

Operations / Work Activities covered by this assessment:	Coronavirus Risk to UTC
School / College Name and Address:	The Sheffield UTC Academy Trust UTC Sheffield City Centre, UTC Sheffield OLP and UTC Derby Pride Park

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> <p>National lockdown in place from 6 January 2021. Schools and colleges must close to students unless they are vulnerable or children of critical workers.</p> <p>Remember - 'Hands. Face. Space.'</p> <ul style="list-style-type: none"> • hands – wash your hands regularly and for at least 20 seconds • face – wear a face covering in indoor settings where social distancing may be difficult, and where you will come into contact with people you do not normally meet • space – stay 2 metres apart from people you do not live with where possible, or 1 metre with extra precautions in place (such as wearing face coverings) 	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>	All Staff, Students	In place	Completed	L	L	L	Staff briefed by SLT at each UTC and weekly updates communicated via email	In place	In place	L	L	L	Students briefed when they first attend and messages reinforced daily	In place	Ongoing	L	L	L	Weekly updates from local Principals	In place	Ongoing	L	L	L	Daily check by Laura Bingham / Nicola Thornton	Daily	Ongoing	L	L	L	Laura Bingham to send to SERO	Updated regularly	Ongoing	L	L	L	Checked daily	Ongoing	Ongoing	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> <p>Increased enforced washing of hands after entering building, before and after eating.</p>	L	L	L	<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>	Admin Teams to put in place	In place and regularly reviewed	Completed	L	L	L	Local Principals	Letter issued and in place	Completed	L	L	L																														

		<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>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</p> <p>Always keeping occupied spaces well ventilated.</p> <p>Open high level windows in preference to low level to prevent draughts.</p> <p>Increase the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</p> <p>Increased ventilation may make school buildings cooler than usual over the winter months. While schools will want to maintain the benefits of their uniform, they may wish to consider allowing additional, suitable indoor items of clothing to be worn during the winter period in addition to the school's current uniform. Where this occurs, schools should ensure that no extra financial pressure is placed on parents.</p> <p>Where windows are frequently opened and closed these should be seen as a 'regular touch points' and must be cleaned with the appropriate frequency.</p> <p>Avoid creating splashes and spray when cleaning.</p>	M	M	M	<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 will be ordered in advance of when required.</p> <p>Hand sanitiser readily available at reception and in any classroom/ learning environments used. These are topped up by BSO/ cleaning staff when required.</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>Face masks must be worn in all communal areas of the UTCs. i.e. corridors / dining hall (unless eating or 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. Reception to keep a log of who the masks are being given to. If same students, LM's to be informed so that parents can be contacted.</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 supervisor / Laura Bingham</p> <p>Extra 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>In place</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>LB to ensure available</p> <p>LB to provide info and training to all first aiders and all other staff</p>	<p>In place</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>In place</p> <p>In place</p> <p>Ongoing</p> <p>Ongoing</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place and top up packs if required</p> <p>Sent out info to staff and available on the shared drive</p>	<p>Ongoing</p> <p>Completed</p> <p>Supplies in place, back up supply on site</p> <p>Ongoing, posters in place to remind.</p> <p>Ongoing</p> <p>Supplies / poster in place</p> <p>In place from Sept 2020</p> <p>Completed</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>Information circulated – Packs in place</p> <p>Information circulated – one to one training offered</p>	M	L	L
--	--	---	---	---	---	---	---	---	--	---	---	---

				<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 following national lockdown from the 6 January 2021.</p> <p>All extremely clinically vulnerable staff working from home.</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>The behaviour policy will be strictly implemented. Any student breaking the Health & Safety guidance relating to Covid-19, e.g. spitting or coughing deliberately, may be excluded.</p> <p>P16 - moving between sites for lessons - must: meet at reception, travel directly to classroom, class room seating plan to keep OLP/City students at social distance (e.g. left side OLP right side City or at least maintain a 1m plus distance).</p> <p>Staff moving between sites to be kept to essential visits only. Staff attending other sites must minimise travel around the visited site and MUST maintain 2 metre distancing from other staff and students. Teams utilised wherever possible.</p> <p>Staff to avoid using staff room wherever possible.</p> <p>UTC Sheffield City Centre - Consequences room to be used as further break out room for staff at break times during lockdown period.</p> <p>Support staff where possible to take break / lunch at different times to teaching staff to ensure staggered use of staff room/ facilities.</p> <p>Any team meetings must take place via teams or in larger classrooms where 2m distance can be maintained.</p> <p>Only essential movement between UTCs and only essential visits from Governors or Trustees into the UTC until guidance changes.</p>	Principal	review to take place w/c 4 th Jan	In place					
					Principal	From 4/1/21	In place					
					All staff	Ongoing	In place					
					IT Staff	Ongoing	In place					
					Principals	Ongoing	In place					
					Local Principals	Ongoing	In place					
					Local Principals	Ongoing	In place					
					Exec Team	Ongoing	In place					
					Local Principals	Ongoing	In place					
					Local principal	From w/c 18/01/21	In place					
					Local principals	From w/c 18/01/21	In place					
					Local Principals	In place	In place					
					Local Principals	In place	In place					
Students / staff identified as at increased risk to exposure of COVID-19.	Staff, students, visitors and contractors may be exposed to COVID-19.	<p>If you are clinically extremely vulnerable you should not attend work, school, college or university, and limit the time you spend outside the home. You should only go out for medical appointments, exercise or if it is essential.</p> <p>Clinically vulnerable staff can continue to attend school where it is not possible to work from home.</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>Staff who are pregnant are in the 'clinically vulnerable' category. It is important to pay particular attention to social distancing from 28 weeks of pregnancy and undertake an individual risk assessment.</p> <p>Settings should conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW).</p>				<p>Government guidance on shielding and protecting people defined on medical grounds as extremely vulnerable is available via: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>UTCs will follow the lockdown guidance as set out by the government. Clinically extremely vulnerable staff will work from home until February half term. Government will write to those affected individually advising them that they should work from home. Staff to advise their local Principal immediately if they have a new shielding letter.</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 w/c 04/01/2021</p> <p>Clinically extremely vulnerable staff and students must not attend work / the UTC and will work remotely from home.</p> <p>If any students identified as fitting the criteria required to attend the UTC has any medical needs, then they will require an individual risk assessment which will need to include administering medication.</p>	All staff, students and parents	Ongoing	In place			
					Local Principals	In place	In place					
					Principals to liaise with staff	Review w/c 04/01/2021	In place					
					Principals/ SLT to liaise with staff / students	In place	From 05/01/2021 until gov guidance changes					
					Principals to liaise with staff and SLT to liaise with any parents relating to students.	In place	In place					

		<p>Pregnant women advised to follow The Royal College of Obstetrics and Gynaecology (RCOG) occupational health advice for employers and pregnant women.</p> <p>Staff who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves can attend work.</p> <p>The government will write to you directly to inform you if you are advised to shield and not attend school.</p> <p>Schools, local authorities, health professionals and other services should work together to ensure that children with medical conditions are fully supported, including through the use of individual healthcare plans, so that they may receive an education in line with their peers. In some cases, the pupils medical needs will mean this is not possible, and educational support will require flexibility.</p>			<p>Some pregnant women are at increased risk of serious illness including: Pregnant women from BAME backgrounds. Women over the age of 35 Women who are overweight or obese Women who have pre-existing medical problems such as high blood pressure and diabetes.</p> <p>An individual risk assessment will be conducted with any pregnant staff and on the proviso that none of the above risks apply then they may be able to continue to be classroom based. Key recommendation is social distancing.</p> <p>Safeguarding Staff visiting families in their homes should be avoided wherever possible. Staff and their Managers should make a judgement about visiting which balances considerations of the:</p> <ul style="list-style-type: none"> - Risks to children and young people - Risks to families - Risks to the workforce - National guidance on social distancing and hygiene - Statutory responsibilities, including safeguarding. <p>If staff are visiting families in their homes they must wear PPE including a mask and gloves.</p> <p>2m distance must be maintained at all times. Always take PPE with you on a visit as a precautionary measure.</p> <p>Whilst the country is in a national lockdown (06/01/2021 – 22/02/2021) consideration will be given to support staff including, if necessary, flexibility to work from home if they are able to undertake their duties from home. The UTC's will be open for staff to work from to enable them to carry out their duties but the control measures within the risk assessment must be fully adhered to during this time.</p> <p>Rotas will be implemented w/c 11/1/2021 for those staff who can work from home.</p> <p>For staff that cannot undertake their duties working from home and are expected to attend the UTCs, they must adhere strictly to the risk assessment and if they have any issues e.g. Childcare, they must consult with their local Principal.</p>	<p>Principals/ Nicola Thornton/ HR</p> <p>Nicola Thornton/ HR</p> <p>Local Principals to communicate to safeguarding team</p> <p>Local principals to communicate with staff</p> <p>Local Principals/ Line Managers to communicate with staff</p> <p>Local Principals/ SLT</p> <p>Local Principals/ SLT</p> <p>Local Principals/ SLT</p>	<p>Ongoing as guidance is released</p> <p>In place if required</p> <p>In place if required</p> <p>In place if required</p> <p>From 05/01/2021</p> <p>From 11/01/2021</p> <p>From 11/01/2021</p>	<p>Ongoing</p> <p>In place</p> <p>In place</p> <p>In place if required</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p>				
New strain of Covid-19 more transmittable	Staff/ students/ visitors and contractors at increased risk of transmitting and catching the new strain of the virus	<p>Staff to remain vigilant with the 2m social distancing at all times.</p> <p>Ensure face masks are worn in all communal areas around the building.</p> <p>Promote thorough handwashing throughout the day to staff and students.</p> <p>Hand sanitiser to be available.</p> <p>Ventilation utilised.</p>	M	H	H	<p>Staff have separate work areas when in the UTC and must not work in offices together unless 2m distancing can be maintained.</p> <p>Hand sanitiser readily available in all classrooms and communal areas.</p> <p>Hand washing facilities around the building and staff / students encouraged to use these throughout the day.</p> <p>Face masks worn in all communal areas by staff and students unless they are medically exempt.</p> <p>Vulnerable/ key worker students who are in the UTC are sat distanced from others within their classrooms.</p> <p>Ventilation set to maximum fresh air flow and windows opened in rooms where this is possible.</p>	<p>Line Managers/ SLT</p> <p>BSO's</p> <p>Principals/ staff on duty to remind students</p> <p>Principals</p> <p>Teaching staff</p> <p>Estates / BSO / All</p>	<p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p>	<p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p>	M	M	M
Staffing	Staff at risk of becoming unwell and unable to attend the UTC due to self-isolation periods.	<p>Public sector employees working in essential services, including childcare or education, should continue to go into work.</p> <p>Staff to avoid public transport wherever 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>	M	H	H	<p>Staff to be in the UTC when required to support online learning delivery and the vulnerable / children of key workers.</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>Offices have been amended to ensure social distancing can be maintained in the working 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>Principals staffing plans</p> <p>Exec Team / Principals / BSOs</p> <p>Staff advised</p> <p>Principals / Exec</p>	<p>Ongoing</p> <p>Ongoing</p> <p>In place</p> <p>In place</p>	<p>In place</p> <p>Completed</p> <p>Completed</p> <p>In place</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 work from home during period of national lockdown until February half term.</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 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 lessons if working under the direction of qualified or nominated teacher.</p> <p>First aid should be prioritised and given promptly in the event of an emergency. This means that people do not have to stay 2 metres apart if emergency assistance is required. People involved in the provision of assistance of others should pay particular attention to hygiene measures immediately afterwards, including washing hands.</p> <p>Children, young people or learners who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</p> <p>Schools should consider a flexible approach to interviews with alternative options to face to face interviews offered where possible.</p>	<p style="text-align: center;">M H H</p>	<p>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>Students/ staff who require first aid should continue to receive care as normal. PPE is available for first aiders to wear if 2m cannot be maintained or if the person requiring care shows any symptoms of Coronavirus and there is a risk of droplet transmission. Training will be given to first aiders in the safe use of these – Laura Bingham to undertake.</p> <p>CPR - You must make sure that you keep your hands away from your face at all times and if you are performing CPR, you should only perform chest compressions, foregoing mouth to mouth rescue breaths.</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>Staff with any concerns about being in the UTC, including travel arrangements etc. to discuss with Principal / Nicola Thornton.</p>	<p>Principals/ teaching staff</p> <p>"PPE packs" made up by Laura Bingham to be kept in the first aid room and Reception.</p> <p>Laura Bingham / Nicola Thornton</p> <p>Staff advised</p>	<p>In place</p> <p>PPE packs in place and training documents available on shared drive</p> <p>On going</p> <p>In place</p>	<p>In place</p> <p>In place</p> <p>Ongoing</p> <p>In place</p>	<p style="text-align: center;">M M M</p>
<p>Student or Staff Member begins to feel unwell / display symptoms of Coronavirus in the UTC</p>	<p>Staff, Students at risk of contact with potentially infected persons.</p>	<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 vulnerable / key worker 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>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>Ensuring that students, staff and other adults do not come into the UTC if they have coronavirus (COVID-19) symptoms or have tested positive in at least the last 10 days and ensuring anyone developing those symptoms</p>	<p style="text-align: center;">M H H</p>	<p>Contact relevant agencies, e.g. LA, Public Health England if UTC has a positive case</p> <p>Follow DfE guidance on what to do if there is a positive case.</p> <p>Staff / students advised to self-isolate for at least 10 days if they present symptoms and arrange a test.</p> <p>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>The 10-day period starts from the day when they first became ill or show symptoms. If they still have a high temperature, they should keep self-isolating until 48 hours after their temperature returns to normal.</p> <p>Other members of their household or those identified as close contacts of a positive case should self-isolate for 10 days and must not return to school during this time even if they have a negative test themselves.</p> <p>Staff / student who test positive must not return to the UTC until they have stayed off for the specified time of 10 days and are no longer showing symptoms.</p> <p>If child becomes ill with symptoms of Coronavirus 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</p>	<p>SLT, Staff, LA</p> <p>SLT</p> <p>Information sent out regularly by Principals</p> <p>Reminders sent out to parents by principals</p> <p>Reminders to all staff</p> <p>Reminders sent to parents</p> <p>Reminders sent to parents</p> <p>"PPE packs" have been made up for ease of access at First Aid and Reception.</p> <p>Staff advised – guidance documents circulated to staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>In place</p> <p>In place</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>In place</p> <p>In place</p> <p>Info has been sent home, ongoing reminders In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>Complete, but will need continuously replacing</p> <p>Guidance in place on shared drive</p>	<p style="text-align: center;">M H H</p>

		<p>during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.</p> <p>Public Health England is clear that routinely taking the temperature of students is not recommended as this is an unreliable method for identifying coronavirus (COVID-19)</p> <p>Schools and FE providers are not expected to create NHS QR code posters for their normal day to day operations. Schools and settings should familiarise themselves with the government guidance on the Covid app in schools.</p>		<p>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 10 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. 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 10 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.</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> <p>Have regular contact with parents of students doing remote learning 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 with household disinfectant.</p> <p>Anyone who display symptoms of COVID-19 can be tested. 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>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>Test, track and trace initiative – advise staff, parents and students that they must follow the Government guidance.</p>	<p>Rooms allocated on a daily basis in case one has been used the previous day.</p> <p>PAs to collate</p> <p>Kept on Reception</p> <p>Laura Bingham / Nicola Thornton to check. Principals to send out any updates to parents. Laura to put information on the website.</p> <p>Principals</p> <p>PA's</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 and parents aware</p> <p>SLT/ Principals</p> <p>Staff/ parents briefed on expectations</p> <p>Staff informed and given information on Test, Track and trace</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</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> <p>In place</p>	<p>In place</p> <p>In place</p> <p>In place, continual monitoring</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>In place</p> <p>Continuous reminders given if required</p> <p>Continuous reminders given if required</p> <p>In place</p> <p>Ongoing</p> <p>In place</p>			
Remote Learning	Staff / Students not able to attend the UTC due to period of self-isolation – risk to	Following government announcement of a national lockdown, all learning activities must be online for all students other than those vulnerable or children of key workers who can still attend the UTC.		<p>All teaching staff informed to upload core work to 'Show My Homework' / Teams.</p> <p>Guidance documents in place for teaching staff so they know how to teach through the online platforms e.g. Teams.</p>	<p>All staff</p> <p>Principals/ SLT</p>	<p>Ongoing</p> <p>In place</p>	<p>In place</p> <p>In place</p>			

	individual education.	<p>The effectiveness of remote teaching is determined by many of the same factors as determine the effectiveness of live classroom teaching. For example:</p> <ul style="list-style-type: none"> - ensuring pupils receive clear explanations - supporting growth in confidence with new material through scaffolded practice - application of new knowledge or skills - enabling pupils to receive feedback on how to progress <p>Schools can distribute school-owned laptops accompanied by a user agreement or contract. They can also remind pupils that access is also possible through large-screen smartphones. Affected pupils can be supported to come into school to use school resources within any rules in force at the time</p> <p>Adapt teaching for SEND pupils to ensure pupils continue to make progress wherever possible even if they are not able to be in school.</p> <p>Ensure good communication between schools and parents to inform parents and elicit their support.</p> <p>When teaching students remotely, the DFE expect schools to:</p> <ul style="list-style-type: none"> • set assignments so that students have meaningful and ambitious work each day in a number of different subjects • set work that is of equivalent length to the core teaching students would receive in school, and as a minimum: • secondary: 4 hours a day, with more for students working towards formal qualifications this year • provide frequent, clear explanations of new content, delivered by a teacher or through high-quality curriculum resources or videos • have systems for checking, at least weekly, whether students are engaging with their work, and inform parents immediately where engagement is a concern • gauge how well students are progressing through the curriculum using questions and other suitable tasks, and provide feedback, at least weekly, using digitally facilitated or whole-class feedback where appropriate • enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding. 	M	H	H	<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>Staff should be contactable during school working hours for any students requiring help with any work set.</p> <p>Students will be following their own timetable either in the UTC or remotely.</p> <p>Where children with SEND are not accessing school, settings should, on top of the remote education in place, make robust and regular contact with families to ensure that needs are being met. As a minimum we would expect that this would be weekly for any child with an EHC Plan and fortnightly for all children at SEN Support.</p>	<p>All staff</p> <p>PA's</p> <p>Teaching staff</p> <p>Teaching staff</p> <p>Local PA's/ Principals</p> <p>Principals to communicate to staff</p> <p>Info to parents / students</p> <p>SLT/LM's</p>	<p>Ongoing</p> <p>In place</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>w/c 4/1/21</p> <p>Ongoing</p>	<p>Ongoing</p> <p>In place</p> <p>In place</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	M	M	M
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	H	H	<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. Fountains to drink directly from have been taped off and are not in use.</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 to provide lunch for vulnerable and key worker children during the period of national lockdown. All current students must have their ID cards with them and their accounts topped up for cashless catering.</p>	<p>Principals to advice in letters home and posters in place.</p> <p>Principals, SLT</p> <p>Principals/ Nicola Thornton/ Laura Bingham</p> <p>BSO</p> <p>Taylor Shaw Catering</p>	<p>In place</p> <p>In place</p> <p>In place</p> <p>Ongoing</p> <p>Ongoing</p>	<p>In Place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p>	M	M	M

				<p>Catering provision if necessary will be zoned in the canteen into specific bubbles.</p> <p>Catering facilities available within each UTC – a pre-order system will be in place.</p> <p>Students who are FSM who are not attending the UTCs will be able to order and collect a food parcel.</p> <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. Signs displayed around building.</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> <p>BSO to open windows (where possible) in staff rooms at beginning and close at the end of the day to aid ventilation.</p>	<p>Principals/ Staff on Duty</p> <p>Taylor Shaw / admin</p> <p>Taylor Shaw Catering</p> <p>Local Principals info to staff/ parents / students</p> <p>Staff guidance distributed</p> <p>BSO</p>	<p>Ongoing</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>Ongoing</p>	<p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p>					
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>Updated National Government advice states that face coverings are mandatory in communal areas of secondary schools and colleges. They are still not recommended in classrooms.</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>Where 1:1 intervention work is required and social distancing cannot be maintained, staff should wear a face covering</p>	M	M	M	<p>Staff and students must wear face covering when in any communal area of the UTC.</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 / website / 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>These individuals will carry an exemption card around with them so staff are aware.</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> <p>Staff carrying out 1:1 work with a student where distancing cannot be maintained must wear a mask. Ideally ask the student to also wear a mask wherever possible.</p>	<p>Local principals to inform</p> <p>Local Principals to send out info to parents / students</p> <p>Principals to brief staff, Students to be advised via tutors Info on website</p> <p>Admin</p> <p>Principals to liaise with staff / parents</p> <p>Admin team</p> <p>Principals to communicate to staff</p>	<p>In place</p> <p>Sent out</p> <p>Completed</p> <p>Ongoing</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>Staff advised</p>	<p>In place</p> <p>In place</p> <p>Completed</p> <p>Completed</p> <p>In place</p> <p>In place</p> <p>In place</p>	M	L	L
Staff/ student wellbeing	Staff and students may feel anxious about being in school / at work due to national lockdown and coronavirus pandemic.	<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> <p>Students may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable</p>	M	M	M	<p>Regular contact through Learning Managers with students and parents. Staff made aware of any concerns where needed. Safeguarding Team to consider any actions required if necessary.</p> <p>Safeguarding team in regular contact with vulnerable students and supporting where needed. Staff wellbeing monitored by line managers to ensure appropriate support is available.</p> <p>UTC Counsellors are available remotely to support students or staff.</p> <p>Regular briefings from Principals to all staff to update on current and ever-changing situation.</p>	<p>SLT to monitor</p> <p>Safeguarding leads</p> <p>The Listening Service</p> <p>Principals</p>	<p>Ongoing</p> <p>Continuous focus</p> <p>Continuous focus</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>In place</p> <p>In place</p>	M	L	L

		children, including those with a social worker and young carers. It is important to contextualise these feelings as normal responses to an abnormal situation. Some may need support to re-adjust to school, others may have enjoyed being at home and be reluctant to return, a few may be showing signs of more severe anxiety or depression.				Government guidance sent out to all staff asking for any feedback/ ideas that staff feel would be good practise. The Educational Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. 08000 562 561 - Helpline Risk assessment shared weekly with staff and updates highlighted. Staff / governors / stakeholders can pass on any feedback.	Nicola Thornton/ Laura Bingham Principals to communicate to staff Nicola Thornton/ Laura Bingham	Ongoing In place In place	In place In place In place			
Deliveries, visitors, contractors and maintenance on site	Employees, students, contractors and visitors may be exposed to COVID-19.	Only essential repairs and maintenance should be carried out. Keep deliveries to a minimum with essential items only. Local supply chains must be used to source PPE, cleaning materials and hygiene products. Emergency plans in place if there is an unmet urgent need for PPE, cleaning materials and hygiene products to operate safely. Avoid and discourage any unnecessary visitors to site. Signing in procedures to include the contact details of individual for NHS Test and Trace purposes Contractors aware regarding the policy on face masks. A record should be kept of all visitors with sufficient detail to support rapid contact tracing if required by the NHS Track and Trace. The national school based vaccination and immunisation programme will continue throughout 2021 and further details on this will follow. This may mean that in some settings the School Based V&I team and IntraHealth may continue to require access to your setting in order to deliver the immunisation programmes. This is because these programmes remain important to protect children and young people's health. Further information will be provided on this during the lockdown period.	M	M	M	Essential maintenance, e.g. alarm checks, water flushing carried out by BSO weekly. 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. 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. 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. Limited to only essential visitors and badges will be cleaned before and after use. Cleaning Supervisors will be responsible for ordering and checking stocks of cleaning products. BSO / Business and Operations Support Officer will be responsible for checking stocks of PPE and ordering additional where needed. 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 Orders to be left outside by delivery driver and brought in by BSO where possible. 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. Contractors are aware of the policy on face coverings when they attend each site BSO to grit all surrounding areas of UTC if adverse weather is expected (this is already covered in the whole school risk assessment but added in here to cover Covid risks). Each BSO has their own equipment (shovels) for this which are not shared with other staff.	SLT, Sheffield College BSO / Laura Bingham BSO/ Laura Bingham BSO/ Laura Bingham Reception Cleaning sups / Laura Bingham BSO / Laura Bingham to check at least weekly BSO Laura Bingham / Nicola Thornton to liaise with key contacts BSO / Laura Bingham BSO	Ongoing In place In place In place In place In place Supplies in place Ongoing Ongoing In place In place In place	In place In place In place In place In place In place In place In place In place	M	L	L
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.	Review fire risk assessment to take into account any changes to the use of building or rooms within it. Consider any new fire hazards which may have been introduced. e.g. increased supplies of PPE, sources of fuel, waste. 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. Fire doors must not be propped open. Fire evacuation routes to be kept clear at all times. Safe egress from the building must be considered during any reconfiguration of a room layout / usage. Review fire assembly point to maximise social distancing whilst maintaining safe distance from building. PEEP's must be reviewed to ensure support can be provided for staff / students.	M	M	M	BSO will be responsible for daily checks of the UTC building to ensure fire evacuation routes are kept clear. Fire alarm checked weekly by BSO. Emergency lighting checked regularly by BSO for failures and reported through TSC. Staff to ensure groups/ bubbles are kept separate outside and are lined up at 1 metre intervals. Business and Operations Support Officer / SLT will be responsible for reviewing PEEP's regularly and amending support plans as required. Doors to be opened prior to students walking to classroom / work area where possible and closed after. Fire doors not to be propped open (unless on hold openers like OLPs corridor doors and then these must be left open) All cleaning supplies stored safely in cleaning cupboards.	BSO BSO BSO Fire controller Laura Bingham / SLT BSO to check Staff advised / BSO / SLT to check Cleaners / BSOs	Daily Weekly Ongoing Ongoing Daily Daily In place	In place In place In place In place Ongoing In place In place In place	M	L	L

		<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>			<p>Regular fire drills carried out termly 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> <p>All staff and students must sign in and sign out each day they are in the UTC during lockdown.</p>	<p>Principals/ Nicola Thornton/ Laura Bingham</p> <p>Staff advised, BSO and Laura Bingham to check building regularly for any hazards</p> <p>Cleaning Staff/ BSO's</p> <p>BSO</p> <p>All</p>	<p>Ongoing</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p>	<p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p>				
<p>Management of confirmed cases of COVID-19 amongst the UTC community / risk of a local lockdown</p>	<p>Employees, students, contractors and visitors may be exposed to COVID-19.</p>	<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>For advice when you have been informed of a confirmed case of coronavirus within your setting, call the DfE helpline on 0800 046 8687 and selecting the option for reporting a positive case. The line will be open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays. Please only select this option if you have a confirmed case of coronavirus (COVID-19) within your nursery, school or college. You will be put through to a team of advisors who will inform you what action is needed, based on the latest public health advice, and work through a risk assessment to identify close contacts.</p> <p>Advisors will be responsible for escalating these cases as necessary following a triaging of your circumstances during the call.</p> <p>The DfE helpline also remains available for all other queries about coronavirus (COVID-19) relating to your education and childcare setting on 0800 046 8687. Please listen carefully to the available options and select the one most appropriate to your setting's current situation.</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 essential to protect others.</p> <p>Evidence of negative test results or other medical evidence MUST NOT be requested before admitting vulnerable or children of key workers back after a period of self-isolation.</p> <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. 	M	H	H	<p>Contact details for DfE to report any positive case in the UTC is 0800 046 8687 (option 1 for cases)</p> <p>When you call for advice, please have the following information to hand relating to the positive coronavirus (COVID-19) case in your setting as you will need to discuss this with the call adviser:</p> <ul style="list-style-type: none"> the number of positive cases in your setting, whether the person who tested positive is displaying symptoms and if so, the date of the onset of the symptoms (if known) the dates that the person who tested positive was in attendance at the setting so that we can identify if the person was infectious whilst on site for key stage 2, 3, 4 and 5, the seating plan for all lessons, and (where relevant) the timetable, for the person who has tested positive. This will help to support identification of close contacts with that person for key stage 2, 3, 4 and 5, if the person who has tested positive is a member of staff, records of any instance of close contact with other members of staff or students if the person who has tested positive is a pupil, records of any definite face to face contact with the individual and details of their friendship group within the setting. <p>For all Covid related queries please email: Sheffield UTC's Email - PublicHealthC&YP@sheffield.gov.uk (monitored 7 days a week) For Derby UTC email cct@derby.gov.uk or jayne.hadfield@derby.gov.uk</p> <p>For Sheffield - If TWO or more students or members of staff in your setting who have TESTED POSITIVE, with illness onset dates within 14 days of each other and who are known to have been in the same class or had contact with each other call 0113 386 0300.</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>Exec /SLT Team</p> <p>Exec/ SLT Team</p> <p>Principals</p> <p>Principals</p> <p>Principals</p> <p>Principals to inform parents and staff of process</p> <p>Local Principals to share information</p>	<p>In place</p> <p>Ongoing</p> <p>Ongoing reminders via staff briefings</p> <p>In place</p> <p>Staff informed via briefings</p> <p>Info to be shared via emails home</p> <p>Info to be shared via emails home and staff briefings</p>	<p>In place</p> <p>In place</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed, all staff briefed on RA</p>	M	H	H

	<ul style="list-style-type: none"> Have high quality online and offline resources. Provide printed resources for students who do not have online access. <p>The health protection team will also contact settings directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the setting - as identified by NHS Test and Trace.</p> <p>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.</p> <p>The health protection team will work with settings in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, settings must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.</p> <p>A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:</p> <ul style="list-style-type: none"> a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including: <ul style="list-style-type: none"> being coughed on having a face-to-face conversation within one metre having skin-to-skin physical contact, or contact within one metre for one minute or longer without face-to-face contact a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes <p>The health protection team will provide definitive advice on who must be sent home.</p> <p>A person is thought to be infectious 48 hours before symptoms appear, and up to 10 days after they start displaying symptoms. If someone without symptoms tests positive, then it is from 48 hours before the positive test till 10 days after the test result. Only people who came into contact with them during this time needs to be advised to self-isolate.</p>		<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> <ul style="list-style-type: none"> A negative test result – if they feel well and no longer have symptoms similar to Covid-19 they can stop self-isolating as long as: <ul style="list-style-type: none"> Everyone they live with including their support bubble who has symptoms tests negative. They are not a contact of a confirmed case. They are well, if they feel unwell they should stay at home until they feel better as they could still have another virus. 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 10 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 10 days. <p>The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until 48 hours after their temperature returns to normal.</p> <p>Even if a student / staff member who is a contact of a confirmed case tests negative, they cannot return to school until they have completed the 10 days of isolation.</p> <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@nottscc.gov.uk</p> <p>BSO to still carry out essential maintenance and testing once weekly in UTC.</p> <p>Online learning via Teams already tried and tested during earlier lockdown, teachers are all familiar.</p>	<p>Local Principals to share information</p> <p>Local Principals to share information</p> <p>Local principal to share information</p> <p>Local principals to share information.</p> <p>Local principals</p> <p>Local principals to share information</p> <p>Nicola Thornton/ Laura Bingham</p> <p>Nicola Thornton/ Laura Bingham</p> <p>BSO</p> <p>Principals/ Teaching staff</p>	<p>Info to be shared via emails home and staff briefings</p> <p>Info to be shared via emails home and staff briefings</p> <p>Info to be shared via emails home and staff briefings</p> <p>Letters home and on website</p> <p>Staff/ parents advised</p> <p>Ongoing</p> <p>In place if required</p> <p>Ongoing</p> <p>Ongoing</p>	<p>In place</p> <p>In place</p> <p>In place</p> <p>Completed</p> <p>Completed</p> <p>In place</p> <p>In place if required</p> <p>In place if required</p> <p>In place</p> <p>In place</p>		
UTC Staff access to LFT testing at alternate sites	Employees may receive a positive result testing and therefore have to self-isolate following government guidelines.	Antigen lateral flow tests are designed to detect the level of virus in individuals who do not experience and show any symptoms, but who could still be infectious and pass the virus to others. By taking a test, you will help to stop the spread of the virus, protect other people, and save lives.	Staff at both Sheffield UTC City and OLP sites have access to LFT at The Sheffield College. Tests can be booked via Eventbrite on weekday mornings. Staff should take their work ID badge with them to their appointment until temporary Sheffield College passes have been created.	LB/ PA to Principal to inform staff	In place	In place		

		<p>Antigen lateral flow tests produce results much quicker than PCR tests. With antigen lateral flow tests, a result is available after 30 minutes rather than 1-2 days as is the case with PCR tests. The rapid turnaround has a significant impact on transmission reduction that might occur in the time gap.</p> <p>Confirmatory PCR testing was introduced to minimise the chance of false positive results with lateral flow tests. When COVID-19 prevalence rates are high, however, Public Health England have advised that the performance of lateral flow devices and PCRs are broadly comparable when used at test sites, significantly reducing the need for routine confirmatory testing. NHS Test and Trace and PHE have reviewed their initial advice in light of the current higher prevalence and rates of transmission of the new coronavirus variant. In response, the Government is removing the need for a confirmatory PCR test following a positive result with an LFD test taken at test sites such as those situated allowing for more rapid isolation of infectious people. This is expected to be a temporary measure until the prevalence lowers again.</p>			<p>Staff at Derby UTC have access to LFT at the Derby College. Testing takes place every Monday and Thursday between 1200-1300, the test centre is located in the Stephenson building.</p> <p>Staff should book their appointment around lessons/tutor (teaching staff), so that they can continue to teach wherever possible. Support staff should book ideally at the beginning of the day to minimise disruption in liaison with their line manager.</p> <p>Staff who haven't expressed interest initially but would like to take part in the testing, should contact the PA to the Principal or Laura Bingham.</p> <p>If a positive result is received from the LFT, staff must inform their local Principal and forward your test positive confirmation. Current Government guidance is that following a positive LFT test staff should begin their 10-day self-isolation period without having a confirmatory PCR test.</p> <p>Currently staff do not have to get a confirmatory PCR test following a positive LFT result and must begin self-isolation immediately.</p> <p>Staff are able to access up to 2 LFT tests per week.</p>	<p>LB/ PA to Principal to inform staff</p> <p>PA to Principal to inform staff</p> <p>PA to Principal/ LB</p> <p>PA to Principal/ LB</p> <p>PA to Principal/ LB</p> <p>PA to Principal/ LB</p>	<p>In place</p> <p>Staff have been advised</p> <p>Staff to be advised</p> <p>Staff to be advised</p> <p>Staff to be advised</p> <p>Staff to be advised</p>	<p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p>					
NHS Track and Trace App	<p>Employees, students, contractors and visitors may be notified via their mobile phone, that they have potentially been exposed to someone who has tested positive for COVID-19 and therefore be asked to isolate.</p>	<p>NHS Test and Tracers will only be in touch with people who have tested positive to understand their close contacts. Any contacts identified as part of those discussions will be contacted and they are legally required to self-isolate.</p> <p>The NHS Covid App only notifies users who have been near to an individual who has tested positive for COVID-19. The app does not provide precise information on specifically where or with whom the contact occurred, nor for how long. All the App can do therefore is alert you as to whether a contact has occurred. It does not constitute a formal requirement to self-isolate but it will advise you to self-isolate.</p> <p>App users are anonymous. This means it is not possible for the NHS Test and Trace service to identify you. Nor is it possible for them to correlate close contacts with a specific positive test as this information is held on your phone.</p> <p>The App is advisory and there are no enforcement powers that follow as a result of being notified to isolate via the App. However, if you are contacted directly via telephone via the NHS Test and Trace Service there is then a legal requirement to self-isolate and you could receive a fine if you do not comply to this request.</p>	M	H	H	<p>If you are contacted by NHS Test and Tracers and told to do so, you must begin self-isolation immediately and you must contact your line manager/ Principal immediately to make them aware that you are self-isolating.</p> <p>Sheffield PHE have advised that in school settings, where contact tracing is already in place, the app can be paused or switched off. You can pause contact tracing within the App by moving the contact tracing toggle on the home screen. It is important that you always turn the contact tracing function on as soon as you leave the UTC each day. In all other circumstances, use of the App is optional, but recommended.</p> <p>If the App advises you to self-isolate, you must contact your line manager/head teacher as soon as possible.</p> <p>Where you are alerted by the App that you have been in contact with someone who has tested positive and do not wish to follow the advice to self-isolate, you are not obliged to tell anyone. However, you are strongly recommended to follow the advice to self-isolate as this will help to reduce the spread of the virus.</p>	<p>Principals to communicate to staff</p> <p>Principals to communicate to staff</p> <p>Principals to communicate to staff</p> <p>Principals to communicate to staff</p>	<p>Via briefing 16/11/2020</p> <p>Via briefing 16/11/2020</p> <p>Via briefing 16/11/2020</p> <p>Via briefing 16/11/2020</p>	<p>16/11/2020 in place</p> <p>16/11/2020 In place</p> <p>16/11/2020 In place</p> <p>16/11/2020 In place</p>		M	M	M
Travel to and from the UTC	<p>Students / staff at risk of exposure to COVID-19 through travelling to the UTC.</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 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	H	H	<p>Vulnerable/ children of key workers attending the UTC during national lockdown have been asked that if at all possible they can cycle / walk to school instead and avoid public transport.</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> <p>Staff to avoid travelling together in a car to and from work wherever possible</p> <p>Limit the amount of mixing of staff between UTC sites wherever possible.</p>	<p>Principals to consider in relation to staff and students.</p> <p>Nicola Thornton/ Laura Bingham</p> <p>Principals to consider any individual circumstances.</p> <p>Principals</p> <p>Principals</p> <p>Principals to advise staff</p>	<p>Ongoing</p> <p>discussions with Trevor Fox</p> <p>Ongoing</p> <p>Ongoing</p> <p>Staff advised via email 06/10/20</p> <p>Ongoing</p>	<p>Completed</p> <p>Looking into options</p> <p>Ongoing</p> <p>Completed</p> <p>6/10/20 – email sent</p> <p>In place</p>		M	M	M

Travel abroad	Students / staff at risk of exposure to COVID-19 through travelling abroad and possible quarantine restrictions upon return.	<p>Must follow current Foreign and Commonwealth Office (FCO) guidance on foreign travel and returning to the UK.</p> <p>There is a risk that where staff 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.</p> <p>Where it is not possible to avoid a member of staff having to quarantine during term time, school leaders should consider if it is possible to temporarily amend working arrangements to enable them to work from home.</p>				<p>Staff and students must follow FCO advice on foreign travel and any quarantine requirements in relation to returning to the UK</p> <p>Due to 3rd national lockdown from 6th January, the FCO advises against all but essential international travel.</p>	<p>Principals to advise staff / parents</p> <p>Principals to advise staff/ parents</p>	<p>Ongoing</p> <p>All staff aware</p>	<p>In place</p> <p>Completed</p>			
Exams held in UTC	Students/ ex-students/ invigilators at risk of exposure to Covid-19.	<p>Must engage with NHS Test and Trace and collect and keep contact information for candidates and invigilators.</p> <p>If candidates arrive before the scheduled start of exams, they must be kept separate from other students arriving at the UTC.</p> <p>Identify a location where candidates will wait before the exam that can support social distancing between group 'bubbles' as well as between on roll/ off roll candidates.</p> <p>Any candidates who arrive late must follow social distancing measures.</p> <p>Make sure there is a plan to manage candidates leaving the exam room and site particularly if exams finish at different times.</p> <p>Exam rooms should be kept clean and frequently-touches surfaces should be cleaned after every exam.</p> <p>Rooms do not need to be left empty between exams, provided they are cleaned properly every time.</p> <p>Minimum distance between desks from centre to centre of candidates chairs must be 1.25m. This distance is the minimum that must be maintained for students within a group bubble. Candidates from different group bubbles or those returning to the UTC to take exams should be seated 2m apart from each other but can be seated in the same room.</p> <p>Good ventilation is important and should be maximised where possible.</p> <p>Invigilators may walk up and down aisles between desks, but there must be points in the room where an invigilator can stand at least 2m from the nearest desk and see all candidates in the room.</p> <p>Candidates and invigilators do not need to wear face coverings during exams but they may if they wish to. Face coverings should be worn in communal areas.</p> <p>Candidates will be unable to take exams if there are in a period of isolation or if they have symptoms of coronavirus.</p> <p>For encounters over 15 minutes e.g. scribes, readers or individuals supporting candidates, should maintain a 2m distance where possible, for example using a separate room from other candidates. If staff cannot maintain 2m distance, they should avoid close face to face contact and minimise time spent within 1m of others.</p>	M	M	M	<p>Invigilators and other staff to stand alongside candidates when interacting with them rather than face to face.</p> <p>On-roll and off-roll students to be kept separately from each other.</p> <p>Exam rooms set up with 2m distance between all desks.</p> <p>All off-roll candidates have been contacted and asked not to arrive early in order to avoid spending more time than necessary in the UTC.</p> <p>Candidates to sit in the Creative Exchange away from other students when waiting for exam. They must leave site as soon as their exam finishes.</p> <p>Seating plans available for all exams and different bubbles must be kept 2m apart.</p> <p>All candidates/ invigilators to wear masks in communal areas.</p> <p>Exam rooms will be cleaned thoroughly after each exam including touch points, desks and the backs of chairs.</p> <p>Windows to be opened in exam rooms wherever possible.</p> <p>Any candidates who require additional support during exams to be identified prior to exam to allow arrangements to be made.</p>	<p>Exams Officer to inform invigilators.</p> <p>All staff to be aware</p> <p>BSO</p> <p>Exams Officer</p> <p>Staff to be informed</p> <p>Exams officer</p> <p>All candidates/ staff to be aware</p> <p>Cleaning team</p> <p>Exams/ BSO</p> <p>Exams Officer</p>	<p>To be in place for w/c 2nd Nov 2020</p> <p>Reminders to staff before half term</p> <p>To be set up before half term</p> <p>Letters sent to candidates</p> <p>Reminders to staff before half term</p> <p>In place</p> <p>Reminders sent before half term.</p> <p>Cleaning team to be provided with exam timetable</p> <p>From w/c 2nd Nov 2020</p> <p>In place</p>	<p>In place</p> <p>In place</p> <p>In place</p> <p>Completed</p> <p>In place</p> <p>Completed</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>Completed, review if necessary</p>	M	L	L

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 (<i>Step 5</i>)	
		On-going last reviewed 08/02/2021	
Assessors Signature:	Date:	Authorised By:	Date:
Nicola Thornton/ Laura Bingham	08/02/2021	Nick Crew	08/02/2021

** 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.