



Crewe Engineering & Design UTC

Covid-19: September Re Opening Risk Assessment.

Updated 18th August 2020

COVID-19 Risk assessment – September Re-opening: Crewe Engineering and Design UTC

The Government has asked schools to adhere to the following:

It is the Government's plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term.

This new guidance (July 2020) is intended to support schools, both mainstream and alternative provision, to prepare for this. It applies to primary, secondary (including sixth forms), infant, junior, middle, upper, school-based nurseries and boarding schools. We expect independent schools to follow the control measures set out in this document in the same way as state-funded schools. The guidance also covers expectations for children with special educational needs and disability (SEND), including those with education, health and care plans, in mainstream schools.

The link to new guidance is as follows:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Separate guidance is available for early years, further education colleges and for special schools, as follows:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

Separate guidance for SEN school provision:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

The government guidance says the following:

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangement
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward-facing desks
- staff maintaining distance from pupils and other staff as much as possible

Employers must protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the education setting.

Schools have remained open to some pupils since 20th March, welcoming more pupils back from 1 June. Schools should therefore have already assessed the risks and implemented proportionate control measures to limit the transmission of coronavirus (COVID-19) for a limited number of pupils.

As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of control to reduce the risk to the lowest reasonably practicable level.

School employers should have active arrangements in place to monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice.

The risk assessment template below sets out the known hazards and important controls that have been advised either by the Government/DfE, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice) or good practice. Some are suggested measures that may be or may not be applicable to your school and specific education setting. The responsible person within the school should use this information to formulate a plan / safe procedures that fit your school.

There are some specific issues that are addressed in the risk assessment, but for clarity, please read the full Government advice to schools

Personal Protective Equipment (PPE) including face coverings and face masks:

Wearing a face covering or facemask in schools or other education settings is **not** recommended.

Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This **does not apply** to schools or other education settings.

Schools and other education or childcare settings should therefore **not** require staff, children and learners to wear face coverings.

Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.

PPE is only needed in a very small number of cases including:

- Children, young people and students whose care routinely already involves the use of PPE due to their **intimate care needs** should continue to receive their care in the same way.
- If a child, young person or other learner becomes **unwell with symptoms of coronavirus** while in their setting and needs direct personal care until they can return home. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a facemask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example, from coughing, spitting, or vomiting, then eye protection should also be worn.
- PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as a very young child or a child with complex needs). More information on PPE use can be found here <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

The system of controls:

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Clean hands thoroughly more often than usual.
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 5) Minimise contact between individuals and maintain social distancing wherever possible.
- 6) Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 4 **MUST** be in place in all schools, all the time.

Number 5 **MUST** be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances identified on the risk assessment.

Response to any infection

- 7) Engage with the NHS Test and Trace process.
- 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
- 9) Contain any outbreak by following local health protection team advice.

Number 7 to 9 **MUST** be followed in every case where they are relevant.

Secondary schools:

Groups should be kept as small as possible but it is recognised that due to timetabling and different subjects this is likely to be year groups rather than one class. Large gatherings such as assemblies or collective worship should be avoided with more than one group

It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. For children that are old enough, they should be supported to maintain distance and not touch staff or their peers where possible.

Changes to classrooms so that students sit side by side and facing forwards, rather than face to face or side on and perhaps moving unnecessary furniture may be required.

Government guidance advises the following:

Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around the school, they can look to implement year group sized 'bubbles'. Whatever the size of the groups, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.

Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. When using larger groups, the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate.

Both approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially.

Measures not in the classroom:

Groups should be kept apart and movement around the school site kept to a minimum. Schools should avoid busy corridors, entrances and exits. Breaks and lunchtimes should be staggered. Large gatherings such as assemblies and collective worship should be avoided with more than one group. The use of staffrooms should be minimised. Staff spaces that are shared must be planned to enable social distancing and suitable sanitising.

Measures for arriving at and leaving school:

Where travel to school patterns allow staggered start and finish times in your school, you should consider this to keep groups apart. Schools must communicate this effectively to parents and students to prevent congestion or large gatherings at the start and finish of each day.

Schools should implement a process for removing face coverings when pupils or staff who use them arrive at school. Pupils should be taught how to do this correctly (not touching the front of their face), washing hands immediately on arrival, disposing of temporary coverings appropriately and placing reusable ones in plastic bags to take home.

Equipment in schools:

For individual and very frequently used equipment such as pencils and pens, it is recommended that staff and pupils have their own items they are NOT shared.

Classroom based resources can be shared within a bubble. These must be cleaned regularly as should surfaces. Resources shared between bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously between use or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics).

Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, and the school should ensure such resources are cleaned when they are returned to school.

Outdoor equipment should be more frequently cleaned. This also applies to resources inside and outside by wraparound care providers. It is recommended that students limit the amount of equipment they bring to school to only essentials. Shared resources can be taken home but avoided where unnecessary. All such resources will need to be cleaned before used by others.

Engage with the NHS Test and Trace process:

Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England protection team. The guidance should be consulted to ensure this is all fully understood and followed by staff members and parents/carers.

Manage confirmed cases of COVID-19:

Schools must take swift action when they become aware that someone who has attended has tested positive for COVID-19. They should contact the local health protection team. This includes, implementing their advice, specific procedures and containing any outbreak as directed.

Alternative Provision (AP):

The government advises that such provision should return full time in September. AP schools are required to complete a risk assessment working through the system of controls that are outlined in the guidance, adopting measures that ensure they meet each control in a way that addresses the risk identified in their assessment, works for the setting and allows them to deliver a broad and balanced curriculum.

Transport arrangements:

Transport to and from school should be assessed if provided by the school or if managed by the school team. The school needs to consider:

- How can this be managed safely or adapted to for in line with current social distancing requirements?
- Do school start times need to be adjusted to accommodate staff and students getting to school safely?
- When using public transport, rules that apply to the general population will apply.

Dedicated school transport – no public use

Normal public transport social distancing rules do NOT apply. The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in the overall guidance for schools. Schools should consider:

- How pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school
- Use of hand sanitiser upon boarding and or disembarking
- Additional cleaning of vehicles
- Organised queuing and boarding where possible
- Distancing within the vehicle wherever possible
- The use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group.

Please note:

The template addresses the general site and school use risk assessment. The government guidance asks that all school risk assessments are reviewed that may be affected. This will include but is not exclusive to: Use and supervision of playgrounds, General classrooms, Common areas, Cleaning, Practical subjects (Science, PE, Art, DT, etc.).

There is specific guidance from organisations such as the Association for Physical Education that should be consulted. Each Head of Department (specialists in their area) must review these risk assessments, make suitable amendments and show how they are adhering to guidance.

Sharing Coronavirus (COVID-19) risk assessment

Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (The HSE would expect all employers with over 50 staff to do so).

COVID-19: Operational risk assessment for September school reopening

Assessment conducted by:	Liam McDaid	Job title:	Principal and Chief Executive	Covered by this Assessment:	Staff, Students, Contractors, Volunteers/Governors
Date of assessment:	18/08/20	Review Interval:	Weekly	Review Log:	

Risk Rating	Likelihood of occurrence		
High (H), Medium (M), Low (L)	High (Very likely)	Medium (Possible)	Low (Remote)

Hazard / Risk		Risk rating (H/M/L)	Existing Control Measures	In place RAG	Ongoing Notes
1.	Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information.	High	<ul style="list-style-type: none"> The UTC has informed parents, learners, carers, employees and visitors not to enter the UTC if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); Parents receive guidance on UTC times for their child and protocols set out for attendance to UTC i.e. should remain 2m apart from others, should follow staff members instruction and should not congregate outside the UTC; Parents issued specific UTC protocols for attendance for them to explain to their children; Parents of SEN students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures; Staff are briefed and consulted on procedures and the plans for re-entry of learners; Employees have had sufficient training and briefing regarding infection control and UTC protocols; Staff are up to date on other related guidance and support in relation to themselves and learners such as stress and wellbeing including: https://www.gov.uk/government/publications/covid19-guidance-on-supporting-children-and-youngpeoples-mental-health-and-wellbeing/guidance-forparents-and-carers-on-supporting-children- 		

			<p>andyoung-peoples-mental-health-and-wellbeing-duringthe-coronavirus-covid-19-outbreak</p> <ul style="list-style-type: none"> • In relation to mental health and stress support organisation, details are available to staff including confidential employee help lines and information that can be provided to learners; • There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload • Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful. 		
2.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Drop off / entry to the school. 	Medium	<p>Entry to the UTC:</p> <ul style="list-style-type: none"> • Clear signage in place instructing anyone showing symptoms of COVID-19 not to enter the building. • Learners who are dropped off can do this in the usual way but drivers MUST NOT leave the vehicle; • Learners must enter via the main entrance to the building. • Learners are required to complete hand washing/sanitising on entry to the UTC; • Entrance doors are held open, reducing the number of occupants touching the doors; • Hand-wash/sanitising stations are located at the entrance to the UTC, at strategic points around the UTC building and within each classroom/learning space and office. All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to the UTC; • Good hand washing signage to instruct students how to do this effectively is displayed. • Learners will be met at the designated classroom door / entrance by their Teacher; 		
3.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day</p>	Medium	<p>Exit from UTC:</p> <ul style="list-style-type: none"> • Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. • Learners who are picked up can do this in the usual way but drivers MUST NOT leave the vehicle; 		

	including: • Pickup / leaving the school.		<ul style="list-style-type: none"> • Learners must leave via the main entrance/exit from the building following the one-way system arrows; • Exit doors are held open, reducing the number of occupants touching the doors; • Students are reminded to wash hands as they leave the school building; • Hand-wash/sanitiser stations are located at the exits from the UTC; • Good hand washing signage to instruct students how to do this effectively; • Learners are required to leave the UTC grounds and go straight home, not to congregate on grounds, nearby roads, recreational areas; • Finish times have been staggered for each class in order to prevent large numbers of learners leaving at the same time. 		
4.	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: Classroom use / activities.	Medium	<ul style="list-style-type: none"> • Learners are regularly briefed regarding observing social distancing guidance. • Students are regularly reminded to avoid touching their faces • Learners are regularly reminded not to touch other learners or staff/visitors; Classroom furniture has been reduced. Unnecessary cupboards and soft furnishings, items with intricate parts have been removed and are not permitted. This is designed to enable successful and effective cleaning of all surfaces; • The same Teacher and TA (where applicable) are assigned to a group of learners each day. • The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the UTC. • Classroom sizes are restricted to 24 maximum students, 1 teacher and TA if required (specific needs of class); • Classrooms have been organised to achieve 2m distances between learner and teacher at all times; • Learners are managed while entering the room and are asked to sit at desks/work areas before the next learner moves within the same area; • Learners will remain in the same classroom as far as possible (although option subjects will not permit this fully), and where the same room is used for an extended period of time learners will use the same desk throughout the day; • All learners must bring in their own equipment (pens etc.) a small supply of brand new pens will be kept, but will only be issued to one learner who 		

			<p>should keep that pen. No resources or equipment should be shared between learners;</p> <ul style="list-style-type: none"> • Learners and staff use hand sanitiser on entry to the classroom; • Use of external play equipment not be allowed. There will be no mixing of learners from other classes except for Year 12 learners. The number of teachers (and other staff) that mix with a class is restricted to as few as possible. Where possible the teacher who has taught the group during that day will supervise them at lunch; • The timetable has been prepared in order to supplement remote education with some face to face support for learners. This includes deciding which lessons or activities can be delivered to reduce movement around the UTC; • Where possible, all spaces are well ventilated using natural ventilation (opening windows where this doesn't disturb learning) or ventilation units. • Wherever possible all classroom doors will be held open by doorstops (automatic release for fire doors) at all times when UTC is open, to limit the need to touch door handles. • Workshop will be used with minimum equipment. • Machines or tools to be wiped before and after use • Gloves to be worn if necessary. • PPE to be allocated. 		
5	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Dining; • Moving around the school; • Break-time / playgrounds. 	Medium	<ul style="list-style-type: none"> • Learners are regularly briefed regarding observing social distancing guidance. • Water fountain use will be restricted to just filling bottles, with clear signage and communication of this. Water fountains will also be disinfected regularly throughout the day along with touch points. • Learners must go directly to the canteen from their classes, and after lunch directly from the canteen to their next class. • Learners and staff should wash or sanitise their hands thoroughly immediately before and after lunch. • The restaurant seating has been laid out with gaps between each space, and facing in the same direction • The number of learners going to lunch at any given time will be staggered based on their timetabled lessons. • Meals will be pre-made and ready to grab to avoid 		

			<ul style="list-style-type: none"> • When finished eating learners will leave their seats and proceed to wash and sanitise their hands thoroughly then proceed directly to their next lessons. • Lunch area cleaned before and after each group's lunch. • Dining is organised so that no person sits facing another while eating. <p>Moving around the UTC:</p> <ul style="list-style-type: none"> • Movement to different areas within the schools is reduced as much as possible; • Suitable external doors are used to move students from one area to another • Effectively creating external corridors in the open air; • Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units; • Additional seating/table furniture is removed the school corridors; • Corridors are sterile environments and kept as clear as possible; • Although passing in the corridor is deemed low risk a one way system has been implemented wherever possible, with clear signage including vinyl stickers on the floor showing the direction of travel and 2m distances. Where not possible to implement one-way systems clear social distancing signage will be in place and the use of these corridors kept to a minimum. • Corridor floors are demarcated to show direction and safe distance signage; • The staircases have been demarcated as either up or down only, with clear signage for direction and safe distance. All corridor and staircase doors will be held open wherever possible by doorstops (automatic release for fire doors), to minimise touch points. • Lesson times are staggered as far as possible to reduce the need to pass one another in open spaces. <p>Break-times / playgrounds:</p> <ul style="list-style-type: none"> • Break-times are limited to just a single short lunch break, intended solely for the purpose of eating. This will not be a time for socialising or exercising. • Any instances of learners on-site other than in lessons or at lunch time (e.g. Sixth Former free periods) will be kept to a minimum. If these are at the beginning or end of the UTC day the learners will be asked to arrive late or 		
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			<p>leave early. Where it is unavoidable during the day the learners will be supervised in a classroom which has been set-up for social distancing where possible.</p> <ul style="list-style-type: none"> Any use of outside space will be in small groups only where 2m social distancing can be maintained. They are required to remain 2m apart and take part in low risk exercise only. Team sports are not permitted. Daily inspection and enhanced cleaning programs in place for external areas where used. 		
6.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	Medium	<ul style="list-style-type: none"> Hand washing stations are positioned at each student, staff and visitor entrance to the UTC; All those entering the UTC are required to wash/sanitise their hands; Hand washing/sanitiser stations are located on each floor, and hand sanitiser bottles within each classroom and on entry and exit to the restaurant; Hand washing sinks are located within each toilet provision; Sink taps have been adjusted to maintain a distance. Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; Learners and staff have been shown how to wash hands properly; Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> → Entry and exit from the UTC; → After using the toilet; → On entry to the dining hall; → Before and after eating; → On entry and exit from each classroom. Unnecessary touching of the face is discouraged. Teachers will remind learners to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm; Toilets and wash stations have single use paper towel for drying hands. 		
7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures	High	<p>The UTC has implemented additional cleaning regimes. This includes the following:</p> <ul style="list-style-type: none"> Frequent cleaning of classrooms, Toilets, common areas and dining halls; 		

			<ul style="list-style-type: none"> • Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops. • Classrooms furniture and soft furnishings have been reduced in order to improve the ability to effectively clean; • Classrooms will be cleaned between each use if the group of learners is not the same; • Common areas will be cleaned once a day with touchpoints wiped down throughout the day; • Equipment used by the learners and staff will be suitably cleaned at the end of each day or before it is used by another person; • The canteen seating and tables will be cleaned at the end of each day and between each lunch • If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be closed for 72 hours and then deep cleaned as per the guidance set on COVID-19: cleaning un non-healthcare settings. 		
8.	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	Medium	<ul style="list-style-type: none"> • Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> • Infection control • Fire safety and evacuation procedures • Constructive behaviour management Safeguarding • Employees are required to conform with social distancing requirements at all times; • Staff will be required to practice good respiratory hygiene and handwashing like all other users of the building. • UTC offices are either reduced in occupation and desks positioned in order to provide adequate separation or staff are moved to other areas to reduce contact; • Staff rooms are not to be used unless these are large enough to safely accommodate current staff numbers at safe distance from each other; • Each staff area has been assessed, a maximum number of staff per room has been placed on the door; • Learners will practice social distancing from staff appropriate to their age and as described in additional points of this assessment; • Employees will be provided with and wear PPE when required in accordance with government guidance. 		

9.	<p>Spread/contraction of COVID-19 due to insufficient First aid measures. This includes:</p> <ul style="list-style-type: none"> • Dealing with general First aid; • Lack of trained first aiders; • Dealing with a suspected case of Covid-19; • Inappropriate handling / removal of clinical waste • Intimate care procedures. 	High	<ul style="list-style-type: none"> • Sufficient first aiders for the UTC to the number of learners; • Qualified first aiders are in place at an appropriate ratio; • The UTC has a specific room dedicated for suspected cases of COVID-19 (The meeting room in the reception area); • Occupants (staff or learners) who display symptoms of the virus during the UTC day will be isolated in the designated room until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; • First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor; • First aiders have completed appropriate training for ‘donning and doffing’ PPE – NHS video / advice https://www.hse.gov.uk/news/face-mask-ppe-rpecoronavirus.htm • PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid19-decontamination-in-non-healthcaresettings/covid-19-decontamination-in-nonhealthcare-settings • The first aid room will be cleaned frequently and after each use (when first aid care has been provided). <p>Waste disposal measures</p> <ul style="list-style-type: none"> • Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows: • Put in a plastic rubbish bag and tied when full; • The plastic bag is placed in a second bin bag and tied; • It is put in a suitable and secure place and marked for storage until the individual’s test results are known; • Waste is stored safely and kept away from children; • Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; • If the individual tests negative, this can be put in with the normal waste; • If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; • If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if 		
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			they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment.		
10.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> -Parents; -Maintenance contractors; -External Teachers; -Inspectors; -Delivery personnel 	Medium	<ul style="list-style-type: none"> • Parents are not permitted to enter the UTC; • Parents have been informed to call the UTC office or email if they have any questions or concerns; If parents need to drop off items for learners, they should be left at the UTC main entrance for staff to collect; • The Leadership Team and other staff are able to video conference parents if face to face meetings are required, with at least two staff present on the video call; • For those who have to enter the UTC reception, the reception team will keep the distance to reduce the risk to UTC staff; • Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk; • Visitors will only be permitted into the UTC if they have an appointment; • Visitors will only be permitted at their designated time and will be asked to wait outside of the UTC building until their UTC contact is available; • The UTC contact is required to attend reception in good time to meet their visitor; • Meetings with visitors will be via video conference or phone where possible; • If it is not possible to hold meetings/visits remotely social distancing measures will be adhered to at all times; • Face to face meetings in a small room or within 2m are not permitted; • Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time; • Deliveries will be accepted at designated quiet times only; where possible Delivered items will be left outside of the UTC building for staff to collect. 		
11.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.</p>	Medium	<ul style="list-style-type: none"> • CEDUTC toilets are laid out in an open-plan manner, with individual cubicles off a central hand-washing area • Learners are encouraged to access the toilet during class/throughout the day to help avoid queues. • All toilets will be cleaned before the end of each day. • Cleaning staff will clean all touch points (including door handles, toilet seats, toilet flush buttons, toilet roll holders, sanitary bins etc) as well as 		

			<p>floor/bowl/other non-touch point cleaning as necessary (using separate cleaning products for touch points vs toilets themselves).</p> <ul style="list-style-type: none"> • Monitoring ensures a constant supply of soap and paper towels • Learners are reminded regularly on how to wash hands. 		
12.	<p>Lack of staffing / insufficient staff ratios</p> <ul style="list-style-type: none"> • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member <p>High proportion of BAME staff at higher risk of infection</p> <p>High proportion of BAME staff at higher risk of infection leads to greater staff shortages</p>	Medium	<ul style="list-style-type: none"> • All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school via an all staff survey. Records are kept of this and regularly updated as new information is provided. • Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • • All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. • Current government guidance is being applied. • Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; • Learners are suitably supervised at all times; • Rota designed to ensure coverage of key roles each day • Flexible and responsive use of teaching assistants to supervise classes is in place if needed. • Full use is made of testing to inform staff deployment with staff asked to report test finding centrally to HR. 		
13.	Lack of suitable premises management	Low	<ul style="list-style-type: none"> • The UTC has applied the series of guidance documents and advice regarding continued premises management at this time; • Premises staff levels are maintained and suitable for the use of the building; • Appropriate cleaning and premises staffing levels are in place; • Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste; • • Contingency in place for sudden premises staff absence, this is in the form of agreed emergency premises staff; • 		

14.	Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.	Low	<ul style="list-style-type: none"> • Suitable storage and management of hand sanitizer is in place; • All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; • Material safety data sheets are held for all chemicals and readily available to all staff; • All cleaning chemicals are stored safely and securely in accordance with requirements; • COSHH safety training has been completed by all those using chemicals for cleaning; • Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 		
15.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	Low	<ul style="list-style-type: none"> • Evacuation plans including the following have been reviewed: • Safe assembly of occupants following social distancing requirements; • Safe exit via the nearest final exit; • Training occupants of any changes to evacuation; • Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the UTC; • All other fire system testing and maintenance has continued as normal. 		
16.	High infection risk due to parents and/or pupils and staff not observing social distancing on journeys to and from school	Medium	<ul style="list-style-type: none"> • Start times for learners and staff staggered • Staff and learners are advised to avoid public transport wherever possible. • If staff or learners wish to attend and use public transport they must wear face coverings in accordance with government guidelines, and they should observe safe 'donning and doffing' PPE – NHS video / advice https://www.hse.gov.uk/news/face-mask-ppe-rpecoronavirus.htm • Parents will be able to drop-learners off via car • The existing limitations on parking on-site for staff will be removed. • Cycling will be encouraged by promoting the UTC Cycle2Work scheme to staff. • Use of bike shed guidance communicated to users and social distancing signage in place. • Learners and staff are signposted to the latest advice on social distancing while using public transport. 		