

learn

integrity

Multi-Academy Trust

succeed

stronger
honesty transparency

beliefs

sharing
together
experience

vision

best
practice

We care

passionately about
our children

values

opportunity

challenge flourish

every
child

matter



The Learning Institute - Risk Assessment and Guidance



WESTCOUNTRY
SCHOOLS TRUST

Introduction

Terminology used in this document

Venue – the usual place of study used for face to face taught sessions

Learner – This includes all Degree students, Apprentices, and Initial Teacher Training trainees.

The following guidelines are for learners and staff of The Learning Institute and have been adapted from the WeST Toolkit for the reopening of schools.

We are living in extraordinary times. As the global transmission of COVID-19 has accelerated, its impact on our ways of living and working has been far-reaching, galvanizing a seismic national response, with the education sector at the forefront.

Our aim is to keep the learners and staff as safe as possible during this pandemic alongside the members of the offices and venues that The Learning Institute utilise as part of their programme delivery.

It is essential that guidelines are clearly set out so that any opportunities for the virus to spread are minimised whether the location be a learning venue or one of The Learning Institute offices.

Returning to face to face teaching is vital for individual's learning and for their social wellbeing. Whilst we have been able to put online learning in place, the time spent together in a face to face situation is beneficial for the sharing of experiences and ideas. Therefore, we will monitor our delivery mode in line with current local and national guidance.

In relation to working in schools and other teaching venues, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on [coronavirus \(COVID-19\) related deaths linked to occupations](#) suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. Where the venue being used is a school, there is no evidence that children transmit the disease any more than adults. However, we will ensure that appropriate measures are put in place to protect everyone who is part of The Learning Institute as well as those who work and attend each teaching venue.

This document will set out the rationale and actions for attending The Learning Institutes offices and places of study. It will be used in conjunction with the Risk Assessments in place at each of our learning venues. Before returning to face to face teaching, decisions are underpinned by the following key principles:

- The safety of learners and staff is paramount: this includes their mental, emotional, and physical wellbeing.
- In a national crisis that is affecting people's daily lives in countless ways, we must be supportive and compassionate towards our communities and colleagues in our response.
- It is only by gaining the confidence of everyone involved that The Learning Institute can be successful in enabling all learners to return to face to face teaching.

- Education is precious. We must continue to provide learners with high-quality learning.

Our view is that the measures suggested in this document are not an 'all or nothing' approach. We know that each individual venue has its own unique characteristics and will not only have their own Risk Assessment and protocol but may also need to find a small variety of bespoke solutions. These will need to be continually reviewed and adapted as national guidance evolves.

Some of the suggestions in the planning document that follows will make a very small difference, but in combination they may make a significant difference to the health, wellbeing and safety of the staff and learners working with The Learning Institute.

Within WeST, we will need to work within the DfE guidance, which is under continual review and will be updated as more evidence about the virus emerges. Decisions will always be balanced between the need to be safe, whilst providing educational value and benefit.

The document provides structured thinking about the mitigation of risk that will support the creation of a safe environment and offer reassurance to the learning community.

The planning document addresses a number of key areas that include:

- Actions to minimise the risk of transmission of coronavirus (COVID-19) in education settings (This is public health advice, endorsed by Public Health England (PHE)).
- The Learning Institute operations (e.g. venues, offices, school workforce etc...).
- Delivery of programmes and support.
- Contingency planning to provide continuity of education and work in the case of a local outbreak.

Sharing of planning and risk assessment

As part of WeST, this document is shared with the workforce, governors, and union representatives. As recommended, it will also be made available to our learners and the individual venues that we use.

Monitoring and review of risk controls

It is important that we know how effective their risk controls are. Designated members of The Learning Institute team will continue to monitor and review the preventive and protective measures regularly, to ensure the measures are working, and taking action to address any shortfalls.

If any persons have any concerns, they should contact:

Ginny Honey (ginny.honey@learninginstitute.co.uk), or

The Learning Institute main office (01726 891807)

Consulting staff and learners

It is a legal requirement that employers must consult with the health and safety representative selected by a recognised trade union or, if there is not one, a representative chosen by staff. As an employer, you cannot decide who the representative will be.

Jacky Olver (jacky.olver@learninginstitute.co.uk) has been selected as the Learning Institute Representative.

At its most effective, full involvement of staff creates a culture where relationships between The Learning Institute, learners and staff are based on collaboration, trust and joint problem solving. As is normal practice, staff should be involved in assessing workplace risks and the development and review of workplace health and safety policies in partnership with the employer. This will sit alongside the responsibilities and practices of the independent venues that we use. Consultation does not remove the employer's right to manage. They will still make the final decision but talking to staff and learners is an important part of successfully managing health and safety.

Leaders are encouraged to ensure that consultation on any changes to risk assessments that will be in place prior to the return of face to face sessions for venues and that learners and staff are kept

informed of plans and changes. The Learning Institute will work closely with venue managers to ensure safety is of the highest importance. Where, inevitably, updates occur at short notice, leaders should clearly signpost to staff and learners where they can find the relevant information, should they wish to access it. This document will be placed on the Learning Institute website and updated accordingly.

Resolving issues and raising concerns

The management, staff and learners of The Learning Institute should always come together to resolve issues. As face to face sessions return, any concerns in respect of the controls should be raised initially with the place of learning, whether this be an independent venue or one of the Learning Institute's offices. Additionally, Ginny Honey or the Roche main office should be informed, with venues and employers recognising those concerns and giving them proper consideration. Should anyone feel that their concerns have not been taken seriously or acted upon, then the Director of The Learning Institute, Nick Appleby, should be contacted (nick.appleby@learninginstitute.co.uk).



Westcountry Schools Trust



The Learning Institute
learninginstitute.co.uk

January 2021

Covid-19 Planning and Risk Assessment

Date of completion: December 2020

Terminology used in this document

Venue – the usual place of study used for face to face taught sessions

Learner – This includes all Degree students, Apprentices, and Initial Teacher Training trainees.

Issue/Risk	Planning considerations/potential actions to mitigate risks	Considered/Notes	RAG Rating
<p>Staff and learner concerns over safety</p>	<ul style="list-style-type: none"> • Transparent early sharing of risk assessment. • Risk Assessment for The Learning Institute offices and individual venues will be required prior to face to face sessions reconvening. • Publication of Planning and Risk Assessment document on The Learning Institute website to provide transparency of approach to staff and learners (HSE expectation for all employers with over 50 staff). • Ongoing reinforcement of the safety measures in place, using information/guidance, on-site signage, staff meetings etc. This will be in place in all offices and venues. • Individual discussions with staff who are highly anxious. • Completion of individual Covid-19 risk assessments, where appropriate. • Agree and share contact points and lines of communication for staff in the event of changes in guidance or individual venue situations. • Staff and learners will be informed via email of plans and changes. 	<p>Named persons for both The Learning Institute and WeST should be clearly signposted in case of issues or queries.</p>	

<p>Infection prevention</p>	<p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend offices or venues/venues.</p> <ul style="list-style-type: none"> • Ensure that staff and other adults do not come into the offices if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during a session is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All venues must follow this process and ensure all staff and learners are aware of it. • If anyone in the office or venue 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 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. • If the individual is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE must be worn by staff caring for the individual while they await collection if a distance of 2 metres cannot be maintained (such as a learner with a specific need). • As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care venue or a hospital. • Any Learning Institute staff or learners who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless 		
------------------------------------	--	--	--

	<p>they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.</p> <ul style="list-style-type: none"> • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. • Protocol for staff and learners is set out in Appendix 1, should any person have or develop Covid-19 symptoms, and must be followed. <p>Clean hands thoroughly more often than usual</p> <ul style="list-style-type: none"> • Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Hands should be cleaned regularly, including on arrival at a venue or office, returning from breaks before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement: <ul style="list-style-type: none"> ○ Each venue or office will provide hand washing facilities as well as hand sanitiser so that hands can be cleaned regularly. Individuals may bring their own preferred sanitisers, hand wipes etc. should they wish but should take used products away with them if they cannot be safely disposed of in the venue. <p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <ul style="list-style-type: none"> • The 'catch it, bin it, kill it' approach continues to be particularly important, therefore venues or offices must ensure that they have enough tissues and bins available to follow this routine. 	<p>Hand sanitiser and washing facilities is available at venues and in offices.</p> <p>Individual venue protocol must be followed in conjunction with that set out in this document.</p>	
--	--	--	--

	<p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach</p> <p>Points to consider and implement:</p> <ul style="list-style-type: none"> ○ more frequent cleaning of rooms / shared areas that are used by different groups ○ frequently touched surfaces being cleaned more often than normal ● Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and adult users must be encouraged to clean their hands thoroughly after using the toilet. <p>Minimise contact between individuals and maintain social distancing wherever possible</p> <ul style="list-style-type: none"> ● Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and venues or offices must consider how to implement this. Venues and offices must do everything possible to minimise contacts and mixing. ● The overarching principle to apply is reducing the number of contacts. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on: <ul style="list-style-type: none"> ○ Ability to distance. ○ The lay out of the school. ○ The feasibility of keeping distinct groups separate while offering a broad curriculum. 	<p>The rooms will not be cleaned whilst staff or learners are in situ but will have been cleaned prior to the session commencing in addition to after the group or staff have left.</p> <p>Everyone should be responsible for taking away their own paperwork and litter to reduce contact. Nothing should be left on tables or desks at the end of the session/day. Wipes or spray will be available in the room for individuals to keep their working space clean.</p> <p>Learners will not be required to move to another area to work with staff or other learners and should remain at their own table.</p>	
<p>Face coverings</p>	<ul style="list-style-type: none"> ● From January 2021 in response to the new CV-19 S-Variant which is now substantially more transmissible, we strongly recommend that all pupils and staff in secondary settings wear face coverings in the classroom, in addition to corridors and communal spaces. 	<p>Current guidance means that everyone should wear a face mask when not sat at their desk/table. Staff will be provided with a clear visor to wear if they wish to ensure learners can see their face and enable lip reading for those that need this support.</p>	

<p>Grouping of people</p>	<ul style="list-style-type: none"> • Consistent groups reduce the risk of transmission by limiting the number of people in contact with each other to only those within the group. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible. • However, the use of small groups restricts the normal operations and presents both educational and logistical challenges, including the cleaning and use of shared spaces, such as toilets. • Working from home is actively encouraged for The Learning Institute staff but where staff need to go into one of the two offices, they should ensure that they sign in on arrival and out on departure. 2 metre distance should be maintained where possible and masks should be worn except when sitting at a desk. The desk area should be sanitised using the provided sprays or wipes before leaving. For those staff working at the Callington office, the school guidelines are set out on entering the building and staff must follow the school's protocol, keeping up to date with any changes. • Whatever the size of the group, they should be kept apart from other groups where possible and encouraged to keep their distance within groups. Venues/office with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. When using larger groups, the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of learners/staff who may need to self-isolate. As such, the bi-annual learner conferences for FD and top up degree learners will take place online until after all restrictions have been lifted nationally. • Endeavouring to keep groups at least partially separate and minimising contact will still offer public health benefits as it reduces the network of possible direct transmission. 	<p>Venues- as per their protocol</p> <p>Gathering as a group for education is permitted within current government guidelines. Individual groups will be classed as a bubble</p> <p>Fire Regulations will be set out by each venue and clearly signposted</p> <p>Venues will have individual rules and guidance.</p> <p>Callington office – Remain the same staff and visitors to congregate under the canopy. Visitors to keep with who they are visiting. Face covering to be worn.</p> <p>Roche office - Face coverings to be worn in corridors. Desk to be cleaned after using.</p> <p>Building managers will ensure that staff are updated promptly with any changes and the office administrator will share this information with staff and learners concerned.</p>	
----------------------------------	---	--	--

<p>Wider measures (inc. corridors, break times and staff spaces)</p>	<ul style="list-style-type: none"> • Groups should be kept apart, meaning that schools should avoid large gatherings. • Groups should be kept apart and movement around the venues or offices kept to a minimum. While passing briefly in the corridor is low risk, venues or offices should avoid creating busy corridors, entrances and exits. Venues or offices should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups) where there are multiple groups or persons on-site. • Venues or offices should also plan how shared staff spaces are set up and used to help staff to distance from each other, such as staff work rooms. • Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day. 	<p>Get new college day from school if there are booked meetings, they can then be arranged when there is least amount of school traffic</p> <p>Venues – as per their individual protocol</p> <p>Callington – Rooms have been re-arranged/ desks removed to accommodate regulations. Diary for office available for booking in off-site visitors, this is to alleviate numbers in office at one time</p> <p>Roche -</p>	
<p>Measures for arriving at and leaving school</p>	<ul style="list-style-type: none"> • Masks should be worn as per guidance and currently this requires that they should be worn when entering buildings and rooms, including going to restrooms. Masks can be removed when sat at tables/desks however, they may be kept on throughout the session if individuals prefer to do so. • All adults must wash or sanitize their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash or sanitize their hands again before heading to their classroom. • Staff and learners will need to sign in on arrival and sign out when leaving the venue/venue. They may be asked to sign a register both at the main entrance for the building records and in the teaching room. These registers will be used as part of the Track and Trace system as well as for normal attendance records. 	<p>Having pre booked diaries will allow for school staggered starts. and allow us to avoid large groups of pupils</p> <p>If face coverings are used by staff and visitors, we will follow current guidance.</p> <p>Set of information/instructions to be available to/for visitors before they arrive so they know in advance</p>	

<p>Resources</p>	<ul style="list-style-type: none"> • Resource boxes will not be provided during the pandemic. Staff will be provided with key resources for their individual use whilst teaching and learners will need to bring their resources. • Printed resources will only be provided when absolutely essential to limit potential contamination risks. 	<p>When we return to face-to-face sessions: We will not be providing pens/paper in face to face sessions for the foreseeable future Learners have been requested to provide their own paper handouts if they want them. They are all available online to access. Learners have also been asked to bring their own cutlery, cups plates etc. and take these home to wash.</p> <p>Currently, books will not be available to borrow but most learners have access to an extensive online library. Individuals who require specific texts not available digitally can speak with our Academic Librarian.</p>	
-------------------------	---	---	--

<p>The use of PPE</p>	<ul style="list-style-type: none"> • The majority of staff in education settings will not require PPE beyond what they would normally need for their work. • Whilst there is no law enforcing individuals to wear masks, it is at the individual venue discretion to refuse entry should any person refuse to comply with the Risk Assessment in place, without medical exemption 	<p>The Learning Institute will provide tutors with face coverings and wipes/gels for when teaching on site.</p>	
<p>Response to any infection</p>	<p>Engage with the NHS Test and Trace process PLEASE SEE APPENDIX 1</p> <ul style="list-style-type: none"> • Offices and venues used by The Learning Institute must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. They must ensure that staff members and learners understand that they will need to be ready and willing to: • Book a test if they are displaying symptoms. Staff and learners must not come into the offices or venues if they have symptoms and must be sent home to self-isolate if they develop them at work or during a taught session. • Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace • Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) • Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. • Staff and learners who also work in schools will have access to home testing kits, to a small number of which have been sent out by the government, that they can give directly to employees who have developed symptoms at school. Advice will be provided alongside these kits. 	<p>Individual venues will have these procedures set out within their own Risk Assessments and all Learning Institute staff and learners will find procedures set out via the website.</p> <p>Individuals should check with their own workplaces for specific arrangements and availability.</p>	

	<p>☒ The Learning Institute should ask individuals to inform them immediately of the results of a test:</p> <ul style="list-style-type: none"> o 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. o 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 for at least 7 days from the onset of their symptoms and then return to the office or venue 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. The 7-day period starts from the day when they first became ill. 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 14 days. <p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <ul style="list-style-type: none"> ☒ The Learning Institute must take swift action when they become aware that someone who has attended an office or venue has tested positive for coronavirus (COVID-19). The Learning Institute should contact the local health protection team. This team will also contact venues directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended there - 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 schools, where involved, in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> o 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 		
--	---	--	--

	<p>face conversation, or unprotected physical contact (skin-to-skin)</p>		
	<ul style="list-style-type: none"> ○ 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, the registers will enable specific groups or individuals to be contacted. ● Household members of those contacts who are sent home do not need to self-isolate themselves unless the staff member, learner who is self-isolating subsequently develops symptoms. If someone in a group or workplace that has been asked to self-isolate develops symptoms themselves within their 14-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: <ul style="list-style-type: none"> ○ If the test delivers a negative result, they must remain in isolation for the remainder of the 14-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 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' ● The Learning Institute should not request evidence of negative test results or other medical evidence before admitting staff or learners or welcoming them back after a period of self- isolation. <p>Contain any outbreak by following local health protection team advice</p> <ul style="list-style-type: none"> ● If The Learning Institute reports that they have two or more confirmed cases within 14 days from the same group or office, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an 		

	<p>outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <ul style="list-style-type: none"> • In some cases, health protection teams may recommend that a larger number of other staff or learners self-isolate at home as a precautionary measure - perhaps the whole site or group. If offices or venues are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole building closure based on cases within the office or venue will not generally be necessary, and should not be considered except on the advice of health protection teams. • In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice. 		
	<p>Wider public transport</p> <ul style="list-style-type: none"> • The Learning Institute should work with partners to consider staggered start times, where appropriate, to enable more journeys to take place outside of peak hours. We recognise that this option will be more feasible in some circumstances than others and may not be possible. • Sharing of cars is discouraged unless the driver and passengers are within the same bubble. This guidance is subject to change. • Staff and learners using public transport should be wearing face coverings unless exempt. 	<p>Staff or learners attending either of The Learning Institute offices, should avoid moving around the buildings during busy times such as at Callington during lesson change over times and the start and end of the school day. This also applies when the venue being used for taught sessions is located within a school.</p>	

<p>Attendance</p>	<p>Attendance expectations</p> <ul style="list-style-type: none"> • Staff of The Learning Institute are encouraged to work from home wherever possible and to avoid unnecessary travel. Diaries should be kept up to date. When intending to go into either of the offices, they should inform the main office administrator/manager to ensure that the office is open and that there are appropriate numbers of staff due in that day to allow social distancing to be maintained. • Meeting should be held online whenever possible. • Visitors to either of the offices are by appointment only and must sign in and out. • Registers will be kept, complying with Track and Trace protocol. • Face to face taught sessions will resume only when it is deemed safe to do so. Individualised venues/venues may be impacted by localised lockdown measures. 		
	<ul style="list-style-type: none"> • Individuals who are shielding or self-isolating • We now know much more about coronavirus (COVID-19) and so in future there will be far fewer people advised to shield whenever community transmission rates are high. You should note however that: <ul style="list-style-type: none"> ○ a small number of individuals will still be unable to attend work/sessions in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) ○ Shielding advice - Read the current advice on shielding ○ if rates of the disease rise in local areas, individuals (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent(see below). ○ some individuals 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 work or study (usually at their next planned clinical appointment). 	<p>Government guidelines on self-isolating need to be followed those individuals who need to shield will be informed by communication from the NHS/Government. Staff and Learners should notify TLI if they are shielding so that arrangements can be put in place regarding face-to-face sessions.</p> <p>Guidelines for tutors & learners when they go on site. Liaise with venues to see what they want.</p> <p>(Revised learner, administrator, tutor, and center handbooks.)</p>	

	<p>(COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.</p> <ul style="list-style-type: none"> • If individuals with significant risk factors are concerned, we recommend individuals discuss with TLI/line manager their concerns and provide reassurance of the measures they are putting in place to reduce the risk in a work situation. • Communicate clear and consistent expectations around work and taught session attendance to individuals throughout the year • Identify individuals who are reluctant or anxious about returning or who are at risk of disengagement. Work closely with individuals to support the return to work. • There is an expectation that, provided the most current guidance allows and venues are deemed to be meeting all health and safety requirements, staff and learners should return to face to face sessions as per individual timetables. • Course Leaders should take responsibility for ensuring all learners are kept fully up to date with changes or key dates and arrangements. • Line managers should ensure that staff they are responsible for are fully informed and that any concerns are discussed. 	<p>Education remains a priority with the government and teaching should be resumed as soon as is feasible to limit disruption to learning.</p> <p>Individuals who are unable or concerned about returning should speak with the line manager (staff) or tutor (learners)</p>	
	<ul style="list-style-type: none"> • The Learning Institute will encourage all staff and learners to be mindful of their own and others well-being. Information and checks will be implemented to ensure concerns are highlighted promptly and support / signposts provided. 		
<p>The Learning Institute - Workforce</p>	<ul style="list-style-type: none"> • Whilst wider government policy advises those who can work from home should do so, The Learning Institute offices will be open but on a much-reduced staffing basis with staff encouraged to work from home as far as is possible. Meetings will be held online where possible. • When working in an office-based environment, desks should allow for social distancing (2m) to be maintained wherever possible. Individual venues will allow for a minimum of 1m space between tables. • Workstations should be assigned to an individual and not shared. If this is impossible, they should be shared by the minimum number of people and desks/equipment should be cleaned/sanitised between different occupants. • If the physical space does not allow for 2m social distancing, all mitigating actions possible should be introduced to reduce the risk of transmission, these should include: <ul style="list-style-type: none"> ○ Rearrangement/removal/taping off furniture. ○ Relocation to other space. 	<p>Individuals attending the Callington and Roche offices should follow the current guidance set by the whole site.</p> <p>Cleaners will clean communal areas of the offices, but individuals should clean their stations and other used areas before they leave alongside sanitising hands on entering and leaving.</p>	

	<ul style="list-style-type: none"> ○ Rota's for on-site/homeworking (where it is possible to undertake a proportion of activities from home). ○ Use of screens to create physical barriers. ○ Working side-by-side, rather than face-to-face. ○ Adequate ventilation within each working area. <ul style="list-style-type: none"> ● Within offices, it should be possible to implement a system to allow the team to operate effectively. If this is not possible, in exceptional cases, specific mitigation measures will be detailed in local site-based risk assessments. 		
Staff who are clinically vulnerable or extremely clinically vulnerable	<ul style="list-style-type: none"> ● Where offices and venues apply the full measures in this guidance, the risks to all staff and learners will be mitigated significantly, including those who are extremely and moderately clinically vulnerable. We expect this will allow most individuals to return to places of work and study, although we advise those in the most at-risk category to take particular care while community transmission rates continue to fall. ● Advice for those who are clinically vulnerable, including pregnant women, is available. ● The Learning Institute should conduct an individual risk assessment to confirm the ability to maintain social distancing (2m or 1m with risk mitigation) and, if necessary be flexible in how those members of staff are deployed to enable them to work remotely (only where possible) or in alternative roles in school where social distancing can be maintained. 		
Staff and learners who are pregnant	<ul style="list-style-type: none"> ● As a general principle, staff who are pregnant are in the 'moderately clinically vulnerable' category and are advised to follow the relevant guidance available for clinically vulnerable people. ● A specific risk assessment template for new and expectant mothers will be completed for any WeST staff known to be pregnant prior to, or immediately upon, their return to their workplace. ● Learners who are pregnant should inform the Student Support officer for The Learning Institute to ensure appropriate measures are in place at the teaching venue. ● Student teachers should follow the protocol and guidelines of their placement school. 		

Staff and learners who may otherwise be at increased risk from coronavirus (COVID-19)	<ul style="list-style-type: none"> 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 individuals discuss their concerns and explain the measures The Learning Institute is putting in place to reduce risks. Managers should try as far as practically possible to accommodate additional measures where appropriate, and an individual risk assessment should be used to record discussions and any agreed measures, over and above the organisational-based risk assessment, which is specific to a particular member staff or learner. 		
	<ul style="list-style-type: none"> People who live with those who have comparatively increased risk from coronavirus (COVID-19) should attend the workplace. 		
Staff deployment	<ul style="list-style-type: none"> ☐ The Learning Institute may need to alter the way in which they deploy their staff and use existing staff more flexibly to welcome back all learners for face to face sessions. Leaders should discuss and agree any changes to staff roles with individuals. ☐ It is important that planning builds in the need to avoid increases in unnecessary and unmanageable workload burdens. This could include a review of existing practices in this respect and schools may wish to draw on DfE's workload reduction toolkit. ☐ DfE has also published a range of resources, including case studies to support remote education and help address staff workload, this includes case studies on managing wellbeing. 	<p>Staff will be able to work flexibly either at home or on site – depending on room space available.</p> <p>Line managers of The Learning Institute personnel should ensure discussions are regularly had with employees to monitor and address workload.</p>	
Protocol for external visitors	<ul style="list-style-type: none"> Be clear that staff, learners, or any visitors (such as suppliers), not to enter the office buildings if they are displaying any symptoms of coronavirus. 	<p>Meetings should be online as much as possible. Any visitors to site must make booked meetings and sign in at main reception. Details will be taken accordance with track and tracing.</p>	
	<ul style="list-style-type: none"> All visitors must hand sanitise immediately upon entry to the office or venue. Communicate early with contractors and suppliers that will need to prepare to support The Learning Institute plans for returning for example, administrators, venue managers, cleaning, and hygiene suppliers. 		

Recruitment	<ul style="list-style-type: none"> • Recruitment should continue as usual. • When recruiting, WeST must continue to adhere to the legal requirements regarding pre-appointment checks. • From the start of the autumn term checks will revert to being carried out in person for any new appointments. • Promotion and recruitment events for The Learning Institute will remain online, information sessions as well as through printed publications. • Conferences will be attended virtually. 		
Expectation and deployment of ITT trainees	<ul style="list-style-type: none"> • We very much encourage schools to continue hosting Initial Teacher Training trainees. As a provider, The Learning Institute will be monitoring placements for their learners to ensure their safety. • ITT trainees will follow the protocols and guidelines set out for each of their placement schools. • Schools should consider how they could host ITT trainees, and discuss with The Learning Institute ITT team how this can be done flexibly and innovatively to help meet both school and trainee needs. • Deployment decisions will need to consider the skills and capacity of the trainees in question. • Trainees could: <ul style="list-style-type: none"> ○ Take responsibility, with the usual mentor oversight, for small groups of pupils across or within years, adapting resources for such groups, creating online learning materials, re-planning sequences of lessons or delivering catch-up lessons ○ Be engaged in wider professional activity, for instance tackling pupil, family, and school needs by learning about, identifying and addressing challenges such as vulnerability, mental health problems or safeguarding issues ○ Develop or engage in working groups to share best practice around resilience, commitment and team-working 	<p>Trainees should contact the ITT team promptly with any concerns relating to their placement.</p>	
	<ul style="list-style-type: none"> ○ Work in pairs or groups to co-plan, co-teach and co-assess lessons with their mentors or other trainees. Paired and group placements, where these are possible, benefit trainees, mentors and teaching staff, promoting a greater sense of team collaboration, ongoing professional learning and reductions in workload. 		

Staff taking leave	<ul style="list-style-type: none"> • The Learning Institute staff have been working extremely hard throughout the coronavirus (COVID-19) outbreak and will continue to prepare for all staff and learners to return to face to face sessions as soon as possible. • Staff and learners should be mindful of current government guidelines regarding returning from travelling abroad and the impact that this may have on their work and studies. For example, not being able to attend a work placement if self-isolating. The latest guidance on quarantine can be accessed at coronavirus (COVID-19): how to self-isolate when you travel to the UK. • There is a risk that, where staff and learners 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, The Learning Institute should refer to Guidance for Managers and Staff on Quarantine on Entering or Returning to the UK (correct at 1st July 2020). 	<p>The Learning Institute will follow government guidelines. Learners and staff should notify The Learning Institute when they plan to go abroad and a return to venues or offices could be affected.</p> <p>Whilst sessions are taught online and staff can work from home, self-isolation is not such an issue but as things return to normal, individuals need to consider the potential challenges prior to booking any holidays. For staff, there is no limit on how many times someone can self-isolate regarding sick pay/time off they will need to contact HR.</p>	
Safeguarding Work Placements and venues	<ul style="list-style-type: none"> • Schools should revise their child protection policy (led by their Designated Safeguarding Lead) to reflect the return of more pupils. Schools must have regard to the statutory safeguarding guidance, keeping children safe in education and should refer to the coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance. • Designated safeguarding leads (and deputies) should be provided with more time, especially in the first few weeks of term, to help them provide support to staff regarding any new safeguarding and welfare concerns and the handling of referrals to social care and other agencies where these are appropriate, and agencies and services should prepare to work together to actively look for signs of harm. 	<p>Information regarding current county based safeguarding advice is located on The Learning Institute website, on a designated Covid-19 page also on safeguarding page.</p>	
Breaks/lunches	<ul style="list-style-type: none"> • It is recommended that breaks and lunches should be staggered to reduce mixing between class/year group bubbles. This will also reduce pressure on kitchen and refreshment areas. 		

<p>Contingency planning for local outbreaks/ lockdown</p>	<ul style="list-style-type: none"> In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. This may impact on work placements and/or venues. Schools will also need a contingency plan for this eventuality. Schools may remain partially open for vulnerable children and children of key workers. Staff and learners should check whether they should continue to be onsite or remain at home. <p>Remote education support</p> <ul style="list-style-type: none"> In the event of a local or national lockdown, The Learning Institute staff should all work from home. Provision will be made for learning to take place virtually using the agreed platforms including Teams and Collaborate. Tutors and staff will remain accessible to colleagues and learners to ensure accessibility to materials and to address issues promptly. 	<p>The Learning Institute is well placed to deliver online live learning.</p>	
<p>Cleaning</p>	<ul style="list-style-type: none"> Ensure that all staff follow the COVID-19: cleaning of non-healthcare settings guidance. 	<p>The Learning Institute offices have a cleaner once a day usually coming in after work/school hours. This is subject to change according to local situations and guidance.</p>	
	<ul style="list-style-type: none"> Ensure that sufficient handwashing facilities are available. Provide hand sanitiser in all classrooms and communal areas. Ensure that all staff and learners sanitise their hands on arrival at offices and venues, before and after eating, and after sneezing or coughing. Bins should be emptied regularly. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Discuss with cleaning contractors, staff and the WeST Estates Team the additional cleaning requirements and agree additional hours to allow for this. 	<p>Venues will have a clear cleaning protocol which The Learning Institute will have confirmed prior to learners returning to taught session venues.</p> <p>Signage is in place in offices and venues will also comply with this guidance.</p> <p>Gels, disinfectant, soap should be easily accessible in all offices and venues, usually within the main room on arrival along with materials to clean desks and resources such as wipes or spray and paper towels.</p>	

Staff meetings and training	<ul style="list-style-type: none"> • Physical staff meetings (inc. departmental and SLT meetings) should be kept to an absolute minimum and should only take place for a short period of time, in a well-ventilated room, where 2-metre social distancing can be maintained. • The Learning Institute is strongly advised to avoid holding meetings where all senior leaders are together (or timetabled within the same bubble). A positive CV case could result in the whole senior leadership entering isolation for 14-days. • The use of MS Teams is advised as a safe way to hold meetings and training. 	<p>Meetings should be online as much as possible and any meetings held on site must be pre booked.</p>	
------------------------------------	---	--	--

APPENDIX 1 Guidance for TLI Staff and Learners on when to Self-Isolate January 2021

If you are experiencing Symptoms of Covid-19	
Please inform the Roche office, as soon as possible after displaying symptoms. Follow Government guidelines on 10-day self-isolation and 10-day isolation for others in your household. If this is during a face to face taught session, learners should inform their tutor or named TLI contact and, if safe to do so make your way straight home. Staff should inform one of the management team at Roche and terminate the session. The Learning Institute will notify the Track and Trace service should you report a positive test result.	
Getting Tested	
The Learning Institute staff can be referred for testing via WeST HR. This does not guarantee a faster service than the standard testing website service, but it is important that you and members of your household get a test. Learners should go through their own HR departments or contact the 119 Helpline to seek information of whether you require a test and if so whether you require a home test due to not being able to leave your home.	
Positive Result	Negative Result
You must continue to self-isolate. If you are symptomatic, you must self-isolate for 10 days from the first day of the symptoms. If you are asymptomatic you must self-isolate from the day you had the test.	You do not need to continue to self-isolate providing everyone you live who has symptoms tests negative, everyone in your support bubble who has symptoms test negative, you were not told to self-isolate by NHS Test & Trace and if you feel well.

If a household member is experiencing symptoms of Covid-19
You must self-isolate for a period of 14 days from the day their symptoms began. Please inform The Learning Institute Roche office of your absence from taught any sessions and the reason why. If you are informed during a face to face session of someone in your household having symptoms, learners should inform the TLI staff member and make their way straight home. Staff should inform one of the management team at Roche and terminate the session.
Getting Tested
The Learning Institute staff can be referred for testing via WeST HR. This does not guarantee a faster service than the standard testing website service, but it is important that you and members of your household get a test. Learners should go through their own HR departments or contact the 119 Helpline to seek information of whether you require a test and if so whether you require a home test due to not being able to leave your home.
Test Results/Self-Isolation
If a member of your household tests positive, you will need to self-isolate for 14 days, even if your result returns negative. This is due to the incubation period of the virus. If all members of your household receive negative results you do not need to self-isolate apart from if you were informed to by NHS Test & Trace, or you feel unwell with symptoms of Covid-19.

If you are contacted by NHS Test & Trace
The Learning Institute will contact the Track and Trace service if any staff or learners from face to face sessions have contacted us to say that they have tested positive for the virus. If you are told to self-isolate by NHS Test & Trace because you have come into contact with someone who has coronavirus, you will need to: <ul style="list-style-type: none"> • Self-isolate for 10 days from the date you were last in contact with that person • Do not leave your home for any reason • Do not have visitors in your home • Try to avoid contact with members of your household as much as possible <p>It is important to remember that:</p> <ul style="list-style-type: none"> • People you live with do not have to self-isolate if you do not have symptoms • People in your support bubble do not need to self-isolate if you do not have symptoms <p>Please inform The Learning Institute Roche office as soon as you can of your absence from any taught sessions and the reason why. If you contacted and are instructed to self-isolate by NHS Test & Trace during a taught session, please inform your TLI staff member and make your way straight home.</p>
Getting Tested
Please contact the Coronavirus 119 Helpline to seek information of whether you require a test and if so whether you require a home test due to not being able to leave your home.

If a household member is self-isolating without symptoms of Covid-19
If, for example, a member of your household is either contacted by NHS Test & Trace or sent home from their childcare facility/school/working environment because of a suspected/confirmed case within that setting, you do not have to self-isolate and can continue to come to face to face sessions providing that said household member is not experiencing any symptoms. If the household member develops symptoms, please follow the blue column within this document.
Getting Tested
It may not be necessary for your household member to get tested, but if it is, The Learning Institute staff can be referred for testing via WeST HR. This does not guarantee a faster service than the standard testing website service, but it is important that you and members of your household get a test. Learners should go through their own HR departments or contact the 119 Helpline to seek information of whether you require a test and if so whether you require a home test due to not being able to leave your home.
Seek Advice
If you are unsure about any of the information on this document, staff should speak to HR who can clarify for you whilst learners can contact the Roche office for clarification. This document will be updated with changing Government guidance and advice.