

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

The risk assessment has been created using Government Guidance, information from Sheffield City Council, 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 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/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 briefed on the risk assessment so they are fully aware of any new procedures put in place relating to Coronavirus.</p> <p>Reinforce key messages throughout the UTC day and build into routine.</p> <p>Regular updates from SLT with any changes that may impact staff/ students.</p> <p>Local Principals to communicate regularly with parents / carers re Government guidance and advice</p> <p>LBi (Business & Operations Support Officer) to check daily for any new government guidance. In her absence NTH (Business & Operations Director) will fulfil this role. Updated guidance will be shared as soon as practical.</p> <p>Information to parents / carers on web-site</p> <p>Government guidance relating to schools and other educational settings is available via; https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</p> <p>Queries regarding COVID-19 in schools, other educational establishments and children's social care can be discussed via the DfE Coronavirus helpline, tel: 0800 046 8687/ dfecoronavirushelpline@education.gov.uk</p>	All Staff, Students	In place	Completed	L	L	L	Staff briefed by SLT at each UTC and weekly updates communicated via email	New students advised and current students reminded	Ongoing	Students briefed when they first attend and messages reinforced daily	New students advised and current students reminded	Ongoing	Weekly updates from local Principals	In place	Ongoing	Local Principals	Letters/ emails issued regularly	Ongoing	Daily check by Laura Bingham / Nicola Thornton	Daily	Ongoing	Laura Bingham to send to marketing company to upload to website	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.	<p>General reminders for hygiene.</p> <p>Effective handwashing facilities and availability of soap.</p> <p>Follow usual absence periods for sickness.</p>				<p>Posters in place with information around COVID-19 in all handwashing facilities around the building.</p> <p>Information given to students / parents / is available on the web-site especially the message of "Catch it, Bin it, Kill it"</p>	Admin Teams to put in place	In place and regularly reviewed	Completed				Local Principals	Letter issued and in place. New students	Completed																		

		<p>Increased enforced washing of hands after entering building, before and after eating.</p> <p>Students to have their own equipment e.g. pens, books, laptops where possible.</p> <p>Prop doors open where safe to do so (considering fire safety and safeguarding) to limit use of door handles and aid ventilation.</p> <p>Fire doors must not be propped open.</p> <p>Provide hand sanitiser for the occasions when people can't wash their hands.</p> <p>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</p> <p>Always keeping occupied spaces well ventilated.</p> <p>Open high level windows in preference to low level to prevent draughts.</p> <p>Increase the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</p> <p>Where windows are frequently opened and closed these should be seen as a 'regular touch points' and must be cleaned with the appropriate frequency.</p> <p>Avoid creating splashes and spray when cleaning.</p>	M	M	M	<p>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.</p> <p>Soap available and plenty of supplies in reserve. More supplies will be ordered in advance of when required.</p> <p>Hand sanitiser readily available at reception and in any classroom/ learning environments used. These are topped up by BSO/ cleaning staff when required.</p> <p>Staff to remind students on the importance of regularly washing their hands and using hand sanitiser in times in between hand washes.</p> <p>BSOs to monitor levels and report the need for additional supplies to Laura Bingham.</p> <p>All staff, students, contractors and visitors will be required to wash their hands for at least 20 seconds with soap and water or hand sanitiser at the following times as a minimum:</p> <p>Before leaving home, on arrival at the UTC, after using welfare facilities, after breaks, when changing classrooms, before and after eating and before leaving the UTCs. After they have coughed or sneezed following the Catch it, Bin it, Kill it protocol.</p> <p>Bins with lids, which are foot operated, used and emptied more regularly.</p> <p>Cleaners/ BSOs to do additional cleaning throughout the day. In particular, handrails and door handles and other touch points.</p> <p>Cleaners/ BSO will be responsible for checking stocks of soap and hand drying facilities throughout the day.</p> <p>Disposable Masks available for staff / students who may have forgotten their own and wish to wear one.</p> <p>Masks, aprons, gloves and eye protection are available for staff to use if any students show signs of the virus as per the guidance. Grab packs have been made for quick access if required.</p> <p>Training to be provided by Laura Bingham in the safe putting on and removal of PPE if required.</p> <p>Anti-bacterial wipes are 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>LBI to monitor</p> <p>Cleaning supervisor / Laura Bingham</p> <p>Extra Supplies in the buildings and are in place where they need to be</p> <p>Staff reminded by Principals at briefings. Students reminded daily</p> <p>BSOs / Laura Bingham</p> <p>BSOs / staff to ensure this takes place</p> <p>In place</p> <p>BSOs / cleaners</p> <p>BSOs / cleaners</p> <p>BSOs / Cleaners</p> <p>Distributed at Reception</p> <p>LBI to ensure available</p> <p>LBI to update info and training to all first aiders and all other staff as required</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>advised and current students reminded</p> <p>In place</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing – all reminded</p> <p>In place</p> <p>In place</p> <p>Ongoing</p> <p>In place</p> <p>In place and top up packs if required</p> <p>Sent out info to staff and available on the shared drive</p> <p>Ongoing</p> <p>Ongoing</p> <p>In place</p> <p>In place</p>	<p>Ongoing</p> <p>Completed</p> <p>Supplies in place, back up supply on site</p> <p>Ongoing, posters in place to remind.</p> <p>Ongoing</p> <p>Supplies / poster in place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>Information circulated – Packs in place</p> <p>Information circulated – one to one training offered</p> <p>In place</p> <p>In place</p> <p>In place</p>	M	L	L
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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> <p>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> <p>Ofsted inspection continues to play an important role in providing independent assurance as settings respond to the pandemic. It is right though that these arrangements are kept under review, and adjustments made where appropriate.</p> <p>Ofsted has already confirmed that it will not be inspecting secondary schools during the first week of term in January 2022, unless there are urgent concerns, as schools undertake on-site pupil testing.</p> <p>In addition, for a temporary period from the start of January, Ofsted will not ask</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. 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>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>Lifts not to be used by students unless absolutely necessary which will have to be pre-arranged with Principal/ B&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>Principals</p> <p>Principals</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>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>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 when starting</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>Updated termly</p> <p>Via briefings/ tutor time</p>	<p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>Completed</p> <p>In place</p> <p>Completed</p> <p>Completed</p> <p>In place</p> <p>In place</p> <p>Completed</p> <p>In place</p> <p>In place</p>			

		school, college and early years leaders, who are also Ofsted inspectors, to undertake inspections.				Open windows in working areas where possible – staff advised to do so and BSOs to assist opening and closing windows every day. All mechanical ventilation on and set to fresh air. 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 to them. If possible it is advised staff should maintain a 2m distance from each other, and from students wherever possible. The behaviour policy will be strictly implemented. Any student breaking the Health & Safety guidance relating to Covid-19, e.g. spitting or coughing deliberately, may be excluded. 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 to be utilised wherever possible.	All staff / BSOs LBI / BSOs to monitor Principals Local Principals Local Principals Principals/ ELT	Ongoing Ongoing Ongoing Ongoing reminders Ongoing Ongoing	In place In place In place In place In place			
Students / staff identified as at increased risk to exposure of COVID-19.	Staff, students, visitors and contractors may be exposed to COVID-19.	<p>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) occupational health advice for employers and pregnant women.</p> <p>For many children, continuing to have the protective factor of face-to-face education is vital. Throughout the pandemic, settings have continued to provide on-site places for this group of children. As has been the case since March 2020, there are three categories of children and young people who should benefit from on-site provision:</p> <ul style="list-style-type: none"> Those with a social worker Those with an educational health care plan A group of children considered locally, including by settings and local authorities to be otherwise vulnerable. <p>In addition to the above, this list now includes:</p> <ul style="list-style-type: none"> Children known to children's social care services in the past Children whose home circumstances might be particularly challenging because of domestic abuse, parental offending, adult mental health issues and drug and alcohol addiction. <p>The intention of providing a broader definition is to support local decision making about children who might face increased risk inside or outside the home if they are unable to attend their setting, or who could not reasonably continue to learn remotely. The list is not intended to be exhaustive and local assessment will be based on knowledge of family and community risk.</p>				<p>The 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"> 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 are advised to wear PPE including a mask and gloves.</p> <p>2m distance is advised to be maintained if possible when visiting out of school. Always take PPE with you on a visit as a precautionary measure.</p>	All staff, students and parents Principals/ Nicola Thornton/ HR Nicola Thornton/ HR Local Principals to communicate to safeguarding team Local Principals to communicate with staff Local Principals/ Line Managers to communicate with staff	Ongoing Meetings with staff affected As required In place Ongoing as guidance is released In place if required	In place In place In place In place In place			
New strain/ variants of Covid-19 more transmittable	Staff/ students/ visitors and contractors at increased risk of transmitting and catching the new strain of the virus	<p>Staff to remain vigilant with 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>Staff have separate work areas when in the UTC.</p> <p>Hand sanitiser readily available in all classrooms and communal areas.</p>	Line Managers/ SLT BSO's	In place In place	In place In place			

		<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"> cause more harm be more easily transmitted escape immunity from previous infection or vaccinations <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>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> <p>The Director of Public Health for Sheffield has advised that from 13 December 2021, face coverings are also recommended to be worn by all those in secondary school, in both communal areas and classrooms. We will review this as the situation develops.</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 face coverings in communal areas where we have denser population. We are monitoring infection rates carefully and thankfully, 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>We are asking staff and students to follow recommended advice from Director of Public Health for Sheffield and where a face covering in classrooms as well as communal areas.</p> <p>Face coverings in classrooms have now been advised by the DfE also until Wednesday 26 January 2022, when it will be reviewed. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. This will also be a temporary measure.</p> <p>The educational setting status form will reopen on Tuesday 4 January 2022. Data to be provided by 2pm each working day. This information remains vital in monitoring and understanding the impacts of covid-19 in schools and colleges.</p> <p>All educational visits must be passed by ELT and SLT using the trip application form before being planned in.</p> <p>Any trip passed by SLT/ ELT to go ahead must be uploaded to Evolve and follow the necessary procedures required along with the educational visit checklist. Current guidance will be followed in relation to trips and parents/ students must be made aware that plans may have to change due to changing guidance.</p> <p>All visitors must be cleared with ELT and SLT before being booked in.</p> <p>Daily situation report for Sheffield Council to be completed regarding any:</p> <ul style="list-style-type: none"> closure to classes, year groups or whole school. If you have to amalgamate classes, how many No of staff absent in total No of students absent in total <p>Information to be sent to: educationcovidenquiries@sheffield.gov.uk by 10am each day.</p> <p>Please reply with a NIL reply if your staffing and business continuity is running as normal.</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>SLT</p> <p>SLT</p> <p>PA's for each UTC</p> <p>ELT/ SLT</p> <p>EVC/ Trip Lead</p> <p>ELT/ SLT</p> <p>PA to Principal's</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>Already in place as above</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>	In place	In place			
Staffing	Staff at risk of becoming unwell and unable to attend the UTC due to self-	<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>	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>Exec Team / Principals / BSOs</p>	In place	In place				

	isolation periods.	<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> <p>Staff who can work from home advised to work from home by government until further notice.</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 controls. They should also have access to information on the safety arrangements and be provided with this as soon as possible after the booking.</p> <p>As schools are open to all students, all staff are required in school and therefore cannot currently work from home.</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>SLT</p>	<p>In place</p> <p>PPE packs in place and training documents available on shared drive</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>In place</p> <p>In place</p> <p>In place</p>			
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"> A high temperature A new continuous cough A loss or change to your sense of smell or taste <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>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</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>Ensure that students, staff and other adults do not come into the UTC if they have coronavirus (COVID-19) symptoms or have tested positive and not completed their isolation period.</p>			<p>Follow DfE guidance on what to do if you have a positive case.</p> <p>Staff / students advised to self-isolate following government guidance if they present symptoms or test positive on a LFD.</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 isolation period starts from the day when they first became ill or show symptoms. If no symptoms, it is from the date of the positive LFD/ PCR test. 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"> fully vaccinated and 14 days since completing their vaccination. they are below the age of 18 years and 6 months they have taken part in or are currently part of an approved COVID-19 vaccine trial they are not able to get vaccinated for medical reasons <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.</p> <p>Staff / student who test positive must not return to the UTC until they have stayed off for the specified time. From 17 Jan 2022 Individuals may now take LFD tests on day 5 and day 6 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 5 of the self-isolation period and the second must be taken the following day.</p>	<p>SLT</p> <p>Information sent out regularly by Principals</p> <p>Reminders sent out to parents by principals</p> <p>Reminders to all staff</p> <p>Reminders sent to parents</p> <p>Reminders sent to parents</p> <p>SLT</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>Completed</p> <p>Reminders to be sent to students and update in staff briefing w/c 17th Jan 2022</p>	<p>In place</p> <p>Info to be sent home w/c 10 Jan 2022</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>Completed</p> <p>w/c 17th Jan 2022</p>			

				<p>If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education setting from day 6.</p> <p>If the result of either test is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.</p> <p>Anyone who is unable to take LFD tests will need to complete the full 10 day period of self-isolation.</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 at least 20 seconds after any contact with someone who is unwell. 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> <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 have tested positive either on LFD or PCR.</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>SLT</p> <p>SLT</p> <p>SLT</p> <p>"PPE packs" have been made up for ease of access at First Aid and Reception.</p> <p>Staff advised – guidance documents circulated to staff</p> <p>Rooms allocated on a daily basis in case one has been used the previous day.</p> <p>PAs to collate</p> <p>Kept on Reception</p> <p>Laura Bingham / Nicola Thornton to check.</p> <p>Principals to send out any updates to parents. Laura to get info 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>Reminders to be sent to students w/c 17 Jan 2022</p> <p>Update to staff and students</p> <p>Staff and students updated</p> <p>PPE readily available</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>w/c 17 Jan 2022</p> <p>w/c 17 Jan 2022</p> <p>w/c 17 Jan 2022</p> <p>Guidance in place on shared drive</p> <p>In place</p> <p>In place</p> <p>In place, continual monitoring</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>
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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"> - ensuring students receive clear explanations - supporting growth in confidence with new material through scaffolded practice - application of new knowledge or skills - enabling students 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 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> <p>Ensure good communication between schools and parents to inform parents and elicit their support.</p> <p>When teaching students remotely, the DFE expect schools to:</p> <ul style="list-style-type: none"> • set assignments so that students have meaningful and ambitious work each day in a number of different subjects • set work that is of equivalent length to the core teaching students would receive in school, and as a minimum: • secondary: In line with their normal timetables. • provide frequent, clear explanations of new content, delivered by a teacher or through high-quality curriculum resources or videos • have systems for checking, at least weekly, whether students are engaging with their work, and inform parents immediately where engagement is a concern • gauge how well students are progressing through the curriculum using questions and other suitable tasks, and provide feedback, at least weekly, using digitally facilitated or whole-class feedback where appropriate • enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure students' understanding. <p>We recognise that the high rates of COVID-19 may cause difficulties with the availability of staff. Our shared priority is to keep education settings open and children and young people continuing face-to-face education. Where workforce issues arise, you may wish to use existing teaching, temporary and support staff more flexibly where required to ensure your setting remains open, whilst ensuring that you continue to have appropriate support in place for pupils with SEND. As pupils do not need to be kept in consistent groups, you may wish to consider combining classes.</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>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>Where there is a need for remote education, live streaming is the preferred method for providing this wherever possible. There should be regular feedback and checking in with students.</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>Info to parents / students</p> <p>SLT/LM's</p> <p>ELT, SLT</p> <p>SLT, Teaching 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>Ongoing</p> <p>Ongoing</p> <p>In place</p> <p>Update to staff via briefings</p>	<p>In place</p> <p>In place</p> <p>Ongoing</p> <p>In place</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>In place</p> <p>In place</p>	M	M	M
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>In all schools we continue to recommend that face coverings should be worn by staff, students 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>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.</p> <p>Face visors or shields should not be worn as an alternative to face coverings.</p>	M	M	M	<p>The Trust is advising all staff and students to wear a face covering 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>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>Local Principals to update</p> <p>Admin Team</p>	<p>In place</p> <p>In place</p>	<p>In place</p> <p>In place</p>	M	L	L

		<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 uses.</p> <p>If face coverings become damp, they should not be worn and replaced carefully.</p> <p><i>"On Saturday 27 November 2021, the Prime Minister announced new temporary measures following the emergence of the Omicron variant of COVID-19 in the UK.</i></p> <p><i>The new measures will be introduced as a precaution to slow down the spread of the variant while we gather more information. We will continue to keep this under review as the situation develops.</i></p> <p>We would not ordinarily expect teachers to wear a face coverings in the classroom if they are at the front of the class, to support education delivery, although settings should be sensitive to the needs of individual teachers.</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>Derby additionally does benefit from a smaller population in a building designed for 600.</p> <p>The UTCs will continue to follow Director of Public Health on the use of face coverings in schools. This is covered in our contingency plan.</p> <p>All advised that face coverings should be worn in communal areas in all settings by staff, visitors and pupils or students in year 7 and above, unless they are exempt.</p> <p>Students (in year 7 or above) should continue to wear face coverings on public and dedicated school transport, unless they are exempt.</p> <p>Face masks in classrooms are advised for students by the DfE from Sunday 2 January 2022 until Wednesday 26 January 2022, when it will be reviewed. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. This will also be a temporary measure.</p> <p>Face coverings do not need to be worn when outdoors.</p> <p>Transparent face coverings can be worn to assist communication with someone who relies on:</p> <ul style="list-style-type: none"> • lip reading • clear sound • facial expression. <p>Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited.</p> <p>Clarification on the use of face coverings in examinations and assessments. We would not ordinarily expect candidates and invigilators to wear face coverings during exams and assessments, but only on arrival and departure. Both candidates and invigilators may wear face coverings if they wish to do so.</p> <p>For vocational and technical qualifications where the exam or assessment may require more interaction with an invigilator or others, such as a practical demonstration, centres have the flexibility to recommend that face coverings be worn if they deem this appropriate.</p>	<p>SLT/ Exec team</p> <p>SLT</p> <p>Exec Team/ SLT</p> <p>Exec / SLTs</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p>	<p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>Info sent to staff and students</p> <p>Already in place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>Advise 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</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p>			
Staff/ student wellbeing	<p>Staff and students may feel anxious about being in school / at work due to the coronavirus pandemic.</p>	<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>	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>Staff have access to Health Assured helpline for free 24-hour advice.</p> <p>Identify students who are reluctant or anxious about attending or who are at risk of disengagement and develop plans for</p>	<p>SLT to monitor</p> <p>Safe-guarding leads</p> <p>Principals</p> <p>Nicola Thornton/ Laura Bingham</p> <p>Principals to communicate to staff</p> <p>Nicola Thornton/ Laura Bingham</p> <p>LM's</p> <p>SLT</p> <p>Learning Managers</p>	<p>Ongoing</p> <p>Continuous focus</p> <p>Ongoing</p> <p>Ongoing</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>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p>			

		<ul style="list-style-type: none"> have themselves been shielding previously but have been advised they no longer need to shield; live in a household where someone is clinically vulnerable (CV) or CEV (including young carers); are concerned about the possible increased risks from coronavirus (COVID19) such as those who have certain conditions such as obesity and diabetes <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>				<p>re-engaging them. You may want to put particular emphasis on:</p> <ul style="list-style-type: none"> disadvantaged and vulnerable children and young people students who were persistently absent prior to the pandemic students who have not engaged with school regularly during the pandemic. 						
Deliveries, visitors, contractors and maintenance on site	Employees, students, contractors and visitors may be exposed to COVID-19.	<p>All repairs and maintenance should still 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>The national school based vaccination and immunisation programme will continue throughout 2021 and into 2022 and further details on this will follow.</p> <p>This may mean that in some settings the School Based V&I team and IntraHealth may continue to require access to your setting in order to deliver the immunisation programmes. This is because these programmes remain important to protect children and young people's health. Further information will be provided on this during the lockdown period.</p> <p>Encouraging visitors to test before coming into your school – "Schools are strongly encouraged to ask parents and other visitors to take a lateral flow device (LFD) test before entering the school."</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> <p>We will ask parents and other visitors to take a lateral flow device (LFD) test before visiting the UTCs and ask that they inform us of the result.</p> <p>If anyone due to visit the UTC tests positive on a LFD they must be advised to follow self-isolation guidance and not attend the UTC until their self-isolation has been completed.</p>	SLT, Sheffield College	Ongoing	In place			
						BSO / Laura Bingham	In place	In place				
						BSO/ Laura Bingham	In place	In place	M	L	L	
						BSO/ Laura Bingham	In place	In place				
						Reception	In place	In place				
						Cleaning sups / Laura Bingham	Ongoing	In place				
						BSO/ Laura Bingham	Ongoing	In place				
						BSO	Ongoing	In place				
						SLT / Staff to advise	Ongoing	In place				
						SLT/ Staff to advise	Ongoing	In place				
Risk of fire and delayed evacuation due to insufficient fire safety management	Staff, students, visitors and contractors and members of the public may be subject to serious injury/ death in the event of a fire.	<p>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</p>	M	M	M	<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. Students and staff must wash hands when re-entering the building.</p>	BSO	Daily	In place			
						BSO	Weekly	In place				
						BSO	Ongoing	In place				
						Laura Bingham / SLT	Daily	Ongoing				
						BSO to check	Daily	In place				
						Staff advised / BSO / SLT to check	Daily	In place	M	L	L	
						Cleaners / BSOs	In place	In place				
						Principals/ Nicola Thornton/ Laura Bingham Staff on duty	Ongoing	In place				
							In place	In place				

		disposed of in separate rubbish bag which is tied. Alcohol hand gel MUST NOT be kept in cars due to fire risk in hot temperatures.				If storing any combustibles, ensure this does not create any additional hazards: <ul style="list-style-type: none"> • Fire risk • Impede emergency exit routes • Trip hazard. • Away from students 	BSO and Laura Bingham to check building regularly for any hazards							
						Bins used for tissues / wipes must be regularly checked and emptied throughout the day by cleaning staff / BSO.	Cleaning Staff/ BSO's	In place	In place					
						Bins with lids used to ensure "Catch it, bin it, kill it" protocols.	BSO	In place	In place					
Management of confirmed cases of COVID-19 amongst the UTC community / risk of a local lockdown	Employees, students, contractors and visitors may be exposed to COVID-19.	Tracing close contacts and isolation will now be identified via NHS Test and Trace. 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. 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. Schools may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. 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: <ul style="list-style-type: none"> • fully vaccinated and 14 days since completing their vaccination. • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons We would encourage all individuals to take a PCR test if they have qualifying symptoms. 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. 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. Develop contingency plans for possible local outbreaks. A new national approach to daily testing for contacts of COVID-19 is now in place. All adults who are fully vaccinated and children aged 5 to 18 years and 6 months, identified as a contact of someone with COVID-19 – whether Omicron or not – should take a lateral flow device (LFD) test every day for 7 days instead of self-isolating. Daily testing by close contacts will help to slow the spread of COVID-19. Daily testing for contacts of COVID-19 will help protect education settings by reducing transmission and will also help keep students in face-to-face education.	M	H	H	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). 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. Individuals that are positive or symptomatic should isolate for specified time. From 11 January 2022 in England, people who receive positive lateral flow results for COVID-19 will be required to self-isolate immediately and won't be required to take a confirmatory PCR test. This is a temporary measure while COVID-19 rates remain high across the UK. Whilst levels of COVID-19 are high, the vast majority of people with positive LFD results can be confident that they have COVID-19. Lateral flow tests are taken by people who do not have COVID-19 symptoms. Anyone who develops one of the three main COVID-19 symptoms should stay at home and self-isolate and take a PCR test. They must self-isolate if they get a positive test result, even if they have had a recent negative lateral flow test - these rules have not changed. The 3 main symptom to look out for are: <ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal 	Exec /SLT Team	In place	In place					
							SLT	In place	In place					
							SLT	Staff and students briefed	In place					
							SLT	Staff and students to be briefed w/c 10/01/22	Completed			M	H	H
							SLT	Staff and students briefed w/c 10/01/2022	Completed					
							SLT	Staff and students briefed w/c 10/01/22	Completed					
							SLT	Staff and students briefed w/c 10/01/22	Completed					
							PA's	In place	In place					
							Principals	Ongoing reminders via briefings/ assemblies	In place					
							Staff/ parents	In place	In place					
							SLT	Staff and students	w/c 17 Jan 2022					
						Staff and students who have tested positive for Covid will be able to return to school or college on day 6 if they test negative on days 5 and 6.								

				<p>You should only make a report under RIDDOR when one of the following circumstances applies:</p> <ul style="list-style-type: none"> an accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2). This must be reported as a dangerous occurrence a person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as a case of disease a worker dies as a result of occupational exposure to coronavirus. This must be reported as a work-related death due to exposure to a biological agent <p>Before submitting the RIDDOR report please contact the H&S Team for further advice and support via hands@nottscc.gov.uk</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>Contingency plan has been put in place for each UTC site and will be implemented if necessary.</p> <p>All fully vaccinated adults and children aged 5-18 who are identified as a contact of someone with COVID-19 (whether Omicron or not) should take a lateral flow device test every day for 7 days instead of self-isolating.</p> <p>These results should be reported through the online reporting system and to their setting.</p> <p>If they test negative, they can continue to attend the UTC as normal.</p> <p>From 11 January 2022, people in England with a positive lateral flow result but no Covid symptoms will no longer have to take a PCR test and must begin isolation from the point of positive LFD.</p>	Nicola Thornton/ Laura Bingham	In place	In place			
					Nicola Thornton/ Laura Bingham	In place if required	In place			
					Principals/ Teaching staff	If required	In place			
					SLT	In place if required	In place if required			
					Exec Team/ SLT	In place if required	In place if required			
					SLT	Update via letter home	In place			
					SLT	Update to be communicated to staff and students	In place			
					SLT	Info sent to staff and students w/c 10/01/2022	In place			
UTC Staff/ students access to LFD testing/ vaccinations	Employees/ students may receive a positive result testing and therefore have to self-isolate following government guidelines.	<p>Antigen lateral flow tests are designed to detect the level of virus in individuals who do not experience and show any symptoms, but who could still be infectious and pass the virus to others. By taking a test, you will help to stop the spread of the virus, protect other people, and save lives.</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 LFD at the start of a new school term 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>In addition to regular twice-weekly LFD testing, local health teams may advise additional LFD testing at your school or college.</p> <p>Staff, students and pupils to test twice-weekly at home over holiday periods, as well as testing at home the evening before they return to their setting.</p> <p>Students to be offered first dose of Pfizer vaccine in schools but will only receive vaccine if they have consent from parents/ guardian. A second dose will be offered in the new year. These will be run by the NHS nurse team for the area.</p> <p>The vaccination programme will send an email with information and consent pack w/c 5 January 2022 to be sent to</p>		<p>Staff and students know who to ask if they require further LFD testing kits.</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 LFD, staff must inform their local Principal and forward your test positive confirmation. Current Government guidance is that following a positive LFD 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>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>The second dose of the Pfizer vaccine will be offered to students who have consented in schools at some point in the new year. These will run with the same plans put in place as the first dose.</p>	SLT / Admin	In place	In place			
					Via Tutors/ Principal	In place	Completed			
					PA to Principal/ LB	In place	Ongoing			
					PA to Principal/ LB	Staff / students / parents advised	In place	Ongoing		
					PA to Principal/ LB	Staff / students have been advised	In place	In place		
					Principals	Staff advised	In place	In place		
					SLT	Email to be sent home once more info has been provided	In place	In place		

		parents/carers via school electronic mailing system.											
Home Testing	Employees/ students may receive a positive covid-19 result through Lateral Flow 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.</p> <p>Those with a negative LFD test result can continue to attend school and use protective measures.</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: Record who wants to take part in the testing and record barcodes of testing kits given to staff on the log. Staff to sign to say they have collected a home testing kit.</p> <p>Student Testing: Letters sent to parents to inform them of the different arrangements at each site.</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 LFD at home. Microsoft form in place to report results.</p> <p>When handing home testing kits out to staff and students the staff will maintain 2 metres distance / wear covering / 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.</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>All students and staff given LFD and can request more kits from UTC.</p> <p>Staff and students to be strongly encouraged to continue testing twice weekly at home and to report all results to NHS Test and Trace and to their setting.</p> <p>Even if someone has tested positive for COVID-19 within the last 90 days, they are strongly encouraged to take part in LFD testing once they have completed their isolation period for their prior infection.</p> <p>From 11 January 2022, people in England with a positive lateral flow result but no Covid symptoms will no longer have to take a PCR test and must begin isolation from the point of positive LFD.</p>	PA's PAs PAs/ Admin/ LM's PAs/ Admin/ LM's PAs/ Admin/ LM's PAs/ Admin/ LM's PAs/ Admin Parents / staff advised via letter All SLT SLT SLT SLT	In place In place Letters sent Ongoing Ongoing Reminders to be sent weekly Letter sent In place Staff/ students and parents reminded via letters Staff / parents / students advised and tests given out Via tutor time and briefings Via tutor time and briefings Staff and students to be informed	In place In place In place In place In place In place In place In place In place In place In place In place					
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>	M	H	H	<p>If you are contacted by NHS Test and Tracers and told to do so, you must begin self-isolation immediately and you must contact your line manager/ Principal immediately to make them aware that you are self-isolating.</p> <p>Staff/ students must self-isolate immediately and not come into the if:</p> <ul style="list-style-type: none"> They develop symptoms They have been in close contact with someone and are not exempt from isolation. <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>	Principals to communicate to staff Principals to communicate to staff/ students Principals to communicate to staff Principals to communicate to staff	Via briefing Updated for new term. Via briefing Regular reminders	In place In place In place In place		M	M	M

Travel to and from the UTC	Students / staff at risk of exposure to COVID-19 through travelling to the UTC.	Follow the government guidance on the use of public transport. If you travel on public transport, please ensure that face masks are worn in line with government guidance.				If public transport is being used then follow the Government Guidance i.e. wearing a face covering / social distancing on public transport.	Principals	Ongoing	In place						
Travel abroad	Students / staff at risk of exposure to COVID-19 through travelling abroad and possible quarantine restrictions upon return.	Must follow current Foreign and Commonwealth Office (FCO) guidance on foreign travel and returning to the UK. 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. 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.				Staff and students must follow FCO advice on foreign travel and any quarantine requirements in relation to returning to the UK. Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return. Before you travel to England – fully vaccinated Before you travel to England you must: book and pay for a COVID-19 test – to be taken after you arrive in England complete a passenger locator form – to be completed in the 48 hours before you arrive in England When you arrive in England – fully vaccinated After you arrive in England you must take a COVID-19 test. This is the test that you booked before travel. You can book either a lateral flow test or a PCR test. You can take the test any time after you arrive and before the end of day 2 at the latest. The day you arrive is day 0. If your test result is positive, you must self-isolate. If your lateral flow test result is positive, you must also take a PCR test. There are different rules if you have been in a red list country in the 10 days before you arrive in England. Before you travel to England – not fully vaccinated Before you travel to England you must: take a COVID-19 test – to be taken in the 2 days before you travel to England book and pay for day 2 and day 8 COVID-19 PCR tests – to be taken after arrival in England complete a passenger locator form – to be completed in the 48 hours before you arrive in England When you arrive in England – not fully vaccinated After you arrive in England you must: quarantine at home or in the place you are staying for 10 full days take your COVID-19 PCR tests – you must book these tests before you travel You must take the first test on or before day 2 and the second test on or after day 8. The day you arrive is day 0.				M	H	H			

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 18/01/2022	
Assessors Signature:	Date:	Authorised By:	Date:
Nicola Thornton/ Laura Bingham	18/01/2022	Nick Crew	18/01/2022

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

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

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