

<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="#">COVID-19 Response: Living with COVID-19 - GOV.UK (www.gov.uk)</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>Must follow current Foreign and Commonwealth Office (FCO) guidance on foreign travel and returning to the UK.</p> <p>UKHSA Guidance has replaced previous guidance from 24 February 2022.</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. Updates regularly shared via email/ briefings.</p> <p>Reinforce key messages throughout the UTC day and build into routine.</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 0468687 <a href="mailto:dfecoronavirushelpline@education.gov.uk">dfecoronavirushelpline@education.gov.uk</a></p>	All Staff, Students	In place	In place	L	L	L	<p>Staff briefed by SLT at each UTC and weekly updates communicated via email</p> <p>New students advised and current students reminded</p> <p>Ongoing</p> <p>Students briefed when they first attend and messages reinforced daily</p> <p>New students advised and current students reminded</p> <p>Ongoing</p> <p>Letters/ emails issued regularly</p> <p>Ongoing</p> <p>Daily check by Laura Bingham / Nicola Thornton</p> <p>Daily</p> <p>Ongoing</p> <p>Laura Bingham to send to marketing company to upload to website</p> <p>Updated regularly / sent out as required</p> <p>Ongoing</p> <p>Checked daily</p> <p>Ongoing</p> <p>Ongoing</p>
Increased Hygiene	Staff, children, visitors and contractors at risk of contracting or transmitting virus through poor hygiene.	<p>General reminders for hygiene.</p> <p>Effective handwashing facilities and availability of soap.</p> <p>Follow usual absence periods for sickness.</p> <p>Increased enforced washing of hands after entering building, before and after eating.</p> <p>Students to have their own equipment e.g. pens, books, laptops where possible.</p>	M	M	M	<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> <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. Cleaning products well stocked.</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>	Admin Teams to put in place	In place and regularly reviewed	Completed	L	L	L	<p>Local Principals</p> <p>Letter issued and in place. In place</p> <p>Completed</p> <p>LBI to monitor</p> <p>Ongoing</p> <p>Ongoing</p> <p>Extra Supplies in the buildings and are in place</p> <p>Ongoing</p> <p>Supplies in place, back up supply on site</p>



		safety guidance on educational visits when considering visits.				<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 to 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 to them.</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>Teams to be utilised wherever possible.</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>Principals/ ELT</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>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>In place</p> <p>Completed</p> <p>Completed</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p>			
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>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> <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"> <li>Those with a social worker</li> <li>Those with an educational health care plan</li> <li>A group of children considered locally, including by settings and local authorities to be otherwise vulnerable.</li> </ul> <p>In addition to the above, this list now includes:</p> <ul style="list-style-type: none"> <li>Children known to children's social care services in the past</li> <li>Children whose home circumstances might be particularly challenging because of domestic abuse, parental offending, adult mental health issues and drug and alcohol addiction.</li> </ul>	M	M	M	<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"> <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>Those who test positive should avoid contact with anyone in an at-risk group, including if they live in the same household.</p>	<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>Briefing w/c 21/02/2022</p>	<p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p>	M	L	L
New strain/ variants of Covid-19 becoming prevalent in the area	Staff/ students/ visitors and contractors at increased risk of transmitting and catching the new strain of the virus	<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</p>	M	M	M	<p>Staff have separate work areas when in the UTC.</p> <p>Hand sanitiser readily available in all classrooms and communal areas.</p>	<p>Line Managers/ SLT</p> <p>BSO'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>	M	L	L

		<p>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>Hand washing facilities around the building and staff / students encouraged to use these throughout the day.</p> <p>Staff and students will use their own discretion regarding wearing of face masks in the UTC.</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>We still have all control measures in place as before such as one way systems, additional cleaning and separate breaks and lunches.</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>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>SLT/ Exec team</p> <p>PA's for each UTC</p> <p>SLT</p> <p>EVC/ Trip Lead</p> <p>SLT</p>	<p>Updated 22/02/22</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</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>Staff and students updated</p> <p>In place</p> <p>In place</p>				
Staffing Levels	Staff at risk of becoming unwell and unable to attend the UTC.	<p>Regular communication with staff.</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>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>	M	M	M	<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</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>Exec Team / Principals / BSOs</p> <p>Principals / Exec</p> <p>Laura Bingham / Nicola Thornton</p> <p>Principal/ PA's</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>		M	L	L
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>The 3 main symptom to look out for are:</p> <ul style="list-style-type: none"> <li>a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>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)</li> <li>a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything or things taste or smell different to normal.</li> </ul> <p>Parents provided with key information on symptoms and told to follow UKHSA guidance.</p> <p>999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.</p> <p>Additional cleaning including deep cleans of areas where a symptomatic individual has spent time.</p>	M	M	M	<p>Follow DfE guidance on what to do if you have a positive case.</p> <p>Staff / students advised to follow government guidance if they present symptoms or test positive.</p> <p>From 24 February 2022, the legal requirement to self-isolate following a positive test will be removed.</p> <p>Adults and children are advised to stay at home and avoid contact with other people. After 5 days, they may choose to take a lateral flow device followed by another the next day. If both are negative and they do not have a temperature they can safely return to their normal routine.</p> <p>If student/ staff member becomes ill with symptoms of Coronavirus at the UTC the staff member who stays with them until they leave the building can wear PPE if they want to including a mask, disposable apron, eye protection (goggles) and disposable gloves.</p> <p>Students feeling ill with suspected coronavirus symptoms who ask for it will</p>	<p>SLT</p> <p>Information available on gov.uk</p> <p>Info to be sent out to parents by principals</p> <p>Info to be sent out to staff/ parents</p> <p>Reminders sent to staff</p> <p>Reminders sent to staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>w/c 21/02/22</p> <p>w/c 21/02/22</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>		L	M	L



		<p>tasks, and provide feedback, at least weekly, using digitally facilitated or whole-class feedback where appropriate</p> <ul style="list-style-type: none"> <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>												
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>Face coverings are no longer required by law in England, but remain a requirement under infection prevention control. However, the government suggests that you continue to wear a face covering in crowded and enclosed spaces where you may come into contact with people you do not normally meet.</p> <p>Customers, visitors or staff may choose to wear face coverings in any setting.</p> <p>Face coverings and face masks will continue to be required in health and care settings to comply with <a href="#">infection prevention and control (IPC)</a> and <a href="#">adult social care</a> guidance. This includes hospitals and primary or community care settings, such as GP surgeries. They must also be worn by everyone accessing or visiting care homes.</p> <p>You are required to wear a face covering on entering these healthcare settings and must keep it on until you leave unless you are exempt or have a reasonable excuse for removing it.</p>	M	M	M	<p>The Trust is advising staff and students to use their own discretion regarding the use of masks in the UTC. 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>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>	Local Principals to update	Update 22/02/2022	Admin Team	In place	In place			
						SLT/ Exec team	In place	In place			L	L	L	
						SLT	In place	In place						
						Exec Team/ SLT	In place	In place						
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>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 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	Ongoing	In place					
						Safe-guarding leads	Continuous focus	In place						
						Principals	Ongoing	In place						
						Nicola Thornton/ Laura Bingham	Ongoing	In place						
						Nicola Thornton/ Laura Bingham	In place	In place						
						LM's	Ongoing	In place						
						SLT	In place	In place			L	L	L	
						Learning Managers	In place	In place						
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>All contractors/ visitors sign in and out.</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>	M	L	L	<p>All maintenance, e.g. alarm checks, water flushing carried out by BSO weekly.</p> <p>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>	SLT, Sheffield College	Ongoing	In place					
						BSO / Laura Bingham	In place	In place			L	L	L	
							In place	In place						

		<p>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>				<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>Cleaning Supervisors will be responsible for ordering and checking stocks of cleaning products. Contractors that regularly work on site – protocols and briefings in place to ensure service can be provided safely. RA shared and any updates sent through. Contractors have their own risk assessments.</p> <p>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).</p> <p>Each BSO have their own equipment (shovels) for this, which are not shared with other staff.</p> <p>If anyone due to visit the UTC tests positive they must be asked not attend the UTC and to follow government / NHS guidance.</p>	<p>BSO/ Laura Bingham</p> <p>Cleaning sups / Laura Bingham</p> <p>BSO/ Laura Bingham</p> <p>BSO</p> <p>SLT / Staff to advise</p>	<p>In place</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>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>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>Alcohol hand gel MUST NOT be kept in cars due to fire risk in hot temperatures.</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> <p>If storing any combustibles, 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 Staff on duty</p> <p>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>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>		M	L	L
<p>Management 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>We would encourage all individuals to take a PCR test if they have qualifying symptoms.</p> <p>The legal requirement to self-isolate following a positive test has been removed from 24 February 2022.</p> <p>Adults and children who test positive are still advised to stay at home and avoid contact with other people.</p> <p>It is no longer a requirement for vaccinated close contacts and those under the age of 18 to test daily for 7 days, and the legal requirement for close contacts who are not fully vaccinated to self-isolate has been removed.</p> <p>Local authorities will continue to manage local outbreaks of COVID-19 in high risk settings, as they do with other infectious diseases.</p> <p>Local health teams continue to use contact tracing and provide context-specific advice where they assess this to be necessary as part of their role in managing infectious diseases.</p> <p>From 1 April 2022, the Government will update guidance setting out the ongoing steps that people with COVID-19 should</p>	M	H	H	<p>Staff and students are advised not to come into the UTC if they have symptoms and should go home if they develop symptoms whilst in the UTC.</p> <p>You should only make a report under RIDDOR when one of the following circumstances applies:</p> <ul style="list-style-type: none"> <li>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</li> <li>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</li> <li>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</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@nottssc.gov.uk">hands@nottssc.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>SLT</p> <p>Nicola Thornton/ Laura Bingham</p> <p>Nicola Thornton/ Laura Bingham</p> <p>Principals/ Teaching staff</p>	<p>Staff and students briefed w/c 21/02/2022</p> <p>In place</p> <p>In place</p> <p>In place if required</p>	<p>In place</p> <p>In place</p> <p>In place</p>		M	M	M

		<p>take to minimise contact with other people.</p> <p>From 21 February 2022, the Government is removing the guidance for staff and students in most education and childcare settings to undertake twice weekly asymptomatic testing.</p> <p>From 24 February 2022, routine contact tracing will end.</p> <p>Contacts will no longer be required to self-isolate or advised to take daily tests. Instead, guidance will set out precautions that contacts can take to reduce risk to themselves and other people - and those testing positive for COVID-19 will be encouraged to inform their close contacts so that they can follow that guidance.</p>				<p>Contingency plan has been put in place for each UTC site and will be implemented if necessary.</p> <p>If you travel on public transport, please ensure that government guidance is followed.</p>	SLT	If required	In place			
							All staff/ students	In place	In place			
UTC Staff/ students access to LFD/ PCR testing/ vaccinations	Employees/ students may receive a positive result testing and therefore have to self-isolate following government guidelines.	<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..</p> <p>Staff and students are no longer advised to test twice weekly.</p> <p>PCR testing for the general public will end on 31 March 2022. Some people will still be able to access priority PCR testing such as these most at risk. Further details will be provided in due course.</p> <p>Free LFD testing for the general public will end on 1 April 2022. You will be able to order LFD tests for free until 31 March 2022.</p> <p>From 1 April 2022 you will have to pay for LFD tests. The Government is working with shops so that everyone that wants a test will be able to buy one.</p> <p>From 1 April 2022, there will be some limited ongoing free testing:</p> <ul style="list-style-type: none"> <li>Limited symptomatic testing available for a small number of at-risk groups - the Government will set out further details on which groups will be eligible.</li> </ul> <p>Free symptomatic testing will remain available to social care staff</p> <p>Students to be offered first and second dose of Pfizer vaccine in schools but will only receive vaccine if they have consent from parents/ guardian.</p>	M	L	L	<p>Limited availability of LFD testing kits on site, these are held on site in case they are required for outbreak management.</p> <p>If a positive result is received from the LFD or PCR, staff or student should follow government advice to stay at home and avoid contact with other people. After 5 days you can complete an LFD test on 2 consecutive days and if the results are negative, return to your normal routine.</p> <p>COVID-19 tests for people with symptoms 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>The second dose of the Pfizer vaccine will be offered to students who have consented in schools at some point in the new year. Only students who have parental consent are able to have the vaccine. These will run with the same plans put in place as the first dose.</p>	Admin/LB	In place	In place			
							All staff and students	Info to be shared 24/02/22				
							Available online through websites listed until 31 March 2022	In place	In place	L	L	L
							PA to Principal/ Admin	In place	In place			
Travel abroad	Students / staff at risk of exposure to COVID-19 through travelling abroad and possible quarantine restrictions upon return.	<p>Must follow current Foreign and Commonwealth Office (FCO) guidance on foreign travel and returning to the UK.</p> <p>There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting.</p>	M	M	M	<p>Staff and students must follow FCO advice on foreign travel and any quarantine requirements in relation to returning to the UK.</p> <p>If you are fully vaccinated, you no longer need to take a COVID-19 test either before or after you arrive in the UK. You still need to complete a passenger locator form.</p> <p>If you are not fully vaccinated, you need to take a pre-departure test. After you arrive, you need to take a PCR test on or before day 2, but you only need to quarantine if it's positive. You still need to complete a passenger locator form.</p>	Principals	Ongoing	In place			
							Principals to advise staff / parents	Ongoing	In place			
							Staff and students to be advised to follow guidance in relation to travelling abroad	Updates w/c 21/02/22		M	L	L

Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions:		Review Date (Step 5)	
		On-going last reviewed 24/02/2022	
Assessors Signature:	Date:	Authorised By:	Date:
Nicola Thornton/ Laura Bingham	24/02/2022	Nick Crew	24/02/2022

\* To determine if your control measures are adequate, that is, have you 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.

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.



<b>Potential Severity of Harm</b>	<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>				

<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.
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