **Y** |  |
| Staff unclear of the process/actions, or lack of communication if a learner becomes unwell | StaffLearners 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.
* ATTFE Staff and learners are encouraged to undertake 2 tests per week and to email those results to covidtestresults@attfe.org.uk.
* ATTFE staff are to report immediately to the 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 Covid-19.
* 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 | **Y** |  |
| Learners who are shielding | Learners | Learners being onsite and contracting Covid-19 | H | * Updated shielding advice that is more targeted and will only apply in some of the worst affected areas and only for a limited period of time. Currently, clinically extremely vulnerable people in Tier 4 areas are advised to follow shielding advice. No other areas are currently advised to shield.
* Updated advice on protecting the clinically extremely vulnerable, based on the tiers of local restrictions in your area. The 4 tiers are Tier 1: Medium, Tier 2: High, Tier 3: Very High and Tier 4: Stay at Home. The advice sets out the additional things people at the highest risk from COVID-19 are advised to do to keep themselves safe for each tier.
* Some students no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to College (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - ‘shielding’ guidance for pupils and young people.
* Where a student is unable to attend College because they are complying with clinical and/or public health advice, we expect colleges to be able to immediately offer them access to remote education. Colleges should monitor engagement with this activity (as set out in the section below).
* Where students are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.
 | L | **Y** |  |
| Staff who are clinically vulnerable or extremely clinically vulnerable. | Staff | Risk of contracting the disease and becoming seriously ill | H | * Updated shielding advice that is more targeted and will only apply in some of the worst affected areas and only for a limited period of time. Currently, clinically extremely vulnerable people in Tier 4 areas are advised to follow shielding advice. No other areas are currently advised to shield.
* Updated advice on protecting the clinically extremely vulnerable, based on the tiers of local restrictions in your area. The 4 tiers are Tier 1: Medium, Tier 2: High, Tier 3: Very High and Tier 4: Stay at Home. The advice sets out the additional things people at the highest risk from COVID-19 are advised to do to keep themselves safe for each tier.
* Where college apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall.
* Advice for those who are clinically-vulnerable, including pregnant women, is available.
* College leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in College where it is possible to maintain social distancing.
* People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.
 | M | **Y** |  |
| Pregnant staff / Learners | Individual | Complication concerns around Covid & pregnancy | H | * As a general principle, pregnant women are in the ‘clinically vulnerable’ category and are advised to follow the relevant guidance available for clinically-vulnerable people.
* Expectant mothers risk assessments must be carried out and risk control measures put in place.
 | M | **Y** |  |
| Learners / staff members who may be of increased risk from Covid-19 | StaffLearners | Concerns or worry of contracting Covid-19. | H | * Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we recommend colleges discuss their concerns and explain the measures the college is putting in place to reduce risks. College leaders should try as far as practically possible to accommodate additional measures where appropriate.
* People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.
 | L | **Y** |  |
| Families anxious about returning students to college | StaffLearners | Concerns or worry of contracting Covid-19. | H | * Colleges should bear in mind the potential concerns of students, parents and households who may be reluctant or anxious about returning and put the right support in place to address this.
* Arrange telephone, Zoom. Or face to face meetings with parents/carers.
* Provide reassurance.
* Share the current government guidance in relation at groups of students required to attend ATTFE.
 | L | **Y** |  |
| Parents wishing to talk to staff | StaffParents | Spread of infection due to close contact | H | * Parents/carers will be informed that the majority of conversations with staff will be over the phone. If this is not possible a meeting will be arranged, and social distancing rules observed.
* Parents/carers will be discouraged in congregating around the school site.
 | L | **Y** |  |
| Educational visits | StaffLearnersPublic | Spread of infection through lack of social distancing or relevant controls in place | H | * No college trips can take place at the current time.
 | L | **Y** |  |
| Supply / Agency Staff | StaffLearners |  | H | * Inform supply staff of the arrangements in place.
* Consider using longer assignments for supply teachers and/or other staff.
* Where possible minimise their movement around the sites and keep them in the same bubbles on each day they enter the site to avoid cross contamination.
 | L | **Y** |  |
| SEND Learners | Staff Students | Spread of infection due to close contact | H | * Students who have complex needs or who need close contact care, will continue as normal.
* A risk assessment will be required to ensure staff who care for these students do not have any medical conditions which may put them in an at risk category.
 | M | **Y** |  |
| Poor attendance at College | Learners | Education suffering | H | * ATTFE’s responsibilities to record attendance
* CEV staff and students to work remotely until the government guidance changes in their Tier or undertake individual risk assessment to determine measures to put in place for safe working.
 | M | **Y** |  |
| 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 | **Y** |  |
| 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 | **Y** |  |
| Issues that could arise following an emergency | StaffLearners | Learner on site and ATTFE not being able to contact NOK | M | * Staff / learners’ emergency contacts are contacted as soon as practicable in the event of an emergency.
* All staff and pupils’ emergency contact details are up to date, including alternative emergency contact details, where required. · Pupils’ parents are contacted as soon as practicable in the event of an emergency.
* Staff and pupils’ alternative contacts are contacted where their primary emergency contact cannot be contacted.
* The academy staff have access to the local HPT contact details and ATT procedure to follow in the event of an outbreak or suspected case of COVID-19. ·
* ATTFE has access to and follows ATT guidance for managing symptomatic pupils and confirmed cases of Covid-19.
* ATTFE follows the procedures in the Track and Trace government scheme. Please refer to Track and Trace guidance in ATT guidance and procedure for managing symptomatic pupils and confirmed cases of Covid-19.
* ATTFE has an up to date Business Continuity Plan in place should ATTFE have to close.
 | L | **Y** |  |
| Risk of site being left unoccupied  | StaffLearners 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 | **Y** |  |

Document Ownership:  Simon Martin

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