

## RISK ASSESSMENT: UTC South Durham Covid-19 Assessment, including onsite testing and contingency framework for an outbreak. **Updated 25<sup>th</sup> January 2022**

### Risk rating: Likelihood (outcome)

	Less Significant Injury	Significant Injury	Major Injury
Unlikely	Minor Risk	Low Risk	Medium Risk
Possible	Low Risk	Medium Risk	High Risk
Probable	Medium Risk	High Risk	STOP

### Risk Level      Action and Timescales

Low	Consider if the risk can be reduced further. Monitoring is required to ensure that the controls are maintained
Medium	Risk reduction measures should be implemented with a defined period
High	Give priority to removing or reducing the risk urgent action should be taken
<b>STOP</b>	<b>Work activity should not be started or continued until the risk has been removed or at least reduced</b>

### Executive Summary

This risk assessment has been conducted using the most recent government guidelines and is amended regularly to reflect new guidance. It has been checked by a Health and Safety Manager from one of our Industry Partners and has also been sent to the Local Authority Public Health Team for their reflections.

The risk assessment aims to identify and reduce risk to all staff, students and visitors to the UTC regarding Covid-19. It is based upon reasonable adjustments to the behavior of all staff, students and visitors, practical measures and protocols to prevent the spread of Covid-19.

The risk assessment takes into consideration the essential measures set out by Health and Safety Law and also reflects up to date government guidance which includes:

- If you are ill, you must stay at home
- Hand and respiratory hygiene to be adhered to
- Enhanced cleaning arrangements
- Complying with test and trace
- Contingency framework for outbreaks

<b>School:</b>	<b>UTC South Durham</b>	<b>Risk Assessor:</b>	<b>Catherine Purvis-Mawson</b>
<b>Reason for RA:</b>	<b>Assessing UTC South Durham to ensure safety measures for Covid-19 and delivering an education to students from September 2021 throughout the academic year.</b>	<b>Date of Assessment:</b>	<b>25<sup>th</sup> January 2022</b>
<b>Objectives:</b>	<b>Assess suitability of UTC South Durham for staff and students to work safely taking into consideration government measures following on from Covid-19</b>		

Potential Hazard/Area of consideration	Who might be harmed	What are you doing already?	Current Risk Level	Any further action by whom and when	Review Date	TO BE ADHERED TO IN AN OUTBREAK
Staff on site	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> <li>• All staff are requested to keep a regular check on their health before entering the UTC each day. If anyone onsite is feeling unwell then they must inform CPM or TD as soon as possible.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Staff advised to report to the school any symptoms of COVID-19</li> </ul>	25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Staff are to keep their own crockery and cutlery and not share with any other person</li> <li>• Staff will be offered items to safeguard health if they</li> </ul>

		<p>Testing is available for all staff and can be requested by calling 119 or going onto <a href="https://www.nhs.uk/ask-for-a-coronavirus-test">https://www.nhs.uk/ask-for-a-coronavirus-test</a> Tests must be conducted within 5 days of symptoms.</p> <ul style="list-style-type: none"> <li>• All staff have access to cleaning spray and blue roll</li> <li>• Staff are given a full and detailed brief about processes and procedures before any students come onto site</li> <li>• Staff can still use PPE if they wish to do so</li> <li>• Staff will be asked to wear usual business wear</li> <li>• If staff continually not adhere to the recommended guidelines and protocol detailed in UTC South Durham's risk assessment then disciplinary proceedings will be initiated</li> <li>• Staff to arrive on site prior to the start of the school day and sign in</li> <li>• Staff to wash or sanitize their hands at the start of the school day.</li> <li>• Staff directed to wash their hands before and after eating and following coughing.</li> </ul>		that their household has		<p>request it. Items that will be made available to them include gloves, goggles (cleaned but used), masks, however due to the government guidance the items will not be medical grade and staff will clearly be made aware of that. It is no longer recommended that a visor is used on its own.</p> <ul style="list-style-type: none"> <li>• Staff should only use their own equipment so pens, staplers etc.</li> </ul>
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		<ul style="list-style-type: none"> <li>• If staff are not well enough to come in they must inform Neil using the usual protocols.</li> <li>• Additional protocols have been written for staff and shared so they are fully aware of the procedures regarding calling in unwell and requesting a test.</li> <li>• Staff can choose to wear a face mask/covering or not when moving around the building and in communal areas. Masks should be replaced or washed often.</li> </ul>				
Year 10 and Year 11 Students on site	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> <li>• When entering the building for the first time after any significant length of absence, students will be given a presentation about any additional protocols, procedures and consequences. This will be reiterated regularly and at the beginning of every new half term and term.</li> <li>• Briefings can now take place in the studio as usual. If possible students to sit in crews/mentors.</li> <li>• Students can access public transport and car sharing following the guidance of government advice to wear masks.</li> <li>• Students can carry their own work and PPE</li> </ul>	Medium		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Students must only use their own equipment, pens, pencils etc. if they use a teachers pen/pencil then student must keep it</li> <li>• If briefings take place they will do so in the dining hall to ensure social distancing or in the studio with suitable spacing between students</li> <li>• Students will be advised to avoid the use of public transport and car sharing. Further information regarding transport can be found in the RA.</li> <li>• After each student briefing tables are to be wiped</li> </ul>

		<ul style="list-style-type: none"> <li>• Students should have a face mask/covering with them or be able to access a mask if requested to wear one. It is no longer required that students wear masks in the classrooms or in communal areas, however if the UTC has an outbreak then students and staff may be asked to wear them again.</li> <li>• All members of staff have a duty to enforce the protocols associated with Covid-19 measures</li> <li>• All students, if accessing catering facilities need to ensure that parents put credit onto their accounts via Parent Pay to minimize access to dinner money machines</li> <li>• All students will be asked to wear the usual UTC uniform. All students will be asked to wash/change their uniform on a regular basis</li> <li>• A Behaviour Policy annex has been updated to take into consideration the inappropriate behaviour of students and the consequences associated with their actions regarding Covid-19</li> <li>• Students will be advised to wash their hands at the start and end of the school day and</li> </ul>				<p>down if they are in the dining hall</p> <ul style="list-style-type: none"> <li>• Students not to share PPE</li> <li>• Break and lunch duties will be sufficiently staffed to ensure that students follow appropriate social distancing protocol of 2m or 1m+, and staggered to minimise contact with other year groups</li> <li>• Students and staff will be asked to wear a mask in a classroom and communal areas</li> <li>• One way systems will be re instigated and on call members of staff will be actively walking the corridors ensuring that students are adhering to the one way systems.</li> </ul>
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		<p>on break and lunch times and to regularly use the sanitizer stations when moving from room to room</p> <ul style="list-style-type: none"> <li>• Pupils to follow 'Catch it, Bin it, kill it' guidance.</li> <li>• Pupils advised to cough and sneeze into their elbow and away from the direction of other pupils and staff.</li> <li>• Students to continue to test on LFTs twice weekly at home.</li> <li>• If students have any one of the three listed symptoms they are to book a PCR test and isolate until they receive the results.</li> <li>• If students test positive on an LFT with no symptoms then they are to remain in isolation.</li> <li>• Students can complete a LFT on day 5 and 24 hrs. on day 6 and if negative on both can return as long they do not have a high temperature.</li> </ul>				
Year 12, 13 and L2ET Students on site	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> <li>• When entering the building for the first time after any significant length of absence, students will be given a presentation about any additional protocols, procedures and consequences. This will be reiterated regularly and at the beginning of every new half term and term.</li> </ul>	Medium		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Students must only use their own equipment, pens, pencils etc. if they use a teachers pen/pencil then a student must keep it</li> <li>• Students will be advised to avoid the use of public transport and car sharing.</li> </ul>

		<ul style="list-style-type: none"> <li>• Briefings can now take place in the studio as usual. If possible students to sit in crews/mentors.</li> <li>• Students can access public transport and car sharing following the guidance of government advice to wear masks.</li> <li>• Students can carry their own work and PPE</li> <li>• Students should have a face mask/covering with them or be able to access a mask if requested to wear one. It is no longer required that students wear masks in the classrooms or in communal areas, however if the UTC has an outbreak then students and staff may be asked to wear them again.</li> <li>• All members of staff have a duty to enforce the protocols associated with Covid-19 measures</li> <li>• All students, if accessing catering facilities need to ensure that parents put credit onto their accounts via Parent Pay to minimize access to dinner money machines</li> <li>• All students will be asked to wear the usual UTC uniform. All students will be asked to</li> </ul>				<p>More information about transport is in the RA</p> <ul style="list-style-type: none"> <li>• Students not to share PPE</li> <li>• Break and lunch duties will be sufficiently staffed to ensure that students follow appropriate social distancing protocol of 2m or 1m+, and staggered to minimise contact with other year groups</li> <li>• Common Room will be available to students with a limit on capacity</li> <li>• One way systems will be re instigated and on call members of staff will be actively walking the corridors ensuring that students are adhering to the one way systems.</li> </ul>
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		<p>wash/change their uniform on a regular basis</p> <ul style="list-style-type: none"> <li>• A Behaviour Policy annex has been updated to take into consideration the inappropriate behaviour of students and the consequences associated with their actions regarding Covid-19</li> <li>• Students will be advised to wash their hands at the start and end of the school day and on break and lunch times and to regularly use the sanitizer stations when moving from room to room</li> <li>• Pupils to follow 'Catch it, Bin it, kill it' guidance.</li> <li>• Pupils advised to cough and sneeze into their elbow and away from the direction of other pupils and staff.</li> <li>• Students to continue to test on LFTs twice weekly at home.</li> <li>• If students have any one of the three listed symptoms they are to book a PCR test and isolate until they receive the results.</li> <li>• If students test positive on an LFT with no symptoms then they are to remain in isolation.</li> <li>• Students can complete a LFT on day 5 and 24 hrs. on day 6 and if negative on both can</li> </ul>				
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		return as long they do not have a high temperature.				
Transport using UTC minibuses	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> <li>• UTC minibuses will be used on a daily basis for the collection and drop off of students</li> <li>• No one is to sit on the front seat next to the driver</li> <li>• Signage in the minibus to remind passengers about hand hygiene and 'catch it, bin it, kill it' guidance</li> <li>• Black bins bags to be kept on bus for tissues and litter</li> <li>• Tissues to be available on the minibus for passengers to use</li> <li>• Hand sanitizer to be provided when getting on and off the minibus</li> <li>• The driver will be given access to items to safeguard health</li> <li>• After the minibus has been used a strict cleaning protocol will be adhered to</li> <li>• Journey lengths must be kept to a minimum</li> <li>• All students and staff will be asked to continue to wear face coverings on buses</li> <li>• Spare face coverings will be on the minibus will be available to students who have forgotten them.</li> </ul>	Medium		25 <sup>th</sup> March 2022	

		<ul style="list-style-type: none"> <li>• Windows on the minibus will remain open to ensure air flow.</li> </ul>				
Transport using Hired Coaches and Public Transport	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> <li>• Hired coaches will be used on a daily basis for the collection and drop off of students</li> <li>• Signage in the coaches to remind passengers about hand hygiene and 'catch it, bin it, kill it' guidance</li> <li>• Black bins bags to be kept on bus for tissues and litter</li> <li>• Tissues to be available on the minibus for passengers to use</li> <li>• Hand sanitizer to be provided when getting on and off the minibus</li> <li>• The driver will be given access to items to safeguard health by their coach company</li> <li>• The coach company have their own RA which covers the cleaning protocol of the buses.</li> <li>• All students and staff will continued to wear face coverings on UTC hired transport.</li> <li>• Students who access public transport are advised to continue to wear masks due to the crowded and enclosed space.</li> </ul>	Medium		25 <sup>th</sup> March 2022	

		<ul style="list-style-type: none"> <li>• Spare face coverings will be on the coach will be available to students who have forgotten them.</li> <li>• Windows on the coach will remain open to ensure air flow.</li> <li>• Communications will be sent to parents reiterating the need for face coverings when travelling and must ensure that their child has a covering to use and the correct protocol in how to take a mask off and store it before next use or disposal</li> <li>• Duty staff to be present on an evening for students getting onto the busses</li> </ul>				
Outdoor space	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> <li>• Students will be encouraged to use the outdoor space during break and lunch times.</li> </ul>	Low		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Sufficient staff will be on duty to encourage social distancing</li> <li>• Outdoor space can be used for team sports and teaching if appropriate in the presence of an outbreak</li> </ul>
Unwell students and staff	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> <li>• First Aid will be administered to staff and students by the first aid team and will be done in the Medical Room that is non covid related</li> <li>• If any student is taken unwell then a protocol has been written to ensure that they are collected</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Ensure that the school holds a stock of disposable gloves/aprons and face masks.</li> </ul>	25 <sup>th</sup> March 2022	

		<p>by the on call member of staff and taken to the glass meeting room. An assessment of symptoms will be taken. The student, if unwell can complete an LFT on site with permission from the parent.</p> <ul style="list-style-type: none"> <li>• If staff present with Covid-19 symptoms then they will be asked to complete an LFT on site, and if not well sent home</li> <li>• Staff who were shielding or have medical concern will have their personal RA reviewed on a regular basis if requested</li> <li>• All staff and students will be continually reminded of symptoms of Covid -19 and if they have them they will be told to self-isolate per the government advice.</li> <li>• If staff have one or more of the three symptoms then they are advised to get a PCR test.</li> <li>• If staff test positive on a LFT and are asymptomatic then they are to isolate as per the guidance.</li> <li>• Staff can return if they return a negative LFT on day 5/6 24 hrs. a part.</li> <li>• Testing will also be encouraged for staff who present any symptoms. To get a test they</li> </ul>				
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		<p>can call 119 or get online <a href="https://www.nhs.uk/ask-for-a-coronavirus-test">https://www.nhs.uk/ask-for-a-coronavirus-test</a></p> <ul style="list-style-type: none"> <li>• Parents, students and staff will have explicit communications sent to them ensuring they have a full understanding of the symptoms of Covid-19, the protocol and when not to come into the UTC</li> <li>• Fully stocked first aid boxes are located around the school site.</li> <li>• Staff to wash their hands prior to administering first aid.</li> <li>• Staff to wear disposable gloves when providing first aid support.</li> <li>• Staff to wash their hands after providing first aid support.</li> <li>• Staff to wash their hands prior to support with medication and after support.</li> <li>• Staff dealing with unwell students will be advised to wear relevant PPE</li> </ul>				
Confirmed case of Covid-19	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> <li>• The confirmed Covid-19 communication protocol will be put into place informing the relevant parties about the case and be provided guidance. All parents of children under the age of 18 years and 6 months and staff will be informed.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Ensure that the school holds a stock of disposable gloves/aprons and face masks.</li> </ul>	25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Where more than 5 connected people within the UTC have tested positive, the Department of Education (phone number - <b>0800 046 8687</b>) will be contacted and advice received. The DfE will then inform PHE/HPT of the confirmed cases and that we</li> </ul>

		<ul style="list-style-type: none"> <li>• As government guidance advises, those who have been double vaccinated or are under 18 years and 6 months no longer have to isolate. However it is advised that staff and students complete a PCR test and then complete LFT at home at regular intervals.</li> <li>• If anyone develops symptoms then they must isolate until they receive a PCR test result.</li> <li>• Each positive results will be treated on a case by case basis and the appropriate people will be informed.</li> <li>• TD/CPM will investigate the confirmed cases and ensure that staff, students and parents are made aware of what they have to do.</li> <li>• TD/CPM under the protocol will ask staff and students if they have had their vaccinations. This will determine what protocol needs to be followed.</li> </ul>				<p>are implementing our outbreak plan.</p> <ul style="list-style-type: none"> <li>• Each positive results will be treated on a case by case basis and a decision will be made regarding the impacted students/staff or bubble.</li> <li>• If a significant cluster of cases begins to appear then the UTC will be closed until the Principal deems it safe to reopen. He will consult with the LA and PHE/HPT as advised.</li> <li>• If staff and student ratios cannot be maintained due to staff members who are unwell or isolating, then the Principal will make a decision about the closure of the UTC ensuing the safety of all staff and students remains priority</li> </ul>
Reception Area	Office staff, Students, Visitors, Contracting Covid-19	<ul style="list-style-type: none"> <li>• Depending upon the severity level of Covid in the community at the time the Principal will make a judgement regarding visitors on site.</li> </ul>	Medium		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Visitors will be given plastic badges rather than lanyards</li> <li>• Chairs in reception will be removed remain to ensure</li> </ul>

		<ul style="list-style-type: none"> <li>• Perspex screen will remain in place around the reception area (customer facing)</li> <li>• Hand sanitizer provided at reception and upon entry. All staff, students and visitors to use sanitizer when entering the building</li> <li>• Visitor guidance to address the Covid-19 measures that have been put into place at the UTC and expectations of visitors when they are in the UTC. All visitors will be asked to wear a mask on premises if the outbreak contingency plan is in place, or it is recommended by DCC.</li> <li>• Signage in place re: hand hygiene, a reminder of symptoms, 'catch it, bin it, kill it' guidance and tissues and a bin will be made available</li> <li>• Clear messaging on plasma in reception for visitors, staff and students about hygiene and symptoms</li> <li>• Toilet in reception is to be for visitors only</li> <li>• Regular cleaning of barriers and reception areas during the day</li> <li>• One of the front doors to be kept open for ventilation in reception if possible</li> </ul>				<p>2m social distance is in place</p> <ul style="list-style-type: none"> <li>• Chairs in reception remain to be plastic for easy cleaning</li> <li>• All paper based literature to be removed from reception</li> <li>• Signage to be put in the lift – only 1 person to use it at any time</li> <li>• Barrier will remain in place in between the glass entrance gates with left being entrance and right being exit</li> </ul>
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Vanessa's Office	Staff, Students Contracting Covid-19	<ul style="list-style-type: none"> <li>• Sufficient cleaning spray and blue roll to be in the room at all times.</li> <li>• Windows to be open for ventilation when colleagues are working in the office</li> <li>• The doors of offices in use can be wedged open when occupied if not fire doors</li> <li>• Waste bins are lined with a black bag and where possible have a lid. Waste bins are emptied at the end of the school day.</li> </ul>	Medium		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• A recommended maximum of 2 people to be in the room at any one time</li> <li>• Perspex screens will remain in place</li> <li>• No students to be in that office at any time</li> <li>• Signage to be put up in room regarding hand hygiene, 2m SD and symptoms</li> </ul>
Sports Office	Staff, students, Contracting Covid-19	<ul style="list-style-type: none"> <li>• Sufficient cleaning spray and blue roll to be in the room at all times.</li> <li>• Clear desk policy implemented to ensure ease of cleaning</li> <li>• No students to be in that office at any time</li> <li>• Tables and chairs to be cleaned down after use including door handles and light switches</li> <li>• Office door to be wedged open if not a fire door for ventilation</li> <li>• Waste bins are lined with a black bag and where possible have a lid. Waste bins are emptied at the end of the school day.</li> </ul>	Low		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Recommended maximum of 2 people to be in the room at any one time</li> <li>• Signage to be put up in room regarding hand hygiene, 2m SD and symptoms</li> </ul>



Main Front Office	Office Staff, Contracting Covid-19	<ul style="list-style-type: none"> <li>• Sufficient cleaning spray and blue roll to be in the room at all times.</li> <li>• No students to enter behind reception</li> <li>• Desk barrier to remain down at all times</li> <li>• Perspex barriers remain in place around desk spaces</li> <li>• All work areas, keyboards, phones to be wiped down each evening</li> <li>• Clear desk policy implemented to ensure ease of cleaning</li> <li>• Main office to be kept as a clean area at all times if possible</li> <li>• Doors to be wedged open if they are <b>not</b> fire doors to minimise contact</li> <li>• Communal areas of fridge, kettle to be used and then wiped down</li> <li>• Windows to be open for ventilation when colleagues are working in the office</li> <li>• Waste bins are lined with a black bag and where possible have a lid. Waste bins are emptied at the end of the school day.</li> </ul>	Medium		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Signage in place as a reminder of hand hygiene, 2m SD and symptoms</li> <li>• Only the named colleague to use that desk and if another colleague uses computer/phone then colleague <b>MUST</b> wipe down the work area</li> <li>• Colleagues to use their own cup and tea spoon and not leave them for others to use</li> </ul>
Medical Room	Office Staff, First Aiders, Students,	<ul style="list-style-type: none"> <li>• All surfaces must remain clear</li> </ul>	Medium		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Signage to be put up in room reminder people</li> </ul>

	Contracting Covid-19	<ul style="list-style-type: none"> <li>• Sufficient gloves, masks, visors, soap, blue roll, sanitizer to be in the medical room at all times</li> <li>• Medical room only to be used in a first aid emergency</li> <li>• If medical room used for any consultation then it is to be cleaned immediately after</li> <li>• Medication Policy in place.</li> <li>• Infection control risk assessment reviewed.</li> </ul>				<p>about hand hygiene, 2m SD and symptoms</p> <ul style="list-style-type: none"> <li>• Only 2 people to be in the room at any one time</li> </ul>
Glass Room	Office staff, First Aiders, Students, Contracting Covid-19	<ul style="list-style-type: none"> <li>• Glass room to continue to be a medical isolation room for Covid-19 symptoms if space is free</li> <li>• Pull up banners to be placed in front of the glass</li> <li>• Plastic chairs to be put in the room for ease of cleanliness</li> <li>• Students who present with Covid-19 symptoms are told to go straight to this room</li> <li>• Only one staff member and one student to be in there at any time</li> <li>• Once it has been used then it is cleaned down, chairs, work surfaces, light switches and door handles</li> <li>• Windows to be open for ventilation</li> <li>• If student or staff member needs to use the toilet they use the</li> </ul>	High	<ul style="list-style-type: none"> <li>• Staff/students remain in the isolation room until they can be collected.</li> <li>• Whilst in isolation if staff/students need to use welfare facilities these need to be taken out of use and cleaned before they can be used by the UTC community.</li> <li>• Isolation room to be</li> </ul>	25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Signage to be clearly put up on the door</li> <li>• No visitors to access this room</li> <li>• Sufficient gloves, masks, visors, soap, blue roll, sanitizer, thermometer to be outside of the glass room at all times</li> <li>• Pedal bins to be placed in the room</li> <li>• Cleaning staff fully briefed of the high risk this room possibly poses</li> <li>• If the room is in use then the Board Room can be used however, student to be provided with face mask/visor</li> <li>• Signage to be put up in room regarding hand</li> </ul>

		one in reception. It is then locked until it can be fully cleaned		deep cleaned once the staff/pupil has left the area.		<p>hygiene, 1m+/2m SD and symptoms</p> <ul style="list-style-type: none"> <li>• Only 2 people to be in the glass room at any time, unless medical staff wearing PPE</li> <li>• All paper literature to be removed from the glass room</li> </ul>
Photocopier Room	Staff, Contracting Covid-19	<ul style="list-style-type: none"> <li>• Sufficient cleaning spray and blue roll to be in the room at all times.</li> <li>• Clear work surfaces</li> <li>• Once machine has been used then they must be wiped down by user</li> <li>• Door to be wedged open if not a fire door</li> <li>• All photocopying to be placed into boxes and clearly labelled for staff</li> </ul>	Medium		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• No more than one person to be in the room at any one time</li> <li>• Signage to be put up in room regarding hand hygiene, 1m+/2m SD and symptoms</li> </ul>
Board Room	Staff, students, visitors, Contracting Covid-19	<ul style="list-style-type: none"> <li>• Sufficient cleaning spray and blue roll to be in the room at all times.</li> <li>• Clear work surfaces</li> <li>• Tables and chairs to be cleaned down after use, including door handles and light switches</li> <li>• Door to be wedged open if it is not a fire door</li> </ul>	Medium		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Maximum of 8 people to be in the room at any one time</li> <li>• Chairs to be removed/stacked and remaining chairs to be placed around the table at a 1m+/2m distance</li> <li>• Signage to be put up in room regarding hand</li> </ul>

		<ul style="list-style-type: none"> <li>• Windows and if possible door to be open for ventilation</li> <li>• Waste bin provided with bin liner and lid.</li> </ul>				<p>hygiene, 1m+/2m SD and symptoms</p> <ul style="list-style-type: none"> <li>• Plastic chairs to be put into the board room</li> <li>• One plastic seat to be used for unwell student if needed so it can be wiped down</li> </ul>
Tom's Office	Staff, students, visitors, Contracting Covid-19	<ul style="list-style-type: none"> <li>• Sufficient cleaning spray and blue roll to be in the room at all times.</li> <li>• Clear desk policy implemented to ensure ease of cleaning</li> <li>• Windows and if possible door to be open for ventilation when colleagues are working in the office</li> <li>• Waste bin provided with bin liner.</li> </ul>	Low		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Recommended maximum of 3 people to be in the room at any one time at a 2M SD</li> <li>• Signage to be put up in room regarding hand hygiene, 1m+/2m SD and symptoms</li> </ul>
Mike. Laura and Dan's Office	Staff, students, visitors, Contracting Covid-19	<ul style="list-style-type: none"> <li>• Sufficient cleaning spray and blue roll to be in the room at all times.</li> <li>• Clear desk policy implemented to ensure ease of cleaning</li> <li>• Windows to be open when in the office</li> </ul>	Low		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Recommended maximum of 2 people to be in the room at any one time.</li> <li>• No other staff to use that office</li> <li>• Signage to be put up in room regarding hand hygiene, 1m+/2m SD and symptoms</li> </ul>

Engineering Hall Office	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> <li>• Sufficient cleaning spray and blue roll to be in the room at all times.</li> <li>• Clear desk policy implemented to ensure ease of cleaning</li> <li>• Office door to be wedged open if not a fire door for ventilation</li> </ul>	Medium		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Recommended maximum of 3 people to be in the room at any one time unless cupboards can be moved and desks can be spread out.</li> <li>• No students to be in that office at any time</li> <li>• Signage to be put up in room regarding hand hygiene, 1m+/2m SD and symptoms</li> </ul>
Staff Kitchen	Staff, Contracting Covid-19	<ul style="list-style-type: none"> <li>• Sufficient cleaning spray and blue roll to be in the room at all times.</li> <li>• Clear work surfaces</li> <li>• Tables and chairs to be cleaned down after use including door handles and light switches</li> <li>• All colleagues to use their own crockery and once finished this must be washed up immediately or placed in the dishwasher – it must not be left out</li> <li>• Nothing to be left in the fridge over the weekend – must be taken home</li> <li>• If colleagues are in the kitchen, door to be wedged open for ventilation if not a fire door</li> <li>• Colleagues asked not to wash their hands in the kitchen sink.</li> </ul>	Medium		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Recommended maximum of 3 people to be in the room at any one time with masks</li> <li>• Signage to be put up in room regarding hand hygiene, 1m+/2m SD and symptoms</li> <li>• Signage for the fridge</li> <li>• Signage on the door detailing how many people are safe to be in the space at any one time</li> </ul>

		<p>All tea towels to be removed from the kitchen and crockery to drip dry or use disposable blue roll.</p> <ul style="list-style-type: none"> <li>• Communal fridge doors, kettles, toasters and microwave door etc and water cooler handles are included in the daily routine cleaning carried out by identified staff.</li> </ul>				
MO	Staff, Contracting Covid-19	<ul style="list-style-type: none"> <li>• Sufficient cleaning spray and blue roll to be in the room at all times.</li> <li>• Clear work surfaces at all times</li> <li>• If phone is used it must be wiped down</li> <li>• Windows to be open for ventilation when colleagues are in MO</li> </ul>	Medium		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Recommended maximum of 3 people to be in the room at any one time</li> <li>• Signage to be put up in room regarding hand hygiene, 1m+/2m SD and symptoms</li> <li>• All paper based literature to be removed from MO</li> </ul>
Site Staff Office	Staff, Contracting Covid-19	<ul style="list-style-type: none"> <li>• Sufficient cleaning spray and blue roll to be in the room at all times.</li> <li>• Clear desk policy implemented to ensure ease of cleaning</li> <li>• Tables and chairs to be cleaned down after use including door handles and light switches</li> <li>• Windows to be open for ventilation when colleagues are working in the office</li> </ul>	Medium		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Recommended maximum of 2 person to be in the room at any one time</li> <li>• Signage to be put up in room regarding hand hygiene, 1m+/2m SD and symptoms</li> <li>• Signage on the door detailing how many people are safe to be in the space at any one time</li> </ul>

Student Support Office	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> <li>• Sufficient cleaning spray and blue roll to be in the room at all times.</li> <li>• Clear desk policy implemented to ensure ease of cleaning</li> <li>• Communal areas such as kettle, fridge etc to be wiped down after use.</li> <li>• Windows to be open for ventilation when colleagues are working in the office</li> </ul>	Medium		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Recommended maximum of 4 people to be in the room at any one time</li> <li>• Signage to be put up in room regarding hand hygiene, 1m+/2m SD and symptoms</li> <li>• Crockery to be kept to individuals – not to be shared</li> <li>• Signage on the door detailing how many people are safe to be in the space at any one time</li> </ul>
Jo and Jeanne's Office	Staff, Contracting Covid-19	<ul style="list-style-type: none"> <li>• Sufficient cleaning spray and blue roll to be in the room at all times.</li> <li>• Clear desk policy implemented to ensure ease of cleaning</li> <li>• Door to be wedged open if not a fire door for ventilation</li> </ul>	Low		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Recommended maximum of 2 person to be in the room at any one time</li> <li>• Signage to be put up in room regarding hand hygiene, 1m+/2m SD and symptoms</li> <li>• Signage on the door detailing how many people are safe to be in the space at any one time</li> </ul>
Post-16 Office	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> <li>• Sufficient cleaning spray and blue roll to be in the room at all times.</li> <li>• Clear desk policy implemented to ensure ease of cleaning</li> <li>• Communal areas, kettles etc to be wiped down after every use,</li> </ul>	Medium		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Recommended maximum of 3 people to be in the room at any one time.</li> <li>• One student to be in the office at any time</li> <li>• Signage to be put up in room regarding hand</li> </ul>

		<p>crockery to be kept to the individual</p> <ul style="list-style-type: none"> <li>• Door to be wedged open if not a fire door for ventilation</li> </ul>				<p>hygiene, 1m+/2m SD and symptoms</p> <ul style="list-style-type: none"> <li>• Screens to be put up in between office desks if requested</li> <li>• Signage on the door detailing how many people are safe to be in the space at any one time</li> </ul>
Stone IT Office	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> <li>• Sufficient cleaning spray and blue roll to be in the room at all times.</li> <li>• Clear work surfaces</li> <li>• Door to be wedged open for ventilation if not a fire door</li> </ul>	Low		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Recommended maximum of 2 person to be in the room at any one time</li> <li>• This room is NOT to be used as a meeting room, however can be used as a single space working hot desk however once used it needs to be wiped down</li> <li>• Signage to be put up in room regarding hand hygiene, 1m+/2m SD and symptoms</li> <li>• Signage on the door detailing how many people are safe to be in the space at any one time</li> </ul>
CPM Office	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> <li>• Sufficient cleaning spray and blue roll to be in the room at all times.</li> <li>• Clear desk policy implemented to ensure ease of cleaning</li> </ul>	Medium		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Recommended maximum of 4 people to be in the room at any one time</li> <li>• Signage to be put up in room regarding hand hygiene, 1m+/2m SD and</li> </ul>



		<ul style="list-style-type: none"> <li>• Desks and phones to be wiped down</li> <li>• Communal areas to be cleaned down</li> <li>• Windows to be open for ventilation when colleagues are working in the office</li> </ul>				<p>symptoms all crockery to be kept to individuals</p> <ul style="list-style-type: none"> <li>• Signage on the door detailing how many people are safe to be in the space at any one time</li> </ul>
SENCo Office	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> <li>• Sufficient cleaning spray and blue roll to be in the room at all times.</li> <li>• Clear desk policy implemented to ensure ease of cleaning</li> <li>• Tables and chairs to be cleaned down after use including door handles and light switches</li> <li>• Door to be wedged open if not a fire door for ventilation</li> </ul>	Low		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Maximum of 1 person to be in the room at any one time</li> <li>• This room is NOT to be used as a meeting room, however can be used as a single space working hot desk however it must be cleaned down after use</li> <li>• Signage to be put up in room regarding hand hygiene, 1m+/2m SD and symptoms</li> <li>• Signage on the door detailing how many people are safe to be in the space at any one time</li> </ul>
Common Room	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> <li>• Common Room to be made accessible to students</li> <li>• All tables and chairs to be cleaned regularly and put on cleaning rota to be cleaned after every break and lunch time</li> </ul>	High		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Clear signage to be placed on the door regarding use</li> </ul>

		<ul style="list-style-type: none"> <li>• If in use door to be wedged open for ventilation on both halves of the common room</li> <li>• 'Catch it, Bin It, Kill it' signage to be up in the common room and sanitizer station in the room to sanitize on entry</li> <li>• Sanitizer point in the common room</li> </ul>				
Balcony	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> <li>• Only Post-16 students to use the Balcony for independent study.</li> <li>• On call to monitor the use of the balcony area or 6<sup>th</sup> Form Pastoral Lead if available</li> <li>• Photocopier to be cleaned regularly</li> <li>• Sufficient cleaning spray and blue roll to be available at all times.</li> <li>• Windows open on the balcony for ventilation</li> </ul>	Medium		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• There is no maximum capacity but students should use the 2M SD/1m+ guidance where they can</li> <li>• Seating is at a 1m+/2m distance and to remain as such</li> <li>• Signage to be up reminding people about 1m+/2m social distancing and regular hand hygiene and symptoms</li> </ul>
Gym	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> <li>• Gym only to be used under the guidance of a sports staff member</li> <li>• All equipment including weights etc. must be cleaned down after EVERY use</li> <li>• Gym must be kept as a clean area, no papers, gym kit, water</li> </ul>	Low		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Signage to be put up in the gym reinforcing messages re: 1m+/2m social distancing, hand hygiene and symptoms</li> <li>• Air conditioning not to be used in the gym if possible, however it can be used</li> </ul>

		bottles must be left in the gym at any time <ul style="list-style-type: none"> <li>• Tissues to be made available in the Gym</li> <li>• No students to access the gym unless given access by a member of staff and supervised if required.</li> <li>• Sufficient cleaning spray and blue roll to be in the room at all times.</li> <li>• Clear surfaces to ensure ease of cleaning</li> <li>• Windows to be open at all times for ventilation</li> </ul>				
East Room	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> <li>• Sufficient cleaning spray and blue roll to be in the room at all times</li> <li>• Door to be kept open if not a fire door</li> <li>• All computers and desks to be cleaned down after use by the student</li> <li>• Clear desk policy for staff desk other than the paper for who is in the East Room that day</li> <li>• Windows to be open at all times for ventilation</li> </ul>	Low		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Only 4 students and 1 member of staff to access the East Room at any one time</li> <li>• If possible group bubbles will be allocated to specific group desks in the East Room to minimise cross group contact</li> <li>• Signage to be put up reinforcing messages re: 1m+/2m social distancing, hand hygiene and symptoms</li> </ul>

Dining Hall	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> <li>• Sufficient cleaning spray and blue roll to be in the room at all times.</li> <li>• Year 10 will eat together, Year 11 will eat together and 6<sup>th</sup> Form will eat together</li> <li>• Perspex will remain place around the tills</li> <li>• All students and staff to use a plastic tray for lunch. All items purchased are to be kept on the tray at all times and then the tray put back on the tray racks once finished. Rubbish to be put in the bin by the student</li> <li>• If students are eating packed lunch then they must also use a tray to eat their lunch</li> <li>• Chairs are not to be moved</li> <li>• All tables will be wiped down in between lunch sittings</li> <li>• Students to be supervised</li> </ul>	Medium		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Coffee machine not to be used unless CA staff can keep it clean and wiped down after every use</li> <li>• Cutlery to be handed to the students individually by the Catering Academy staff</li> <li>• If students are seated outside then they will be asked to do so at a 1m+ distance</li> <li>• Signage to be put up reinforcing messages re: 1m+ social distancing, hand hygiene and symptoms</li> </ul>
Studio	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> <li>• All sporting equipment to be used only if it can be cleaned down</li> <li>• Computer table to be cleaned down and kept paper free</li> <li>• Sufficient cleaning spray and blue roll to be in the room at all times.</li> </ul>	Medium		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Studio seating to be used, however a 1m+ distance to be maintained if possible and students to remain in their crew or mentor groups. Additional seating to be used on the floor of the studio if needed</li> <li>• In the short term team games can be played</li> </ul>

						<p>however it must be in the year group bubbles</p> <ul style="list-style-type: none"> <li>• Signage to be put up reinforcing messages re: 1m+/2m social distancing, hand hygiene and symptoms</li> </ul>
Changing rooms	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> <li>• Sufficient cleaning spray and blue roll to be in the room at all times.</li> </ul>	Medium		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Only one class to use the changing rooms at any one time and strict 1m+/2m social distancing is in place if possible</li> <li>• Signage to be put up reinforcing messages re: 1m+/2m social distancing, hand hygiene and symptoms</li> </ul>
Toilets and Showers	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> <li>• Toilets and showers to be cleaned regularly throughout the day within alignment with the enhanced cleaning protocols</li> </ul>	Medium		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Signage to be put up reinforcing messages regarding hand hygiene, 1m+/2m SD and symptoms</li> <li>• When students are going to the toilet, only 4 students to access at any one time due to social distancing at hand basins</li> <li>• If staff are not on duty (outside of break times) then students will be asked to adhere to this rule</li> </ul>

Engineering Hall	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> <li>• Students to put on their PPE outside of the engineering hall, some may use the seating in the dining hall</li> <li>• All students at the end of their engineering hall lesson should wash their hands</li> <li>• All equipment should be cleaned down after every class use</li> <li>• If computers are to be used then they must be wiped down before and after use.</li> <li>• Sufficient cleaning spray and blue roll to be in the room at all times.</li> <li>• All equipment will follow the Engineering Hall SOP</li> </ul>	Medium		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Signage to be put up reinforcing messages re: 1m+/2m social distancing, hand hygiene and symptoms</li> <li>• All students to retain their own PPE, dust jackets, boots and glasses</li> <li>• No more than 6 students should be on the hexagonal tables at any one time</li> <li>• No more than 15 students to be in the Mechatronics Lab at any one time</li> <li>• Only 3 students to be in the CNC cell at any one time social distancing adhered to.</li> <li>• 8 students to access the lathes at any one time</li> <li>• Only 3 students in the welding bay at any one time</li> <li>• Only 5 students to be in the fabrication area at any one time</li> <li>• Disposable gloves used when handling tools and when operating machines</li> </ul>
Classrooms	Staff, Students,	<ul style="list-style-type: none"> <li>• All classrooms will be in use.</li> </ul>	Medium		25 <sup>th</sup> March	<ul style="list-style-type: none"> <li>• Signage to be put up reinforcing messages re:</li> </ul>

	Contracting Covid-19	<ul style="list-style-type: none"> <li>• All teaching staff to have a seating plan that is in place for every class for every class room used</li> <li>• All class doors to be kept open if they are not a fire door</li> <li>• All desks to be kept free of paperwork</li> <li>• Sufficient cleaning spray and blue roll to be in the room at all times.</li> <li>• Staff are to spray desks after every lesson and students are to clean them down</li> <li>• Classrooms that are in use will have lidded bins</li> <li>• Windows to be open in class rooms at all times for ventilation</li> </ul>			2022	<p>1m+/2m social distancing, hand hygiene and symptoms</p> <ul style="list-style-type: none"> <li>• All tables and chairs, if possible are to face forward with students sat next to each other</li> <li>• Any classrooms that have air conditioning should be avoided but can be used</li> <li>• Staff should try and remain at the front of the class if possible, however if staff are teaching or demonstrating that requires students to be closer than 2m then PPE is available to staff to wear.</li> <li>• Books can be used and covers should be cleaned regularly and particularly between year group use.</li> </ul>
Conduct around the building	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> <li>• Staff and students to walk down corridors keeping to left and right walk ways</li> <li>• Regular hand washing at break times and lunch times of staff and students</li> <li>• Student and staff will also be told not to smell or eat the hand sanitizer</li> </ul>	Medium		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• One way system will be put back in place. Central staircase to be used as the up and the corner staircases to be used as the down</li> <li>• Markers are on the floor in communal areas of the building to remind people of social distancing</li> </ul>

		<ul style="list-style-type: none"> <li>• Staff should not touch students at any time</li> <li>• Additional signage in the building to remind everyone of the symptoms and regular use of LFT</li> </ul>				<ul style="list-style-type: none"> <li>• Signage on the doors explaining if kick plates should be used</li> <li>• Signage to be put up on doors to remind people of 1m+/2m social distancing and hand hygiene</li> <li>• Students should not be in contact with each other at any time (physical contact)</li> <li>• Staff should also remain at a 2m distance if possible</li> </ul>
Conduct of Students Behaviour	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> <li>• If students behave in a manner that is not appropriate regarding Covid-19 then they will be dealt with under the normal consequences system. However, depending upon the individual incident will determine the severity of consequence as some behaviours may be considered a criminal offence.</li> <li>• If a student has inappropriate behavior that is putting others at risk such as spitting or coughing purposefully then the student will be sent home with immediate effect and possible criminal charges will be considered.</li> <li>• Student support will offer additional support for any</li> </ul>	Low		25 <sup>th</sup> March 2022	



		students who are feeling the anxiety and mental health concerns				
Fire evacuation protocol with amended timetable	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> <li>• If a fire alarm or lock down was to occur then all students will be in their mentor or crew – the teacher responsible for that mentor or crew would then take a register</li> <li>• HR Lead will have a daily staff list and visitor log for fire purposes</li> </ul>	Low		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• The one way system if in use will not be used in a fire drill.</li> </ul>
Catering Academy (Catering Provision)	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> <li>• The Catering Academy provide catering provision for staff and students. They are responsible for their own staff and ensuring that they adhere to strict cleaning guidelines</li> <li>• An additional Catering Academy risk assessment has been written to accompany this risk assessment regarding the kitchen and its procedures including access to drinks fridges, coffee machine and dinner money machines</li> </ul>	Low		25 <sup>th</sup> March 2022	
Visitor Protocol	Staff, Students, visitors, Contracting	<ul style="list-style-type: none"> <li>• In the short term visitors will be permitted in to the UTC. If visitors are coming onto site</li> </ul>	Medium		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Where possible visitors to the site be limited and if they are on site they must wear masks at all times</li> </ul>

	Covid-19	<p>then they need to adhere to the protocols that are in place</p> <ul style="list-style-type: none"> <li>• All visitors will go to the reception desk and if visiting someone in the UTC will be given the guidance</li> </ul>				<ul style="list-style-type: none"> <li>• Trade people coming onto site will be asked to confirm that they are not presenting with Covid-19 symptoms</li> <li>• If trade people are entering the UTC then they will be encouraged to do so before or after the students have arrived/left</li> <li>• When signing in visitors will be made aware of the strict procedure that are in place and be asked to scan the QR code for track and trace purposes</li> <li>• Parents will not be invited onto the UTC site unless specifically instructed to do so or if they have an appointment and will also be asked to wear a mask</li> </ul>
BAME Community Staff, Students and Visitors	Staff, students, visitors, Contracting Covid-19	<ul style="list-style-type: none"> <li>• Staff, students and visitors from the BAME community will be spoken to on an individual basis about coming into the UTC and a risk assessment conducted if still deemed appropriate</li> <li>• All of the same protocols and procedures apply regarding hand hygiene</li> </ul>	Medium		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Due to the recent government evidence that has been presented it is appropriate to consider staff, students and visitors from the BAME community during this phase of reopening.</li> </ul>
Individual year group bubbles	Staff, students, Contracting	<ul style="list-style-type: none"> <li>• Not relevant during this time</li> </ul>	Medium		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Year 10, Year 11 and 6<sup>th</sup> Form Students will be in year</li> </ul>

identified	Covid-19					group bubbles with 6 <sup>th</sup> Form being one bubble
Structure of the day (including breaks etc.)	Staff, students, Contracting Covid-19	<ul style="list-style-type: none"> <li>The UTC day will go back to the normal timings of 8.30am-4.25pm for all students.</li> </ul>	Medium		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>The structure of the day including start and finishing times have been staggered to reduce the bubbles cross contaminating</li> <li>Year 10 – 8.30am-4.15pm, Mon, Tues, and Thur and 8.30am-2.20pm Wed and Fri</li> <li>Year 11 – 8.35am-4.20pm, Mon, Tues, and Thur and 8.35am-2.25pm Wed and Fri</li> <li>6<sup>th</sup> Form – 8.40am – 4.25pm, Mon, Tues, and Thur and 8.40am – 4.25pm – 2.30pm</li> </ul>
Drop offs and pick ups	Students, parents, injury, death	<ul style="list-style-type: none"> <li>Students are to be guided across the road by the on duty member of staff</li> </ul>	Medium		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>Traffic on the main road to be considered by the team member on duty due to the increased traffic currently using the tip</li> </ul>
Cleaning	Staff, Contracting Covid-19	<ul style="list-style-type: none"> <li>An on-site cleaner will be present during the day to clean in areas that are identified as the most significant</li> <li>Cleaning will then take place on an evening as usual</li> </ul>	Medium		25 <sup>th</sup> March 2022	

		<ul style="list-style-type: none"> <li>• All products that are used by the cleaning team are within the COSH and CLEAPSS register and they are using cleaning sprays that kill viruses.</li> <li>• As the cleaning is outsourced, VS will be in contact with the company ensuring the health and safety of the cleaning team. The same protocols will be in place if the cleaning staff become unwell with Covid-19</li> <li>• A cleaning schedule is in place throughout the day to ensure that all common areas are regularly cleaned after every break and lunchtime and all touch points are cleaned.</li> <li>• The cleaning schedules can be requested as an annex to this RA</li> </ul>				
Personal Protective Equipment (PPE)	Staff, Contracting Covid-19	<ul style="list-style-type: none"> <li>• Tasks have been identified within the school that would require staff wearing PPE, first aid, supporting pupils with personal care, cleaning activities where need is identified and potentially when a staff member/pupil is symptomatic of COVID-19.</li> <li>• Staff follow good hand <u>washing practice</u></li> </ul>	Medium	<ul style="list-style-type: none"> <li>• The school is to hold a supply of PPE disposable, gloves, aprons and face mask on the school site.</li> </ul>	25 <sup>th</sup> March 2022	

Deliveries to the school	Staff, student, visitors, Contracting Covid-19	<ul style="list-style-type: none"> <li>• Identified staff take responsibility for deliveries made to the school.</li> <li>• Staff members wash their hands before and after decanting orders and storing them away.</li> <li>• Kitchen deliveries are made directly to the kitchen area.</li> <li>• On decanting products, products are to be wiped down and stored away.</li> <li>• Packaging to be placed in the external bin store.</li> </ul>	Medium		25 <sup>th</sup> March 2022	
Staff Welfare	Staff, mental health regarding Covid-19	<ul style="list-style-type: none"> <li>• Staff to be provided with Public Health England Guidance for <u>the public on the mental health and wellbeing aspects of coronavirus (COVID-19)</u>.</li> <li>• Staff receive sufficient breaks during the school day.</li> </ul>	Low	<ul style="list-style-type: none"> <li>• Staff to discuss concerns with their line manager or CPM</li> </ul>	25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Staff encouraged to leave the school site shortly after the end of the school day.</li> </ul>
Reopening not being able to take place due to local lockdown or UTC outbreak	Students	<ul style="list-style-type: none"> <li>• If a local lockdown takes place then the same protocol and procedure will be adopted as in the previous period</li> <li>• All information will be communicated to staff, students and parents</li> <li>• If an outbreak takes place within the UTC (the definition of an outbreak is 5 or more connected people), the RA outbreak</li> </ul>	Low		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• If a local lock down takes place then an online learning approach will remain in place building upon the work that has already been established</li> <li>• If a year group bubble is asked to isolate for 10 days then students will receive an online education</li> </ul>

		<p>column will be put back into action.</p> <ul style="list-style-type: none"> <li>• If an outbreak occurs then TD/CPM will determine the appropriate protocol to be implemented in line with the LA and the HPT.</li> <li>• If an outbreak takes place then the RA outbreak column will come back into effect.</li> </ul>				<ul style="list-style-type: none"> <li>• Staff are planning for a series of scenarios that will cover the eventualities of Covid-19</li> </ul>
Supply/External Cover Staff	Staff, students, visitor, Contracting Covid-19	<ul style="list-style-type: none"> <li>• All supply/cover staff will be used from the usual UTC supply agencies. All appropriate risk assessments have been secured from the agencies regarding their protocol and procedures</li> <li>• All supply/cover staff will be subject to visitor safety protocol induction before being allowed on site</li> <li>• All laptops to be cleaned after use</li> </ul>	Low		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• The use of supply/cover staff will be avoided if at all possible</li> <li>• A record of all student interactions with the member of supply/cover staff will be kept on record in case of a positive Covid-19 case</li> </ul>
Absence of students	Students, concern over wellbeing	<ul style="list-style-type: none"> <li>• Attendance officer to ensure that all student absences are followed up if phone call has not been received detailing student absence</li> <li>• Support put into place for all families who are anxious about sending students back to the UTC</li> </ul>	Low		25 <sup>th</sup> March 2022	

		<ul style="list-style-type: none"> <li>• Attendance monitoring to remain in place</li> </ul>				
Classrooms	Students, staff, contracting covid-19	<ul style="list-style-type: none"> <li>• Each classroom should have their windows and doors open for ventilation and clean circulation of air at all times</li> <li>• Seating plans are maintained at all times for every class that is being taught. If a seating plan changes then a note of it must be made by the staff member</li> </ul>	Medium		25 <sup>th</sup> March 2022	<ul style="list-style-type: none"> <li>• Seating of students should remain forward facing if possible</li> <li>• Staff should maintain a social distance from the students at the front of their class if possible</li> <li>• If there is noncompliance then details must be logged onto class charts for follow up</li> </ul>
Staff and Students undertaking the LFT	Staff and students, contracting covid 19	<ul style="list-style-type: none"> <li>• All consenting staff and students are given test kits weekly to ensure that they can complete their testing at home</li> <li>• All consenting staff and students have been asked to complete their tests on a Tuesday and Friday</li> <li>• All results are to be uploaded onto the government website</li> <li>• Staff, students and parents have been asked to inform the UTC of a positive test result and the UTC protocols will be followed. Staff, students and parents will be asked to follow up with a PCR test to confirm the result if</li> </ul>	Medium		25 <sup>th</sup> March 2022	

		<p>they are symptomatic but in the meantime will be asked to isolate as per protocol.</p> <ul style="list-style-type: none"> <li>• If students are unwell on site, they will be isolated in the usual way.</li> </ul>				
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<b>Completed by</b>	<b>Catherine Purvis-Mawson</b>	<b>Approved by</b>	<b>Tom Dower</b>
<b>Role</b>	Deputy Principal	<b>Role</b>	<b>Principal</b>
<b>Signature</b>	C Purvis-Mawson	<b>Signature</b>	<b>T Dower</b>
<b>Date</b>	25.01.22	<b>Date</b>	<b>25.01.22</b>

**Data Protection:** The Trust will process this information fairly and lawfully to assess, control and minimise risk. The data will be stored securely and not be subject to unauthorised use, in accordance with the Data Protection Act 2018



## Outbreak Contingency Plan Updated, 25<sup>th</sup> January 2022

If UTC South Durham has the following outbreak (based upon government guidance August 2021) then the Outbreak Contingency Plan will be implemented. The outbreak plan and enhanced risk assessment would be implemented for two weeks to limit transmission of the virus and then reviewed. If it was concluded that the transmission rate remained high locally or within the UTC then the plan would remain in place with some possible other measures in place. It is recognized that asking year groups to remote learn is the very last resort. It remains at the discretion of the Principal to do so.

An outbreak is defined as:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

<b>Roles and Responsibilities:</b>	If an outbreak under the above definition occurs then it will be the responsibility of Tom Dower, Principal and Catherine Purvis-Mawson, Deputy Principal to seek additional advice from the DfE, LA and HPT. It may be that the Durham County Council also advise on the changes to be made in local schools based upon the community transmission rate.		
<b>When and how to seek public advice:</b>	DfE helpline (0800 046 8687, option 1) Guidance can be found <a href="#">HERE</a>		
<b>Control Measures that will be put into place and actions needed:</b>	<b>Control Measure</b>	<b>Action and Timescales</b>	<b>Responsible Staff Member</b>
	<b>Face coverings</b> All staff and students will be asked to wear face coverings within classrooms and communal areas	This will take place with immediate effect. Face masks will be provided to staff and students who do not have access to them.	CPM then ALL
	<b>Enhanced Communications</b> Communicating with students and parents regarding the importance of twice weekly testing of Covid 19 via a LFT.	This communication will be distributed with immediate effect.	CPM

	<b>Reinstating on site testing</b> If an outbreak occurs, twice weekly onsite testing will commence with all staff and year groups.	This will take place within 3 working days of the action being taken.	CPM
	<b>Shielding of CEV</b> If an outbreak occurs then all staff and students who are considered to be CEV will have an individual risk assessment conducted and the outcome of them being on site will be determined.	This will take place within 1 working day of the decision being made.	CPM/VE to write RA with staff or students
	<b>Limit residential, days out, visitors and parents</b> All residentials would be reviewed individually depending upon the staff and students attending. All visits to business and industry partners would be suspended until a full RA had been completed. Visitors would also be stopped attending the UTC site. Parental attendance in settings would be held in small scale events or virtually	This will take place within 2 days of the decision being made and the plan being in place	CPM and staff to inform visitors to not access the UTC site
	<b>Open Days</b> Open days would take place using limited numbers with enhanced covid measures or would be held virtually.	This will take place within 2 days of the decision being made and the plan being in place	CPM/TD
	<b>Transition or Taster Days</b> Transition or Taster Days would take place using limited numbers with enhanced covid measures or would be held virtually.	This will take place within 2 days of the decision being made and the plan being in place	CPM/TD
	<b>Increased Ventilation and Teaching Outdoors</b> Windows and doors to be kept open at all times to increase air flow and consideration for teaching or holding assemblies outdoors.	This will take place with immediate effect.	CPM
<b>Communicating to the UTC community</b>	<b>Strengthened Communications</b> Staff, students and parents will be communicated with immediately regarding the enhanced outbreak measures.	Immediate by email.	CPM
<b>Educational</b>	<b>Remote Learning Policy and Procedures</b>	Immediate by email to all staff, students, and	CPM

<b>continuity measures</b>	All students who were impacted by the outbreak plan will be educated remotely in accordance with our remote learning policy and procedure.	parents. Policy is on the website and students are already inducted into the remote learning protocol upon induction.	
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