

<b>Operations / Work Activities covered by this assessment:</b>	Coronavirus Risk to UTC
<b>School / College Name and Address:</b>	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, Derby 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 <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p> <p>Up to date guidance will be distributed and communicated through the UTC community, including; Governors, Staff, Academy Trust etc. via email/TEAMS.</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>Remember - 'Hands. Face. Space.'</p>	L	M	L	<p>Posters to enforce washing of hands in all facilities and social distancing measures in place are around the UTCs.</p> <p>All staff, students to be briefed on the risk assessment so they are fully aware of any new procedures put in place relating to Coronavirus.</p> <p>Reinforce key messages throughout the UTC day and build into routine.</p> <p>Regular updates from SLT with any changes that may impact staff/ students.</p> <p>Local Principals to communicate regularly with parents / carers re Government guidance and advice</p> <p>LBi (Business &amp; Operations Support Officer) to check daily for any new government guidance. In her absence NTh (Business &amp; 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; <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a></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/ <a href="mailto:dfecoronavirushelpline@education.gov.uk">dfecoronavirushelpline@education.gov.uk</a></p>	All Staff, Students	In place	Completed					
			Staff briefed by SLT at each UTC and weekly updates communicated via email	New students advised and current students reminded w/c 2/9/21	Ongoing									
			Students briefed when they first attend and messages reinforced daily	New students advised and current students reminded w/c 2/9/21	Ongoing									
			Weekly updates from local Principals	In place	Ongoing									
			Local Principals	Letter issued regularly	Ongoing									
			Daily check by Laura Bingham / Nicola Thornton	Daily	Ongoing	L	L	L						
			Laura Bingham to send to SERO	Updated regularly / sent out as required	Ongoing									
			Checked daily	Ongoing	Ongoing									

Increased Hygiene	Staff, children, visitors and contractors at risk of contracting or transmitting virus through poor hygiene.	General reminders for hygiene.				Posters in place with information around COVID-19 in all handwashing facilities around the building.	Admin Teams to put in place	In place and regularly reviewed	Completed					
		Effective handwashing facilities and availability of soap.												
		Follow usual absence periods for sickness.					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).	Local Principals	Letter issued and in place. New students advised and current students reminded w/c 2/9/21	Completed				
		Increased enforced washing of hands after entering building, before and after eating.												
		Students to have their own equipment e.g. pens, books, laptops where possible.												
		Prop doors open where safe to do so (considering fire safety and safeguarding) to limit use of door handles and aid ventilation.					Additional cleaning taking place covering spot cleans, high traffic areas e.g. toilets. The BSOs will also assist with cleaning when not on other BSO activities.	LBI to monitor	In place	Ongoing		M	L	L
		Fire doors must not be propped open.												
		Provide hand sanitiser for the occasions when people can't wash their hands.					Soap available and plenty of supplies in reserve. More supplies will be ordered in advance of when required.	Cleaning supervisor / Laura Bingham	Ongoing	Completed				
		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.					Hand sanitiser readily available at reception and in any classroom/ learning environments used. These are topped up by BSO/ cleaning staff when required.	Extra Supplies in the buildings and are in place where they need to be	Ongoing	Supplies in place, back up supply on site				
		Always keeping occupied spaces well ventilated.												
		Open high level windows in preference to low level to prevent draughts.												
		Increase the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)					Staff to remind students on the importance of regularly washing their hands and using hand sanitiser in times in between hand washes.	Staff reminded by Principals at briefings. Students reminded daily	Ongoing	Ongoing, posters in place to remind.				
		Where windows are frequently opened and closed these should be seen as a 'regular touch points' and must be cleaned with the appropriate frequency.					BSOs to monitor levels and report the need for additional supplies to Laura Bingham.	BSOs / Laura Bingham	Ongoing	Ongoing				
		Avoid creating splashes and spray when cleaning.					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.	BSOs / staff to ensure this takes place	Ongoing – all reminded	Supplies / poster in place				
							Bins with lids, which are foot operated, used and emptied more regularly.	In place	In place	In place				
					Cleaners/ BSOs to do additional cleaning throughout the day. In particular, handrails and door handles.	BSOs / cleaners	In place	Completed						
					Cleaners/ BSO will be responsible for checking stocks of soap and hand drying facilities throughout the day.	BSOs / cleaners	Ongoing	In place						
					The Sheffield Public Health Team are encouraging all staff and students in secondary schools to still wear face masks. The Trust is advising all staff and students to wear a face mask in all communal areas of the UTCs. i.e. corridors / dining hall (unless eating or drinking) or where social distancing is difficult. Face masks can be worn in classrooms where social distancing isn't possible but the wearing of face masks is not mandatory.	Principals to communicate with staff/ parents / students.	From 2 Sept 2021 advise students & parents	Ongoing						
					Disposable Masks will be available for staff / students who may have forgotten their own and wish to wear one.	Distributed at Reception	In place	In place						
					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.	LBI to ensure available	In place and top up packs if required	Information circulated – Packs in place						
					Training to be provided by Laura Bingham in the safe putting on and removal of PPE if required.	LBI to update info and training to all first aiders and all other staff as required	Sent out info to staff and available on the shared drive	Information circulated – one to one training offered						

				<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>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>Staff advised that classrooms can still 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. <a href="#">Coronavirus: How to clean your smartphone safely - BBC News</a></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>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>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 &amp; students</p> <p>Principals to remind staff at briefing</p> <p>Principals to remind staff at briefing</p> <p>Cleaning staff, BSO's</p> <p>BSO's to ensure they are topped up</p> <p>BSOs / Admin to have stock</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>Video link on website advising how to do</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>Some stock on site – On-going replenishing</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> <p>In place</p> <p>In place</p> <p>In place</p> <p>Completed</p> <p>In place</p>					
Increased risk of transmission due to increased staff / students working in close proximity.	Staff, Students at risk of contracting / transmitting virus	<p>The risks to education staff are similar to those for most other occupations.</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>Where mechanical ventilation is present, re-circulatory systems should be adjusted to full fresh air. If this is not possible, systems should be operated as normal.</p> <p>Ventilation to chemical stores should remain operational.</p> <p>Large gatherings are now able to take place but avoid large gatherings such as assemblies with more than one year group.</p> <p>Consider arrangements for shared staff spaces to support social distancing where possible.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and students should have their own items.</p> <p>Classroom based resources, such as books and games, can be used. These should be cleaned regularly, along with all frequently touched surfaces.</p>	M	H	H	<p>Main entrance will be open and barriers will be lifted to avoid students touching barriers on entry and exit at the start and end of the school day.</p> <p>Main entrance doors are automatic so no need for contact.</p> <p>Students to enter the building between 8am – 8.30am to allow for a flow and there will be staggered finish times.</p> <p>Breaks/ lunches are separate to try and minimise mixing.</p> <p>Post 16 are able to eat off site and there will be designated Post 16 areas to sit in the dining areas.</p> <p>Staff to be on duty outside and inside to remind students to remain socially distanced 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>Principals</p> <p>Principals</p> <p>Staff on duty</p> <p>Staff on duty to monitor</p> <p>Principals to rota</p> <p>Principals to rota</p> <p>Principals to communicate to staff and students</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 – new students advised on return</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>	M	M	M

		Schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, schools will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. Schools should consult the health and safety guidance on educational visits when considering visits.			<p>Lifts not to be used by students unless absolutely necessary which will have to be pre-arranged with Principal/ B&amp;OD. Only two people will be allowed in a lift at any one time.</p> <p>Different year groups breaks and lunches are taken at different times – cleaning down in-between should still be maintained.</p> <p>Classroom layouts have been altered to offer side by side desks facing forwards, not face to face. Ideally keep these in place but can be re-configured if required.</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 to still try and distance as far as practicable from students in classrooms, teaching from the front/ back wherever possible.</p> <p>Seating plans in place for students in classes/ tutor groups.</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>All mechanical ventilation on and set to fresh air.</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>If possible it is advised 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 &amp; Safety guidance relating to Covid-19, e.g. spitting or coughing deliberately, may be excluded.</p> <p>Staff moving between sites to be kept to a minimum. Staff attending other sites must minimise travel around the visited site and try to maintain 2 metre distancing from other staff and students. Teams utilised wherever possible.</p>	<p>Notices placed on doors by admin</p> <p>SLT / Teaching staff and pastoral support</p> <p>Teaching staff</p> <p>Staff, LM's</p> <p>Teaching Staff</p> <p>Principal</p> <p>Principals</p> <p>All staff / BSOs</p> <p>LBI / BSOs to monitor</p> <p>Principals</p> <p>Local Principals</p> <p>Local Principals</p> <p>Principals/ ELT</p>	<p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>New ones created w/c 6/9/21</p> <p>W/c 2/9/21</p> <p>Ongoing</p> <p>Ongoing</p> <p>Reminder to staff &amp; students 2/9/21</p> <p>Ongoing reminders</p> <p>Ongoing</p> <p>Ongoing</p>	<p>In place</p> <p>Completed</p> <p>Completed</p> <p>In place</p> <p>Completed</p> <p>w/c 6/9/21</p> <p>w/c 6/9/21</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p>				
Students / staff identified as at increased risk to exposure of COVID-19.	Staff, students, visitors and contractors may be exposed to COVID-19.	<p>Clinically Extremely vulnerable staff and students are now advised that they can attend school as normal.</p> <p>Nobody below the age of 18 is now considered to be clinically extremely vulnerable (CEV) and they have all been removed from the shielding patient list.</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) <a href="#">occupational health advice for employers and pregnant women</a>.</p>	M	M	M	<p>UTCs will follow guidance as set out by the government.</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 only be where necessary. Staff and their Managers should make a judgement about visiting which balances considerations of the:</p> <ul style="list-style-type: none"> <li>- Risks to children and young people</li> <li>- Risks to families</li> <li>- Risks to the workforce</li> <li>- National guidance on social distancing and hygiene</li> <li>- Statutory responsibilities, including safeguarding.</li> </ul>	<p>All staff, students and parents</p> <p>Principals/ Nicola Thornton/ HR</p> <p>Nicola Thornton/ HR</p> <p>Local Principals to communicate to safeguarding team</p>	<p>Ongoing</p> <p>Meetings with staff affected</p> <p>As required</p> <p>In place</p>	<p>In place</p> <p>In place</p> <p>Ongoing</p> <p>In place</p>	M	L	L

				<p>If staff are visiting families in their homes they are advised to wear PPE including a mask and gloves.</p> <p>2m distance is advised to be maintained if possible. Always take PPE with you on a visit as a precautionary measure.</p>	<p>Local Principals to communicate with staff</p> <p>Local Principals/ Line Managers to communicate with staff</p>	<p>Ongoing as guidance is released</p> <p>In place if required</p>	<p>Ongoing</p> <p>In place</p>					
New strain/ variants of Covid-19 more transmittable	<p>Staff/ students/ visitors and contractors at increased risk of transmitting and catching the new strain of the virus</p>	<p>Staff to remain vigilant with social distancing where possible.</p> <p>PHE advice remains that the way to control this virus is with the system of controls, even with the current new variants.</p> <p>Promote thorough handwashing/ sanitising throughout the day to staff and students.</p> <p>Ventilation utilised.</p> <p>Any restrictions on education are always a last resort and should only be initiated following a ministerial decision. This framework is separate to the processes in place for managing outbreaks and operational challenges.</p> <p>A variant of COVID-19 is classified as 'of concern' if there are signs it could:</p> <ul style="list-style-type: none"> <li>cause more harm</li> <li>be more easily transmitted</li> <li>escape immunity from previous infection or vaccinations</li> </ul> <p>In areas where VOCs are identified, local action is taken immediately to limit the spread and contain the variant. The more cases we find; the better chance we have of stopping it spreading.</p> <p>Schools and colleges will be offered surge testing using PCR tests if they are in an area identified as having cases of a COVID-19 VOC. The Local Authority Director of Public Health is responsible for deciding the exact operational response under the contingency framework.</p> <p>The same national guidance continues to apply in areas where new variants have been identified and education settings can remain open. All students and staff should continue to follow national guidance, including 'hands, face, space, fresh air'.</p>	M	H	H	<p>Staff have separate work areas when in the UTC.</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 are advised in all communal areas by staff unless they are medically exempt.</p> <p>Ventilation set to maximum fresh air flow and windows opened in rooms where this is possible.</p> <p>Alongside the government schools guidance, the UTC will follow covid-19 contingency framework for education and childcare settings in the event of a local outbreak.</p> <p>Keep up to date with Local Authority and Public Health guidance regarding any variant of concern or change in guidance.</p> <p>The UTC will follow local health guidance regarding re-introducing of any control measures such as face coverings and remote learning.</p> <p>We still have all control measures in place as before such as one way systems, additional cleaning and separate breaks and lunches.</p> <p>We continue to strongly advise wearing in communal areas where we have denser population. We are monitoring infection rates carefully and thankfully to date we aren't seeing large increases at any of our UTCs currently.</p> <p>Derby additionally does benefit from a smaller population in a building designed for 600.</p>	<p>Line Managers/ SLT</p> <p>BSO's</p> <p>Principals/ staff on duty to remind students</p> <p>Principals</p> <p>Estates / BSO / All</p> <p>Exec/ SLT</p> <p>SLT/ Laura Bingham / Exec Team</p> <p>Exec Team/ SLT</p> <p>SLT/ Exec team</p> <p>SLT/ Exec team</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>	<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>			
Staffing	<p>Staff at risk of becoming unwell and unable to attend the UTC due to self-isolation periods.</p>	<p>All staff are able to attend work.</p> <p>Regular communication with staff.</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>Teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</p> <p>It is still advised that 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>	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>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>Students / staff who require first aid should continue to receive care as normal. PPE is available for first aiders if they wish to wear it or if the person requiring care shows any symptoms of Coronavirus and there is a risk of droplet transmission.</p> <p>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>Supply staff and other temporary or peripatetic staff can move between schools. Such staff and visitors must follow your school's arrangements for managing and minimising risk based on the system of</p>	<p>Exec Team / Principals / BSOs</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>First Aiders</p> <p>Laura Bingham / Nicola Thornton</p> <p>Principal/ PA's</p>	<p>Ongoing</p> <p>In place</p> <p>PPE packs in place and training documents available on shared drive</p> <p>Ongoing</p> <p>On going</p> <p>In place</p>	<p>Completed</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>Ongoing</p> <p>Ongoing</p> <p>In place</p>			

					controls. They should also have access to information on the safety arrangements and be provided with this as soon as possible after the booking.							
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> <ul style="list-style-type: none"> <li>A high temperature</li> <li>A new continuous cough</li> <li>A loss or change to your sense of smell or taste</li> </ul> <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.</p> <p>Staff / students and members of their household who are experiencing COVID-19 symptoms should have a PCR test. All 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.</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 PCR test. If the PCR is negative staff / students, no longer need to isolate and can return to the UTC.</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>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> <li>fully vaccinated and 14 days since completing their vaccination.</li> <li>they are below the age of 18 years and 6 months</li> <li>they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>they are not able to get vaccinated for medical reasons</li> </ul> <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.</p> <p>We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport. 18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</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 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.</p> <p>The room must if possible have the following:</p>	SLT, Staff, LA	Ongoing	In place				
						SLT	Ongoing	In place				
						Information sent out regularly by Principals	Ongoing	Info has been sent home, ongoing reminders In place				
						Reminders sent out to parents by principals	In place	In place				
						Reminders to all staff	In place	In place				
						Reminders sent to parents	Ongoing	In place	M	H	H	
						Reminders sent to parents	Ongoing	Complete				
						"PPE packs" have been made up for ease of access at First Aid and Reception.	Ongoing	Guidance in place on shared drive				
						Staff advised – guidance documents circulated to staff	Ongoing	In place				
						Rooms allocated on a daily basis in case one has been used the previous day.	Ongoing	In place				

				<ul style="list-style-type: none"> <li>A door that can be closed</li> <li>A window which can be opened for ventilation</li> <li>Access to separate bathroom if required</li> <li>An exit route enabling student to exit without re-entering main building</li> <li>Signage to be displayed stating no entry.</li> </ul> <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.</p> <p>Advise via letters home via e-mail / website that parents keep abreast of the current advice over self-isolating.</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 should 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>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>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>PAs</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>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, 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 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"> <li>ensuring students receive clear explanations</li> <li>supporting growth in confidence with new material through scaffolded practice</li> <li>application of new knowledge or skills</li> <li>enabling students to receive feedback on how to progress</li> </ul> <p>Schools can distribute school-owned laptops accompanied by a user agreement or contract. They can also remind students that access is also possible through large-screen smartphones. Affected students can be supported to come into school to use UTC resources within any rules in force at the time</p> <p>Adapt teaching for SEND students to ensure students continue to make progress wherever possible even if they are not able to be in school.</p>	M H H	<p>All teaching staff informed to upload core work to 'Satchel-One' / 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>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>All staff</p> <p>Principals/ SLT</p> <p>All staff</p> <p>PAs</p> <p>Teaching staff</p> <p>Teaching staff</p> <p>Local PA's/ Principals</p> <p>Principals to communicate to staff</p>	<p>Ongoing</p> <p>In place</p> <p>Ongoing</p> <p>In place</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>In place</p> <p>In place</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	M	M	M

		<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"> <li>set assignments so that students have meaningful and ambitious work each day in a number of different subjects</li> <li>set work that is of equivalent length to the core teaching students would receive in school, and as a minimum:</li> <li>secondary: In line with their normal timetables.</li> <li>provide frequent, clear explanations of new content, delivered by a teacher or through high-quality curriculum resources or videos</li> <li>have systems for checking, at least weekly, whether students are engaging with their work, and inform parents immediately where engagement is a concern</li> <li>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</li> <li>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 students' understanding.</li> </ul>			<p>Students will be following their own timetable either in the UTC or remotely if they are isolating.</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>Will follow local public health guidance on reintroduction of remote learning if required.</p>	<p>Info to parents / students</p> <p>SLT/LM's</p> <p>ELT, SLT</p>	<p>Ongoing</p> <p>Ongoing</p> <p>In place</p>	<p>Ongoing</p> <p>Ongoing</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>The Sheffield Public Health Team are encouraging all staff and students in secondary schools to still wear face masks. The Trust is advising all staff and students to wear a face mask in all communal areas of the UTCs. i.e. corridors / dining hall (unless eating or drinking) or where social distancing is difficult. Face masks can be worn in classrooms where social distancing isn't possible but the wearing of face masks is not mandatory.</p> <p>In all schools we continue to recommend that face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas).</p> <p>The reintroduction of face coverings for students, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission.</p> <p>Children and young people aged 11 and over must still wear a face covering on public transport. In accordance with advice from PHE, they must also wear a face covering when travelling on dedicated transport to secondary school or college. This does not apply to children and young people who are exempt from wearing face coverings.</p> <p>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. Face visors or shields should not be worn as an alternative to face coverings. 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>	M	M	M	<p>Staff and visitors are still advised to wear a face covering when in any communal area of the UTC.</p> <p>The Sheffield Public Health Team are encouraging all staff and students in secondary schools to still wear face masks. The Trust is advising all staff and students to wear a face mask in all communal areas of the UTCs. i.e. corridors / dining hall (unless eating or drinking) or where social distancing is difficult. Face masks can be worn in classrooms where social distancing isn't possible but the wearing of face masks is not mandatory.</p> <p>As face coverings will still be required for public transport, students and staff will be provided with clear instructions regarding how to put on, remove, cleaning hands before and after touching, store and dispose of face coverings via information from tutors / Principals / web-site / staff meetings</p> <p>Students to remove masks if they wish to do so and store safely following guidance before entering UTC premises.</p> <p>If staff, students or visitors who would like a mask 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>We still have all other control measures in place as before such as one way systems, additional cleaning and separate breaks and lunches.</p> <p>We continue to strongly advise wearing in communal areas where we have denser population. We are monitoring infection rates carefully and thankfully to date we aren't seeing large increases at any of our UTCs currently.</p> <p>Derby additionally does benefit from a smaller population in a building designed for 600.</p>	<p>Local Principals to inform</p> <p>Local Principals to update</p> <p>Local Principals to update students / parents / staff</p> <p>Admin Team</p> <p>SLT/ Exec team</p> <p>SLT/ exec team</p>	<p>From 17 May 2021</p> <p>From 17 May 2021</p> <p>From 17 May 2021</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	L	L



Staff/ student wellbeing	Staff and students may feel anxious about being in school / at work due to the 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.</p> <p>It is important to contextualise these feelings as normal responses to an abnormal situation.</p> <p>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> <p>It is likely that some students, parents and households may be reluctant or anxious about attending school. This may include students who:</p> <ul style="list-style-type: none"> <li>• have themselves been shielding previously but have been advised they no longer need to shield;</li> <li>• live in a household where someone is clinically vulnerable (CV) or CEV (including young carers);</li> <li>• are concerned about the possible increased risks from coronavirus (COVID19) such as those who have certain conditions such as obesity and diabetes</li> </ul> <p>Discuss any concerns with parents and provide reassurance on the measures you are putting in place to reduce any risks. Remind parents that students of compulsory school age must be in school unless a statutory reason applies.</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.</p> <p>Staff wellbeing monitored by line managers to ensure appropriate support is available.</p> <p>Regular briefings from Principals to all staff to update on current and ever-changing situation.</p> <p>Government guidance sent out to all staff asking for any feedback/ ideas that staff feel would be good practise.</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>Risk assessment shared weekly with staff and updates highlighted. Staff / governors / stakeholders can pass on any feedback.</p> <p>Identify students who are reluctant or anxious about attending or who are at risk of disengagement and develop plans for re-engaging them. You may want to put particular emphasis on:</p> <ul style="list-style-type: none"> <li>• disadvantaged and vulnerable children and young people</li> <li>• students who were persistently absent prior to the pandemic</li> <li>• students who have not engaged with school regularly during the pandemic.</li> </ul>	SLT to monitor  Safe-guarding leads  Principals  Nicola Thornton/ Laura Bingham  Principals to communicate to staff  Nicola Thornton/ Laura Bingham  LM's	Ongoing  Continuous focus  Ongoing  Ongoing  In place  In place  Ongoing	Ongoing  Ongoing  In place  In place  Ongoing	M	L	L
Deliveries, visitors, contractors and maintenance on site	Employees, students, contractors and visitors may be exposed to COVID-19.	<p>All repairs and maintenance should be now be carried out.</p> <p>Signing in procedures to include the contact details of individual for NHS Test and Trace purposes</p> <p>Contractors aware regarding the policy on face masks.</p> <p>A record should be kept of all visitors with sufficient detail to support rapid contact tracing if required by the NHS Track and Trace.</p> <p>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&amp;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.</p>	M	M	M	<p>All maintenance, e.g. alarm checks, water flushing carried out by BSO weekly.</p> <p>Contractors advised of social distancing measures in place at all times. BSO / Business and Operations Officer to conduct contractor induction and ensure they follow procedures that are in place on arrival before working on site.</p> <p>All contractors/ visitors sign in on arrival and sign to say that they have read and understood the Coronavirus guidance that the UTC has implemented.</p> <p>There is a section on the sign-in sheet in the last column to provide contact number solely for the purpose of test and trace. After 21 days contact information will be securely disposed of.</p> <p>Limited to only essential visitors and badges will be cleaned before and after use.</p> <p>Cleaning Supervisors will be responsible for ordering and checking stocks of cleaning products.</p> <p>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</p> <p>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 have their own equipment (shovels) for this, which are not shared with other staff.</p>	SLT, Sheffield College  BSO / Laura Bingham  BSO/ Laura Bingham  BSO/ Laura Bingham  Reception  Cleaning sups / Laura Bingham  BSO/ Laura Bingham  BSO	Ongoing  In place  In place  In place  In place  Ongoing  Ongoing	In place  In place  In place  In place  In place	M	L	L

<p>Risk of fire and delayed evacuation due to insufficient fire safety management</p>	<p>Staff, students, visitors and contractors and members of the public may be subject to serious injury/ death in the event of a fire.</p>	<p>Review fire risk assessment to take into account any changes to the use of building or rooms within it.</p> <p>Consider any new fire hazards which may have been introduced. e.g. increased supplies of PPE, sources of fuel, waste.</p> <p>Doors propped open (to minimise contact and aid ventilation) must be closed on sounding of the fire alarm (during emergency evacuation) and at the end of the school day.</p> <p>Fire doors must not be propped open.</p> <p>Fire evacuation routes to be kept clear at all times.</p> <p>Safe egress from the building must be considered during any reconfiguration of a room layout / usage.</p> <p>Review fire assembly point to maximise social distancing whilst maintaining safe distance from building.</p> <p>PEEP's must be reviewed to ensure support can be provided for staff / students.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases MUST be managed by:</p> <ul style="list-style-type: none"> <li>Placing in a plastic rubbish bag – tied when full.</li> <li>Plastic bag placed in a second bin bag and tied.</li> <li>Bins MUST be emptied regularly throughout the day</li> <li>Placed in a suitable and secure place and marked for storage until the individual test results are known.</li> <li>Waste can be disposed of when a negative test result is known or after the waste has been stored for 72 hours.</li> </ul> <p>Alcohol hand gel MUST NOT be kept in cars due to fire risk in hot temperatures.</p>	<p>M</p>	<p>M</p>	<p>M</p>	<p>BSO will be responsible for daily checks of the UTC building to ensure fire evacuation routes are kept clear.</p> <p>Fire alarm checked weekly by BSO.</p> <p>Emergency lighting checked regularly by BSO for failures and reported through TSC.</p> <p>Business and Operations Support Officer / SLT will be responsible for reviewing PEEP's regularly and amending support plans as required.</p> <p>Doors to be opened prior to students walking to classroom / work area where possible and closed after.</p> <p>Fire doors not to be propped open (unless on hold openers like OLPs corridor doors and then these must be left open)</p> <p>All cleaning supplies stored safely in cleaning cupboards.</p> <p>Regular fire drills carried out termly to ensure all staff and students are aware of how to evacuate building whilst maintaining distancing where possible.</p> <p>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"> <li>Fire risk</li> <li>Impede emergency exit routes</li> <li>Trip hazard.</li> <li>Away from students</li> </ul> <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>BSO</p> <p>BSO</p> <p>BSO</p> <p>Laura Bingham / SLT</p> <p>BSO to check</p> <p>Staff advised / BSO / 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>Weekly</p> <p>Ongoing</p> <p>Daily</p> <p>Daily</p> <p>Daily</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>	<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> <p>In place</p>	<p>M</p>	<p>L</p>	<p>L</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>Tracing close contacts and isolation from July 2021 will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing for students.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and / or their parent / carer to identify close contacts.</p> <p>Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and / or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact.</p> <p>Schools may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> <li>fully vaccinated and 14 days since completing their vaccination.</li> <li>they are below the age of 18 years and 6 months</li> <li>they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>they are not able to get vaccinated for medical reasons</li> </ul> <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.</p> <p>We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend</p>	<p>M</p>	<p>H</p>	<p>H</p>	<p><b>Guidance Questions:</b></p> <p>For questions relating to clarification of the guidance. For example, for questions about staffing, risk assessments, vulnerable staff, cleaning and infection prevention control, interpretation of the guidance document and all general questions, please contact the DfE helpline directly 0800 046 8687 (option 1).</p> <p>- Contact Tracing: The role of settings in relation to contact tracing has changed significantly for the new academic term. Settings are no longer required to isolate contacts under the age of 18 years and those over 18 who have received two vaccinations do not need to isolate if they are a contact of a positive case.</p> <p>This means that the previous contact tracing requirements and queries relating to who should isolate will no longer be necessary. Individuals that are positive or symptomatic should isolate for 10 days.</p> <p>Any identified contacts of a positive COVID case will be identified by NHS Test and Trace and asked to have a PCR test. Students and staff can remain in school/the setting until the result is confirmed.</p> <p>When you are informed of a single positive student case you do not need to inform anyone about this directly however you should include these on the DfE return each day.</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>COVID-19 tests can be booked via the links below:</p> <ul style="list-style-type: none"> <li><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></li> <li><a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></li> <li>Ordered by phone NHS 119 (for those without access to the internet).</li> </ul> <p>In some instances, a positive case of COVID-19 may require reporting to the</p>	<p>Exec /SLT Team</p> <p>PA's</p> <p>Principals</p> <p>Staff/ parents</p>	<p>In place</p> <p>In place</p> <p>Ongoing reminders via briefings/ assemblies</p> <p>In place</p>	<p>In place</p> <p>In place</p> <p>Completed</p> <p>In place</p>	<p>M</p>	<p>H</p>	<p>H</p>

		<p>school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport. 18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</p> <p>Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (see Stepping measures up and down section for more information) or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</p> <p>Reaching the threshold for outbreak management:</p> <p>All settings will also be provided next week with a case review template which we recommend you use to log and record any positive COVID cases.</p> <p>Please note you are no longer required to inform the LA Public Health Team or PHE of single cases and you do not need to call the DfE helpline to report them. DfE may continue to require you to report case numbers through the portal.</p> <p>Where you have single cases or cases where you know there is household transmission you are not required to take any action.</p> <p>Where you become concerned about cases which are linked and potential transmission in the setting you should seek additional support.</p> <p>The threshold to help you monitor this is:</p> <ul style="list-style-type: none"> <li>• 5 children, students, students, or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period:</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• 10% of children, students, students, or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</li> </ul> <p>Develop contingency plans for possible local outbreaks.</p> <ul style="list-style-type: none"> <li>• Remote education to be available for all students who need it.</li> <li>• Have high quality online and offline resources.</li> <li>• Provide printed resources for students who do not have online access.</li> </ul>		<p>Health and Safety Executive (HSE) under the RIDDOR Regulations 2013:</p> <ul style="list-style-type: none"> <li>• An unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.</li> <li>• 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;</li> <li>• A worker dies as a result of occupational exposure to coronavirus.</li> </ul> <p>Before submitting the RIDDOR report please contact the H&amp;S Team for further advice and support via <a href="mailto:hands@nottscc.gov.uk">hands@nottscc.gov.uk</a></p> <p>Online learning via Teams already tried and tested during earlier lockdown, teachers are all familiar if we have to move back to this.</p> <p>All settings should seek public health advice if a student, student, child, or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE or LA public health team (Sheffield 0114 2735334)</p> <p>If setting is concerned about transmission in the setting and the threshold is met contact DfE helpline.</p> <p>Contingency plan has been put in place for each UTC site and will be implemented if necessary.</p> <p>If someone in your household tests positive for Covid-19 you must ensure all household members have a PCR test whether they have symptoms or not.</p> <p>Young people living in the household who are of secondary school age should now take daily LFT's until the PCR result is returned.</p>	<p>Nicola Thornton/ Laura Bingham</p> <p>Nicola Thornton/ Laura Bingham</p> <p>Principals/ Teaching staff</p> <p>SLT</p> <p>SLT</p> <p>Exec Team/ SLT</p> <p>SLT</p> <p>SLT</p>	<p>In place</p> <p>In place if required</p> <p>If required</p> <p>In place if required</p> <p>In place if required</p> <p>In place if required</p> <p>In place if required</p> <p>Email to staff and students</p> <p>Email to staff and students</p>	<p>In place</p> <p>In place</p> <p>Ongoing</p> <p>In place if required</p> <p>In place if required</p> <p>In place if required</p> <p>04/11/2021</p> <p>04/11/2021</p>		
UTC Staff/ students access to LFT testing/ vaccinations	<p>Employees may receive a positive result testing and therefore have to self-isolate following government guidelines.</p> <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>Staff and students are advised to undertake 2 LFT at the start of the new school term in September 2021 and then continue to test twice weekly. This has been reviewed and the decision has been made to continue with twice weekly testing for staff and students.</p> <p>There has now been an announcement from the government that 12-15 year-olds will be offered one dose of the Pfizer C-19 vaccine to provide protection</p>		<p>Existing students were given LFT before the end of the summer term to be able to undertake 2 test before they return to the UTCs. New students have been advised where to get test from / have been able to collect them from the UTCs at specified times during the holiday.</p> <p>Students will watch the materials produced by the Government on self-swabbing and the link to the materials will be sent to parents / carers.</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 from the point of test.</p> <p>Staff and students are able to access up to 2 LFD tests per week.</p> <p>If staff/student have recently (within 90 days) tested positive for COVID-19, they are likely</p>	<p>SLT / Admin</p> <p>Via Tutors/ Principal</p> <p>PA to Principal/ LB</p> <p>PA to Principal/ LB</p> <p>PA to Principal/ LB</p>	<p>In place</p> <p>In place</p> <p>In place</p> <p>Staff / students / parents advised In place</p> <p>Staff / students have been advised</p>	<p>Ongoing</p> <p>Completed</p> <p>Ongoing</p> <p>Ongoing</p> <p>In place</p>			

	<p>to them and also to reduce transmission from them into the wider population. Plans are that this will mainly happen on the school site but will be administered by trained healthcare staff (not school staff).</p> <p>In addition to regular twice-weekly LFD testing, local health teams may advise additional LFD testing at your school or college. For example, if a student is identified as a close contact, they may be asked to take daily LFD tests while they wait for their PCR test result. In this scenario, they should continue to attend school or college as long as their LFD test results remain negative. You may also be advised to conduct a one-off round of LFD testing or daily testing for a group or cohort in secondary schools or colleges where case numbers are very high. This should be done for a minimum of 5 days, increasing to 7 days as necessary to ensure the final LFD test is taken on a school day.</p> <p>Staff, students and pupils to test twice-weekly at home over this period, as well as testing at home the evening before they return to their setting.</p>			<p>to have developed some immunity. These people are exempt from testing by both PCR and LFD within 90 days of a positive test, unless they develop new symptoms.</p> <p>Individuals who have previously been positive are still required to self-isolate if identified as a close contact of a positive case, even if this is within the 90-day window.</p> <p>Staff who have had either 1 or both doses of the vaccine are still advised to test if they wish to do so.</p> <p>Vaccinations will be carried out by trained healthcare staff.</p> <p>Try to keep one-way system for going in and out of hall for vaccines where possible.</p> <p>Students will be brought down in smaller groups based on consents received.</p> <p>Only students with consents will be taken for vaccinations.</p> <p>Email sent to parents to remind them of weekly testing and to ask that they test at home the evening before the 1<sup>st</sup> November return date.</p> <p><b>Young people living in the household who are of secondary school age should now take daily LFT's until the PCR result is returned.</b></p>	<p>Principals</p> <p>Principals</p> <p>NHS</p> <p>Staff on duty</p> <p>Staff on duty</p> <p>Reception</p> <p>Admin</p> <p>SLT</p>	<p>Staff to be advised</p> <p>Staff advised</p> <p>Staff and students have been informed</p> <p>To be in place</p> <p>Plans to be agreed</p> <p>Numbers to be finalised before vaccine dates</p> <p>Email sent</p> <p>Email to be sent to staff and students</p>	<p>In place</p> <p>In place</p> <p>Completed</p> <p>04/11/2021</p>		
Home Testing	<p>Both students and staff in secondary schools will be supplied with LFD test kits to self-swab and test themselves twice a week at home. Staff and students must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff and students should also share their result, whether void, positive or negative, with their school to help with contact tracing.</p> <p>Students aged 18 and over should self-test and report the result, with assistance if needed. Adolescents aged 12 to 17 should self-test and report with adult supervision. The adult may conduct the test if necessary. Children aged 11 attending a secondary school should be tested by an adult.</p> <p>Staff or students with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home. Those with a negative LFD test result can continue to attend school and use protective measures.</p> <p>All positive results from rapid tests undertaken at home do need to be confirmed with a standard PCR test. This is because these tests are not conducted in a controlled environment and will not have trained staff on hand. Following positive LFD test at home, a confirmatory PCR test should be booked online or by calling 119. Whilst awaiting the PCR result, the student and their close contacts should self-isolate. If the PCR test is negative, it overrides the self-test LFD test (at home only) and a child can return to school.</p> <p>Anyone with symptoms (even if they recently had a negative LFD result) should still self-isolate and immediately follow government guidelines.</p> <p>Those with symptoms are also expected to order a test online or visit a test site to take a lab based PCR test to check</p> <p>Home Testing is voluntary and it is up to the individual whether they take part.</p>		<p>Staff Testing:</p> <p>Record who wants to take part in the testing and record barcodes of testing kits given to staff on the log.</p> <p>Staff to sign to say they have collected a home testing kit.</p> <p>Student Testing:</p> <p>Letters sent to parents to inform them of the different arrangements at each site.</p> <p>Only students who have consented to testing will be offered a home testing kit. Consent can be given or withdrawn at any time as it is up to the parents/ student as to whether they test or not.</p> <p>Complete the testing kit log to ensure we know who has taken the testing kits.</p> <p>All students to sign for their testing kits when they collect it.</p> <p>Parents must inform the UTCs of the student's test result (positive / negative / unclear) when they have undertaken a LFT at home. Microsoft form in place to report results.</p> <p>If a positive LFT test is undertaken at home then the student / staff member must book a PCR test and then inform the UTC of that result.</p> <p>When handing home testing kits out to staff and students the staff will maintain 2 metres distance / wear masks / ensure hands are sanitised (both those handing out the test kits and those receiving them)</p> <p>Staff and students must report their results to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit.</p> <p>Secondary</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges">https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges</a></p> <p>A negative LFD test result does not remove the risk of transmission. In some cases, someone who has tested negative may still have the undetected disease and be infectious. It is therefore essential that everyone continues to follow good hygiene and observe social distancing measures regardless of whether they have been tested.</p>	<p>PA's</p> <p>PA's</p> <p>PA's/ Admin/ LM's Principals /PAs</p> <p>PA's/ Admin/ LM's</p> <p>PA's/ Admin/ LM's</p> <p>PA's/ Admin/ LM's</p> <p>PA's/ Admin</p> <p>Parents / staff advised via letter</p> <p>PA's/ Admin</p> <p>All</p>	<p>In place</p> <p>In place</p> <p>Letters sent</p> <p>Letters sent informing parents &amp; students</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Reminders to be sent twice weekly</p> <p>Letter sent</p> <p>Ongoing</p> <p>Letter sent</p> <p>Staff/ students and parents reminded via letters</p>	<p>Ongoing</p> <p>In place</p> <p>Completed</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>			

<p>NHS Track and Trace App</p>	<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>	<p>M</p>	<p>H</p>	<p>H</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>Staff/ students must self-isolate immediately and not come into the if:</p> <ul style="list-style-type: none"> <li>• They develop symptoms</li> <li>• They have been in close contact with someone and are not exempt from isolation.</li> </ul> <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 / Principal 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/ students</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</p> <p>Updated for new term.</p> <p>Via briefing</p> <p>Via briefing</p> <p>Regular reminders</p>	<p>in place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p>	<p>M</p>	<p>M</p>	<p>M</p>
<p>Travel to and from the UTC</p> <p>Travel abroad</p>	<p>Students / staff at risk of exposure to COVID-19 through travelling to the UTC.</p> <p>Students / staff at risk of exposure to COVID-19 through travelling abroad and possible quarantine restrictions upon return.</p>	<p>Follow the government guidance on the use of public transport.</p> <p>If you travel on public transport, please ensure that face masks are worn in line with government guidance.</p> <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/ students are required to quarantine having recently visited countries outside the Common Travel Area.</p> <p>You should continue to work with local authorities to engage with families who are abroad to understand the child's circumstances and their plans to return. You should encourage families to return where they are able to, emphasising the benefits of regular school attendance and reminding them that school attendance is mandatory.</p>	<p>M</p>	<p>H</p>	<p>H</p>	<p>If public transport is being used then follow the Government Guidance i.e. wearing a face covering / social distancing on public transport.</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>Principals</p> <p>Principals to advise staff / parents</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Completed</p> <p>Ongoing</p>	<p>M</p>	<p>M</p>	<p>M</p>

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 04/11/2021	
Assessors Signature:	Date:	Authorised By:	Date:
Nicola Thornton/ Laura Bingham	04/11/2021	Nick Crew	04/11/2021

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

Risk Definitions	
<b>Low</b>	Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed.
<b>Medium</b>	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.
<b>High</b>	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 <b>must</b> 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.