| **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 |
| --- | --- | --- | --- | --- | --- | --- |
| Staff / Learners not adhering to policies, procedures and or guidance | StaffLearners 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 NHSDfE 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 WorkFirst Aid Appointed personFirst 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 | StaffLearners 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 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 | StaffLearners | 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 | StaffLearners 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 | StaffLearners 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** |  |

Document Ownership:  Simon Martin

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