

Operating Procedures – COVID 19: Updated Mar 2021

This document is written with reference to the [DfE Guidance for full opening: schools](#). Please read it carefully.

PHE Advice to Minimise Coronavirus (Covid19) risks

The guidance is clear that with the adoption of some key principles, the risks presented by Coronavirus are mitigated sufficiently to allow a full reopening of schools. It does however, require a consistent and concerted effort from all staff to ensure our school remains a safe place for all.

- The impact of school closures on young people is significant and schools are instructed to **not** put in place rotas for student attendance.
- Both staff and students who are ill are to **stay at home**
- The school will need to continue to require **robust hand and respiratory hygiene (Catch it, Kill it, Bin it)**
- Enhanced cleaning arrangements are to continue with a focus on **toilets, frequently touched surfaces and shared equipment** (see below)
- Schools, staff and families of the school community are required to **actively engage** with NHS Track and Trace.
- School staff and pupils are strongly encouraged to engage with the onsite 3 LFT tests and subsequent bi-weekly LFT testing to support early identification.
- Between March and Easter, it is strongly recommended that students and staff wear protective face coverings in circulation spaces, classrooms and other indoor venues. The exemption to this is when outdoors, or when engaged in PE activities.
- Consideration is given to reducing contact and maximising distancing between those in school so far is reasonably practicable. Each school is required to consider how this will work and it is recognised that a combination of **'bubbles'** with minimal contact, **changes to classroom layouts and distancing where possible** used together will minimise potential for contamination (see below).

The following procedures and guidance are to ensure TTUTC follows these principles.

- It is compulsory that all students in all year groups return to school for their full-time education. Normal procedures should be followed if absent due to illness. **Staff and students who feel unwell with symptoms of Coronavirus must NOT attend school** until testing has ruled out Coronavirus.
- Given our size and availability of rooms, Y7 will operate as one 'bubble' and KS4/5 will operate as a second bubble. **Staff and students should always seek to minimise contact between bubbles.**
- **Students should seek to maintain distance where possible and should** avoid physical contact with teachers and their peers.
- **Staff are required to maintain social distancing from each other and students of 2m wherever possible.** They should avoid face to face contact and **minimise any time spent within 1m** of anyone.
- For all students, there will be a requirement to wash hands at lesson change over, before and after breakfast and before and after lunch using the toilets on each floor. **Toilets will be cleaned frequently throughout the day.**
- Where possible, seating in all classrooms will be arranged so that students are sitting in rows, facing the front of the classroom. For practical subjects please see the guidance below.

- **Seating plans will be consistent across subjects where group membership is consistent and organised through personal tutors.**
- Plastic screens will be fitted at both receptions and at the restaurant service area.
- **As always, students should be equipped with a pen, pencil, ruler, eraser, and their books.** Lending of equipment should be minimal and limited to specialist equipment and textbooks.
- Both students and staff are expected to fully adhere to their respective dress codes. **There is no requirement to wash clothes more frequently than normal or use specific detergents.**
- **There will be NO UTC Extra**, including Employer Projects to ensure that students travel before peak times.
- **As is our NORMAL expectation**, staff will ensure that rooms are tidy at the end of the day, with NO equipment left out on tables or windowsills. This will aid the cleaning teams to complete thorough and robust cleaning at the end of the day.
- **Parents' Evenings** will be conducted remotely by telephone / Teams / Zoom.
- **There will be no External Visitors on site**, except where approval is given by the Principal/Vice Principal. Where granted, visitors will be subject to strict social distancing, will be required to wash hands and will be supervised by the relevant staff member.
- **Regular visitors such as the school nurse, school counsellor and staff from Thomas Telford Schools** are still allowed but must adhere to strict social distancing ('maintain as much distance as possible') from other staff.
- **Cleaning will be carried out throughout the day to ensure cleaning of common areas is regular and systematic. A focus of cleaning will be maintained on regularly touched surfaces.**
- **Hand sanitiser will be available** at each photocopier and must be used before and after use. To ensure careful use, the photocopiers will be relocated until further notice to the following venues: Study Centre (Staff/Student use), SEND Room (Staff/Student use) and Staff Workroom (Staff use).
- There will be no assemblies until further notice.
- **Drinks fountains will be unavailable until further notice. Students should therefore bring water bottles from home. Students should only have water in their bottles and not fizzy soft drinks.**

Student Routines

On arrival - entering the Building

- Pastoral staff will welcome the students back outside the doors. Students will be asked to use hand sanitiser to clean their hands before entering the building. During the start (and end) of school, the normal door and the barriers will remain open to minimise contact.
- Students are required to wear a face mask in all internal spaces. **If we give dispensation for individual students on medical grounds this information will be shared with you. The Government are keen to point out that shields are NOT a substitute for masks.**
- Students entering the building will proceed straight to their lockers and deposit outside coats, bags and other belongings not needed throughout the day. Students should not bring any unnecessary belongings to school. **Once they have done this, they must use the toilet area to wash and dry their hands with hot air dryers.**
- Year 7 pupils are asked to arrive at 8:15. All Y7 students should go to their lesson at 8:15.
- Students in KS4/KS5 are asked to arrive at 8:25. Once they have used their lockers and washed their hands they should proceed straight to their lesson.

During Lessons (Classroom based lessons)

- On their arrival at their assigned room the teacher will direct the student to their seat. Students must remain in their seat facing forwards unless otherwise requested, throughout the lesson.

- Doors should be opened ready for student arrival, closed throughout the lesson and opened by staff at the end of the lesson.
- **Classroom teachers should open windows where available (this is ideally opening at the top to avoid draughts) to aid ventilation.**
- **Students must have their own stationery** and other than specialised equipment there should be **no loan and return** of items.
- It is okay for students to share resources within bubbles such as books. These should be cleaned by teaching staff regularly and **always** before using with other bubbles.
- Students and staff are able to take books home, although this should only be where necessary for education and development.
- Staff teaching in rooms with a number of sinks will ensure that **students wash and dry their hands at the end of lesson**. Paper towels and bins will be provided, otherwise students should move to the toilet block, wash and dry their hands and then proceed to their next lesson following the guidelines on movement.

Moving classroom

- There will be a one-way system in place on stairs. Students and staff moving **up the building will use the atrium staircase**, staff and students moving **down the building will use the rear staircases**. Staff and students should avoid using the handrails where possible.
- At all times, when using corridors students will **walk on the left-hand side** and wear masks.

Breakfast

- **Cleaning of the restaurant will be completed after breakfast for each bubble and after lunch for each bubble.**
- There will be two breakfast sessions each day. The first at 9:20 until 9:40 and the second 9:50 until 10:10. Y7 will have the earlier breakfast on Monday, Tuesday and Friday, and KS4/5 on Wednesday and Thursday. Students and staff should wash and dry their hands before proceeding to the restaurant following the movement guidelines.
- **Students will of course need to remove their mask when consuming food and drink but are expected to put it back on once they have finished.**
- Teaching staff will escort those who need to their lockers before making their way down to the restaurant.
- **Once settled, staff will be able to take their break.**
- **At 9:38 and 10:08 respectively, teaching staff should begin to collect their classes for return to lesson. Students should wash and dry their hands as they return, supervised by teaching staff.**

Lunch

- There will be two lunch sessions each day. The first is **12:30 until 13:10** and will be for Y7 (except on Wednesday where it will be KS4/5). The second will be from 13:15 until 13:55. Students and staff should wash and dry their hands before proceeding to the restaurant following the movement guidelines.
- Teaching staff will escort those who need to their lockers before making their way down to the restaurant.
- **Once settled, staff will be able to take their lunch.**
- Duty staff will need to ensure Y7 students finish eating promptly and vacate the restaurant from 12:55 to allow cleaning to begin. Students should effectively tidy their mess to allow efficient sanitising of surfaces.

- Teaching staff for Y7 will collect students from the MUGA and escort them to lessons via toilets to wash and dry hands. Other year groups will return to their classroom at the end of lunch, via the toilets to wash their hands, where staff will be ready to greet them.
- In the event of a wet lunchtime, students will return to teaching classrooms as they finish their meals, washing their hands on the way.

End of the day

- **There will be NO UTC Extra at the end of each day.**
- Intervention classes are arranged for KS4 exam groups and these will run from 15:00 until 16:00
- Normal routines at the end of last lesson should be followed. Teaching staff should escort students to wash and dry their hands, to their locker area and quickly and efficiently encourage them downstairs and to the exit of the building.
- Students should disperse and begin their journey home immediately.
- KS4/5 lessons will finish at 15:00 and staff should aim to have all Y7 off site quickly and efficiently before 15:20. Y7 lessons will end promptly at 15:20 and staff should then follow the same exit procedure.

Practical Lessons (including PE, PA, Science, DT and Art)

These lessons present additional challenges with regard to activity, movement and use of resources. It is essential that all students follow the procedures of classroom lessons as well as the subject specific additional procedures outlined below:

PE / Fitness (Supervised by Subject Leader)

- Students should wash and dry their hands on their way to the start of the lesson.
- PE Kit should be stored in lockers when not needed and taken home after each session for washing.
- **Students in Y7 will wear their full PE uniform on days where they have PE.**
- Students should ensure all valuables are left in lockers before arriving at the lesson, staff will not look after them.
- As changing room doors cannot be left open, handles will be cleaned by staff before and after use with each group.
- A roll of paper towel will be provided, and students required to use disinfectant spray and towel to wipe down apparatus as they finish using it. Staff will monitor and promote this continued approach.

Performing Arts (Supervised by Subject Leader)

- Activities such as singing, dancing, playing wind or brass instruments or shouting **may increase risk of infection.**
- Use of instruments will be restricted to percussion, string and keyboards and sharing of instruments will be possible only once students have cleaned the instrument at the end of its use.
- Where singing or shouting activities are required, students should be positioned back to back and preferably outdoors or in a large well-ventilated space.
- iPads and other resources will be cleaned by teaching staff before use by another bubble or at the end of the day.

Science (Supervised by Subject Leader)

- Normal H&S procedures should be followed, **lab coats provided to students should be freshly laundered and stored before the lesson. Once used, they should be collected in a bag and laundered in readiness for the next lesson.**
- Goggles with elastic should be removed and when needed safety spectacles given to each student on entry to the lesson. At the end of a lesson students should deposit their spectacles in a

container with sterilising solution where they should remain for 15 minutes before being allowed to air dry.

- Where specialist equipment is used, it should be wiped down between students in the lesson and then thoroughly cleaned between groups OR not used for 48 hours (72 hours for plastic) with a note attached recording the next time available.
- Demonstrations may be completed at distance using the LadyBug Visualisers in each room.

DT / Art (Supervised by Subject Leader)

- As with other practical subjects, use of resources should be controlled and cleaning between pupils. This will include fixed equipment such as pedestal drills, laser cutting machines and the vacuum forming machine.
- Where hand tools are used, students should ensure that they use the same tool for the duration of the lesson and sufficient time should be given at the end of lessons for students to sanitise each piece of equipment before return. This should be supervised by staff.
- Aprons provided to students should be laundered and stored before the use. At the end of a lesson they should be collected and laundered in readiness for the next lesson.
- Goggles with elastic should be removed and when needed safety spectacles given to each student on entry to the lesson. At the end of a lesson students should deposit their spectacles in a container with sterilising solution where they should remain for 15 minutes before being allowed to air dry.
- Demonstrations may be completed at distance using the LadyBug Visualisers in each room.

Other Notes

- Where KS5 students have SOL, they should where possible remain at home. **Students will NOT be permitted to leave the site and then return the same day due to the increased risk this presents.** KS5 students will therefore need to ensure they have lunch provision at the UTC where required.
- The UTC day will finish at the end of session 2b so that those students using public transport can do so before peak travel times. Students should leave site and **immediately** make their way to the transport stops.
- All students are expected to attend school, including those that are shielding or living with someone shielding, **unless advised otherwise by clinical staff of Public Health England.** Where this may be the case, parents are asked to contact the school and discuss their concerns.
- Where students are instructed to not attend school, **they are expected to engage fully with the provided remote education.**

Additional information for staff:

We are required to focus upon behaviour to establish rules and routines, and the new behaviour requirements of distancing and bubbles. We are also asked to take note and respond to the students' wellbeing and pastoral needs, acknowledging that students will have had very different experiences since lockdown.

On arrival - entering the Building

- Staff should sign in and use hand sanitiser at reception.
- Guidance is clear that staff should aim to maintain a 2m social distance from each other and students wherever possible. To help achieve this, staff are asked to consider the use of a flask and drink bottles throughout the day to minimise the use of the staff work room.
- **Where requested, we will provide staff with face visors to offer additional reassurance where working at closer proximity is unavoidable.**

- Sanitiser will be provided in every classroom that will be used and also at various points throughout the building. Staff should go straight to the classroom where they will be teaching and be available from 8:15 to accept students into your room.
- Staff should ensure the classroom door is wedged open throughout the arrival of students and accept students into the room as they arrive to minimise students being in circulation spaces.

During Lessons (Classroom based lessons)

In addition to student guidance above:

- Staff should endeavour to remain 2m away from students throughout the lesson. Staff should direct students to distribute books and specialist equipment to ensure distancing is maintained.
- Where it is not possible to maintain 2m, staff should certainly maintain 1m, avoid face to face contact totally and minimise the time in contact.
- Shared resources are able to be used within bubbles but should be cleaned regularly OR placed out of circulation for 48 hours (72 hours for plastic items). Where a teacher places resources out of circulation this should be marked with a note that records the date for next use. **If a member of staff is unsure about a resource – assume it needs cleaning before use.**
- **Before dismissing classes, remind students to wash their hands and follow the movement guidance.**
- **Students should be discouraged from leaving the room during lessons, where it is essential, staff will NOT use the lanyard pass system, but will only allow one student at a time, in exceptional circumstances and will remotely monitor the time taken.**
- At the end of lessons where a different bubble will be using the room, each table should be sprayed with disinfectant by the teacher and wiped with a paper towel. Students will then be allocated their seat as they arrive, keeping the number of students in circulation spaces minimal.
- Where a teacher is moving room, they should in addition wipe down the computer keyboard and mouse. Teacher desk and door handle.
- **To create time for the cleaning requirements, staff NOT teaching MUST supervise corridors at change over.**

Breakfast and Lunch

- Staff will need to ensure that students are washing their hands before and after eating. Where classrooms have sinks available, this should be the method, otherwise staff will use the nearest toilets. Staff should also be washing and drying their hands.
- Staff are asked to consider bringing flasks and drinks bottles to school to minimise risk of contact at the drinks area in the workroom.
- Staff will be able to purchase food as normal in the restaurant or bring a packed lunch.
- Staff are asked to carefully **observe social distancing from each other and students** throughout these times and are encouraged to make use of the restaurant space **with no more than two staff in a booth diagonally opposite. Masks should be worn when not consuming food or drink.**

End of the day

- Once students have cleared the building, staff must return to teaching spaces and ensure that all the surfaces are clear and clean any resources with sanitiser as required.
- Cleaning staff will then be able to thoroughly clean and disinfect the rooms.

Practical Lessons (including PE, PA, Science, DT and Art)

PE / Fitness (Supervised by Subject Leader)

- At the end of each lesson, a member of cleaning staff will robustly clean equipment used ready for the next session. **Careful and robust cleaning of equipment is essential.**

Performing Arts (Supervised by Subject Leader)

- Teachers will need to consider curriculum planning carefully to ensure they are able to adhere to these guidelines. Where necessary the sequencing of topics may need to be adapted in the first term.
- Teachers will need to robustly monitor and clean equipment at the end of teaching sessions. (Across bubble)

Science (Supervised by Subject Leader)

- Where staff unavoidably need to be closer than the recommended 2m, they should take additional precautions including limiting time, avoiding face to face contact and may consider wearing a face shield.

DT / Art (Supervised by Subject Leader)

- Where staff unavoidably need to be closer than the recommended 2m, they should take additional precautions including limiting time, avoiding face to face contact and may consider wearing a face shield.
- In large practical spaces, it will be necessary to allow a certain amount of movement. Where students need to use additional tools, they should collect them and keep them until the end of the lesson when they sanitise them.
- All students should be in the practice of wiping down fixed equipment as they finish using it, using sanitiser and paper towels.

Remote Education

- Where students are unable to attend school, we must provide high quality remote education. To achieve this alongside classroom delivery staff may choose to use the LadyBug Visualiser in each room to record themselves and the whiteboard during the delivery of the lesson. This can then be uploaded to Show My Homework / Youtube (See Mr Bowry for instructions where needed) and set for the missing students. This will ensure learning remains within the curriculum sequence.
- Practical subjects may need to consider alternative theory-based activities that will complement the lessons.
- The amount of work set remotely should be similar in scale, depth and duration as a normal school day. Teaching staff should ensure that this is the case. Where staff record lessons with a LadyBug, this invariably will provide the closest experience with the benefit of the audio recording of the class discussion.
- Staff need to monitor and assess work completed remotely – raising concerns with parents and personal tutors where there is not enough engagement or a poor response.
- For Y7 students, the Online Curriculum should provide a sound platform for remote education. Where subjects can upload their content for other year groups, this may support provision.

Staff at Work

- It is expected and advised that **most** staff, including those who are extremely clinically vulnerable or living with someone extremely clinically vulnerable will be able to return to work as the guidance above will significantly minimise risk. These staff should arrange with Jayne Round to complete a personal risk assessment.
- Staff may be asked to be flexible in the tasks they carry out to support the school's efforts to provide a high-quality education.
- Staff with concerns or anxiety can arrange a meeting to discuss this with Ms Round.

- Staff need to be available for work and need to consider this when planning international travel – following the guidance published at the time.

Curriculum Considerations

- It is recognised that narrowing the curriculum will have further long-term damage for students. Students will therefore follow their full curriculum entitlement.
- Each subject should consider and implement appropriate support to enable students to ‘catch up’ and close gaps caused by lockdown. This should be informed by high quality and regular assessment for learning. **It has never been more important to adapt the planned delivery of lessons to the needs of learners.**
- Where possible, subjects should aim to contribute to ‘filling the gap’ in core knowledge (particularly with Y7) for example, having an emphasis on reading.
- Teaching teams should be prepared so that delivery can switch between face to face delivery and remote education for an individual or a group as seamlessly as possible.
- Our timetable is a good record of social interactions throughout a normal day. However, staff working with bespoke groups of students should keep an accurate record of those involved and the time and day. This will be needed in the event of contact tracing.

Contingency Planning and Response to any infection.

- If a local area sees a spike in infection resulting in local community spread, **local authorities and PHE will determine what measures are needed.**
- Where pupils or groups are required to self-isolate, teaching staff will be required to provide remote education as described above. This will include daily interaction with teachers.
- Where a pupil develops symptoms at school, they must be isolated in the medical room with the window open and the door closed. They should be attended to by staff wearing visors, masks and gloves until a parent can arrive to collect them. They should then return straight home and self-isolate until tested. If they need a toilet this should be the toilet by the medical room which will then be marked **unavailable** to others until cleaned.
- Where a staff member develops symptoms at school, they will need to leave the premises and return straight home to self-isolate until tested. If they have consented to complete a LFT this can be done in school with minimal notice.
- **Where a member of the school community develops symptoms, other members of the community do not need to self-isolate, providing they are engaging with regular LFT tests, unless the person with symptoms subsequently tests positive.**
- **Where a member of the school is sent home with symptoms, cleaning of their spaces should be done and all who have provided support should wash their hands for 20 seconds.**
- Schools, staff and parents are required to engage with NHS Track and Trace where a test is positive and follow self-isolation guidance.
- Staff and students will either be given a home testing kit by the school (if available) or book a test as soon as they return home. The school should be advised immediately as results become available.
- Where it becomes apparent that someone who has tested positive has attended school, the school will contact the local health protection team who will guide the leadership team in the actions needed. This can include requesting a ‘bubble’ isolate. For the UTC, **this is a risk to our educational provision with KS4/5 and it is essential that all guidance is adhered to minimise risk.**

Regular LFT Asymptomatic Testing.

- All students who consent will be provided with 3 LFT tests in school. The first test will be completed before the student is allowed into class. Subsequent tests will take place over the following 10 days.
- Once students have completed the 3 tests, they will be provided with home test kits and required to complete a test on Sunday evening and Wednesday evening each week. If they have a positive result, they will remain at home and arrange a confirmatory PCR test as soon as possible.
- By opening the home test kits, parents and students are consenting to sharing their medical data and are legally required to register the results with NHS. They are also required to share positive results with the school so that we can assess implications for others.
- Staff will be given home test kits in advance of March 8th. Staff are requested to complete two tests a week, on a Sunday and Wednesday evening. The same rules concerning consent apply as for students.
- Staff testing positive are required to notify their SLT Line Manager immediately, who will inform Mr Gill and Mr Chaudhry. Staff testing positive at home will need to book a confirmatory PCR test.
- The school will retain a small testing area to support any members of the school community struggling to test at home. A positive test at school, will not require a confirmatory PCR test.
- All testing materials can be disposed of in normal 'black bag' waste – there is no need for special medical waste solutions.

Supporting Clinically Extremely Vulnerable (Shielding Staff).

- The school will work constructively with staff members identified as Extremely Clinically Vulnerable to make reasonable adjustments that allow them to follow medical guidance whilst still fulfilling their role in so far as it is practicable.
- Staff who are anxious or otherwise deemed to be high risk will meet with the Director of Business to discuss concerns and develop a bespoke risk assessment.
- Staff asked to shield will be supported in this request. Were a shielding member of staff is a teaching member of staff, we will make provision for appropriate in school staff to manage the classroom and classes appropriately and the teaching member of staff will connect remotely to deliver lessons and protect the continuity of learning for students.
- Where a member of shielding staff is not a teaching member of staff the UTC will work with them to identify alternative duties and tasks that can be completed remotely and allow the member of staff to stay connected with the day to day business of the UTC.

Appendix 1

Risk Assessment – Thomas Telford UTC – COVID19

Location / Site	Insert location and site where activity taking place
THOMAS TELFORD UTC, Springfield Campus, Cambridge Street, Wolverhampton, WV10 0JR	
Activity / Procedure	Insert name/type of activity or procedure being assessed
Re-opening of the School for all students, from all year groups on a full-time basis – March 2021	
Assessment date	Insert date when assessment is being carried out
25/02/2021	

Identify people at risk	YES or NO
Employees	YES
Students	YES
Visitors	YES
Contractors	YES

Government Guidance for full opening of schools published on 2 July 2020 states:

Returning to school is vital for children’s education and for their wellbeing. Time out of school is detrimental for children’s cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children’s future ability to learn, and therefore we need to ensure all pupils can return to school sooner rather than later.

The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health implications of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.

Lower academic achievement also translates into long-term economic costs due to having a less well-qualified workforce. This affects the standard of living that today’s pupils will have over the course of their entire life. For many households, school closures have also affected parents and carers ability to work. As the economy begins to recover, we need to remove this barrier so parents’ and carers’ can return to work.

In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics’ analysis on [coronavirus \(COVID-19\) related deaths linked to occupations](#) states “We also compared the teaching occupations with all other professional occupations, allowing us to see how the deaths compare with professions with similar broad economic and educational backgrounds. We found that

rates of death involving COVID-19 in all teaching and educational professionals were not statistically significantly different to the rates seen in professional occupations (17.6 deaths per 100,000 males; 12.8 deaths per 100,000 females) as a whole, true for both sexes. Of the specific teaching and education professions, the rate of death involving COVID-19 in male secondary education teaching professionals was statistically significantly higher than the rate of death involving COVID-19 in professional occupations in men of the same age.”

Given the improved position our country is in, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19), and this guidance explains the steps schools need to take to reduce risks still further, crucially guarding against the disease with continued vigilance.

Schools are asked to prepare to welcome all children back from March 8th. While coronavirus (COVID-19) remains in the community, this means making judgments at a school level about how to balance and minimise any risks from coronavirus (COVID-19) with providing a full educational experience for children and young people. Schools should use their existing resources to make arrangements to welcome all children back.

Government Guidance – Coronavirus (COVID-19); implementing protective measures in education and childcare settings updated 1 June 2020 and Guidance for Secondary Provision from 15 June 2020 introduced a new social distancing concept from 4 July 2020 which is referred to as 1m plus. The guidance states that where it is possible to keep 2 metres apart, people should. But where it is not, we will advise people to keep a social distance of ‘one metre plus’, meaning they should remain one metre apart, while taking mitigations to reduce the risk of transmission.

There is a long list of possible mitigations for different working scenarios. These include, for instance, avoiding face-to-face seating by changing office layouts, reducing the number of people in enclosed spaces, improving ventilation, using protective screens and face coverings, closing non-essential social spaces, providing hand sanitiser and changing shift patterns so that staff work in set teams.

The measures set out in **the full opening of schools July 2020** guidance provide a framework for school leaders to put in place proportionate protective measures for children and staff, which also ensure that all pupils receive a high quality education that enables them to thrive and progress. In welcoming all children back this Autumn, schools will be asked to minimise the number of contacts that a pupil has during the school day as part of implementing the system of controls outlined in this risk assessment.

While the aim is to have all pupils back at school in the autumn, every school will also need to plan for the possibility of a local lockdown and how they will ensure continuity of education.

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing whilst students are travelling to and from the school waiting to enter/leave the school or classroom in morning/afternoon resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All parents will be encouraged to bring the students to school by car and/or walk. 2. All students and staff to wear face coverings on if using public transport. This will be made very clear to parents in our communications. 3. Markers and signage outside the entrances to the school and by locker areas for the students and or parents to remind of need to social distance. 4. Students will wear masks unless medically exempt in circulation spaces. 5. A staggered start with Y7 students arriving at 8:15am and others at 8.25am. Given our numbers it has been decided to operate with 2 bubbles. One for Y7 and the other for KS4/5. KS4/5 students often travel together on public transport to and from school which the UTC cannot control. 6. Controlled supervised entry in to and exit from the school via reception. Doors and barriers to be in the open position throughout. Students dispersed quickly by staff when exiting the school. 7. Students must go directly to their locker before washing their hands and going to their teaching venue. 8. No parents to enter the building without a prior appointment. 9. No lining up of students outside of classrooms, students straight into venues and in seats. Teaching staff will be at the room with doors wedged open. 10. KS4/5 students will be dismissed at 15:10 with staff moving them from lockers to exit efficiently and Y7 students at 15:20. 11. Corridors will be supervised and a staff presence at the front of the school will ensure students are collected and avoid interacting with students from other year groups whilst waiting. 12. Plastic screens are in place around both reception areas. 13. There will be no UTC Extra. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the classroom resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Students will be organised in “bubbles”. When the use of a room changes from one bubble to another all desks will be sanitised by the teacher prior to the new bubbles arrival. 2. Students and staff are strongly recommended to wear face masks in classroom settings, to be reviewed at Easter. 3. Where the timetable necessitates the teacher moving rooms throughout the day, they will, in addition sanitise the keyboard, mouse and teacher’s desk after use. 4. Students will remain seated in classroom lessons throughout the lesson at desks organised in rows facing the front. 5. Assemblies will not be organised. 6. Students in bubbles will be instructed to observe the 1m plus rule in relation to social distance from staff and to not touch or invade other students’ personal space at any time, including touching their belongings. 7. Staff will be offered a face visor for teaching situations where 2 metre distancing is not always possible and be encouraged to teach from the front keeping an appropriate distance from students. 8. Staff will use students to distribute and collect resources in the lesson, effectively maintaining their own distance from the bubble. 9. Seating Plans to be used by all staff to support strategies for entry and exit to the venue. Seating plans will be common across subjects where group membership allows, coordinated by personal tutors. 10. Where possible classrooms will be organised with children facing in one direction. 11. Staff will be encouraged to keep rooms well ventilated by opening doors and windows where weather conditions and the venue allows. 12. When staff are providing feedback, they should use the interactive whiteboard or verbal communication and not close interaction. 13. Shared resources that are used across bubbles will be sanitised or stored with a note recording the next available time they can be used (48 hours later /72 hours for plastic). 14. Staff and students have been instructed that there will be no loaning of essential equipment. Where specialist equipment is used it will be sanitised at the end of each use by students and between bubbles by staff. 15. Demonstrations in practical setting will be done using a LadyBug Visualiser device so that students can remain at distance. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. On first day students will be addressed by SLT advising protocols for social distancing. This will include instructions how to line up, use of toilet, moving around the classroom etc. 2. Teachers to be vigilant of who they are sending to the toilet - only one student allowed to go to toilet at a time from a room and only in exceptional circumstances. 3. Importance of washing hands before and after visiting the toilets regularly revisited. 4. Extra Signs in toilet re washing hands 5. Toilets to be included in the high touch points cleaning regime – 4x daily 6. Continue to monitor the quality of cleaning. 7. Students will be reminded to walk on the left, follow the one-way systems on the stairs and be reminded of the need to social distance between bubbles. 8. Staff not teaching will supervise corridors and toilet areas at lesson changeover. 9. New timetable for the academic year reduces whole school movement significantly throughout the day. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing and hygiene during breakfast and lunchtimes and on the playground resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Students will take breakfast and lunch breaks strictly in year group bubbles. 2. 10 minutes have been allowed for cleaning and sanitising between bubbles using the restaurant. 3. Cleaning staff will routinely clean as students vacate spaces within the restaurant in addition. 			

4. Students will be strongly encouraged to wear masks in circulation and common spaces except when dining.
5. Plastic screens will be in place around service points.
6. Students will be supervised en-route to breakfast and lunch, washing their hands before making their way to the restaurant.
7. Students will be instructed not to invade other students' personal space or touch other students or others food whilst moving, lining up or sitting down to eat.
8. Students to wash their hands when leaving the restaurant and returning to teaching venues.
9. Kitchen staff to serve food observing an enhanced hygiene regime.
10. Trays and cutlery can be returned in the normal way.
11. Thumb print can be used for payment. Sanitised after each individual use by person operating the till. Where possible staff will use photos for visual recognition, negating the need for thumb prints.
12. Kitchen staff and till supervisors to be offered the use of face visors when serving children.
13. Movement, other than when tidying away is discouraged.
14. Staff to maintain 1m plus social distancing whilst escorting children, whilst sat in the dining area and when moving around the restaurant area.
15. There is no water fountain provision for students who will need to bring their own supply of liquids.
16. A microwave and water heater is available for staff but with strict instructions to wipe surfaces between each use. Staff are encouraged to make alternative provisions.
17. At lunch students move to hard play area in their year group bubble and students expected to socialise without invading other students' personal space or touching others.
18. All surfaces in restaurant to be wiped down by cleaning staff before next year group arrive.
19. High levels of supervision on the hard play to be in operation.
20. Return from breakfast and lunch to be timely, well ordered and by the most direct route as instructed. (not through the restaurant) and using an outside route where possible. Y7 students to be collected from hard play area by teaching staff.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to poor hygiene around school resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Soap order in large quantities. 2. Extra sanitisers and refills in each classroom/venue. 3. Regular supervised handwashing throughout the day. 4. Separate hand gel inside all classrooms for adult use. 			

5. A good supply of hand gel will be maintained.
6. Tissues and anti-bacterial wipes to be made available in classrooms which can be used to wipe telephones and photocopiers.
7. Photocopier devices relocated so that correct sanitising can be enforced before and after use. (1 in student reception, 1 in staff workroom and 1 in Study Centre)
8. Students/staff hand wash or sanitise on entry to school, before lunch, after lunch, before leaving school, using the toilet, after handling any practical equipment and any time they cough or sneeze.
9. Washing hands posters in all washing areas and displayed around the school.
10. Reminders how to wash hands and sanitise properly – videos and posters.
11. Explicit teaching & posters on how to cough/sneeze into the bend in your arm and catch it, bin it, kill it.
12. Bins with lids to be emptied regularly and high touch points cleaned.
13. Cleaning team will be available all day to assist with cleaning procedures.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing waiting to enter classrooms resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Students will be greeted at the door and rules on social distancing advised. 2. Students will be directed to go to their classroom via their locker and the toilets immediately on arrival, there will be no social gathering in the atrium or other communal spaces 3. No parents are allowed on site without prior appointment 4. On first day students will be addressed by SLT advising protocols for social distancing. This will include instructions how to enter the classroom and line up on the MUGA, use of toilet, moving around the classroom etc. 5. Markers on the floor for the students to wait 2 metres apart 6. Signage for students displayed in corridors, classrooms and on school digital display. 7. Students will be greeted by teaching staff and welcomed into classrooms on their arrival. There will be no students asked to remain in circulation spaces. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the corridors resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Students and staff to walk single file along corridors on left hand side at all times. 2. Only two occasions each day where bubbles will move at the same time. Strict one-way systems in operation on stairs and non-teaching staff supervising. 3. One student allowed to go to the toilet at one time from any class. Teaching staff should use a common-sense approach to minimise and monitor toilet visits. Movement in the final 10-15 minutes of the school day should be avoided. 4. Staff supervising circulation space to proactively manage spaces to eliminate contact between bubbles. Social distancing to be high profile. 5. Agree instructions with students concerning going and returning to toilet 6. When moving class around the school – 2 metres between bubbles. 7. General movement on the stairs and corridors should be limited but everyone should always stay to the left and respect 1m plus social distancing . 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Eliminate lessons where resources need to be shared. 2. Tables, door handles and other surfaces incl. chairs to be cleaned every night by cleaners. 3. Staff to ensure all equipment used by themselves is wiped down after use 4. Students and adults to wash hands regularly throughout the day 5. Doors and windows to be left open where possible to allow for ventilation 6. Staff to open doors at the beginning and the end of lessons to minimise students needing to make contact. Staff to wipe down door handles between classes. 			
Remaining level of risk		Consider level of risk following use of control measures	

HIGH	MEDIUM	LOW	NEGLIGIBLE
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<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Emotional distress of the students			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Small numbers of students may require support for their emotional needs. 2. Students may have lost a loved one or experienced a difficult time through lockdown. 3. Refer all cases of concern to Claire Gleeson who will delegate referrals as appropriate. 4. Pastoral support on site and support available from external counsellor 5. Each student has a personal tutor who remains the first point of contact. Personal tutors should make an effort to look out for the welfare of all their students as always. 6. Staff should encourage discussion in PT sessions about the ‘new normal’ we are now all living with exerting care regarding information that is shared. 7. Staff should refrain from negative comments about the ‘lack of progress’ students have made due to lockdown and instead focus upon success and achievement. 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Emotional distress of the staff – including anxiety			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. All staff and team meetings – to adopt 2 metre social distancing at all times. Meeting can also take place using remote technology if preferred. 2. Staff should share any concerns with their line manager who will where appropriate communicate with the Principal. 3. Risk assessments reviewed regularly. 			

4. Sharing of support helplines, remind staff of support available through MIND /Samaritans /Counsellor
5. Teachers/staff in any room must adopt 2 metre social distancing wherever possible.
6. Small offices must only occupy two people.
7. At least one SLT member of staff on site every day for staff to share concerns with
8. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible
9. Meetings with parents to be remote and arranged in advance.
10. Staff encouraged to consider refraining from the staff work room at breakfast and lunch and instead using other spaces including the restaurant where 2m distancing is more easily achieved.
11. Staff who are clinically vulnerable or members of BAME group will complete a personalised risk assessment with Jayne Round.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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Risk of spreading virus due to close contact with students, 1:1 and restraint

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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1. Guidance from the DfE/LA and Government medical advisers is regularly updated and staff will be informed accordingly.
2. PPE clothing will be available for staff who may have to attend to a student or colleague requiring support or medical attention.
3. The medical room will continue to be used to support students. Where required the nearby staff toilet will be allocated and out of bounds to staff for students in quarantine.
4. A good stock of disposable aprons, gloves and face masks are available in addition to face visors offered to all staff that might be involved in managing students presenting symptoms.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All surfaces, handles, toilets and shared equipment will be cleaned daily 2. Gloves and aprons will be worn by all cleaning staff incl. Masks to be worn when dealing with first aid due to the proximity. 3. High touch points incl. photocopiers, trimmers etc to be cleaned frequently. 4. IT equipment to be wiped down (incl. iPads, laptops and PCs) after use 5. Increased cleaning provision throughout the day and at the end of each day. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are to work from home 2. Those who are clinically vulnerable – those strongly advised to social distance in the original guidance are to work at home or work in school adhering to strict 2 metre social distancing from colleagues and students. 3. Those living with those that are clinically vulnerable can attend school and work with students or adults adhering to this and other re-opening risk assessments. 4. Where staff who normally teach are required to shield, the UTC will provide appropriate in school staff to manage the classroom and students, allowing the teaching professional to continue delivering subject content remotely for students. This provides the optimum learning for the students and allows the staff member to remain engaged with their role in a safe manner. 			

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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Transmission of the virus by a students’ or staff displaying symptoms

Existing level of risk	Consider current level of risk
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HIGH	MEDIUM	LOW	NEGLIGIBLE
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<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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1. Students and staff will be instructed not to attend school if they are displaying symptoms and need to book a test immediately and self-isolate along with members of their household.
2. Those giving consent can be tested onsite, along with close contacts. Those with a positive result will return home to get a follow up PCR test.
3. We will ask parents/carers/staff to inform the school immediately on receipt of the result.
4. All staff to remain vigilant of student welfare throughout every session and around school.
5. If any student or member of staff reports feeling unwell with any of the symptoms they need to be transferred to the medical (or other nominated) room without delay,
6. If the result is negative the individual can return when they are feeling well, and members of the household can stop self-isolating.
7. If the result is positive the individual should follow the stay at home guidance for households with possible or confirmed Covid 19 infection and must continue to self-isolate for at least 10 days and then return to school when symptoms have gone. Other members of the household should continue to self-isolate for the full 10 days.
8. The school will act swiftly if there is a confirmed case of Covid 19 and work closely with the local health protection team and follow the NHS Test and Trace protocols.
9. This might involve sending home individuals who have been in close proximity with the person who has tested positive and advising them to self-isolate for a period of 10 days since they were last in contact with the infected person, or completing LFT tests each morning for 7 days.
10. If any individuals or groups of students need to be isolated at home, then the school’s remote learning resources will be in place immediately.
11. The school will constantly review student and staffing absence and would not rule out the possibility of a partial or full school closure in the event of an outbreak.


Remaining level of risk	Consider level of risk following use of control measures
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HIGH	MEDIUM	LOW	NEGLIGIBLE
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OVERALL level of risk	Consider level of risk following use of control measures
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HIGH	MEDIUM	LOW	NEGLIGIBLE
Assessor's comments		Insert comments relevant to findings as appropriate	
This risk assessment complies with advice offered by the DfE relating to COVID – 19 and is appropriate to our setting. This risk assessment should be read in conjunction with the information regarding LFT Testing on the COVID page of our website.			

Name of assessor	Signature of assessor	Date
Simon Maxfield		10/03/2021
Risk assessment reviews	Reviews will be regularly made including at the end of Day 1 and Day 3, and at least weekly.	

Principal's comments		Insert comments relevant to assessment as appropriate	
I am satisfied that this risk-assessment complies with current advise and is our best attempt to keep the environment safe for both students and staff.			
Name of Principal	Signature of Principal	Date	
Avtar Gill		10/03/2021	

Last Updated

<u>Revisions</u>
04/01/2021 – Updated for January and LFT Testing
25/02/2021 – Updated for March 8 th Return
10/03/2021 – Updated to reflect minor changes to accommodate shielding staff requirements.