

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) <i>Step 1 (Clause 1.3)</i>	Who might be harmed and how <i>Step 2 (Clause 3)</i>	Examples of Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			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	Posters to enforce washing of hands in all facilities and social distancing measures in place are around the UTCs.	All Staff, Students	w/c 1/6/20	Completion date 10/6/20 Completed	L	L	L
						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.	Staff briefed by SLT at each UTC	w/c 1/6/20 and w/c 8/6/20	All staff coming in to the building briefed by 12/6/20 and reminded in Sept			
						Reinforce key messages throughout the UTC day and build into routine.	Students briefed when they first attend and messages reinforced daily	w/c 15/6/20	Ongoing			
						Regular updates from SLT with any changes that may impact staff/ students.	Weekly updates from local Principals	Ongoing	Updates on 1 Sept inset day Completed			
						Local Principals to communicate regularly with parents / carers re Government guidance and advice	Local Principals	Letter issued w/c 8/6/20	Ongoing			
						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.	Daily check by Laura Bingham / Nicola Thornton	Daily	Ongoing			
						Information to parents / carers on web-site	Laura Bingham to send to SERO	When sent out	Ongoing			
						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	Checked daily	Ongoing	Ongoing			
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	M	L	Posters in place with information around COVID-19 in all handwashing facilities around the building.	Admin Teams to put in place	w/c 1/6/20	Completion date 10/6/20 Completed	L	L	L
						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). 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.	Local Principals	letter issued w/c 8/6/20	Completed Reminder in Sept			

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				<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>Students to assist with cleaning down of desks after use where possible. Students should not be given the antibacterial spray but can use paper towels to assist.</p> <p>Wipes to be used by students to clean computer keyboards/ mice down after lessons.</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 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 ensure that their own classrooms are cleaned regularly</p> <p>Staff to supervise</p> <p>Staff to supervise</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>Video link on website advising how to do</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</p> <p>In place</p> <p>All staff briefed on induction day and "Things to remember" sheet distributed but will be ongoing</p> <p>On-going</p> <p>In place</p> <p>In place</p> <p>Ongoing</p> <p>Ongoing</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>Some stock on site – more ordered. On-going replenishing</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</p>	<p>M</p> <p>H</p> <p>H</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>Derby – as they have less students and staff in the building, breaks are at the same time but students in post and pre 16 are kept separate at all times.</p>	<p>All staff / students</p> <p>BSO's</p> <p>Principals to liaise with parents</p> <p>Principals</p> <p>Staff on duty</p>	<p>In place</p> <p>In place</p> <p>From Autumn term</p> <p>From Autumn term</p> <p>From 02/11/2020</p>	<p>Ongoing</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>From 02/11/20</p>			

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	<p>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>Maintain social distancing between staff at all times.</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>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>Principals to contact Post 16</p> <p>Principals</p> <p>BSOs</p> <p>Principals to rota</p> <p>Principals to rota</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</p> <p>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>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>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>continual review of guidance</p> <p>w/c 1/6/2020 and w/c 8/6/2020 review to take place</p>	<p>In place</p> <p>In place</p> <p>Completed</p> <p>In place</p> <p>Continual monitoring</p> <p>In place</p> <p>Completed</p> <p>Completed</p> <p>In place</p> <p>Completed</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>		
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<p>Students / staff identified as at increased risk to exposure of COVID-19.</p>	<p>Staff, students, visitors and contractors may be exposed to COVID-19.</p>	<p>Staff and students who are extremely clinically vulnerable can still attend unless they have received a letter from the NHS or a specialist doctor. They must take extra care to maintain social distancing and maintain good hand hygiene</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>Some students no longer required to shield but those 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>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>Pregnant women advised to follow The Royal College of Obstetrics and Gynaecology (RCOG) occupational health advice for employers and pregnant women.</p>	<p>M H H</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 tier guidance as set out by the government. 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.</p> <p>All individual risk assessments must be reviewed and signed for start of Autumn term.</p> <p>Health care plans and individual risk assessments will be put in place for any student who falls into this category which must be signed by parent/ carer.</p> <p>If students have any medical needs, then they will require an individual risk assessment which will need to include administering medication.</p> <p>The UTCs will follow vulnerable groups and shielding guidance from the government regarding the safety of staff and students.</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>All staff, students and parents</p> <p>Local Principals</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>Nicola Thornton/ HR</p>	<p>Ongoing</p> <p>w/c 19/10/2020</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>In place if required</p>	<p>In place</p> <p>w/c 19/10/2020</p> <p>Completed</p> <p>Ongoing</p> <p>Ongoing</p> <p>In place</p>			

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		<p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school.</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>PHE and DHSC advise that schools are not currently considered high risk settings when compared to other workplaces.</p> <p>Government will only reintroduce formal restrictive shielding advice in some local areas in Tier 3 where this has been advised by Chief Medical Officer and it will only be for a limited time. The Government will write to those who are still advised not to attend the workplace and continue to isolate due to Tier 3 restrictions.</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. 2m distance must be maintained at all times. Always take PPE with you on a visit as a precautionary measure.</p> <p>Anyone with an updated shielding letter following new national guidance will work from home from Thursday 5th November until Wednesday 2nd December.</p> <p>From 2nd December, Staff who are extremely clinically vulnerable can come back into the UTC again following an agreed updated individual risk assessment. Staff affected will be contacted by their line manager to discuss any flexibilities necessary to support them including considerations such as staggered start times to reduce travel during rush hour and all plans to be added to individual risk assessment.</p> <p>Whilst any UTC is in a Tier 3 restriction area consideration will be given to support extremely clinically vulnerable staff including if necessary flexibility to work from home if required.</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>In place if required</p> <p>w/c 19/10/2020</p> <p>05/11/2020</p> <p>30/11/2020 in preparation for 2nd December.</p>	<p>In place</p> <p>w/c 19/10/2020</p> <p>In place</p> <p>30/11/2020</p>							
Staffing	<p>Staff at risk of becoming unwell and unable to attend the UTC due to self-isolation periods.</p>	<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 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>	M	H	H	<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>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. 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>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>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</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>Exec / Principals</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>w/c 1/6/2020 and w/c 8/6/2020 and w/c 30/11/20</p>	<p>In place</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Ongoing</p> <p>Completed update on 30/11/2020</p>				M	H	H

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		<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>Schools encouraged to host ITT trainees.</p>		<p>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.</p> <p>Staff with any concerns about returning to work, including travel arrangements etc. to discuss with Principal / Nicola Thornton.</p>	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>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 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).</p> <p>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>	M H H	<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 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 should continue self-isolating for the full 14 days.</p> <p>They must not return to the UTC unless they have received a negative test and are no longer having 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 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. 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</p>	SLT, Staff, LA Information sent out regularly by Principals Reminders sent out to parents by principals "PPE packs" have been made up for ease of access at First Aid and Reception. Staff advised – guidance documents circulated to staff Rooms allocated on a daily basis in case one has been used the previous day. PAs to collate Kept on Reception Laura Bingham / Nicola Thornton to check. Principals to send out any updates to parents. Laura to put information on the website. Principals	Ongoing Ongoing w/c 14/09/2020 w/c 8/6/2020 Ongoing Ongoing Ongoing Ongoing	<p>Ongoing if any issues</p> <p><i>Info has been sent home, ongoing reminders</i></p> <p><i>Completed</i></p> <p><i>Complete, but will need continuously replacing</i></p> <p><i>Guidance in place</i></p> <p><i>In place if required</i></p> <p><i>In place</i></p> <p><i>In place</i></p> <p><i>In place, continual monitoring</i></p> <p><i>In place, continual monitoring</i></p> <p>Ongoing</p>	M H H		

				<p>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> <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 with household disinfectant.</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>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>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 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>Ongoing</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</p> <p>Ongoing, info sent to staff and parents</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>Ongoing</p> <p>In place</p>					
Remote Learning	<p>Staff / Students not able to attend the UTC due to period of self-isolation – risk to individual education.</p>	<p>Continue learning activities</p> <p>Use of technology to deliver classes via teams.</p> <p>Where a class, group or small numbers of students need to self-isolate, or there is a local lockdown requiring students to remain at home, we expect schools to have the capacity to offer immediate remote education.</p> <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>	M	H	H	<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>Any restrictions on education would only be as a last resort and may only be initiated following a ministerial decision on a case-by-case basis in the light of local and national circumstances. If contingency framework is implemented, UTC to only allow vulnerable children, children of critical workers, students in Y11 and Y13 and other pupils due to taken external exams this academic year. High quality remote education will be provided for all other students.</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>SLT/ Local Principals</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>Ongoing</p> <p>Staff made aware through briefings</p>	<p>In place</p> <p>Ongoing</p> <p>In place</p> <p>In place</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Can be put in place if required.</p>	M	M	M

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<p>Break/ Lunch Time – high traffic areas such as canteen</p>	<p>Students at risk of spreading/ contracting the virus in common use high traffic areas.</p>	<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>	<p>M</p>	<p>H</p>	<p>H</p>	<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>Derby – as they have less students and staff in the building, breaks are at the same time but students in post and pre 16 are kept separate at all times.</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.</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>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>Principals to advise in letters home and posters in place.</p> <p>From August Term</p> <p>Staff on duty to manage</p> <p>Principals/ Nicola Thornton/ Laura Bingham</p> <p>BSO</p> <p>Taylor Shaw Catering</p> <p>Principals/ Staff on Duty</p> <p>Taylor Shaw Catering</p> <p>Local Principals info to staff/ parents / students</p>	<p>w/c 8/6/2020</p> <p>From August Term</p> <p>w/c 02/11/2020</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>From Autumn term</p> <p>w/c 31/8/2020</p>	<p>In Place</p> <p>In place from Autumn term</p> <p>w/c 02/11/2020</p> <p>In place 02/09/2020</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place from 07/09/2020</p>	<p>M</p>	<p>M</p>	<p>M</p>
<p>Use of face coverings in education settings to minimise transmission of COVID-19.</p>	<p>Employees, students, contractors and visitors may be exposed to COVID-19.</p>	<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>	<p>M</p>	<p>M</p>	<p>M</p>	<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 1/9/20 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>Autumn term</p> <p>w/c 31/8/2020</p> <p>1/9/2020</p> <p>w/c 31/8/2020 w/c 7/9/2020</p> <p>w/c 31/8/2020</p> <p>From w/c 31/8/2020</p> <p>w/c 07/09/2020</p> <p>w/c 14/09/2020</p>	<p>In place</p> <p>In place from 07/09/2020</p> <p>Completed</p> <p>Complete</p> <p>In place</p> <p>In place</p> <p>In place</p>	<p>M</p>	<p>L</p>	<p>L</p>

_UTC Risk Assessment - Return of All Students to the UTC for the Autumn Term 30
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Staff/ student wellbeing	Staff and students may feel anxious about returning to work following lockdown/ during 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 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.</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>Government guidance sent out to all staff asking for any feedback/ ideas that staff feel would be good practise for the return of all students from Autumn term.</p> <p>The Educational Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. 08000 562 561 - Helpline</p>	<p>SLT to monitor</p> <p>Safeguarding leads</p> <p>The Listening Service 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 w/c 13/07/2020 w/c 17/8/20</p> <p>before Autumn term</p>	<p>Ongoing</p> <p>Ongoing</p> <p>In place</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>For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Government will review the possibility of changing the advice for overnight residential educational visits and look to resume from Easter 2021 on the proviso that the scientific evidence supports any such change.</p>	M	M	M	<p>Staff to remain a safe distance from students at all times.</p> <p>Sport – (ALL UTC's)</p> <p>Any equipment used must be meticulously cleaned in between uses by different groups of students.</p> <p>Students to be kept in consistent groups for sporting activities.</p> <p>Sports - those whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at return to recreational team sport framework.</p> <p>Changing rooms used as little as possible – no showers will be in use.</p> <p>Outdoor sports prioritised, Large indoor spaces used when not – maximise distance between students, paying extra attention to cleaning and hygiene.</p> <p>Engineering – (CITY & DERBY)</p> <p>Equipment to be regularly cleaned by Engineering Technician / Teachers.</p> <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>Quarantining of equipment for 72 hours in between uses by different bubbles such as electrical circuits that cannot be cleaned.</p> <p>Art – (CITY)</p> <p>There will be sufficient resources to allocate to specific groups.</p>	<p>Principals communicated to staff</p> <p>Cleaners, PE dept</p> <p>Principals</p> <p>PE staff made aware</p> <p>PE Staff aware</p> <p>PE Staff aware</p> <p>Engineering dept aware</p> <p>Cleaners/ Engineering dept</p> <p>Engineering CD</p> <p>Health dept</p> <p>Health dept</p> <p>Science dept</p> <p>Science dept/ cleaners</p> <p>Science dept</p> <p>Art dept</p>	<p>Regular briefings with staff</p> <p>From Autumn term</p> <p>In place</p> <p>From 02/12/2020</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>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</p> <p>From w/c 31/8/2020 in place</p> <p>In place</p> <p>From 02/12/2020</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> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place until guidance changes</p> <p>In place until guidance changes</p> <p>In place until guidance changes</p> <p>In place until guidance changes</p> <p>In place</p>	M	L	L

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		<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>		<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>	<p>Staff advised / BOS / SLT to check</p> <p>Cleaners / BSOs</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>Daily</p> <p>Ongoing</p> <p>Start of Autumn Term</p> <p>In place</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>In place</p> <p>In place June 2020</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>From 17 September 2020, there is a new dedicated advice service available to advise schools who have been informed of a confirmed case of coronavirus in their setting. DfE are updating their guidance to reflect this change. This means that instead of calling your local health protection team, when there is a confirmed case in your education setting, DfE will now be asking you to call their helpline and you will then be directed to the dedicated NHS advice team for nurseries, schools and colleges with confirmed cases.</p> <p>This new service can be reached by calling DfE's existing 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</p>	<p>M H H</p>	<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>	<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>Introduced 17/09/2020</p> <p>28/09/2020</p> <p>Ongoing reminders via staff briefings</p> <p>In place</p> <p>Info to be sent home before Autumn term</p> <p>Info to be shared via emails home and staff briefings before Autumn term</p> <p>Info to be shared via emails home and staff briefings</p>	<p>In place from 17/09/2020</p> <p>In place from 28/09/2020</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed, all staff briefed on RA</p>	<p>M H H</p>	<p>M H H</p>

	<p>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> <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. <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 14 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>At all local alert levels, the expectation is that education and childcare provision should continue as normal.</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> <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 14 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>If a student who is a contact of a confirmed case tests negative, they cannot return to school until they have completed the 14 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 Zoom 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 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>before Autumn term</p> <p>Info to be shared via emails home and staff briefings</p> <p>Info to be shared via emails home and staff briefings before Autumn term</p> <p>Info to be shared via emails home and staff briefings before Autumn term</p> <p>Update to staff w/c 28/09/2020</p> <p>Ongoing</p> <p>In place if required</p> <p>Ongoing</p> <p>Ongoing</p> <p>Plans to be put in place for Autumn term</p>	<p>In place, reminders to be sent 28/09/2020</p> <p>Updates to staff w/c 28/09/2020</p> <p>Updates to staff w/c 28/09/2020</p> <p>Completed</p> <p>Ongoing</p> <p>In place if required</p> <p>In place if required</p> <p>In place</p> <p>Plans in place if required</p>		
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					In the event of further closures or bubble isolation, we will provide remote education to those students affected via Microsoft TEAMS.	Principals/teaching staff	Plans to be put in place for Autumn term	Plans in place if required		
NHS Track and Trace App	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>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>			<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.</p> <p>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>	Principals to communicate to staff	Via briefing 16/11/2020	16/11/2020 in place		
						Principals to communicate to staff	Via briefing 16/11/2020	16/11/2020 In place		
						Principals to communicate to staff	Via briefing 16/11/2020	16/11/2020 In place		
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>			<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> <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>	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	Looking into options		
						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 Completed	M	M
						Principals	Staff advised 06/10/20	6/10/20 - email		
						Principals to advise staff	w/c 12/10/2020	In place		
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 2nd national lockdown from 5 November, the FCO advises against all but essential international travel.</p>	Principals to advise staff / parents	Summer 2020	In place		
						Principals to advise staff/ parents	Staff aware	Staff aware		
Exams held in UTC	Students/ ex-students/ invigilators at risk of exposure to Covid-19.	Must engage with NHS Test and Trace and collect and keep contact information for candidates and invigilators.			Invigilators and other staff to stand alongside candidates when interacting with them rather than face to face.	Exams Officer to inform invigilators.	To be in place for w/c 2 nd Nov 2020	w/c 02/11/2020		

UTC Risk Assessment - Return of All Students to the UTC for the Autumn Term 30 November 2020

	<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.</p> <p>Candidates from different group bubbles or those returning to school 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>			<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 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>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>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>w/c 19/10/2020</p> <p>w/c 19/10/2020</p> <p>Completed</p> <p>w/c 19/10/2020</p> <p>Completed</p> <p>w/c 19/10/2020</p> <p>w/c 19/10/2020</p> <p>w/c 02/11/2020</p> <p>Completed, review if necessary</p>				
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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 30/11/2020	
Assessors Signature:	Date:	Authorised By:	Date:
Nicola Thornton/ Laura Bingham	30/11/2020	Nick Crew	30/11/2020

* 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

_UTC Risk Assessment - Return of All Students to the UTC for the Autumn Term 30
 November 2020_

	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.