

Organisation: Bourton Meadow ITTC

Name of Assessor: Helen Byrom

Date of Assessment: 28/02/2022

Type of Assessment: Covid 19 Risk Assessment

This risk assessment takes into account the latest Government Guidance.

What are the Hazards?	Who might be harmed and how? (including those at special risk)	What are you already doing? (Current control measures, including those for people at special risk)	Action by whom	Action by when	Done	Risk Factor taking all controls into consideration		
						L	C	Risk
Exposure of Trainees to COVID-19 in school(s)	Trainees	Trainees must be made aware of their placement school's current risk assessment and guidance relating to the use of asymptomatic testing and/or isolation. They are expected to adhere to this guidance whilst in their school placement.	Trainees/TMs	Ongoing		2	1	2
		If any form of asymptomatic testing is required, trainees should be given the same access to lateral flow tests, as other teachers.	Headteachers	Ongoing				
		Trainees were asked to sign to say that they have read and understood their responsibilities within the BMITTC risk assessment, during induction in September. They are informed when changes are made to the risk assessment and the most recent version is available on the BMITTC website. (https://bourtonmeadowittc.co.uk/our-policies)	Course Leaders (HB, NM, CL)	Ongoing				
		All stakeholders will be reminded of this and signposted to the website at key points through the year.	Course Leaders (HB/CL)	Ongoing				
		Trainees should raise any concerns relating to their safety/wellbeing in the school environment with their training manager and/or the Head of Training. If such a concern is raised, Course Leaders will follow this up and discuss the trainee's concern with the partnership headteacher (or another appropriate colleague).	All Trainees Course Leaders	Ongoing				

<p>Exposure of training managers to Covid-19 in school</p>	<p>Training managers</p>	<p>Training managers will be carrying out face-to-face visits during the spring and summer terms.</p> <p>Prior to the visit/meeting:</p> <p>If the school’s Covid risk assessment has specific guidance for external visitors, teacher tutors should make training managers aware of these prior to the visit.</p> <p>Training managers are required to adhere to these requirements (as a minimum) whilst on school site.</p> <p>During the visit/ meeting:</p> <p>All colleagues are encouraged to continue hand sanitising and meeting in well-ventilated rooms with adequate space.</p> <p>Colleagues are no longer required to use a face covering in meetings but may choose to do so.</p> <p>If observing in the classroom:</p> <p>Training managers should follow the school’s guidance for external visitors in the classroom. Training managers will therefore establish whether or not they are required to wear a mask and stay seated during the observation. They will continue to observe good hand hygiene.</p> <p>If a training manager is concerned about the safety measures in place in a school, they should discuss these concerns with the Head of Training who will liaise with the school to address these prior to the next visit.</p> <p>If face-to-face meetings and/or observations are not deemed appropriate by the school or BMITTC, remote observations will be considered and TM will liaise with TTs to discuss this. (HTs have already given their permission for these to take place.)</p> <p>If the trainee or TT has tested positive for Covid and is still attending school, the TT should inform the TM before their visit, to enable any additional measures to be taken, if appropriate.</p>	<p>TTs</p> <p>TMs</p> <p>All</p> <p>All</p> <p>TMs</p> <p>TMs/ Head of Training</p> <p>TMs/TTs</p> <p>TTs</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>		<p>2</p>	<p>1</p>	<p>2</p>
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<p>Trainee and/or training managers exposing others in the school community to Covid-19.</p>	<p>Trainee, school-based colleagues, pupils, parents, other visitors within school</p>	<p>Trainees and training managers are required to adhere to the school's requirements (as a minimum) when on the site.</p> <p>If Core training is taking place within a school setting, course leaders will ensure that trainees are made aware of any specific requirements for that setting.</p> <p>If trainees display any of the recognised symptoms of Covid-19, they should notify their TT (and the Course Leader) and follow the school's guidance, relating to testing and/or isolation (or BMITTC guidance if they were due to attend core training).</p> <p>If training managers display symptoms, or test positive for Covid-19, they will follow the guidance from the Campfire Education Trust which, currently, is to test and self-isolate, if positive.</p>	<p>Trainees/ Training Managers</p> <p>Course Leaders</p> <p>Trainees</p> <p>Training Managers</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>		2	1	2
<p>Trainees working with children with SEND.</p>	<p>Trainees</p>	<p>Under no circumstances should a tuition fee trainee (who is effectively a volunteer in school) be required to come into physical contact with pupils (including the provision of personal/intimate care).</p> <p>If salaried trainees are asked to do this under the terms of their contract, additional control measures should be put in place by the school in line with the school's own risk assessment.</p> <p>BMITTC will ensure Headteachers are aware of these expectations at the start of the year.</p>	<p>Head-teachers</p> <p>Head of Training (HB/CL)</p>	<p>Ongoing</p> <p>06.09.2021</p>		1	2	2

First Aid provision	Trainees	<p>Salaried trainees may administer first aid, as directed by their employer in line with the school's own risk assessment.</p> <p>Tuition fee trainees (as volunteers) should not be administering first aid, unless absolutely necessary (e.g. in an emergency / unforeseen circumstances). They should be made aware of who the first aider is and how to contact them.</p> <p>Tuition fee trainees should not be asked to care for any pupil who develops symptoms of Covid-19. They should not be asked to escort these pupils around the school or wait with them while their parent arrives.</p> <p>BMITTC will ensure Headteachers are aware of these expectations at the start of the year.</p>	<p>Head-teachers</p> <p>Head-teachers</p> <p>Head-teachers</p> <p>Head of Training (HB/CL)</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>06.09.2021</p>		2	1	2
Exposure to covid-19 during centre-based (core) training (e.g training held at the hotel and/or another venue)	Trainees, course leaders, training facilitators, hotel staff	<p>Face-to-face training will continue during the spring and summer terms.</p> <p>For sessions taking place at Bourton Meadow Academy, colleagues are no longer required to test before attending training or wear a face covering.</p> <p>However, if anyone is displaying symptoms or has tested positive for Covid-19, they should inform the Course Leader and not attend the training session. (Where, possible, they will be given the option of joining the session remotely.)</p> <p>We will continue to:</p> <ul style="list-style-type: none"> - ventilate the training room and continue to encourage good hand hygiene through the use of hand sanitizer - relax the dress code to enable trainees to wear warmer clothes, facilitating a more comfortable training environment. - Provide trainees with their own named resource pack for use during the sessions - Set up the room, giving trainees and trainers as much space as possible for the nature of the session. 	<p>Course Leaders HB/NM/CL</p> <p>All</p> <p>Course Leaders</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>		2	1	2

		<p>Course Leaders will ensure that trainers are well-informed before delivering a session and are aware of this risk assessment.</p> <p>Additional measures may be required for training that takes place in a different venue / school setting. If this is the case, the Course Leader will notify trainees of these requirements prior to the session.</p>	<p>Course Leaders NM/CL</p> <p>Course Leaders NM/CL</p>	<p>Ongoing</p> <p>Ongoing</p>				
Suspected case of Covid-19 whilst at training	Trainees, course leaders, training facilitators, hotel staff (and/or colleagues in a different venue), members of the public, family members.	<p>If someone starts to display symptoms of COVID-19 whilst at core training, they will go home immediately and follow their own school's guidance.</p> <p>If the trainee does not have the use of their own transport and needs to wait for a family member to collect them, they will be asked to sit in a designated area/room (pre-arranged with the venue) where they will have limited contact with others.</p> <p>If they need to go to the bathroom while waiting, the Head of Training will alert the venue, so that the toilets can be closed for cleaning, as per the venue's own risk assessment / procedures.</p>	<p>All</p> <p>Course Leaders (or the trainer if not at BMA)</p> <p>Course Leaders or the trainer (if not at BMA)</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>		1	1	1
Mental health	Trainees, school-based colleagues, training managers, course leaders	<p>Course Leaders will promote mental health & wellbeing awareness to trainees during the course induction and will offer whatever support they can to help.</p> <p>References: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ https://www.hse.gov.uk/stress/mental-health.htm</p> <p>Trainee wellbeing, including mental health, is routinely discussed during the regular visits/ meetings and an open door policy is in place for those who require additional support. Both course leaders at BMA are trained first aiders in adult mental health. If a TM is concerned about a trainee's mental wellbeing, they should discuss their concerns with HB or NM who can offer advice and further support for the trainee.</p>	<p>Course Leaders (CL, NM, HB)</p> <p>Training managers</p>	<p>Ongoing</p> <p>Ongoing</p>		1	2	2

		A training session on stress, mental health and resilience was held during the first term and this session was adapted in light of the situation with the pandemic to ensure that trainees are given further opportunities to talk about mental health in a safe environment. TMs will also be reminded of the support that is available for their own mental health.	Course Leaders (NM and CL) HB	Autumn 2021				
BMITTC staff within schools	Staff, pupils, parents	BMITTC staff (HB and NM) are based within BMA and CL is based within Bedgrove Infant School. They will receive all emails and notification regarding any changes to the schools' own risk assessment and they must adhere to these.	HB / NM / CL	Ongoing		2	1	2

Control Measures Acceptable Yes / No

Signed off by Head of Training: Date:.....

Signed off by Course Leaders: Date: Date:.....

Signed off by Training Managers:.....Date

<p>LIKELIHOOD</p> <p>1- Highly unlikely LOW Unlikely to happen or very infrequently</p> <p>2- Unlikely MEDIUM Could happen on a less regular basis</p> <p>3- Likely HIGH Will almost certainly happen on a regular basis</p>	<p>CONSEQUENCE</p> <p>1- Minor LOW Cuts, bruises, requires first aid treatment</p> <p>2- Major MEDIUM Broken bone, hospitalisation and/or up to 3 days' absence</p> <p>3 - Serious HIGH Death, major injury, results in over 3 days' absence</p>	<p>Risk = Likelihood x Consequences Overall Risk</p> <p>Score: 1 & 2 = Low, or tolerable risk no action may</p> <p>Score: 3 & 4 = Medium, action to an agreed timetable</p> <p>Score: 6 & 9 = High, urgent action required</p>
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