

Operations / Work Activities covered by this assessment:	Coronavirus Risk to UTC – Return of All Students to the UTC for the Autumn Term
School / College Name and Address:	The Sheffield UTC Academy Trust – UTC Sheffield City Centre, OLP and Derby

The risk assessment has been created using Government Guidance, information from Sheffield City Council, Learn Sheffield, Public Health Sheffield, Notts County Council H & S Consultants and other best practice examples. It has been shared with Members, Trustees, Local Governors, H & S Committees, Staff and related party contractors for any comments, questions, additions or queries. It will be updated at LEAST weekly and will be shared on teams / published on the website with new additions **highlighted in yellow** for the Trust Board and Local Governing Bodies for information and if there are any major changes for approval by Trust Board and then will be re-circulated to the other parties mentioned. Parents and students will be kept up to date on any changes that affect them via Local Principals. As usual, each UTC will consider H & S at their weekly meetings and staff briefings. Local H & S Committees will be communicated with virtually during this time.

Hazards Considered (under routine, non-routine & emergency conditions) Step 1 (Clause 1.3)	Who might be harmed and how Step 2 (Clause 3)	Examples of Control Measures: Step 3 (Clause 3.3)	Risk Rating			Further action Step 3 Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls (PPE as a last resort)	Actions Step 4 (Clause 3.4)			Risk Rating					
			Severity	Likelihood	Risk Rating		Who/what (Name)	when (Date)	complete (Date)	Severity	Likelihood	Risk Rating			
Coronavirus Risk to UTC															
Information and Guidance from National Government.	Staff and students having appropriate, up to date knowledge on virus, transmission and risk.	<p>All staff to ensure that they read and keep themselves updated and follow the latest government and National Public Health England/ NHS guidelines via https://www.gov.uk/coronavirus https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>Up to date guidance will be distributed and communicated through the UTC community, including; Governors, Staff, Academy Trust etc. via email.</p> <p>Staff, parents and students must share information with their local UTC Principal regarding any COVID 19 symptoms and tests results to ensure any action required can be taken.</p> <p>Must follow current Foreign and Commonwealth Office (FCO) guidance on foreign travel and returning to the UK.</p>	L	M	L	<p>Posters to enforce washing of hands in all facilities and social distancing measures in place are around the UTCs.</p> <p>All staff, students to be briefed on the risk assessment so they are fully aware of any new procedures put in place relating to Coronavirus.</p> <p>Reinforce key messages throughout the UTC day and build into routine.</p> <p>Regular updates from SLT with any changes that may impact staff/ students.</p> <p>Local Principals to communicate regularly with parents / carers re Government guidance and advice</p> <p>LBi (Business & Operations Support Officer) to check daily for any new government guidance. In her absence NTh (Business & Operations Director) will fulfil this role. Updated guidance will be shared as soon as practical.</p> <p>Information to parents / carers on web-site</p> <p>Government guidance relating to schools and other educational settings is available via; https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</p> <p>Queries regarding COVID-19 in schools, other educational establishments and children's social care can be discussed via the DfE Coronavirus helpline, tel: 0800 046 8687/ dfecoronavirushelpline@education.gov.uk</p>	<p>All Staff, Students</p> <p>Admin Teams to put in place</p> <p>Staff briefed by SLT at each UTC</p> <p>Students briefed when they first attend and messages reinforced daily</p> <p>Weekly updates from local Principals</p> <p>Local Principals</p> <p>Daily check by Laura Bingham / Nicola Thornton</p> <p>Laura Bingham to send to SERO</p> <p>Checked daily</p>	<p>w/c 1/6/20</p> <p>w/c 1/6/20 and w/c 8/6/20</p> <p>w/c 15/6/20</p> <p>Ongoing</p> <p>Letter issued w/c 8/6/20</p> <p>Daily</p> <p>When sent out</p> <p>Ongoing</p>	<p>Completion date 10/6/20 Completed</p> <p>All staff coming in to the building briefed by 12/6/20 and reminded in Sept</p> <p>Ongoing</p> <p>Updates on 1 Sept inset day</p> <p>Ongoing</p> <p>Ongoing</p>	L	L	L			
			Increased Hygiene	Staff, children, visitors and contractors at risk of contracting or transmitting virus through poor hygiene.	<p>General reminders for hygiene.</p> <p>Effective handwashing facilities and availability of soap.</p> <p>Follow usual absence periods for sickness.</p>	M	M	M	<p>Posters in place with information around COVID-19 in all handwashing facilities around the building.</p> <p>Information has gone to students / parents / is available on the web-site especially the message of "Catch it, Bin it, Kill it" messaging (has been sent out previously).</p>	<p>Admin Teams to put in place</p> <p>Local Principals</p>	<p>w/c 1/6/20</p> <p>letter issued w/c 8/6/20</p>	<p>Completion date 10/6/20 Completed</p> <p>Completed Reminder in Sept</p>	M	L	L

UTC Risk Assessment - Return of All Students to the UTC for the Autumn Term 28 August 2020 WEBSITE

		<p>Increased enforced washing of hands after entering building, before and after eating.</p> <p>Put in place cleaning regimes for equipment so that it is left in between uses by different groups. (Plastic covers need to be left 72 hours and paper covers 24 hours)</p> <p>Students to have their own equipment e.g. pens, books, laptops where possible.</p> <p>Prop doors open where safe to do so (considering fire safety and safeguarding) to limit use of door handles and aid ventilation.</p> <p>Fire doors must not be propped open.</p> <p>Based on the number of staff/ students in the UTC decide how many wash stations are needed and if additional facilities are required.</p> <p>Provide hand sanitiser for the occasions when people can't wash their hands.</p>			<p>A cleaning member of staff will be in throughout the time whilst students are in to do spot cleans, high traffic areas e.g. toilets. The BSOs will also assist with cleaning when not on other BSO activities.</p> <p>Soap available and plenty of supplies in reserve. More supplies are already on order and more will be ordered in advance of when required.</p> <p>Hand sanitiser readily available at reception and in any classroom/ learning environments used.</p> <p>Staff to remind students on the importance of regularly washing their hands and using hand sanitiser in times in between hand washes.</p> <p>BSOs to monitor levels and report the need for additional supplies to Laura Bingham.</p> <p>All staff, students, contractors and visitors will be required to wash their hands for 20 seconds with soap and water or hand sanitiser at the following times as a minimum: Before leaving home, on arrival at the UTC, after using welfare facilities, after breaks, when changing classrooms, before and after eating and before leaving the UTCs. After they have coughed or sneezed following the Catch it, Bin it, Kill it protocol.</p> <p>UTC timetable amended to include further 5 minutes on break times to allow cleaning of tables, touch points to be carried out before next bubble enters the canteen, creative exchange or hall.</p> <p>Bins with lids, which are foot operated, used and emptied more regularly.</p> <p>Cleaners/ BSOs to do additional cleaning throughout the day. In particular, handrails and door handles.</p> <p>Cleaners/ BSO will be responsible for checking stocks of soap and hand drying facilities throughout the day.</p> <p>Based on updated guidance from the Government and Public Health Sheffield face masks will be required from 7 Sept 2020 in all communal areas of the UTCs. i.e. corridors / dining hall (unless eating and drinking)</p> <p>Principals to consider any exemptions to the wearing of masks – students will have a pass (similar to a toilet pass)</p> <p>Disposable Masks will be available for staff/ students who may have forgotten their own.</p> <p>Masks, aprons, gloves and eye protection are available for staff to use if any students show signs of the virus as per the guidance. Grab packs have been made for quick access if required.</p> <p>Training to be provided by Laura Bingham in the safe putting on and removal of PPE if required.</p>	<p>Nicola Thornton liaising with James Moylan re cleaning staff rota</p> <p>Cleaning supplies / Laura Bingham</p> <p>Supplies in the buildings and are in place where they need to be</p> <p>Staff reminded by Principals at briefings. Students reminded daily</p> <p>BSOs / Laura Bingham</p> <p>BSOs / staff to ensure this takes place</p> <p>Staff to ensure areas are cleaned before bringing new groups in to communal areas.</p> <p>More bins with lids ordered</p> <p>BSOs / cleaners</p> <p>BSOs / cleaners</p> <p>Principals to communicate with staff/ parents / students.</p> <p>Principals to communicate with staff/ parents / students.</p> <p>Distributed at Reception</p> <p>Laura Bingham to arrange</p> <p>Laura Bingham to provide information and training to all first aiders and all other staff</p>	<p>Has been ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Starting from Autumn term</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>From 7 Sept 2020</p> <p>From w/c 1 Sept 2020</p> <p>From 7 Sept 2020</p> <p>Top up packs if required</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Completed</p> <p>Initial supplies in place</p> <p>Supplies, posters and reminders in place</p> <p>Ongoing</p> <p>Supplies / poster in place</p> <p>To be put in place w/c 1 Sept</p> <p>In place</p> <p>From w/c 22/06/2020</p> <p>From w/c 22/06/2020</p> <p>Info sent to parents / info on website w/c 1 Sept 2020</p> <p>In place</p> <p>Information circulated – one to one training offered</p> <p>Information circulated – one to one training offered</p>			
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UTC Risk Assessment - Return of All Students to the UTC for the Autumn Term 28 August 2020 WEBSITE

					<p>Anti-bacterial wipes are be available for computer keyboards, mice, desks and any other equipment after each use. Staff and students advised that they must clean down after each use.</p> <p>Limit sharing of stationery items. If a student forgets e.g. a pen, they must be given a new one which they can then keep as their own.</p> <p>Any resources/ equipment used (e.g. text books, sporting equipment) to be regularly cleaned or rotated to allow them to be left unused and out of reach for 48 hours (72 hours for plastics) between use by different groups.</p> <p>Radios – staff must keep their own radio and ensure they clean it at the beginning and end of each day.</p> <p>Keys and lanyards – staff to ensure these are regularly cleaned and sanitised.</p> <p>Classrooms to be cleaned down at the end of each lesson with anti-bacterial spray and cloths which will be readily available in each room.</p> <p>Mobile phones – staff and students advised to clean these regularly and given information on how to.</p> <p>Computers in shared areas will not be used during breaks/lunch times to allow for cleaning between lesson times. IT Technicians will clean the computers after breaks/lunch and at the end of each day.</p> <p>Computers in shared spaces to only be utilised by Post 16 to ensure bubbles are kept separate.</p> <p>Photocopiers to be cleaned throughout the day by IT Technicians.</p> <p>Cleaning logs will be completed throughout the day by relevant staff.</p> <p>Hand sanitiser bollards (rather than just bottles) at the front and back entrance to building. These are foot pump operated to eliminate touching.</p> <p>Non-alcohol hand sanitiser will also be available.</p>	<p>Distributed by BSOs Staff</p> <p>Supplies from Reception</p> <p>Principals to remind staff at briefing</p> <p>Principals to remind staff at briefing</p> <p>Principals to remind staff at briefing</p> <p>Staff to keep on top of cleaning their own classroom</p> <p>Info to staff & students</p> <p>Principals to remind staff at briefing</p> <p>Students made aware / areas cordoned off</p> <p>Principals to remind staff at briefing</p> <p>Cleaning staff, BSO's</p> <p>BSO's</p> <p>BSOs / Admin to have stock</p>	<p>Ongoing</p> <p>Ongoing</p> <p>To be in place from Autumn term</p> <p>Principals letter/ info and on website w/c 8/6/20</p> <p>From Autumn Term</p> <p>From Autumn term</p> <p>From Autumn Term</p> <p>From Autumn Term</p> <p>From Autumn Term</p> <p>From Autumn Term</p>	<p>In place – reminders Sept</p> <p>Initial briefings have happened and "Things to remember" sheet distributed but will be ongoing</p> <p>On-going</p> <p>On-going</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Some stock on site – more ordered.</p>						
<p>Increased risk of transmission due to increased staff / students working in close proximity.</p>	<p>Staff, Students at risk of contracting / transmitting virus</p>	<p>Minimise contact and mixing of groups.</p> <p>Reduce contact between staff and students as far as possible.</p> <p>Utilising outdoor space.</p> <p>Key Stage 4 / 5 small groups wherever possible, in some cases due to the range of curriculum subjects this may need to be the size of a year group.</p> <p>Minimise use of public transport where possible and avoid peak times if no other form of transport for students and staff travelling to UTC.</p> <p>All systems to remain energised in normal operating mode. Where mechanical ventilation is present, re-circulatory systems should be adjusted to full fresh air. If this is not possible, systems should be operated as normal. Ventilation to chemical stores should remain operational.</p> <p>Avoid large gatherings such as assemblies with more than one group.</p> <p>Consider arrangements for shared staff spaces to support social distancing. Minimise use of staff rooms whilst maintaining break times for staff.</p>			<p>Main entrance will be open and barriers will be lifted to avoid students touching barriers on entry.</p> <p>Main entrance doors are automatic so no need for contact</p> <p>Students to enter the building between 8am – 8.40am to allow for a flow and there will be staggered finish times.</p> <p>Breaks/ lunches are separate to allow segregation between year group bubbles.</p> <p>Post 16 encouraged to eat off site where possible but there will be designated Post 16 areas to sit in the dining areas.</p> <p>Areas / rooms designated for year groups to gather if not eating in the dining room for breakfast.</p> <p>2 metre markings have been added to the floor in the main entrance area</p> <p>Staff to be on duty outside and inside to remind students to remain socially distant where possible.</p> <p>Controlled entrance / exit by staff ensuring students are sent straight to hand washing. Staff on duty to monitor.</p>	<p>All staff / students</p> <p>BSO's</p> <p>Principals to liaise with parents</p> <p>Principals to contact Post 16</p> <p>Principals</p> <p>BSOs</p> <p>Principals to rota</p> <p>Principals to rota</p>	<p>In place</p> <p>In place</p> <p>From Autumn term</p> <p>From Autumn term</p> <p>From Autumn Term</p> <p>From Autumn term</p> <p>In Place</p> <p>w/c 1/9/2020</p> <p>w/c 1/9/2020</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Completed</p> <p>Ongoing</p> <p>Continual monitoring</p>						

UTC Risk Assessment - Return of All Students to the UTC for the Autumn Term 28 August 2020 WEBSITE

					<p>One-way circulation plan to be put in place around the building to avoid passing on corridors.</p> <p>Hazard tape to be placed in working areas where required to assist staff and students to maintain social distancing.</p> <p>Lifts not to be used by students unless absolutely necessary which will have to be pre-arranged with Principal/ B&OD.</p> <p>Only one person will be allowed in a lift at any one time.</p> <p>Stagger start/ finish and break/ lunch times as required. Different year groups breaks and lunches will be taken at different times and in different locations if possible utilising different locations – outside / canteen / terrace. Any locations that have different groups for break times will be cleaned between each use during extra 5 minute window that has been added between lunches/ breaks.</p> <p>Workstations / tables not required will be either removed / blocked off.</p> <p>Classroom layouts to be altered to offer side by side desks facing forwards, not face to face.</p> <p>Staff must ensure students enter / exit classrooms in a timely fashion and avoid queueing in corridors for longer than necessary.</p> <p>Teachers must ensure distance as far as practicable from students in classrooms, teaching from the front/ back wherever possible.</p> <p>Toilets will be monitored by staff to ensure only students from the same year group are in the toilets at any one time wherever possible.</p> <p>Students to stay within their year groups when in the UTC wherever possible.</p> <p>Staff and students briefed on expectations and protocols.</p> <p>Open windows in working areas where possible – staff advised to do so and BSOs to assist opening and closing windows every day.</p> <p>Advice has been sought from Notts CC H&S and mechanical engineers through TSC re air conditioning. As the UTCs draw in fresh air and expels to the outside this is considered less of a risk than having no air flow in the building.</p> <p>Individual risk assessments have been carried out for staff who have previously been classed as clinically vulnerable/ clinically extremely vulnerable. All individual risk assessments must be reviewed and signed for start of Autumn term.</p> <p>Kitchen/ staff room areas – staff need to clean down the area they have been working in before and after use.</p> <p>IT staff will "remote" onto staff and students machines wherever possible and staff to e-mail the IT Team with any issues / password resets rather than sending students.</p> <p>Staff should maintain a 2m distance from each other, and from students wherever possible.</p> <p>If staff are unable to maintain the 2 metre distancing they should avoid close face to face contact and minimise time spent within 1 metre of anyone</p>	<p>Principals to communicate to staff and students</p> <p>Laura Bingham / BSOs to complete</p> <p>All staff and students briefed</p> <p>Notices placed on doors by admin</p> <p>Principals to liaise with parents re timetable changes</p> <p>Laura Bingham to liaise with BSOs</p> <p>Teaching staff and pastoral support</p> <p>Teaching staff</p> <p>Staff, LM's</p> <p>Staff/ students to be briefed before return to UTC</p> <p>Staff & students briefed</p> <p>BSO's</p> <p>SCC, Laura Bingham, Nicola Thornton</p> <p>Principals/ Nicola Thornton / Laura Bingham</p> <p>All staff</p> <p>Principals to advise staff / students</p> <p>BSO/ Laura Bingham</p> <p>All staff</p>	<p>w/c 1/9/2020</p> <p>w/c 1/9/2020</p> <p>w/c 17/08/2020</p> <p>In place</p> <p>w/c 1/9/2020</p> <p>w/c 03/08/2020 ongoing</p> <p>w/c 03/08/2020 ongoing</p> <p>Start of autumn term</p> <p>Ongoing</p> <p>ongoing</p> <p>start of Autumn term</p> <p>w/c 1/9/2020</p> <p>w/c 15/6/2020</p> <p>Ongoing</p> <p>w/c 1/6/2020 and w/c 8/6/2020 review to take place before Autumn term</p> <p>start of autumn term</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Completed</p> <p>Completed</p> <p>To be completed w/c 17/08/2020</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</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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UTC Risk Assessment - Return of All Students to the UTC for the Autumn Term 28 August 2020 WEBSITE

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						Local Principals	From Autumn term					
Students / staff identified as at increased risk to exposure of COVID-19.	Staff, students, visitors and contractors may be exposed to COVID-19.	<p>From 1st August 2020 students who are deemed extremely clinically vulnerable can return to school.</p> <p>Students who are extremely clinically vulnerable must take extra care to maintain social distancing and maintain good hand hygiene.</p> <p>Identify students who are clinically extremely vulnerable and clinically vulnerable.</p> <p>Support staff to communicate appropriately with their most vulnerable children and health care plans updated where necessary.</p> <p>Health care plans and arrangements for supporting medical needs of students to be communicated to relevant persons only.</p> <p>Discuss with employees what their personal risks are and identify what we need to do in each case</p> <p>Identify how and where someone in one of these categories will work in line with current government guidance</p> <p>If they are coming into work identify how you will protect them through social distancing and hygiene procedures</p> <p>Some students 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 the UTC in September</p>				<p>All staff, students and parents</p> <p>Laura Bingham / Nicola Thornton to check for updates and send out as soon as practical.</p> <p>Principals to advise parents / staff and information to be on the web-site.</p> <p>Principals to liaise with staff</p> <p>Principals/ SLT to liaise with staff / students</p> <p>Principals to liaise with staff and SLI to liaise with any parents relating to students.</p> <p>Principals / SLI to liaise</p>	<p>Ongoing</p> <p>Communications have been taking place</p> <p>Staff – w/c 1/6/20 and students from w/c 8/6/20</p> <p>Review Autumn term</p> <p>When guidance has been issued</p> <p>Ongoing as guidance is released</p>	<p>Ongoing</p> <p>Completed</p> <p>Ongoing</p> <p>Ongoing</p>				
Staffing	Staff at risk of becoming unwell and unable to attend the UTC due to self-isolation periods.	<p>Staff to be in the UTC for the start of the Autumn term.</p> <p>Staff to avoid public transport where possible.</p> <p>Staff identified as vulnerable will have an individual risk assessment carried out</p> <p>Regular communication with staff.</p> <p>Consider if vulnerable employees can continue working from home where possible.</p> <p>Line Managers to discuss medical needs disclosed by staff and support mechanisms implemented.</p> <p>As a general principle, pregnant women are in the clinically vulnerable category and are advised to follow the clinically-vulnerable people guidance.</p> <p>Employees who are extremely clinically vulnerable must take extra care to maintain social distancing and maintain good hand hygiene.</p> <p>Teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</p> <p>Where staff need to move between classes and year groups, they should try and keep their distance from students and other staff as much as they can, ideally 2m from other adults.</p> <p>Wherever possible staff should stay at the front of the class to teach lessons.</p> <p>If there are shortages of teachers, then teaching assistants/LSA can be allocated to lead a group or cover</p>				<p>Staffing and timetable considered for teaching staff with additional back up plans in case of staff sickness / self-isolating. Ensure there is appropriate SLT, Safeguarding, First Aid, Fire marshals and building services coverage at all times.</p> <p>Work areas have been amended to ensure social distancing can be maintained in work area.</p> <p>Admin areas restricted to Admin / SLT staff. Staff can use the big photocopier but must clean the touch screen before and after each use. Smaller photocopiers in Admin office not to be used by any staff other than Admin/ SLT.</p> <p>Offices have been assessed to ensure social distancing. In addition to the 2 metre rule wherever possible desks will be either side by side or back to back rather than face to face.</p> <p>First Aiders, where possible, to avoid coming into close contact with students. Masks, aprons, eye protection and gloves must be worn by first aiders should they need to administer first aid urgently to a student where social distancing cannot be maintained. CPR guidance also given. Training will be given to first aiders in the safe use of these – Laura Bingham to undertake.</p> <p>All individual risk assessments must be completed and signed before a staff member returns to the UTC or on the first morning back if they are happy to attend to undertake this, otherwise a virtual meeting is allowed but the risk assessments must be signed upon arrival at the UTC.</p> <p>BAME staff have been highlighted as being at risk, monitoring of national guidance relating to any identified measures to minimise risk</p>	<p>Principals staffing plans</p> <p>Exec Team / Principals / BSOs</p> <p>Staff advised</p> <p>Principals / Exec</p> <p>“PPE packs” made up by Laura Bingham to be kept in the first aid room and Reception.</p> <p>Exec / Principals</p> <p>Laura Bingham / Nicola Thornton</p>	<p>Ongoing</p> <p>w/c 1/6/2020</p> <p>w/c 1/6/2020</p> <p>w/c 1/6/2020</p> <p>PPE packs in place w/c 1/6/2020. Training w/c 8/6/2020. Updates Sept 2020 if required</p> <p>w/c 1/6/2020 and 8/6/2020</p> <p>On going</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>			

UTC Risk Assessment - Return of All Students to the UTC for the Autumn Term 28 August 2020 WEBSITE

		lessons if working under the direction of qualified or nominated teacher.				Any individual risk assessments for staff MUST be completed in conjunction with the employee and manager. Both parties MUST sign the risk assessment. Regular communication for both parties to discuss concerns and additional / reduced control measures. The risk assessment MUST be reviewed by both the employee and manager regularly and updated to reflect any changes to arrangements.	Exec / Principals	w/c 1/6/2020 and w/c 8/6/2020	Completed			
						Staff with any concerns about returning to work, including travel arrangements etc. to discuss with Principal / Nicola Thornton.	Staff advised	w/c 1/6/2020 and w/c 8/6/2020	Ongoing if any issues			
Student or Staff Member begins to feel unwell / display symptoms of Coronavirus in the UTC	Staff, Students at risk of contact with potentially infected persons.	<p>All staff to be informed on the key symptoms to look out for.</p> <p>Parents provided with key information on symptoms and what to do if they think their child is presenting symptoms.</p> <p>Contact parents straight away and send home any students with any symptoms. e.g. persistent cough, shortness of breath, high temperature, loss of smell and taste.</p> <p>999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.</p> <p>Increase time of exclusion from the UTC for those with symptoms.</p> <p>Hand washing when entering and leaving the building for all staff and students.</p> <p>Additional cleaning including deep cleans of areas where a symptomatic individual has spent time and objects / surfaces they have come into contact with MUST be suitably cleaned and / or disinfected and then isolated for 72 hours.</p> <p>Staff / students and members of their household who are experiencing COVID-19 symptoms are eligible for testing. Staff to be encouraged and advised to take up testing as soon as possible.</p> <p>Staff, parents and students must inform their local UTC of test results.</p> <p>Line Managers will maintain regular contact with staff members during periods of absence and seek further advice from HR where required.</p> <p>Follow NHS Test and Trace process.</p>				<p>Contact relevant agencies, e.g. LA, Public Health England</p> <p>Staff / students advised to self-isolate for at least 10 days if they present symptoms. Parents informed via email of the requirement to keep students at home if presenting with symptoms of COVID-19 and to contact NHS 111 for advice.</p> <p>If child becomes ill at the UTC the staff member who stays with them until they leave the building must wear a mask, disposable apron, eye protection (goggles) and disposable gloves if they cannot maintain 2m distance.</p> <p>Staff who have supported unwell colleagues / students (with a new, continuous cough, high temperature or anosmia) do not need to go home unless they develop symptoms (in which case they should arrange a test), or the individual subsequently tests positive or they have been requested to by NHS Test and Trace. Staff MUST wash hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>Students displaying symptoms should be in a room that can be well ventilated and isolated from other students until they are picked up or leave the premises with parental consent. The room must if possible have the following:</p> <ul style="list-style-type: none"> ▪ A door that can be closed ▪ A window which can be opened for ventilation ▪ Access to separate bathroom if required ▪ An exit route enabling student to exit without re-entering main building. ▪ Signage to be displayed stating no entry. <p>Record information of any staff / students that the person presenting symptoms has been in contact with and monitor for 14 days.</p> <p>Forehead thermometers at each setting to use to check staff / students temperatures if they begin feeling unwell.</p> <p>Closely following guidance from DfE and Public Health England.</p> <p>Advise via letters home via e-mail / website that parents keep abreast of the current advice over self-isolating. Symptomatic individuals must self-isolate for at least 10 days and should arrange a test to determine if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic individual first had symptoms. The government stay at home guidance is available at: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Information to parents giving them general information about sickness and the key next steps e.g. closure of a class/ UTC or carry on etc.</p> <p>All absence is recorded and will include any symptoms relating to virus including a separate symptoms tracker to record any possible illness linked to Coronavirus.</p>	SLT, Staff, LA	Ongoing	Complete, but will need continuously replacing			
							Information sent out regularly by Principals	Ongoing				
							"PPE packs" have been made up for ease of access at First Aid and Reception.	In place 1/6/2020				
							Staff advised – guidance documents circulated to staff	w/c 8/6/2020	Guidance in place	M	L	L
							Rooms allocated on a daily basis in case one has been used the previous day.	Ongoing				
							PAs to collate	Ongoing	In place			
							Kept on Reception	Ongoing				
							Laura Bingham / Nicola Thornton to check. Principals to send out any updates to parents. Laura to put information on the website.	Ongoing				
							Principals	Ongoing	Ongoing			
							PA's	Ongoing	Ongoing			

UTC Risk Assessment - Return of All Students to the UTC for the Autumn Term 28 August 2020 WEBSITE

					<p>Have regular contact with parents of sent home students to carry out wellbeing checks</p> <p>Contact cleaners to arrange deep cleans required. BSO's briefed to clean classroom/ area if a student goes home ill / deep clean.</p> <p>Anyone who display symptoms of COVID-19 can be tested. Employers can register and refer self-isolating staff, and employees are able to book a test directly for themselves or members of their households who are exhibiting symptoms.</p> <p>Employees can choose to visit one of the drive-through testing sites across the country or receive a home testing kit.</p> <p>To obtain a login to the employer referral portal, employers of essential workers should contact: portalservice@dhsc.gov.uk</p> <p>The government guidance on coronavirus (COVID-19) getting tested is available via: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>Staff, parents and students must inform their local UTC immediately of any tests undertaken and results received.</p> <p>Follow DFE / Govt advice re what to do if someone tests positive.</p> <p>Test, track and trace initiative – advise staff, parents and students that they must follow the Government guidance.</p>	<p>Principals to liaise with pastoral staff</p> <p>Laura Bingham / Nicola Thornton / Principals</p> <p>Staff and parents are aware of expectations</p> <p>Staff aware of expectations and regularly briefed</p> <p>Staff/ parents briefed</p> <p>Staff briefed on expectations</p> <p>Nicola Thornton/ Principals</p> <p>Staff informed and given information on Test, Track and Trace</p>	<p>Through briefings / Principals letters next one w/c 8/6/2020</p> <p>Ongoing</p> <p>Reminders during briefings with staff</p> <p>Reminders given during briefings</p> <p>Information given to staff, regular updates by Principals</p> <p>Letters sent home</p> <p>Ongoing</p> <p>Ongoing, info sent to staff and parents</p>					
Remote Learning	Staff / Students not able to attend the UTC due to period of self-isolation – risk to individual education.	<p>Continue learning activities</p> <p>Use of technology to deliver classes via teams.</p>	M	M	M	<p>All teaching staff informed to upload core work to 'Show My Homework' / Teams in case of lockdown situation / students self-isolating.</p> <p>Staff should aim to give feedback on tasks at least 48 hours after the lesson has been set.</p> <p>Emergency contact list for students and staff to be uploaded to secure SLT Teams area – password protected.</p> <p>Revision materials available online through UTC website.</p> <p>Printed work sent home if they are unable to access online materials.</p> <p>Supply staff will be used if required to cover teaching staff sickness if required.</p> <p>Post-16 to continue to work from home where possible when not in timetabled lessons.</p>	<p>All staff</p> <p>All staff</p> <p>PA's</p> <p>All staff</p> <p>Teaching staff</p> <p>Local PA's/ Principals</p> <p>Principals to review this.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>In place w/c 1/6/2020 and 8/6/2020</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>In place</p> <p>In place</p> <p>In place</p>	M	L	L
Break/ Lunch Time – high traffic areas such as canteen	Students at risk of spreading/ contracting the virus in common use high traffic areas.	<p>Areas where people will congregate need to be monitored.</p> <p>Areas where there are pinch points meaning people can't meet social distancing measures, e.g. narrow corridors, kitchen servery.</p> <p>Liaise with Taylor Shaw to ensure distancing measures are followed.</p> <p>Face coverings to be worn in communal areas by staff and students</p>	M	L	L	<p>Encourage students to bring their own water bottles for the day they are in attendance. Notices have been put on the water fountains directing students to use bottles only.</p> <p>Slightly longer breaks and lunches to be taken in year groups to ensure only students in their year group bubble are on the same breaks.</p> <p>One-way system in the canteen to ensure students queue up orderly to order food from the kitchen and take it to a seat with minimal contact.</p> <p>Outdoor terrace to be opened during lunch/ break times to ensure air flow.</p> <p>The UTC catering provision will be operating as normal. All current students must have their ID cards with them and their accounts topped up for cashless catering. Y9 students will be able to have a grab-bag on 2nd, 3rd and 4th Sept until their accounts have been activated and topped up.</p> <p>Breakfast provision will be zoned in the canteen into specific year group bubbles. Post 16 will have designated areas in the dining halls.</p>	<p>Principals to advice in letters home and posters in place.</p> <p>From August Term</p> <p>Principals/ Nicola Thornton/ Laura Bingham</p> <p>BSO</p> <p>Taylor Shaw Catering</p> <p>Principals/ Staff on Duty</p>	<p>w/c 8/6/2020</p> <p>From August Term</p> <p>To be put in place over the summer</p> <p>From Autumn Term</p> <p>From Autumn Term</p> <p>From Autumn Term</p>	<p>In Place</p> <p>In place from Autumn term</p>	M	L	L

UTC Risk Assessment - Return of All Students to the UTC for the Autumn Term 28 August 2020 WEBSITE

				<p>Minimise self-serving provision wherever possible.</p> <p>Face coverings to be worn by staff and students in communal areas i.e. corridors / dining room.</p> <p>Government guidance relating to the safe putting on and removal of PPE is available via: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</p>	Taylor Shaw Catering	From Autumn term					
Use of face coverings in education settings to minimise transmission of COVID-19.	Employees, students, contractors and visitors may be exposed to COVID-19.	<p>National Govt advice is that if the school is in an area subject to a local lockdown students in year 7 and above will be required to wear face coverings in school corridors (and other communal spaces where social distancing cannot be maintained).</p> <p>Where lockdown does not apply - Head teachers may decide to use their discretion to require face covers in communal areas, where social distancing is not possible.</p> <p>Face coverings MUST be worn correctly to avoid inadvertently increase the risks of transmission Staff and students are provided with clear instructions regarding how to put on, remove, store and dispose of face coverings.</p> <p>Hands must be washed before and after touching face coverings (including to remove or put them on).</p> <p>Face coverings to be stored in individual, sealable plastic bags between use.</p> <p>If face coverings become damp, they should not be worn and replaced carefully.</p> <p>Face coverings are not deemed necessary in classrooms even where social distancing is not possible.</p>		<p>Government guidance for face coverings: when to wear one and how to make your own is available via: https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</p> <p>Students and staff will be provided with clear instructions regarding how to put on, remove, store and dispose of face coverings via information from tutors / Principals / web-site / staff meetings</p> <p>If staff or students are unable to access a face covering, or where they are unable to use their face covering (e.g. having forgotten it, becoming soiled or unsafe), a small contingency supply is available from Reception.</p> <p>Some individuals are exempt from wearing face coverings. For example, people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate.</p> <p>Government guidance for face coverings in education is available via: https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p>	Local Principals to send out info to parents / students	w/c 31/8/2020					
			M	M	L	Principals to brief staff 1/9/20 Students to be advised via tutors Info on website	1/9/2020 w/c 31/8/2020 w/c 7/9/2020	Complete	M	L	L
Staff/ student wellbeing	Staff and students may feel anxious about returning to work following lockdown.	<p>Regular communication and updates.</p> <p>Awareness of safeguarding students reporting procedures and designated safeguarding lead.</p> <p>Involve workers in completing risk assessments so they can help identify potential problems and identify solutions.</p> <p>Keep workers updated on what is happening so they feel involved and reassured</p> <p>Share information and advice with workers about mental health and wellbeing</p>	M	M	M	<p>SLT to monitor</p> <p>Safeguarding leads</p> <p>Principals</p> <p>The Listening Service</p> <p>Nicola Thornton/ Laura Bingham</p> <p>Principals to communicate to staff</p>	<p>Ongoing</p> <p>Continuous focus</p> <p>Continuous focus</p> <p>Ongoing</p> <p>w/c 13/07/2020 w/c 17/8/20</p> <p>before Autumn term</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>In place</p> <p>In place</p>	M	L	L
Practical lessons/ Educational visits	Staff and students at risk of being exposed to Covid-19 through activity or sharing of equipment.	<p>Prioritise outdoor sports where possible or large indoor spaces.</p> <p>Scrupulous attention to cleaning and hygiene because of the way people breathe during exercise.</p> <p>Should refer to guidance from AfPE, Sport England and Youth Sport Trust for further information.</p> <p>Where possible Staff are to maintain a safe distance between each other (2 metres where possible). Students must be encouraged to do the same where possible.</p> <p>Ensure hand sanitisers / gels are made available for staff and students</p>				<p>Cleaners, PE dept</p> <p>Principals</p> <p>PE staff aware</p> <p>PE Staff aware</p> <p>PE Staff aware</p> <p>Engineering dept aware</p>	<p>From Autumn term</p> <p>In place</p> <p>From Autumn term</p> <p>In place</p> <p>From Autumn term</p> <p>From Autumn term</p> <p>From Autumn Term</p>	<p>From w/c 31/8/2020</p> <p>In place</p> <p>From w/c 31/8/2020</p> <p>From w/c 31/8/2020</p> <p>From w/c 31/8/2020</p> <p>From w/c 31/8/2020</p>			

UTC Risk Assessment - Return of All Students to the UTC for the Autumn Term 28 August 2020 WEBSITE

					<p>Classroom to be regularly cleaned in between classes. Wipes and antibacterial spray to be made available in all classrooms</p> <p>Engineering workshops / kit to be used by bubbles and then left for 72 hours in between bubbles.</p> <p>Health – (OLP & DERBY)</p> <p>Meticulous cleaning of equipment and classrooms in between uses by different groups.</p> <p>Demonstrations carried out by teacher where possible to avoid all students using equipment.</p> <p>Science – (ALL UTCs)</p> <p>Practical experiments to be carried out by the teacher as a demonstration where possible to reduce the requirement for whole class practical activities.</p> <p>Meticulous cleaning of equipment and classrooms in between uses by different groups adhering to CLEAPPS guidance.</p> <p>Art – (CITY)</p> <p>There will be sufficient resources to allocate to specific groups.</p> <p>Staff to remain a safe distance from students at all times.</p> <p>Educational Visits -</p> <p>Educational Visits will be postponed until at least until October half term. Any employer engagement activity will be undertaken following the guidance.</p> <p>Enrichment activities, in line with the normal process of the UTCs, will not commence until after October half-term and will be reviewed in line with the guidance at the time.</p>	<p>Cleaners/ Engineering dept</p> <p>Engineering CD</p> <p>Cleaners/ Health dept</p> <p>Health dept</p> <p>Science dept</p> <p>Science dept/ cleaners</p> <p>Art dept</p> <p>Principals to remind staff</p> <p>Principals communicated to staff</p> <p>Principals communicated to staff</p>	<p>From Autumn term</p> <p>From Autumn term</p> <p>From Autumn Term</p> <p>From Autumn Term</p> <p>From Autumn Term</p> <p>From Autumn term</p> <p>Regular briefings with staff</p> <p>From Autumn term</p> <p>From Autumn term</p>	<p>From w/c 31/8/2020</p> <p>In place until guidance changes</p> <p>In place until guidance changes</p> <p>In place</p> <p>In place</p> <p>In place until guidance changes</p> <p>In place until guidance changes</p>				
Deliveries, visitors, contractors and maintenance on site	Employees, students, contractors and visitors may be exposed to COVID-19.	<p>Only essential repairs and maintenance should be carried out.</p> <p>Keep deliveries to a minimum with essential items only.</p> <p>Local supply chains must be used to source PPE, cleaning materials and hygiene products.</p> <p>Emergency plans in place if there is an unmet urgent need for PPE, cleaning materials and hygiene products to operate safely.</p> <p>Avoid and discourage any unnecessary visitors to site.</p> <p>Signing in procedures to include the contact details of individual for NHS Test and Trace purposes</p> <p>Contractors aware regarding the policy on face masks.</p>	M	M	M	<p>Essential maintenance, e.g. alarm checks, water flushing carried out by BSO weekly.</p> <p>Contractors only attend if absolutely necessary and social distancing measures in place at all times. BSO / Business and Operations Officer to conduct contractor induction and ensure they follow procedures that are in place on arrival before working on site.</p> <p>All contractors/ visitors sign in on arrival and sign to say that they have read and understood the Coronavirus guidance that the UTC has implemented.</p> <p>There is a section on the sign-in sheet in the last column to provide contact number solely for the purpose of test and trace. After 21 days contact information will be securely disposed of.</p> <p>Limited to only essential visitors and badges will be cleaned before and after use.</p> <p>Cleaning Supervisors will be responsible for ordering and checking stocks of cleaning products.</p> <p>BSO / Business and Operations Support Officer will be responsible for checking stocks of PPE and ordering additional where needed.</p> <p>Where there is an unmet urgent need for PPE please contact the nearest local resilience forum for support, information accessible via: https://www.gov.uk/guidance/local-resilience-forums-contact-details#england</p> <p>Orders to be left outside by delivery driver and brought in by BSO where possible.</p> <p>Contractors that regularly work on site – protocols and briefings in place to ensure service can be provided safely. RA shared and any updates sent through. Contractors have their own risk assessments.</p>	<p>SLT, Sheffield College</p> <p>BSO / Laura Bingham</p> <p>BSO/ Laura Bingham</p> <p>BSO/ Laura Bingham</p> <p>Reception</p> <p>Cleaning sups / Laura Bingham</p> <p>BSO / Laura Bingham to check at least weekly</p> <p>BSO</p> <p>Laura Bingham / Nicola Thornton to liaise with key contacts to ensure staffing is available and joint</p>	<p>In place</p> <p>In place</p> <p>In place</p> <p>In place 13/08/2020</p> <p>In place</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>In place 13/08/2020</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	M	L	L

UTC Risk Assessment - Return of All Students to the UTC for the Autumn Term 28 August 2020 WEBSITE

						Contractors are aware of the policy on face coverings when they attend each site	briefings ongoing. BSO / Laura Bingham	From w/c 7/9/20				
Risk of fire and delayed evacuation due to insufficient fire safety management	Staff, students, visitors and contractors and members of the public may be subject to serious injury/ death in the event of a fire.	<p>Review fire risk assessment to take into account any changes to the use of building or rooms within it.</p> <p>Consider any new fire hazards which may have been introduced. e.g. increased supplies of PPE, sources of fuel, waste.</p> <p>Doors propped open (to minimise contact and aid ventilation) must be closed on sounding of the fire alarm (during emergency evacuation) and at the end of the school day.</p> <p>Fire doors must not be propped open.</p> <p>Fire evacuation routes to be kept clear at all times.</p> <p>Safe egress from the building must be considered during any reconfiguration of a room layout / usage.</p> <p>Review fire assembly point to maximise social distancing whilst maintaining safe distance from building.</p> <p>PEEP's must be reviewed to ensure support can be provided for staff / students.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases MUST be managed by:</p> <ul style="list-style-type: none"> Placing in a plastic rubbish bag – tied when full. Plastic bag placed in a second bin bag and tied. Bins MUST be emptied regularly throughout the day <ul style="list-style-type: none"> Placed in a suitable and secure place and marked for storage until the individual test results are known. Waste can be disposed of when a negative test result is known or after the waste has been stored for 72 hours. <p>Alcohol hand gel MUST NOT be kept in cars due to fire risk in hot temperatures.</p>	M	M	L	<p>BSO will be responsible for daily checks of the UTC building to ensure fire evacuation routes are kept clear.</p> <p>Fire alarm checked weekly by BSO.</p> <p>Emergency lighting checked regularly by BSO for failures and reported through TSC.</p> <p>Staff to ensure groups are kept separate outside and are lined up at 1 metre intervals.</p> <p>Business and Operations Support Officer / SLT will be responsible for reviewing PEEP's regularly and amending support plans as required.</p> <p>Doors to be opened prior to students walking to classroom / work area where possible and closed after.</p> <p>Fire doors not to be propped open (unless on hold openers like OLPs corridor doors and then these must be left open)</p> <p>All cleaning supplies stored safely in cleaning cupboards.</p> <p>Carry out fire drill on the first week of term to ensure all staff and students are aware of how to evacuate building whilst maintaining distancing where possible. Students and staff must wash hands when re-entering the building.</p> <p>If storing waste (i.e. used tissues, disposable cloths, disposable gloves) prior to disposal due to confirmed or suspected COVID-19, ensure this does not create any additional hazards:</p> <ul style="list-style-type: none"> Fire risk Impede emergency exit routes Trip hazard. Away from students <p>Bins used for tissues / wipes must be regularly checked and emptied throughout the day by cleaning staff / BSO.</p> <p>Bins with lids used to ensure "Catch it, bin it, kill it" protocols.</p>	BSO BSO BSO Fire controller Laura Bingham / SLT BSO to check Staff advised / BOS / SLT to check Cleaners / BSOs Principals/ Nicola Thornton/ Laura Bingham Staff advised, BSO and Laura Bingham to check building regularly for any hazards Cleaning Staff/ BSO's BSO	Daily Weekly Ongoing Ongoing Daily Daily Ongoing Start of Autumn Term In place In place In place In place	Ongoing Ongoing Ongoing Ongoing Ongoing In place In place In place In place In place In place In place	M	L	L
Management of confirmed cases of COVID-19 amongst the UTC community / risk of a local lockdown	Employees, students, contractors and visitors may be exposed to COVID-19.	<p>Senior Leadership must ensure they understand the NHS Test and Trace process and how to contact the local Public Health England health protection team.</p> <p>Communicate to staff and parents the arrangements for NHS Test and Trace and their responsibility to follow requirements.</p> <p>Request staff and parents to inform the UTC immediately of the results of a test and take action accordingly.</p> <p>Take immediate action to contact the local health protection team once aware of someone who has attended the UTC has tested positive for COVID-19.</p> <p>The local health protection team will support the UTC and guide them through actions. This will include sending home individuals who have been in close contact with the person testing positive advising them to self-isolate for 14 days.</p> <p>A record of students and staff in each group and any close contact that takes place between children and staff in different groups MUST be maintained to support the NHS Test and Trace initiative. This must be a proportionate recording process and not overly burdensome.</p> <p>The names or details of people with COVID-19 MUST NOT be shared unless <u>essential</u> to protect others.</p> <p>Evidence of negative test results or other medical evidence MUST NOT be requested before admitting children or welcoming them back after a period of self-isolation.</p>	M	L	L	<p>Contact information for local Public Health England health protection teams are available via: https://www.gov.uk/guidance/contacts-phe-health-protection-teams</p> <p>Staff informed about the NHS Test and Trace process and their responsibilities to follow requirements via staff briefings.</p> <p>Parents provided with information about NHS Test and Trace process and their responsibilities to follow requirements via letters home.</p> <p>Staff and students MUST NOT come into the UTC if they have symptoms and must be sent home to self-isolate if they develop them in the UTC.</p> <ul style="list-style-type: none"> Book a test if displaying symptoms via: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested. Provide details of anyone they have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace. Self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive for COVID-19. <p>COVID-19 tests can be booked via the links below:</p> <ul style="list-style-type: none"> https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested Ordered by phone NHS 119 (for those without access to the internet). <p>On receiving test results the following action must be taken:</p>	Exec /SLT Team Principals Principals Principals to inform parents and staff of process Local Principals to share information	In place Ongoing reminders via staff briefings Info to be sent home before Autumn term Info to be shared via emails home and staff briefings before Autumn term Info to be shared via emails home and staff briefings before Autumn term	In place To be sent out before Autumn term To be sent out before Autumn term To be sent out before Autumn term To be sent out before Autumn term	M	L	L

UTC Risk Assessment - Return of All Students to the UTC for the Autumn Term 28 August 2020 WEBSITE

		<p>If two or more confirmed cases are received within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, then work must continue with the local health protection team to act to reduce a possible outbreak.</p> <p>Develop contingency plans for possible local outbreaks.</p> <ul style="list-style-type: none"> - Remote education to be available for all students who need it. - Have high quality online and offline resources. - Provide printed resources for students who do not have online access. 			<ul style="list-style-type: none"> • A negative test result – if they feel well and no longer have COVID-19 symptoms they can stop self-isolating. Other members of their household can stop self-isolating. • A positive test result – follow the stay at home guidance and MUST continue to self-isolate for at least 7 days from the onset of their symptoms and then return to the UTC only if they do not have symptoms other than cough or loss of sense of smell/taste. Continue to self-isolate if they have a high temperature – until it returns to normal. Other members of their household should continue self-isolating for the full 14 days. <p>To assist with the NHS Test and Trace Process, close contact means:</p> <ul style="list-style-type: none"> • Direct close contacts – face to face contact with an infected individual for any length of time, within 1m, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin). • Proximity contacts – extended close contact (within 1 – 2 metres for more than 15 minutes) with an infected individual. • Travelling in a small vehicle with an infected person. <p>In some instances, a positive case of COVID-19 may require reporting to the Health and Safety Executive (HSE) under the RIDDOR Regulations 2013:</p> <ul style="list-style-type: none"> • An unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence. • A worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease, or; • A worker dies as a result of occupational exposure to coronavirus. <p>Before submitting the RIDDOR report please contact the H&S Team for further advice and support via hands@nottsc.gov.uk</p> <p>BSO to still carry out essential maintenance and testing once weekly in UTC.</p> <p>Online learning via Zoom already tried and tested during earlier lockdown, teachers are all familiar.</p> <p>In the event of further closures or bubble isolation, we will provide remote education to those students affected via Microsoft TEAMS.</p>	Local Principals to share information	emails home and staff briefings before Autumn term	To be sent out before Autumn term			
					Local Principals to share information	Info to be shared via emails home and staff briefings before Autumn term	To be sent out before Autumn term				
					Nicola Thornton/ Laura Bingham	Ongoing	Ongoing				
					Nicola Thornton/ Laura Bingham	Ongoing	Ongoing				
					BSO	Ongoing	In place				
					Principals/ Teaching staff	Plans to be put in place for Autumn term	Plans to be in place for Autumn term				
					Principals/ teaching staff	Plans to be put in place for Autumn term	Plans to be in place for Autumn term				
Travel to and from the UTC	Students / staff at risk of exposure to COVID-19 through travelling to the UTC.	<p>Minimise use of public transport where possible and avoid peak times if no other form of transport for students and staff travelling to the UTC.</p> <p>Encourage staff/ students to cycle/ walk to work / school wherever possible.</p> <p>Wherever possible, students should arrive by car, bike or walk. If you travel on public transport, please ensure that face masks are worn.</p>	M	M	M	<p>As a lot of the UTC students do travel to the UTCs on public transport it has been made clear to parents and students that if at all possible they can cycle / walk to school instead then this would be preferred.</p> <p>CITY - Consider creating a new bike storage behind building where bikes can be stored safely to encourage students to cycle to the UTC.</p> <p>If staff or students do need to travel on public transport the UTC will be flexible on the start and finish times to support in this respect.</p> <p>If public transport can't be avoided information will be given regarding the Government Guidance i.e. wearing a face covering / social distancing on public transport.</p>	Principals to consider in relation to staff and students.	w/c 1/6/2020 and 8/6/2020	Completed		
					Nicola Thornton/ Laura Bingham	discussions with Trevor Fox 09/07/2020	Completed / ongoing				
					Principals to consider any individual circumstances.	w/c 1/6/2020 and w/c 8/6/2020	Completed / ongoing				
					Principals	Ongoing	w/c 22/06/2020		M	L	L
Travel abroad	Students / staff at risk of exposure to COVID-19 through travelling abroad and possible quarantine restrictions upon return.	Must follow current Foreign and Commonwealth Office (FCO) guidance on foreign travel and returning to the UK.				Staff and students must follow FCO advice on foreign travel and any quarantine requirements in relation to returning to the UK.	Principals to advise staff / parents	Summer 2020			

Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions:		Review Date (Step 5) On-going last reviewed 28/08/2020	
Assessors Signature: Nicola Thornton/ Laura Bingham	Date: 28/08/2020	Authorised By: Nick Crew	Date: 28/08/2020

** To determine if your control measures are adequate, that is, have you have done everything reasonably practicable to protect people from harm, compare your control measures with good practice. Another common approach of evaluating risk involves working out the risk level by categorising the likelihood of the harm and the potential severity of harm using the matrix below. The risk level determines which risks should be tackled first.*

Potential Severity of Harm	High (e.g. death or paralysis, long term serious ill health)	Medium	High	High
	Medium (an injury requiring further medical assistance or is a RIDDOR incident)	Low	Medium	High
	Low (minor injuries requiring first aid)	Low	Low	Medium
		Low (The event is unlikely to happen)	Medium (It is fairly likely it will happen)	High (It is likely to happen)
		Likelihood of Harm Occurring		

Risk Definitions	
Low	Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed.
Medium	Consideration should be given as to whether the risks can be reduced using the hierarchy of control measures. Risk reduction measures should be implemented within a defined time periods. Arrangements should be made to ensure that the controls are maintained and monitored for adequacy.
High	Substantial improvements should be made to reduce the level to an acceptable level. Risk reduction measures should be implemented urgently with a defined period. Consider suspending or restricting the activity, or applying interim risks controls. Activities in this category must have a written method statement/safe system of work and arrangements must be made to ensure that the controls are maintained and monitored for adequacy.