

Teach East COVID Risk Assessment - Updated March 2021

This plan outlines the measures that Teach East SCITT will take to mitigate risks associated with the Covid 19 pandemic. It is underpinned by the following:

- Guidance from the national government, including that related to the reopening of schools and colleges, and advice to ITT providers.
- Guidance from national agencies, including the Health and Safety Executive's advice on managing risks in workplaces.
- Discussions with trainees, staff, trainers, and partner headteachers.

This is our updated plan as of **March 2021**. It will be kept under constant review as we assess the practical implementation of the plan and adapt it to reflect any changes to guidance at national and local levels.

As of 4th January 2021, a third form of National Lockdown was introduced which required the closure of educational settings to all but those who are Vulnerable or Children of Key Workers. This Lockdown measure was lifted on 8th March 2021; the updated guidance herein outlines the approach Teach East will take as schools re-open.

In November 2020 we designed a 4-stage Fall Back process against which we aligned Teach East's approach with National Guidance for schools and educational institutions. Lockdown measures meant that we reached the 4th Stage of this process; complete online delivery. This updated document outlines how we will move back to Stage 1, in line with aforementioned National Guidance.

Underpinning Principles

Our guiding principle in determining protocols and procedures is to ensure that, as far as possible, the health and wellbeing of trainees, pupils and staff is safeguarded, while maintaining the quality and effectiveness of the training programme. The wellbeing of individual staff and trainees will be closely monitored through regular one-to-one discussions with the Director/ Teach East staff.

Face to face interaction between trainees, pupils, school, and central training staff is critical to the Teach East model, which is underpinned by quality relationships and immersive training. We therefore start from the position that if risk can be appropriately mitigated in line with guidance, the course should continue to be run on a primarily 'in-person' basis. However, contingency plans have been put in place to enable the course to move to the use of on-line learning should national or local guidance/circumstances require it.

Our trainees spend most of their time in their host schools. They must always therefore follow the schools' own procedures for minimising risks associated with Covid-19. Notwithstanding any additional measures individual schools may take, the Teach East approach is framed by the 'Prevention and Response' approach set out in advice to schools and colleges:

To help prevent the spread of Covid 19, we will take the following steps:

1. Minimise contact with individuals who are unwell by ensuring those who have Covid-19 symptoms, or who have someone in their household who does, or who have come into contact with someone displaying symptoms, do not attend their school or centre based training.
2. Provision of facilities for cleaning hands more thoroughly than usual
3. Ensuring good respiratory hygiene, promoting the 'catch it, bin it, kill it' approach
4. Ensuring flow of air through the buildings where training is taking place.
5. Continuing with enhanced cleaning, including cleaning frequently touched surfaces.
6. Minimising contact between groups wherever possible and maintaining social distancing, (including in central training)
7. Minimising use of shared resources.

We will respond to any infections by engaging with the NHS Track and Trace system and follow the advice of the local health protection team. The sections that follow give more detail on how these principles will be delivered in practice.

What are the hazards?	Who might be harmed?	What are you already doing to control the risks?	Who needs to carry out the action?	Completed by	Done
School based training	Trainees School Staff Pupils	<p>School based Training: Trainee teachers have been designated by the government as 'critical workers' and are therefore able and expected to have full access to their host schools like all other members of school staff. Trainees are required to make themselves fully aware of the individual arrangements that their host schools have in place to manage Covid-19 risk, and to then follow these arrangements fully.</p> <p>Testing: As a designated Critical Worker, a Teach East trainee is entitled to access the LFT process in their host school</p> <p>If trainees have any questions or concerns about arrangements, they should speak to their mentor in the first instance, and then follow up with Teach East staff if required.</p> <p>Face Coverings: In school settings, the wearing of face coverings is currently strongly advised. Trainees attending Central Training will be required to wear face coverings in all communal areas and in training rooms until this can be reviewed in line with government advice</p>	Directors	<p>Updated March 2021</p> <p>Updated March 2021</p> <p>Updated March 2021</p>	On-going

What are the hazards?	Who might be harmed?	What are you already doing to control the risks?	Who needs to carry out the action?	Completed by	Done
Central Training	Trainees Teach East Staff Presenters	<p>Training rooms</p> <p>With the seating only distanced by 1 – 1.5 metres, the following measures have been put in place to mitigate risk:</p> <ul style="list-style-type: none"> - Hand sanitiser is available on entry to the rooms - Cleaning equipment is available for their individual tables and near the coffee facilities - Amended times to reduce contact with AMVC staff and students. - Disposable tea and coffee making equipment - All chairs are facing forward - Internal doors to be wedged open where possible/appropriate. - Air flow to the room is maximised - Social distanced area at the front of the room for presenters - No movement during sessions or shared resources - Face masks are compulsory 	Directors	Updated March 2021	On-going
Trainee 'Bubbles'	Trainees Teach East Staff	<p>2020-21 trainees will be separated into Primary and Secondary bubbles.</p> <p>All training will be completed in different training rooms to accommodate this.</p> <p>Trainees will sit in the same places to minimise contact between different groups within bubbles.</p>	All trainees and staff	Updated March 2021	Complete

Handwashing and Hygiene	Trainees Teach East Staff	In line with national guidance, trainees and staff will need to ensure that they are washing their hands on a regular basis during the day and especially before and after break and lunch times. Wash basins and disposable hand towels are available in the toilets, and additional hand sanitiser will be available in all rooms.	All trainees and staff	Ongoing	Ongoing
What are the hazards?	Who might be harmed?	What are you already doing to control the risks?	Who needs to carry out the action?	Completed by	Done
Lunch	Trainees Teach East staff	Breaks and lunch will be taken either within the trainee's dedicated training room therefore reducing the contact between trainees and AMVC students / staff. Packed lunches and cold drinks should be brought to each session.	All trainees and staff	Ongoing	Ongoing
Toilets	Trainees Teach East Staff	Staff, trainers, and trainees will use the designated Teach East toilets in the Training Suite. No other school-based staff to use toilets on days they are used by Teach East. Surfaces will undergo deep clean between the different groups using them. Primary bubble and Secondary bubble have separate facilities. Individual hand washing and drying facilities are available in each cubicle.	All trainees and staff	Ongoing	Ongoing
Ventilation and Cleaning	Trainees Teach East Staff	Windows and internal doors will remain open where possible to maximise ventilation and air circulation. Air Conditioning will not be in use. All training areas will be subject to enhanced cleaning procedures after each session. However, a stock of antibacterial spray and wipes will be	Directors	September	Ongoing

		<p>maintained in each room for use as required, along with hand sanitiser.</p> <p>-</p> <p>If trainees or trainers have any concerns about the cleanliness of any area, they should inform a member of Teach East staff as soon as possible</p>			
What are the hazards?	Who might be harmed?	What are you already doing to control the risks?	Who needs to carry out the action?	Completed by	Done
Suspected Infection	Trainees Teach East Staff	<p>Illness during the course.</p> <p>Whilst in previous years trainees & staff have made the judgement about whether to go into school or come into central training if they had a particular symptom or symptoms, there are much clearer rules in place for 2020-21:</p> <p>If you have any of the symptoms related to Covid 19: you are required to take the following steps:</p> <ul style="list-style-type: none"> • Remain at home • Trainees must advise their School-based mentor and the Teach East office by email absence@teacheast.org • Arrange for a Covid 19 test, using the NHS Test and Trace process.: (https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) or by phoning 119. <p>Individuals must remain at home until they have the results of the test. Individuals must inform the Teach East Director (hsauntson@teacheast.org / aconnelly@teacheast.org) immediately.</p> <p>If the individual tests results are negative, they can end self-isolation and return to school / training / work when well enough to do so. Other members of</p>	Directors	Updated March 2021	Ongoing

		<p>the household can also stop self-isolating at this point.</p> <p>If trainees receive a Positive COVID test (LFT) through their Host School they must follow the guidance provided by their setting</p>			
What are the hazards?	Who might be harmed?	What are you already doing to control the risks?	Who needs to carry out the action?	Completed by	Done
		<p>If individuals test positive, they need to follow the 'Stay at Home' guidance for households.</p> <p>If another member of the household has any symptoms of Covid 19, the individual must remain at home in line with government guidance and self-isolate for 14 days or until the person(s) displaying symptoms has a negative result from a Covid-19 test. Full guidance is available here: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/</p> <p>Illness in school or at the centre.</p> <p>If Covid 19 symptoms develop during school or centre-based training, please safely inform a member of staff, and if possible, go straight home. If the individual needs to wait to be collected from the centre, they will be asked to sit in a designated isolation room, where they must try to avoid touching anything.</p> <p>As soon as possible, individuals must arrange for a Covid 19 test, engage with the NHS Track and Trace process and report the outcome of the test to a member of Teach East and school staff.</p>			
Confirmed cases in the Teach East Community	Trainees Teach East Staff	If there is a positive test amongst the Teach East Community, Teach East staff will report this to the SW Public Health England Team (0300 303 8162 - option 1, then option 1. Out of hours advice - 0300	All trainees and staff	Ongoing	Ongoing

		<p>303 8162 -option 1), or its replacement body, and follow their advice.</p> <p>This could include closing trainee bubbles or the whole training centre for 'in person' learning.</p>			
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Mentor training	Mentors Teach East Staff	Due to the high number of mentors, from numerous schools, all mentor training will remain virtual	Directors	On-going review	Complete
Placement visits	Trainees Teach East Staff Staff at Placement School Students	<p>During the Summer Term visits will be conducted live, with Subject Leads meeting with mentors and trainees to discuss trainee progress. This will be reviewed in line with government guidance and with permission from host schools</p> <p>-Visiting Teach East staff will provide evidence of a Negative COVID test on request -Visiting staff will follow all COVID protocols for respective settings</p>	All TE staff visiting premises	On-going review	
Cause for Concern procedure	Trainees Mentors Teach East Staff	<p>In the case for a cause for concern procedure where a trainee is highlighted as not making the expected progress a quality assurance procedure will need to take place in the host setting, following appropriate COVID protocols for the site</p> <p>-Visiting Teach East staff will provide evidence of a Negative COVID test on request -Visiting staff will follow all COVID protocols for respective settings</p>			
External Presenters	Trainees External Presenters	<p>All presentations will be completed by members of Teach East staff within their bubble following all above guidance regarding social distancing and hand washing.</p> <p>If external presenters are required, this will be conducted virtually until Easter</p>	Teach East Staff	Ongoing	Ongoing

		<p>In the Summer Term, in agreement with the presenter, delivery can return to face-to-face for all sessions</p> <p>Where necessary, visiting presenters will provide evidence of a recent negative COVID test</p>			
What are the hazards?	Who might be harmed?	What are you already doing to control the risks?	Who needs to carry out the action?	Completed by	Done
Interviews	<p>Candidates</p> <p>Teach East Staff</p>	<p>The interview process has been adapted to create a stronger and more robust one-stage scenario conducted virtually to remove any need for contact or visits to settings</p> <p>Candidates will engage in a range of tasks and questions in a simulated environment and provide digital versions of required paperwork prior to an offer of a place</p> <p>Offers of all places remain conditional until all relevant paperwork is verified</p>	Directors	Ongoing	Ongoing