

RISK ASSESSMENT: Reopening of UTC South Durham following Covid-19 and Lateral Flow Testing – Updated 8th April 2021

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
STOP	Work activity should not be started or continued until the risk has been removed or at least reduced

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 will also be sent to the Local Authority Health and Safety 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 has also been added to include the process for mass testing staff and students from 4th January 2021.

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
- Reduce contacts and maximize distancing

School:	UTC South Durham	Risk Assessor:	Catherine Purvis-Mawson
Reason for RA:	Assessing UTC South Durham for return of staff and students from Covid-19 and delivering an education to students from September 2020 throughout the academic year.	Date of Assessment:	8th April 2021
Objectives:	Assess suitability of UTC South Durham for staff and students to work safely taking into consideration government measures following on from Covid-19		

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	New Risk Level
Staff on site	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> • 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. Testing is available for all 	Medium	<ul style="list-style-type: none"> • Staff advised to report to the school any symptoms of COVID-19 that 	7 th June 2021	

		<p>staff and can be requested by calling 119 or going onto https://www.nhs.uk/ask-for-a-coronavirus-test Tests must be conducted within 5 days of symptoms.</p> <ul style="list-style-type: none"> • All staff have access to cleaning spray and blue roll • Staff are to keep their own crockery and cutlery and not share with any other person • Staff are given a full and detailed brief about the new processes and procedures before any students come onto site • Staff will be offered items to safeguard health if they 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 in replace of a mask. • Staff should only use their own equipment so pens, staplers etc. • Staff will be asked to wear usual business wear • 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 • Staff to arrive on site prior to the start of the school day and sign in • Staff to wash their hands at the start of the school day. 		<p>their household may have to CPM</p>		
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		<ul style="list-style-type: none"> • Staff directed to wash their hands before and after eating and following coughing. • If staff are not well enough to come in they must inform Neil using the usual protocols. • 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. • Staff should have a face mask/covering with them at all times and use it when moving around the building and students are present • Staff should also wear a face mask/covering when they cannot maintain social distancing in the classroom 				
Year 10 and Year 11 Students on site	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> • Students will be in their own year group bubbles and will have a staggered start and end times of the day • Each group will take breaks and lunches at a different times to maintain the integrity of the bubble • When entering the building for the first time after any significant length of absence, students will be given a presentation about the new protocols, procedures and consequences. This will be reiterated on a weekly basis and at the beginning of every new half term and term. • Students must only use their own equipment, pens, pencils etc. if they use a teachers pen/pencil then student must keep it 	Medium		7 th June 2021	

		<ul style="list-style-type: none"> • 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 • After each student briefing tables are to be wiped down if they are in the dining hall • Students will be advised to avoid the use of public transport and car sharing. Further information regarding transport can be found in the RA. • Students will carry their own work and PPE • 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 • Students should have a face mask/covering with them at all times and use it when moving around the building. This is particularly important when circulating with other year groups and staff in corridors • Students are also recommended to wear a face mask/covering in the classroom where social distancing cannot be maintained • On call members of staff will be actively walking the corridors ensuring that students are adhering to the one way systems, however all members of staff have a duty to enforce the protocols associated with Covid-19 measures • 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 				
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		<ul style="list-style-type: none"> • 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 • 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 • 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 • Packed lunch boxes are to be kept in the students bags and washed before the next day. • Pupils to follow 'Catch it, Bin it, kill it' guidance. • Pupils advised to cough and sneeze into their elbow and away from the direction of other pupils and staff. • If students are not wearing masks then they will be asked to do so. If a student is not wearing their mask then this is to be logged onto class charts as a negative click. These will then be monitored and subsequent consequences will be put into place and parents informed. • If students are exempt from wearing masks then an up to date list will be kept in a shared area so staff can check the legitimacy of the claim 				
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		<ul style="list-style-type: none"> • Students are asked to wear a mask/face covering in a classroom as social distancing cannot be maintained 				
Year 12, 13 and L2ET Students on site	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> • Year 12, 13 and L2ET students to be in a year group bubble • Students must only use their own equipment, pens, pencils etc. if they use a teachers pen/pencil then a student must keep it • Students will be advised to avoid the use of public transport and car sharing. More information about transport is in the RA • Students will carry their own work and PPE • 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 • Common Room will be available to students with a limit on capacity and they shall be asked to wear face masks/coverings at all times when using the room • When entering the building for the first time after a prolonged absence students will be given a presentation about the new protocols, procedures and consequences • 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 • On call members of staff will be actively walking the corridors ensuring that students 	Medium		7 th June 2021	

		<p>are adhering to the one way systems, however all members of staff have a duty to enforce the protocols associated with Covid-19 measures</p> <ul style="list-style-type: none"> • All students will be asked to wear their usual business wear or ETP uniform. All students will be asked to wash/change their clothing regularly • 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 • Students will be advised to wash their hands at the start and end of the school day, during break and lunch times and use the sanitizer from room to room • Packed lunch boxes are to be kept in the students bags and washed before the next day. • Pupils to follow 'Catch it, Bin it, kill it' guidance. • Pupils advised to cough and sneeze into their elbow and away from the direction of other pupils and staff. • If students are not wearing masks then they will be asked to do so. If a student is not wearing their mask then this is to be logged onto class charts as a negative click. These will then be monitored and subsequent consequences will be put into place and parents informed. • If students are exempt from wearing masks then an up to date list will be kept in a 				
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		<p>shared area so staff can check the legitimacy of the claim</p> <ul style="list-style-type: none"> • Students are asked to wear a mask/face covering in a classroom as social distancing cannot be maintained 				
Transport using UTC minibuses	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> • UTC minibuses will be used on a daily basis for the collection and drop off of students • No one is to sit on the front seat next to the driver • Signage in the minibus to remind passengers about hand hygiene and 'catch it, bin it, kill it' guidance • Black bins bags to be kept on bus for tissues and litter • Tissues to be available on the minibus for passengers to use • Hand sanitizer to be provided when getting on and off the minibus • The driver will be given access to items to safeguard health • After the minibus has been used a strict cleaning protocol will be adhered to • Journey lengths must be kept to a minimum • All students and staff will be asked to wear face coverings • Spare face coverings will be on the minibus will be available to students who have forgotten them. • Windows on the minibus will remain open to ensure air flow. • If possible students will sit in year group bubbles or have designated seats 	Medium		7 th June 2021	

<p>Transport using Hired Coaches and Public Transport</p>	<p>Staff, Students, Contracting Covid-19</p>	<ul style="list-style-type: none"> • Hired coaches will be used on a daily basis for the collection and drop off of students • Signage in the coaches to remind passengers about hand hygiene and ‘catch it, bin it, kill it’ guidance • Black bins bags to be kept on bus for tissues and litter • Tissues to be available on the minibus for passengers to use • Hand sanitizer to be provided when getting on and off the minibus • The driver will be given access to items to safeguard health by their coach company • The coach company have their own RA which covers the cleaning protocol of the buses. • All students and staff will be asked to wear face coverings • Spare face coverings will be on the coach will be available to students who have forgotten them. • Windows on the coach will remain open to ensure air flow. • Zonal system if possible, for students seated on the bus or a specific seating plan for regular journeys • Students who are travelling on public transport will be asked to wear face coverings as stipulated by law • 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 	<p>Medium</p>		<p>7th June 2021</p>	
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		<p>protocol in how to take a mask off and store it before next use or disposal</p> <ul style="list-style-type: none"> • Duty staff to be present on an evening for students getting onto the busses to ensure social distancing is in place 				
Outdoor space	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> • Students will be encouraged to use the outdoor space during break and lunch times. If students and staff access outdoor spaces then they do so at a 1m+ social distance • If students are outside they can remove their masks however they must adhere to a 2M social distance. • Sufficient staff will be on duty to encourage social distancing 	Low		7 th June 2021	
Unwell students and staff	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> • 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 • If any student is taken unwell then a protocol has been written to ensure that they are collected 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 will be collected by their parent/carer and guidance given regarding testing in the local area to test for Covid-19 • If staff present with Covid-19 symptoms then they will be sent home 	Medium	<ul style="list-style-type: none"> • Ensure that the school holds a stock of disposable gloves/aprons and face masks. 	7 th June 2021	

		<ul style="list-style-type: none"> • Staff who were shielding or have medical concern will have their personal RA reviewed on a regular basis if requested • All staff and students will be continually reminded of symptoms of Covid -19 and if they have them they will be told to self-isolated per the government advice • Testing will also be encouraged for staff who present any symptoms. To get a test they can call 119 or get online https://www.nhs.uk/ask-for-a-coronavirus-test • 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 • Fully stocked first aid boxes are located around the school site. • Staff to wash their hands prior to administering first aid. • Staff to wear disposable gloves when providing first aid support. • Staff to wash their hands after providing first aid support. • Staff to wash their hands prior to support with medication and after support. • Staff dealing with unwell students will be told to wear full PPE 				
Confirmed case of Covid-19	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> • Where the child, young person or staff member tests positive, the Department of Education (phone number - 0800 046 8687) will be contacted and advice 	Medium	<ul style="list-style-type: none"> • Ensure that the school holds a stock of disposable 	7 th June 2021	

		<p>received. The DfE will then inform PHE/HPT of the confirmed case.</p> <ul style="list-style-type: none"> • The confirmed Covid-19 communication protocol will be put into place informing the relevant parties about the case and be provided guidance • 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. • If a positive result is confirmed then an investigation will take place to determine the close proximity of the staff/students using timetables, seating plans and meeting schedules of staff. The person who has tested positive will also be questioned to determine which friendship groups of people they have been close too within the UTC and also on any relevant transport. Once this information has been gathered a judgement will then be made to determine the outcome based upon the evidence collected. • If there is a confirmed case of Covid-19 in the UTC then a deep cleaning protocol will take place. • If a cluster of cases begin 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. • 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 		<p>gloves/aprons and face masks.</p>		
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		UTC ensuing the safety of all staff and students remains priority				
Reception Area	Office staff, Students, Visitors, Contracting Covid-19	<ul style="list-style-type: none"> • Depending upon the severity level of Covid in the community at the time the Principal will make a judgement regarding visitors on site. • Perspex screen will remain in place around the reception area (customer facing) • Hand sanitizer provided at reception and upon entry. All staff, students and visitors to use sanitizer when entering the building • 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 • A record of visitors will be retained for test and trace measures • Visitors will be given plastic badges rather than lanyards • Chairs in reception will remain to ensure 2m social distance is in place • Chairs in reception remain to be plastic for easy cleaning • All paper based literature to be removed from reception • 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 • Clear messaging on plasma in reception for visitors, staff and students about social distancing, hand hygiene and symptoms • Toilet in reception is to be for visitors only 	Medium		7 th June 2021	

		<ul style="list-style-type: none"> • Signage to be put in the lift – only 1 person to use it at any time • External signage to be put on the front door detailing the strict measures that are in place inside the UTC • Barrier will remain in place in between the glass entrance gates with left being entrance and right being exit • Regular cleaning of barriers and reception areas during the day • One of the front doors to be kept open for ventilation in reception if possible 				
Finance Office	Staff, Students Contracting Covid-19	<ul style="list-style-type: none"> • Sufficient cleaning spray and blue roll to be in the room at all times. • Clear desk policy implemented to ensure ease of cleaning • A recommended maximum of 2 people to be in the room at any one time • Perspex screens will remain in place • No students to be in that office at any time • Signage to be put up in room regarding hand hygiene, 2m SD and symptoms • Windows to be open for ventilation when colleagues are working in the office • The doors of offices in use can be wedged open when occupied if not fire doors • 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. 	Medium		7 th June 2021	
Sports Office	Staff, students, Contracting Covid-19	<ul style="list-style-type: none"> • Sufficient cleaning spray and blue roll to be in the room at all times. 	Low		7 th June 2021	

		<ul style="list-style-type: none"> • Clear desk policy implemented to ensure ease of cleaning • Recommended maximum of 2 people to be in the room at any one time • No students to be in that office at any time • Tables and chairs to be cleaned down after use including door handles and light switches • Signage to be put up in room regarding hand hygiene, 2m SD and symptoms • Office door to be wedged open if not a fire door for ventilation • 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. • The Sports Office will in the short term be used for covid testing assistants putting on their PPE. All personnel will have washed their hands before entering the office and all PPE rubbish will be emptied on a regular basis to avoid cross contamination 				
Main Front Office	Office Staff, Contracting Covid-19	<ul style="list-style-type: none"> • Sufficient cleaning spray and blue roll to be in the room at all times. • Signage in place as a reminder of hand hygiene, 2m SD and symptoms • No students to enter behind reception • Desk barrier to remain down at all times • Perspex barriers remain in place around desk spaces • Only the named colleague to use that desk and if another colleague uses computer/phone then colleague MUST wipe down the work area 	Medium		7 th June 2021	

		<ul style="list-style-type: none"> • All work areas, keyboards, phones to be wiped down each evening • Clear desk policy implemented to ensure ease of cleaning • Main office to be kept as a clean area at all times if possible • Doors to be wedged open if they are not fire doors to minimise contact • Communal areas of fridge, kettle to be used and then wiped down • Colleagues to use their own cup and tea spoon and not leave them for others to use • Windows to be open for ventilation when colleagues are working in the office • 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. 				
Medical Room	Office Staff, First Aiders, Students, Contracting Covid-19	<ul style="list-style-type: none"> • All surfaces must remain clear • Sufficient gloves, masks, visors, soap, blue roll, sanitizer to be in the medical room at all times • Medical room only to be used in a first aid emergency • Signage to be put up in room reminder people about hand hygiene, 2m SD and symptoms • If medical room used for any consultation then it is to be cleaned immediately after • Only 2 people to be in the room at any one time • Medication Policy in place. • Infection control risk assessment reviewed. 	Medium		7 th June 2021	

Glass Room	Office staff, First Aiders, Students, Contracting Covid-19	<ul style="list-style-type: none"> • Glass room to be turned into a medical isolation room for Covid-19 symptoms • Pull up banners to be placed in front of the glass • Signage to be clearly put up on the door • No visitors to access this room • Sufficient gloves, masks, visors, soap, blue roll, sanitizer, thermometer to be outside of the glass room at all times • Pedal bins to be placed in the room • Plastic chairs to be put in the room for ease of cleanliness • Cleaning staff fully briefed of the high risk this room possibly poses • Students who present with Covid-19 symptoms are told to go straight to this room • If the room is in use then the Board Room can be used however, student to be provided with face mask/visor • Only one staff member and one student to be in there at any time • Once it has been used then it is cleaned down, chairs, work surfaces, light switches and door handles • Signage to be put up in room regarding hand hygiene, 1m+/2m SD and symptoms • Windows to be open for ventilation • Only 2 people to be in the glass room at any time, unless medical staff wearing PPE • All paper literature to be removed from the glass room 	High	<ul style="list-style-type: none"> • Staff/students remain in the isolation room until they can be collected. • 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. • Isolation room to be deep cleaned once the staff/pupil has left the area. 	7 th June 2021	
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		<ul style="list-style-type: none"> • If student or staff member needs to use the toilet they use the one in reception. It is then locked until it can be fully cleaned 				
Photocopier Room	Staff, Contracting Covid-19	<ul style="list-style-type: none"> • Sufficient cleaning spray and blue roll to be in the room at all times. • Clear work surfaces • No more than one person to be in the room at any one time • Once machine has been used then they must be wiped down by user • Signage to be put up in room regarding hand hygiene, 1m+/2m SD and symptoms • Door to be wedged open if not a fire door • All photocopying to be placed into boxes and clearly labelled for staff 	Medium		7 th June 2021	
Board Room	Staff, students, visitors, Contracting Covid-19	<ul style="list-style-type: none"> • Sufficient cleaning spray and blue roll to be in the room at all times. • Clear work surfaces • Maximum of 8 people to be in the room at any one time • Tables and chairs to be cleaned down after use, including door handles and light switches • Chairs to be removed/stacked and remaining chairs to be placed around the table at a 1m+/2m distance • Plastic chairs to be put into the board room • Signage to be put up in room regarding hand hygiene, 1m+/2m SD and symptoms • Door to be wedged open if it is not a fire door 	Medium		7 th June 2021	

		<ul style="list-style-type: none"> • One plastic seat to be used for unwell student if needed so it can be wiped down • Windows and if possible door to be open for ventilation • Waste bin provided with bin liner and lid. 				
Tom's Office	Staff, students, visitors, Contracting Covid-19	<ul style="list-style-type: none"> • Sufficient cleaning spray and blue roll to be in the room at all times. • Clear desk policy implemented to ensure ease of cleaning • Recommended maximum of 3 people to be in the room at any one time at a 2M SD • Signage to be put up in room regarding hand hygiene, 1m+/2m SD and symptoms • Windows and if possible door to be open for ventilation when colleagues are working in the office • Waste bin provided with bin liner. 	Low		7 th June 2021	
Jamie and Dan's Office	Staff, students, visitors, Contracting Covid-19	<ul style="list-style-type: none"> • Sufficient cleaning spray and blue roll to be in the room at all times. • Clear desk policy implemented to ensure ease of cleaning • Recommended maximum of 2 people to be in the room at any one time, Dan and Jamie only • No other staff to use that office • Signage to be put up in room regarding hand hygiene, 1m+/2m SD and symptoms • Door to be wedged open if not a fire door 	Low		7 th June 2021	
Engineering Hall Office	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> • Sufficient cleaning spray and blue roll to be in the room at all times. 	Medium		7 th June 2021	

		<ul style="list-style-type: none"> • Clear desk policy implemented to ensure ease of cleaning • 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. • No students to be in that office at any time • Signage to be put up in room regarding hand hygiene, 1m+/2m SD and symptoms • Office door to be wedged open if not a fire door for ventilation 				
Staff Kitchen	Staff, Contracting Covid-19	<ul style="list-style-type: none"> • Sufficient cleaning spray and blue roll to be in the room at all times. • Clear work surfaces • Recommended maximum of 3 people to be in the room at any one time with masks • Tables and chairs to be cleaned down after use including door handles and light switches • Signage to be put up in room regarding hand hygiene, 1m+/2m SD and symptoms • Signage for the fridge. • 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 • Nothing to be left in the fridge over the weekend – must be taken home • If colleagues are in the kitchen, door to be wedged open for ventilation if not a fire door 	Medium		7 th June 2021	

		<ul style="list-style-type: none"> • Colleagues asked not to wash their hands in the kitchen sink. All tea towels to be removed from the kitchen and crockery to drip dry or use disposable blue roll. • Signage on the door detailing how many people are safe to be in the space at any one time • 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. 				
MO	Staff, Contracting Covid-19	<ul style="list-style-type: none"> • Sufficient cleaning spray and blue roll to be in the room at all times. • Clear work surfaces at all times • Recommended maximum of 3 people to be in the room at any one time • Signage to be put up in room regarding hand hygiene, 1m+/2m SD and symptoms • If phone is used it must be wiped down • Windows to be open for ventilation when colleagues are in MO • All paper based literature to be removed from MO 	Medium		7 th June 2021	
Site Staff Office	Staff, Contracting Covid-19	<ul style="list-style-type: none"> • Sufficient cleaning spray and blue roll to be in the room at all times. • Clear desk policy implemented to ensure ease of cleaning • Recommended maximum of 2 person to be in the room at any one time • Tables and chairs to be cleaned down after use including door handles and light switches 	Medium		7 th June 2021	

		<ul style="list-style-type: none"> • Signage to be put up in room regarding hand hygiene, 1m+/2m SD and symptoms • Windows to be open for ventilation when colleagues are working in the office • Signage on the door detailing how many people are safe to be in the space at any one time 				
Student Support Office	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> • Sufficient cleaning spray and blue roll to be in the room at all times. • Clear desk policy implemented to ensure ease of cleaning • Recommended maximum of 4 people to be in the room at any one time • Signage to be put up in room regarding hand hygiene, 1m+/2m SD and symptoms • Communal areas such as kettle, fridge etc to be wiped down after use. Crockery to be kept to individuals – not to be shared • Windows to be open for ventilation when colleagues are working in the office • Signage on the door detailing how many people are safe to be in the space at any one time 	Medium		7 th June 2021	
Jo and Jeanne's Office	Staff, Contracting Covid-19	<ul style="list-style-type: none"> • Sufficient cleaning spray and blue roll to be in the room at all times. • Clear desk policy implemented to ensure ease of cleaning • Recommended maximum of 2 person to be in the room at any one time with masks • Signage to be put up in room regarding hand hygiene, 1m+/2m SD and symptoms 	Low		7 th June 2021	

		<ul style="list-style-type: none"> • Door to be wedged open if not a fire door for ventilation • Signage on the door detailing how many people are safe to be in the space at any one time 				
Post-16 Office	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> • Sufficient cleaning spray and blue roll to be in the room at all times. • Clear desk policy implemented to ensure ease of cleaning • Recommended maximum of 3 people to be in the room at any one time with masks • One student to be in the office at any time • Signage to be put up in room regarding hand hygiene, 1m+/2m SD and symptoms • Communal areas, kettles etc to be wiped down after every use, crockery to be kept to the individual • Door to be wedged open if not a fire door for ventilation • Screens to be put up in between office desks if requested • Signage on the door detailing how many people are safe to be in the space at any one time 	Medium		7 th June 2021	
Stone IT Office	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> • Sufficient cleaning spray and blue roll to be in the room at all times. • Clear work surfaces • Recommended maximum of 2 person to be in the room at any one time • This room is NOT to be used as a meeting room, however can be used as a single 	Low		7 th June 2021	

		<p>space working hot desk however once used it needs to be wiped down</p> <ul style="list-style-type: none"> • Signage to be put up in room regarding hand hygiene, 1m+/2m SD and symptoms • Door to be wedged open for ventilation if not a fire door • Signage on the door detailing how many people are safe to be in the space at any one time 				
CPM Office	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> • Sufficient cleaning spray and blue roll to be in the room at all times. • Clear desk policy implemented to ensure ease of cleaning • Recommended maximum of 4 people to be in the room at any one time with masks • Signage to be put up in room regarding hand hygiene, 1m+/2m SD and symptoms • Desks and phones to be wiped down • Communal areas to be cleaned down and all crockery to be kept to individuals • Windows to be open for ventilation when colleagues are working in the office • Signage on the door detailing how many people are safe to be in the space at any one time 	Medium		7 th June 2021	
SENCo Office	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> • Sufficient cleaning spray and blue roll to be in the room at all times. • Clear desk policy implemented to ensure ease of cleaning • Maximum of 1 person to be in the room at any one time 	Low		7 th June 2021	

		<ul style="list-style-type: none"> • Tables and chairs to be cleaned down after use including door handles and light switches • 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 • Signage to be put up in room regarding hand hygiene, 1m+/2m SD and symptoms • Door to be wedged open if not a fire door for ventilation • Signage on the door detailing how many people are safe to be in the space at any one time 				
Common Room	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> • Common Room to be made accessible to students • All tables and chairs to be cleaned regularly and put on cleaning rota to be cleaned after every break and lunch time • Clear signage to be placed on the door regarding use • If in use door to be wedged open for ventilation on both halves of the common room • 'Catch it, Bin It, Kill it' signage to be up in the common room and sanitizer station in the room to sanitize on entry • Sanitizer point in the common room • All students to sign in and out • Students to wear face masks when using the room 	Low		7 th June 2021	

Balcony	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> • Only Post-16 students to use the Balcony for independent study. There is no maximum capacity but students should use the 2M SD/1m+ guidance where they can. Masks should be worn if SD cannot be maintained • Year 13's in the balcony classroom • Year 12's on the balcony itself • If laptops and computers are used they are to be cleaned down after use using provided viral wipes and/or spray • Seating is at a 1m+/2m distance and to remain as such • On call to monitor the use of the balcony area or 6th Form Pastoral Lead if available • Photocopier to be cleaned regularly • Signage to be up reminding people about 1m+/2m social distancing and regular hand hygiene and symptoms • Sufficient cleaning spray and blue roll to be available at all times. • Windows open on the balcony for ventilation 	Medium		7 th June 2021	
Gym	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> • Gym only to be used under the guidance of a sports staff member • All equipment including weights etc. must be cleaned down after EVERY use • Gym must be kept as a clean area, no papers, gym kit, water bottles must be left in the gym at any time • Signage to be put up in the gym reinforcing messages re: 1m+/2m social distancing, hand hygiene and symptoms 	Low		7 th June 2021	

		<ul style="list-style-type: none"> • Tissues to be made available in the Gym • No students to access the gym unless given access by a member of staff and supervised if required. • Sufficient cleaning spray and blue roll to be in the room at all times. • Clear surfaces to ensure ease of cleaning • Air conditioning not to be used in the gym if possible, however it can be used • Windows to be open at all times for ventilation 				
East Room	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> • The East Room will be in use so the following risk assessment applies • Sufficient cleaning spray and blue roll to be in the room at all times • Only 4 students and 1 member of staff to access the East Room at any one time • If possible group bubbles will be allocated to specific group desks in the East Room to minimise cross group contact • Door to be kept open if not a fire door • All computers and desks to be cleaned down after use by the student • All staff and students to wear face masks/covering when multiple year groups in the room • Clear desk policy for staff desk other than the paper for who is in the East Room that day • Signage to be put up reinforcing messages re: 1m+/2m social distancing, hand hygiene and symptoms 	Low		7 th June 2021	

		<ul style="list-style-type: none"> • Windows to be open at all times for ventilation 				
Dining Hall	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> • One year group bubble to be seated in the dining hall at any one time • Sufficient cleaning spray and blue roll to be in the room at all times. • All students must stay in their year group bubble during lunch time and break times • Year 10 will eat together, Year 11 will eat together and 6th Form will eat together • Perspex will remain place around the tills • All students must sanitize hands before picking up a tray • Face masks are to be worn when the bubble is in the queue • 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 • If students are eating packed lunch then they must also use a tray to eat their lunch • Coffee machine not to be used unless CA staff can keep it clean and wiped down after every use • Cutlery to be handed to the students individually by the Catering Academy staff • Chairs are not to be moved • All tables will be wiped down in between lunch sittings 	Medium		7 th June 2021	

		<ul style="list-style-type: none"> • If students are seated outside then they will be asked to do so at a 1m+ distance (with masks) • Signage to be put up reinforcing messages re: 1m+ social distancing, hand hygiene and symptoms • Students to be supervised 				
Studio	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> • 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 • Doors to be propped open to the studio if they are not fire doors • All sporting equipment to be used only if it can be cleaned down • In the short term team games can be played however it must be in the year group bubbles • Computer table to be cleaned down and kept paper free • Signage to be put up reinforcing messages re: 1m+/2m social distancing, hand hygiene and symptoms • Sufficient cleaning spray and blue roll to be in the room at all times. 	Medium		7 th June 2021	
Changing rooms	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> • Only one class to use the changing rooms at any one time and strict 1m+/2m social distancing is in place if possible • Signage to be put up reinforcing messages re: 1m+/2m social distancing, hand hygiene and symptoms 	Medium		7 th June 2021	

		<ul style="list-style-type: none"> • Sufficient cleaning spray and blue roll to be in the room at all times. 				
Toilets and Showers	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> • Signage to be put up reinforcing messages regarding hand hygiene, 1m+/2m SD and symptoms • Toilets and showers to be cleaned regularly • When students are going to the toilet, only 4 students to access at any one time due to social distancing at hand basins • If staff are not on duty (outside of break times) then students will be asked to adhere to this rule 	Medium		7 th June 2021	
Engineering Hall	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> • Signage to be put up reinforcing messages re: 1m+/2m social distancing, hand hygiene and symptoms • Students to put on their PPE outside of the engineering hall, some may use the seating in the dining hall • All students to retain their own PPE, dust jackets, boots and glasses • No more than 6 students should be on the hexagonal tables at any one time • All students at the end of their engineering hall lesson should wash their hands even if they have been wearing gloves • All equipment should be cleaned down after every class use and all students should use their own equipment and must not share • No more than 15 students to be in the Mechatronics Lab at any one time 	Medium		7 th June 2021	

		<ul style="list-style-type: none"> • If computers are to be used then they must be wiped down before and after use. • Only 3 students to be in the CNC cell at any one time social distancing adhered to. • 8 students to access the lathes at any one time • Only 3 students in the welding bay at any one time • Only 5 students to be in the fabrication area at any one time • Sufficient cleaning spray and blue roll to be in the room at all times. • Disposable gloves used when handling tools and when operating machines • All equipment will follow the Engineering Hall SOP • If there are multiple year group bubbles in the Eng Hall then they must wear masks and students will be shown how to wear their mask with their safety eye wear 				
Classrooms	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> • All classrooms will be in use. • Signage to be put up reinforcing messages re: 1m+/2m social distancing, hand hygiene and symptoms • An SOP to be written as a guideline for effective cleaning • All teaching staff to have a seating plan that is in place for every class for every class room used • All tables and chairs, if possible are to face forward with students sat next to each other • Staff to remain at a 2m if possible when teaching students and if not all staff are to 	Medium		7 th June 2021	

		<p>wear their mask and ask students to wear their masks</p> <ul style="list-style-type: none"> • All class doors to be kept open if they are not a fire door • All desks to be kept free of paperwork • Sufficient cleaning spray and blue roll to be in the room at all times. • Staff are to spray desks after every lesson and students are to clean them down • Classrooms that are in use will have lidded bins • Windows to be open in class rooms at all times for ventilation • Any classrooms that have air conditioning should be avoided but can be used • 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 (for example a visor or their own mask) • Books can be used and covers should be cleaned regularly and particularly between year group use. 				
Conduct around the building	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> • One way system will remain in place. Central staircase to be used as the up and the corner staircases to be used as the down • Staff and students to walk single file down corridors keeping to left and right walk ways (if not on the one way system) 	Medium		7 th June 2021	

		<ul style="list-style-type: none"> • Markers are on the floor in communal areas of the building to remind people of social distancing • Regular hand washing at break times and lunch times of staff and students • Use of kick plates at the bottom of the doors • Signage on the doors explaining if kick plates should be used • Signage to be put up on doors to remind people of 1m+/2m social distancing and hand hygiene • Student and staff will also be told not to smell or eat the hand sanitizer • Staff should not touch students at any time • Students should not be in contact with each other at any time (physical contact) • Staff should also remain at a 2m distance if possible 				
Conduct of Students Behaviour	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> • All students will be briefed about their conduct upon entering the building. A briefing will take place with all students to ensure they understand the new protocols and have a clear understanding about the severity of any inappropriate actions related to Covid-19 • 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 	Low		7 th June 2021	

		<p>some behaviours may be considered a criminal offence.</p> <ul style="list-style-type: none"> • 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. • Student support will offer additional support for any students who are feeling the anxiety and mental health concerns • If students are not wearing masks then they will be asked to do so. If a student is not wearing their mask then this is to be logged onto class charts as a negative click. These will then be monitored and subsequent consequences will be put into place and parents informed. 				
Fire evacuation protocol with amended timetable	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> • 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 • HR Lead will have a daily staff list and visitor log for fire purposes • The one way system will not be used in a fire drill. 	Low		7 th June 2021	
Catering Academy (Catering Provision)	Staff, Students, Contracting Covid-19	<ul style="list-style-type: none"> • 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 	Low		7 th June 2021	

		<ul style="list-style-type: none"> • 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 				
Visitor Protocol	Staff, Students, visitors, Contracting Covid-19	<ul style="list-style-type: none"> • Where possible visitors to the site be limited from Easter - June • Trade people coming onto site will be asked to confirm that they are not presenting with Covid-19 symptoms • If trade people are entering the UTC then they will be encouraged to do so before or after the students have arrived/left • In the short term limited visitors will be permitted in to the UTC, unless prearranged. If visitors are coming onto site then they need to adhere to the protocols that are in place and gain approval from TD or CPM to be allowed onto site • All visitors will go to the reception desk and if visiting someone in the UTC will be given the guidance and asked a series of questions regarding their health • 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 • Parents will not be invited onto the UTC site unless specifically instructed to do so or if they have an appointment 	Medium		7 th June 2021	

BAME Community Staff, Students and Visitors	Staff, students, visitors, Contracting Covid-19	<ul style="list-style-type: none"> • 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. • 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 • All of the same protocols and procedures apply regarding hand hygiene and strict social distancing. 	Medium		7 th June 2021	
Individual year group bubbles identified	Staff, students, Contracting Covid-19	<ul style="list-style-type: none"> • Year 10, Year 11 and 6th Form Students will be in year group bubbles with 6th Form being one bubble 	Medium		7 th June 2021	
Structure of the day (including breaks etc.)	Staff, students, Contracting Covid-19	<ul style="list-style-type: none"> • The structure of the day including start and finishing times have been staggered to reduce the bubbles cross contaminating • Year 10 – 8.30am-4.15pm, Mon, Tues, and Thur and 8.30am-2.20pm Wed and Fri • Year 11 – 8.35am-4.20pm, Mon, Tues, and Thur and 8.35am-2.25pm Wed and Fri • 6th Form – 8.40am – 4.25pm, Mon, Tues, and Thur and 8.40am – 4.25pm – 2.30pm 	Medium		7 th June 2021	
Drop offs and pick ups	Students, parents, injury, death	<ul style="list-style-type: none"> • Traffic on the main road to be considered by the team member on duty due to the increased traffic currently using the tip • Students are to be guided across the road by the on duty member of staff 	Medium		7 th June 2021	

Cleaning	Staff, Contracting Covid-19	<ul style="list-style-type: none"> • An on-site cleaner will be present during the day to clean in areas that are identified as the most significant • Cleaning will then take place on an evening as usual • 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. • As the cleaning is outsourced, CPM 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 • 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. • The cleaning schedules can be requested as an annex to this RA 	Medium		7 th June 2021	
Personal Protective Equipment (PPE)	Staff, Contracting Covid-19	<ul style="list-style-type: none"> • All staff and students are required to wear a face mask/covering in all communal areas, including corridors • 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. • Staff follow good hand <u>washing practice</u> 	Medium	<ul style="list-style-type: none"> • The school is to hold a supply of PPE disposable, gloves, aprons and face mask on the school site. 	7 th June 2021	

Deliveries to the school	Staff, student, visitors, Contracting Covid-19	<ul style="list-style-type: none"> • Only essential items are ordered by the school. • Identified staff take responsibility for deliveries made to the school. • Staff members wash their hands before and after decanting orders and storing them away. • Kitchen deliveries are made directly to the kitchen area. • On decanting products, products are to be wiped down and stored away. • Packaging to be placed in the external bin store. 	Medium		7 th June 2021	
Staff Welfare	Staff, mental health regarding Covid-19	<ul style="list-style-type: none"> • Staff to be provided with Public Health England <u>Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19).</u> • Staff receive sufficient breaks during the school day. • Staff encouraged to leave the school site shortly after the end of the school day. 	Low	<ul style="list-style-type: none"> • Staff to discuss concerns with their line manager or CPM 	7 th June 2021	
Reopening not being able to take place due to local lockdown	Students	<ul style="list-style-type: none"> • 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 • If a year group bubble is asked to isolate for 10 days then students will receive an online education • Staff are planning for a series of scenarios that will cover the eventualities of Covid-19 	Low		7 th June 2021	

		<ul style="list-style-type: none"> • If a local lockdown takes place then the same protocol and procedure will be adopted as in the previous period • All information will be communicated to staff, students and parents 				
Supply/External Cover Staff	Staff, students, visitor, Contracting Covid-19	<ul style="list-style-type: none"> • The use of supply/cover staff will be avoided if at all possible • 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 • All supply/cover staff will be subject to visitor safety protocol induction before being allowed on site • 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 • All laptops to be cleaned after use 	Low		7 th June 2021	
Absence of students	Students, concern over wellbeing	<ul style="list-style-type: none"> • Attendance officer to ensure that all student absences are followed up if phone call has not been received detailing student absence • Support put into place for all families who are anxious about sending students back to the UTC • Attendance monitoring to remain in place 	Low		7 th June 2021	

Classrooms	Students, staff, contracting covid-19	<ul style="list-style-type: none"> • Each classroom should have their windows and doors open for ventilation and clean circulation of air at all times • 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 to ensure effective contact tracing if needed • Seating of students should remain forward facing if possible • Staff should maintain a social distance from the students at the front of their class if possible • Staff should wear a face mask if they are working with the student and a 2m SD cannot be maintained • Students unless exempt should wear their face masks/coverings in the classroom at all times • Students/staff can remove their masks when in the dining room to eat and drink. • If there is noncompliance then details must be logged onto class charts for follow up 	Medium		7 th June 2021	
Staff and Students undertaking the LFT	Staff and students, contracting covid 19	<ul style="list-style-type: none"> • All consenting staff and students are given test kits weekly to ensure that they can complete their testing at home • All consenting staff and students have been asked to complete their tests on a Sunday and a Wednesday • All results are to be uploaded onto the government website 	Medium		7 th June 2021	

		<ul style="list-style-type: none"> • 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 but in the meantime will be asked to isolate as per protocol. • If students are unwell on site, they will be isolated in the usual way. 				
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Completed by	Catherine Purvis-Mawson	Approved by	Tom Dower
Role	Vice Principal	Role	Principal
Signature	C Purvis-Mawson	Signature	T Dower
Date	08.04.21	Date	08.04.21

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