

# Bourton Meadow ITTC

## ITT Risk Assessment: Covid-19



**Organisation:** Bourton Meadow ITTC

**Name of Assessor:** Helen Byrom

**Date of Assessment:** 05/01/2022

**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	<p>Current government guidance is that all schools must have a risk assessment in place for Covid-19 in order to reduce the risk of transmission.</p> <p>Trainees must be made aware of their placement school's risk assessment and this will be monitored by training managers through the induction checklist. They are expected to adhere to this risk assessment whilst in their school placement.</p> <p>The Head of Training will remind partnership headteachers that all trainees should be given the opportunity to opt in to asymptomatic testing through the lateral flow test. <b>Another reminder will be sent in December, prior to second placements starting.</b> Trainees will be encouraged to partake in this testing but are not required to do so. <b>Course Leaders will check that trainees have been given access to lateral flow tests through the workplace (and will check again in January when the trainees have moved to their new school).</b></p> <p>Trainees will be 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. (<a href="https://bourtonmeadowittc.co.uk/our-policies">https://bourtonmeadowittc.co.uk/our-policies</a>)</p>	<p>All schools</p> <p>Trainees/TMs</p> <p>Head of Training (HB)</p> <p>Course Leaders (HB, NM, CL)</p> <p>Head of Training (HB/CL)</p>	<p>01.09.2021</p> <p>01.09.2021</p> <p>01.09.2021</p> <p>10.09.2021</p> <p>10.09.2021</p>		1	3	3

		<p>All stakeholders will be reminded of this and signposted to the website in an email at the start of term.</p> <p>If a trainee thinks they are a close contact of an individual who has tested positive for Covid and/or has been contacted by Test and Trace, they should follow the current NHS Test and Trace advice: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</a> Trainees will also be advised to notify their Course Leader and partnership school.</p> <p>Trainees should raise any concerns relating to their safety/wellbeing in the school environment with their training manager and/or the Head of Training.</p> <p>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).</p>	All Trainees	Ongoing				
			All Trainees	Ongoing				
			Course Leaders	Ongoing				
Exposure of training managers to Covid-19 in school	Training managers	<p>Training managers will be carrying out face-to-face visits in school from September.</p> <p>All training managers, including those who are not based at BMA, have been given the opportunity to opt into the lateral flow test programme.</p> <p>They have also had the opportunity to be fully vaccinated.</p> <p><b>Prior to the visit/meeting:</b> Training managers should review the need/benefit of a face-to-face visit and consider whether the meeting could be held remotely, via video conferencing.</p> <p>The School's risk assessment should include clear guidance for external visitors and training managers will discuss any site-specific requirements with the school, prior to the visit and again on arrival.</p> <p>Training managers are required to adhere to these requirements (as a minimum) whilst on school site. Before the training manager visits, trainees should liaise with</p>	TMs	Ongoing		1	3	3
			TMs	Ongoing				
			TMs	Ongoing				

		<p>the school to ensure a suitable place is chosen for the meeting, in line with the school's risk assessment. This should be a room with good ventilation.</p> <p><b>During the visit / meeting:</b>  Training managers should observe good hand hygiene during their visits, washing or sanitising their hands regularly, specifically:</p> <ul style="list-style-type: none"> <li>- on arrival</li> <li>- before and after observing in a classroom</li> <li>- before and after a meeting with a trainee (especially when handling trainees' paperwork)</li> </ul> <p>TMs should also consider space when meeting with colleagues, observing social distancing where possible.</p> <p><b>From 29<sup>th</sup> November, TMs will be required to wear face coverings whilst in their schools and trainees and TTs will also be asked to wear them during their meetings.</b></p> <p><b>If observing in the classroom:</b>  Training managers should follow the school's guidance for external visitors in the classroom but, as a minimum, they should:</p> <ul style="list-style-type: none"> <li>• wear a face covering</li> <li>• wash/sanitise hands before and after the classroom visit</li> <li>• Seat themselves 2m away from children and/or other adults wherever possible. They will not move around the classroom and/or talk to with pupils about their work, to minimise the spread of infection.</li> </ul> <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><b>If face-to-face meetings and/or observations are not permitted by the school (due to restrictions on the number and type of external visitors or classes operating in a bubbles due to a Covid outbreak, remote observations will be considered and TM will liaise with HT to discuss this.)</b></p>	<p>Trainees</p> <p>TMs</p> <p>TMs</p> <p>TMs</p> <p>TMs</p> <p>TMs</p> <p>TMs</p> <p>Head of Training (HB/CL)</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</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 will be reminded that they have a professional responsibility to adhere to government guidance relating to Covid-19 (as well as a legal obligation under the NHS <i>Test and Trace</i>) in order to safeguard themselves and others within the community.</p> <p>Trainees are required to adhere to a school's own risk assessment (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>All trainees should be given the opportunity to opt-in to the asymptomatic testing in school. If they receive a positive test, they should arrange to have a PCR test and then follow the advice given by Test and Trace and their school.</p> <p>If a trainee becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a>, which sets out that they must self-isolate and <a href="#">arrange to have a PCR test</a> to see if they have coronavirus (COVID-19). Other members of their household should also follow <a href="#">government guidance for households with possible or confirmed Coronavirus infection</a>.</p> <p>If a suspected case is confirmed, NHS Test and Trace will work with the infected person to identify and notify close contacts.</p> <p><b>All TMs are taking part in regular asymptomatic testing and will carry out additional tests before visiting schools.</b></p>	<p>Trainees/ Training Managers</p> <p>Trainees</p> <p>Course Leaders HB/NM/CL</p> <p>Trainees</p> <p>Trainees</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>		1	3	3
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	Training Managers	<p>For salaried trainees, the employing school has ultimate responsibility for carrying out any additional risk assessments and for the requirements they place on the trainee and the advice that is issued.</p> <p>For tuition fee trainees, BMITTC has ultimate responsibility for their safety and wellbeing, whilst on the course. BMITTC will therefore work with the school and trainee to carry out an additional risk assessments and will make the final decision as to whether or not the individual attends school (taking into account the trainee’s medical condition, advice from the GP/consultant/HR, local and national transmission rates and also the safety measures in place within school).</p> <p>As the employer, BMITTC will review the training manager’s role in relation to their medical condition and risk of infection. Where possible, changes will be made to the role to enable a training manager to work remotely if the risk increases due to an outbreak of cases in one of their schools or increasing transmission rates in the area etc. When advising the training manager, BMITTC (via the Trust) will draw upon advice from the government, as well as HR and the training manager’s own GP/ consultant.</p>	Headteacher	Ongoing				
			Head of Training (HB/CL)	Ongoing				
			Head of Training (HB)	Ongoing				
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><b>A blend of face-to-face and remote training will be taking place during the spring term.</b></p> <p><b>The following safety measures will be in place for face-to-face sessions:</b></p> <ul style="list-style-type: none"> <li>- <b>Trainees will be asked to do a lateral flow test on the morning of a face-to-face training session</b></li> <li>- <b>Trainees will be strongly encouraged to wear masks, if car sharing.</b></li> <li>- <b>The training room will be thoroughly cleaned and additional tables will be used, so all trainees are seated in rows at least 1m away from each other.</b></li> <li>- <b>Trainees will be encouraged to remain seated during break times and discouraged from visiting the washroom</b></li> </ul>	Course Leaders HB/NM/CL	Ongoing		1	3	3

		<p><b>in larger groups.</b></p> <ul style="list-style-type: none"> <li>- Good, natural ventilation will be maintained within the training room.</li> <li>- The dress code will be relaxed to enable trainees to wear warmer clothes, facilitating a more comfortable training environment.</li> <li>- Trainees are required to sanitise their hands on arrival and observe good, regular hand hygiene during the day, especially when eating / drinking.</li> <li>- <b>Trainees should wear a face covering at all times. This will be reviewed on an ongoing basis.</b></li> <li>- Trainees will be given their own named resource pack for use during the sessions</li> <li>- All trainees will be reminded that coughs or sneezes are be caught in a tissue and disposed of immediately and appropriate bins will be provided to enable this to happen. Trainees must clear their tables at the end of the day, putting their own resources back in their packs and rubbish in the bin etc.</li> <li>- <b>The trainer delivering the session, will be asked to carry out a lateral flow test, before attending the session and will also be strongly encouraged to wear a face-covering. (Transparent face shields can be provided by BMITTC, if preferred.)</b></li> <li>- <b>The room will be set up giving them as much space as possible and they will be encouraged to maintain an appropriate social distance for the session.</b></li> <li>- <b>Sessions will be delivered in a way that minimises movement and large group work.</b></li> </ul> <p>BMITTC will flag any concerns with the venue regarding hygiene, cleanliness, ventilation etc. as soon as they arise.</p> <p>Course Leaders will ensure that trainers are well-informed before delivering a session and are aware of this risk assessment.</p>	Course Leaders HB/NM/CL	Ongoing				
Suspected case of Covid-19 whilst at	Trainees, course leaders, training facilitators, hotel staff	If someone starts to display symptoms of COVID-19 whilst at core training, they will go home immediately and follow the Government	All	Ongoing		1	3	3

training	(and/or colleagues in a different venue), members of the public, family members.	<p>guidance on staying at home  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-homeguidance/stay-at-home-guidance-forhouseholds-with-possible-coronaviruscovid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-homeguidance/stay-at-home-guidance-forhouseholds-with-possible-coronaviruscovid-19-infection</a></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 hotel / venue) where they will not come into 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>Course Leaders  HB/NM/CL  and/or  Venue</p> <p>Course Leaders  HB/NM/CL  and/or  Venue</p>	<p>Ongoing</p> <p>Ongoing</p>				
Mental health	Trainees, school-based colleagues, training managers, course leaders	<p>Course Leaders will promote mental health &amp; wellbeing awareness to trainees during the course induction and will offer whatever support they can to help.</p> <p>References:  <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a>  <a href="https://www.hse.gov.uk/stress/mental-health.htm">https://www.hse.gov.uk/stress/mental-health.htm</a></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>A training session on stress, mental health and resilience is held during the first term and this session will be adapted in light of the current situation (Covid) to ensure that trainees are given further opportunities to talk about mental health in a safe environment.</p> <p>TMs will also be reminded of the support that is available for</p>	<p>Course Leaders (CL, NM, HB)</p> <p>Training managers</p> <p>Course Leaders (NM and CL)</p> <p>HB</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Autumn 2021</p>		1	2	2

		their own mental health.						
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.  They are all fully vaccinated and, as employees working on site, they have all agreed to take part in asymptomatic testing.	HB / NM / CL  HB / NM / CL	Ongoing  Ongoing		1	3	3

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

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