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| Operations / Work Activities covered by this assessment: | Coronavirus Risk to UTC – Ready for Opening August 2020     |
| School / College Name and Address:                       | Doncaster UTC / Brighter Futures Learning Partnership Trust |

| M  | Who might be harmed and how Step 2 (Clause 3. )                                | Examples of Control Measures: Step 3 (Clause 3.3)   | Risk Rating |            |            | Further action Step 3<br>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)   | Actions Step 4 (Clause 3.4) |             |                 | Risk Rating |            |            |
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|  |  |   | Severity    | Likelihood | RiskRating |  | who (Name)                  | when (Date) | complete (Date) | Severity    | Likelihood | RiskRating |
| Coronavirus Risk to UTC  |  |   |             |            |            |  |                             |             |                 |             |            |            |
| Information and Guidance from National Government.             | Staff and pupils having appropriate knowledge on virus, transmission and risk. | <p>All staff to ensure that they read and keep themselves updated and follow the latest government and National Public Health England/ NHS guidelines via <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p> <p>Up to date guidance will be distributed and communicated through the UTC community, including; Governors, Staff, BFLPT etc. via email and social media</p> <p>Staff, parents and students must alert the Principal regarding any COVID 19 symptoms and tests results to ensure any action required can be taken.</p> | L           | M          | L          | <p>Posters to enforce washing of hands in all facilities and social distancing measures in place are around the UTC where possible.</p> <p>All staff, students to be briefed on the risk assessment so they are fully aware of any procedures put in place relating to social distancing and frequent cleaning and hygiene methods.</p> <p>Mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</p> <p>Reinforce key messages throughout the school day and build into routine.</p> <p>Regular updates from SLT with any changes that may impact staff/ students.</p> <p>The Principal will check daily for any new government guidance. In the Principals absence NWI (Senior Assistant Principal in charge of Health and Safety) will fulfil this role. Updated guidance will be shared as soon as practical.</p> <p>Government guidance relating to schools and other educational settings is available via; <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schoolsand-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schoolsand-other-educational-settings</a></p> <p>Queries regarding COVID-19 in schools, other educational establishments and children’s social care can be discussed via the DfE Coronavirus helpline, tel: 0800 046 8687.</p> | All Staff, Students         |             |                 | L           | L          | L          |
| Covid Testing of Students / staff and visitors to the building | Any person receiving the covid test  | <p>Guidance and information provided by DAR.</p> <p>All staff and students to be tested by Lateral Flow Test with any positive result requiring a PCR test with 10 days self-isolation, should this also be positive.</p> <p>Permission slips to be completed by all staff / student receiving test.</p> <p>Students will be kept isolated in school until a negative result and then they will be allowed into classrooms following the social distancing rules.</p>   | L           | L          | L          | <p>The standard covid hygiene rules will still apply on arrival and following testing.</p> <p>Any member of staff aged over 60 or classed as extremely vulnerable will not be involved with student testing.</p> <p>Staff training to be provided for all involved with the process.</p> <p>All equipment, testing materials and PPE to be provided by Government / Local Authority.</p> <p>The Principal will check daily for any new government guidance. In the Principals absence NWI (Senior Assistant Principal in charge of Health and Safety) will fulfil this role. Updated guidance will be shared as soon as practical</p>  | All Staff / students        |             |                 | M           | M          | M          |

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| <p>General Hygiene</p> | <p>Staff, children, visitors and contractors at risk of contracting virus through poor hygiene.</p> | <p>General reminders for hygiene.</p> <p>Temperature checks to be carried out on all people entering the building.</p> <p>Effective handwashing facilities and availability of hand sanitiser and soap.</p> <p>Follow usual absence periods for sickness.</p> <p>Increased enforced washing of hands after entering building, before and after eating and leaving the building.</p> <p>Prevent sharing of stationery, equipment where possible.<br/>Students to have their own equipment provided e.g. pens, books, laptops.</p> <p>Prop doors open where safe to do so (considering fire safety and safeguarding) to limit use of door handles and aid ventilation.</p> | <p>M</p> | <p>M</p> | <p>M</p> | <p>Face coverings will be worn in communal areas such as corridors where social distancing is more difficult. This will include the canteen when not eating or drinking.</p> <p>Staff and visitors over the age of 60 or anybody classed as extremely vulnerable to be provided with clinical face coverings.</p> <p>Posters will be in place with information around COVID-19 in all handwashing facilities around the building.</p> <p>Information will be provided to students / parents / is available on the web-site.</p> <p>A cleaning member of staff will be in throughout the time whilst students are in to do spot cleans, high traffic areas e.g. toilets. The Caretaking team will also assist with cleaning when cleaners may not be on site.</p> <p>Soap available and plenty of supplies.</p>  | <p>SLT, staff, visitors and students</p> |  |  | <p>M</p> | <p>L</p> | <p>L</p> |
|                        |   | <p>Fire doors must not be propped open.<br/>Windows to be open in classrooms to allow for additional ventilation.</p>  |          |          |          | <p>Hand sanitizer made available at reception and in any classroom/ learning environments used. To use when entering the building, before and after eating and leaving as a minimum.</p> <p>All staff, pupils, contractors and visitors will be required to wash their hands for 20 seconds with hand sanitiser or soap at the following times as a minimum:<br/>Before leaving home, on arrival at school, after using welfare facilities, after breaks/ sporting activities, before and after eating and before leaving school.</p> <p>All absence is recorded and will include any symptoms relating to virus.</p> <p>Cleaners and caretakers will provide additional cleaning throughout the day. In particular, handrails and door handles. The Principals office will be cleaned 3 times per day, with Virkon used on surfaces with high usage.</p> <p>Cleaners will be responsible for checking stocks of soap and hand drying facilities throughout the day.</p> <p>Masks available for staff/ students who want them.</p> <p>Masks, aprons, gloves and eye protection will be available for staff to use if any students show signs of the virus as per the guidance.</p> <p>Training to be provided in safe putting on and removal of PPE if required.<br/>Government guidance issued for COVID-19 Personal Protective Equipment is available at: <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protectiveequipment-ppe">https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protectiveequipment-ppe</a></p> <p>Students will not longer be required to wear a mask unless the wish to. Where this is so desired students will be asked to keep these in clear plastic bags.</p> <p>Alcohol based anti-bacterial wipes to be available for computer keyboards and any other equipment after each use.</p> <p>No sharing of stationery items. If a student forgets e.g. a pen, they must be given a new one which they can then keep as their own.</p> <p>Radios – staff must keep their own radio and ensure they clean it at the beginning and end of each day.</p> <p>Keys and lanyards – staff to ensure these are regularly cleaned and sanitised.</p> |  |  |  |          |          |          |

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| <p>Social Distancing-<br/><br/>Increased risk of transmission due to increased staff/ pupils working in close proximity.</p> | <p>Staff, Students at risk of contracting/ transmitting virus</p> | <p>Reduce contact between staff and students as far as possible.</p> <p>Utilising outdoor space.</p> <p>Provide advice around the use of public transport and safety measures if have to be used.</p> <p>During employer visits and employer projects, reduce contact with employers and students.</p> <p>Clinically vulnerable students and staff may wear face coverings in classrooms.</p> | <p>M</p> | <p>M</p> | <p>M</p> | <p>Main entrance will be open and barriers will be lifted to avoid students touching barriers on entry.</p> <p>One-way circulation to be put in place around the building to avoid passing on corridors. If this is not possible, split corridors and staff must ensure this is monitored.</p> <p>Hazard tape to be placed in working areas to assist staff and students to stick to 2m distance where possible.</p> <p>Lift not to be used by students or staff unless absolutely necessary which will have to be pre-arranged with Principal.</p> <p>Only one person will be allowed in a lift at any one time.</p> <p>If the UTC is not able to open to all students, then virtual teaching will ensure learning continues. This will also support those students that are clinically vulnerable.</p> <p>Staff must ensure students line up and enter / exit classrooms maintaining social distancing.</p> <p>Toilets will be monitored to ensure only 1 student is in the toilets at one time.</p> <p>Students to stay within their set groups when in the UTC wherever possible.</p> <p>Open windows in working areas where possible. During colder months students may wear plain grey v neck jumper or cardigan under blazer – NOT INSTEAD OF.</p> <p>A lot of our students do travel to our site using public transport. – advise students to walk/ cycle to the UTC and avoid public transport where possible. If not possible, extra hygiene routines will be emphasised.</p> | <p>All staff</p> |  |  | <p>L</p> | <p>M</p> | <p>L</p> |
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|  |  |  |  |  |  | <p>Staff asked to provide information in relation to any of the categories that have been identified. I.e. vulnerable etc Please inform NWI with medical evidence of your own status as well as those you live / care for.</p> <p>Risk assessments carried out for staff who can't work from home but are in a category that are allowed back to work with social distancing strictly adhered to.</p> <p>Kitchen/ staff room areas – staff need to clean down the area they have been working in before and after use.</p> <p>The UTC has decided to form year group bubbles. This allows for the full range of teaching to be provided whilst ensuring that groups of pupils do not mix. Bubbles will be kept separate and this includes measures such as staggering start / finish times and break / lunch periods. Where classrooms or facilities are required to be shared by multiple bubbles, these areas will be cleaned between use.</p> <p>Seating plans to be in place and strictly adhered to in order to follow Track and Trace.</p> <p>Employers to follow social distance guidelines and ensure they are either 2m apart or wearing a face covering. Hand sanitisation routines should be followed. The UTC will ensure all procedures are outlined to Employers and reiterate that employer engagement is at their own risk. Ensure track and trace information is left at reception when signing in.</p> |  |  |  | <p>L</p> | <p>M</p> | <p>L</p> |
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| <p>Students/ staff identified as at increased risk to exposure of COVID-19.</p> | <p>Staff, pupils, visitors and contractors may be exposed to COVID-19.</p>     | <p>Details on the revised guidance is available from: <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>In line with Government advice, as of 01/04/2021, all employees who are categorised as 'Clinically Extremely Vulnerable' will be permitted to return to the workplace if working from home is not practicable. All pupils, including those identified as 'Clinically Extremely Vulnerable' or 'Clinically Vulnerable' are expected to return to school and attend as normal. If specific medical advice is received to advise that a pupil must remain at home, then the school will provide the learning curriculum via remote learning. Any persons with significant risk factors, will subject to a personal risk assessment so that control measures can be agreed by all parties and implemented accordingly. Control measures may include working from home and will be considered on a case-by-case basis. Social distancing will be maintained for all persons previously categorised as 'Clinically Vulnerable' or 'Clinically Extremely Vulnerable' wherever possible. All control measures are implemented by the school with the intention to protect all persons, regardless of background, to the fullest extent, and without exception. Pregnant employees will be subject to regular assessment to ensure controls are adequate. Guidance from the Royal College of Gynaecologists (RCOG) will be followed at all times. In line with this, social distancing will be implemented for all pregnant employees.</p> | <p>L</p> | <p>M</p> | <p>L</p> | <p>Government guidance for young people on shielding and protecting people most likely to become unwell if they catch coronavirus is available via: <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version</a></p> <p>NHS guidelines outline the criteria for those at higher risk of COVID-19, this can be accessed via: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/</a></p> <p>Pupils and staff who are clinically extremely vulnerable should not attend the UTC and will be supported / deliver learning remotely.</p> <p>Pupils who are clinically vulnerable (but not clinically extremely vulnerable) parents will be contacted to decide how best to support learning, whilst attending the UTC.</p> <p>Health care plans and individual risk assessments will be put in place for any student who falls into this category who wishes to return to school which must be signed by parent/ carer.</p> <p>Clinically vulnerable students to be placed in seating plans as safely as possible i.e. 2m from other students where possible PRI to inform staff of such students.</p> | <p>All staff, students and parents</p> |  |  | <p>L</p> | <p>L</p> | <p>L</p> |
| <p>Staffing</p>   | <p>Staff at risk of becoming unwell or unable to attend the UTC.</p>           | <p>Staff to be in school to offer face to face support for Y9, Y12 and vulnerable students.</p> <p>Staff to avoid public transport where possible.</p> <p>Staff can work from home if self-isolating for 10 days as per the guidance. The UTC will check in will staff daily to ensure we consider their welfare in any decisions made.</p> <p>Adequate number of first aiders to be available in school.</p>  | <p>M</p> | <p>M</p> | <p>M</p> | <p>Staffing and timetable considered for teaching staff with additional back up plans in case of staff sickness/ self-isolating.</p> <p>Work area considered for Admin staff to ensure social distancing measures can be maintained in work area.</p> <p>Admin areas restricted to Admin/ SLT staff.</p> <p>First Aiders where possible to avoid coming into close contact with student. Masks, aprons, eye protection and gloves must be worn by first aiders should they need to administer first aid urgently to a student where social distancing cannot be maintained. Training will be given to first aiders in the safe use of these.</p> <p>Staff who are clinically extremely vulnerable have been asked to provide their shielding letter and not expected to attend.</p> <p>Staff who are clinically vulnerable (pre-existing medical condition that puts them at higher risk) have been asked to contact their Principal to discuss options – either working from home if this is possible or coming into UTC with a specific risk assessment in place.</p> <p>Any individual risk assessments for staff MUST be completed in conjunction with the employee and manager. Both parties MUST sign the risk assessment. Regular</p>  |  |  |  | <p>L</p> | <p>M</p> | <p>L</p> |
|   |  |  |          |          |          | <p>communication for both parties to discuss concerns and additional / reduced control measures. The risk assessment MUST be reviewed by both the employee and manager regularly and updated to reflect any changes to arrangements.</p> <p>Staff with any concerns about returning to work to discuss with Principal and flexibility will be offered wherever possible to ensure support to staff.</p>   |  |  |  |          |          |          |
| <p>Staff/ pupils living with a shielded or clinically vulnerable person.</p>    | <p>Employees, pupils, contractors and visitors may be exposed to COVID-19.</p> | <p>Pupils or staff living with someone who is clinically vulnerable (but non clinically extremely vulnerable), including those who are pregnant can attend their education or childcare setting.</p> <p>Pupils or staff living in a household with someone who is extremely clinically vulnerable it is advised to socially distance and wear masks where appropriate.</p>   | <p>M</p> | <p>M</p> | <p>M</p> | <p>Government guidance on shielding and protecting people defined on medical grounds as extremely vulnerable is available via: <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>Separate classrooms/ offices to be assigned where only they will be based during working hours.</p> <p>If social distancing cannot be maintained for any reason, individuals in this category will be supported to learn/ work from home if appropriate.</p>  |  |  |  | <p>M</p> | <p>L</p> | <p>L</p> |

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| <p>Student or Staff Member begins to feel unwell/ display symptoms of Coronavirus in the UTC</p> | <p>Staff, Students at risk of contact with potentially infected persons.</p> | <p>All staff to be informed on the key symptoms to look out for.</p> <p>Parents provided with key information on symptoms and what to do if they think their child is presenting symptoms.</p> <p>Contact parents straight away and send home any students with any symptoms. e.g. persistent cough, shortness of breath, high temperature, loss of smell and taste</p> <p>999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.</p> <p>Increase time of exclusion from school for those with symptoms.</p> <p>Hand washing when entering and leaving the building for all staff and students</p> <p>Additional cleaning including deep cleans of areas where a symptomatic individual has spent time and objects / surfaces they have come into contact with MUST be suitably cleaned and / or disinfected and then isolated for 72 hours.</p> <p>Staff/ students and members of their household who are experiencing COVID-19 symptoms are eligible for testing. Staff to be encouraged and advised to take up testing as soon as possible.</p> <p>Staff, parents and students must inform the UTC of test results.</p> <p>Line Managers will maintain regular contact with staff members during periods of absence and seek further advice from HR where required.</p> | <p>M</p> | <p>M</p> | <p>M</p> | <p>Contact relevant agencies, e.g. LA, Public Health England</p> <p>Staff/ students advised to self-isolate for 10 days if they present symptoms or test positive.</p> <p>Parents informed via email of the requirement to keep pupils at home if presenting with symptoms of COVID-19 and to contact NHS 111 for advice.</p> <p>If child becomes ill at the UTC the staff member who stays with them until they leave the building must wear a mask, apron, eye protection and gloves if they cannot maintain 2m distance.</p> <p>Staff who have supported unwell colleagues/ students (with a new, continuous cough, high temperature or anosmia) do not need to go home unless they develop symptoms, or the individual subsequently tests positive. Staff MUST wash hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>Students should be in a room that can be well ventilated and isolated from other students until they are picked up or leave the premises with parental consent. The room must if possible, have the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A door that can be closed</li> <li><input type="checkbox"/> A window which can be opened for ventilation</li> <li><input type="checkbox"/> Access to separate bathroom if required</li> <li><input type="checkbox"/> An exit route enabling student to exit without re-entering main building.</li> <li><input type="checkbox"/> Signage to be displayed stating no entry.</li> </ul> <p>Record information of any staff/ students that the person presenting symptoms has been in contact with and monitor for 14 days.</p> <p>Thermometers at each setting to use to check staff/ students temperatures if they begin feeling unwell.</p> <p>Closely following guidance from DfE and Public Health England. Advise via letters home via e-mail / website that parents keep abreast of the current advice over self-isolating.</p> <p>Information to parents giving them general information about sickness and the key next steps e.g. closure of a class/ UTC or carry on etc.</p> <p>Have regular contact with parents of sent home students to carry out wellbeing checks</p> <p>Contact cleaners to arrange if required. CARETAKER's briefed to clean classroom/ area if a student goes home ill / deep clean.</p> <p>All essential workers, and members of their households who display symptoms of COVID-19 can be tested. Employers can register and refer self-isolating staff, and employees are able to book a test directly for themselves or members of their households who are exhibiting symptoms.</p> | <p>SLT, Staff, LA</p> |  |  | <p>M</p> | <p>L</p> | <p>L</p> |
|  |  |   |          |          |          | <p>Employees can choose to visit one of the drive-through testing sites across the country or receive a home testing kit.</p> <p>To obtain a login to the employer referral portal, employers of essential workers should contact: <a href="mailto:portalservicesdesk@dhsc.gov.uk">portalservicesdesk@dhsc.gov.uk</a></p> <p>The government guidance on coronavirus (COVID-19) getting tested is available via: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></p> <p>Staff, parents and students must inform their local UTC of any test results.</p> <p>Follow DFE / Govt advice re what to do if someone tests positive.</p>  |                       |  |  |          |          |          |



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| Remote Learning                              | Staff/ Students not able to attend the UTC – risk to individual education.  | Continue learning activities.<br><br>Possible use of technology to deliver classes via teams.   | M | M | M | <p>All teaching staff informed to upload core work to 'Show My Homework' / Teams in case of lockdown situation / students self-isolating. Staff should aim to give feedback on tasks at least 48 hours after the lesson has been set.</p> <p>Teaching staff to be in the UTC if required and accessible via email/ phone to students during UTC day.</p> <p>Vulnerable and Key Worker students to attend the UTC where needed – staff to consider with parents / carers any agencies involved.</p> <p>Y9 and Y12 offered face to face support where needed from the UTC.</p> <p>Emergency contact list for students and staff to be uploaded to secure SLT Teams area – password protected.</p> <p>Revision materials available online through UTC website.</p> <p>Printed work sent home if they are unable to access online materials.</p>  | All staff          |  |  | M | L | L |
| Free school meals provision                  | Students not having access to free school meals due to a period of shutdown.  | Government have put in place a scheme to combat this and vouchers are available.  | M | L | L | <p>Vouchers distributed to anyone who would usually receive free school meals.</p> <p>UTC will only be open for vulnerable and key worker children but there will be no canteen facility so they will be asked to bring a packed lunch and preferably this will be eaten in their classroom or outside.</p> <p>Encourage students to bring their own water bottles for the day.</p> <p>Will re-visit this if required.</p>  | SLT                |  |  | L | L | L |
| Staff Pay and payments to suppliers          | Staff and suppliers at risk of not being paid.  | Ensure procedures are in place through staff pay provider.  | M | M | M | MAT HR have confirmed they can run payroll remotely with no input from UTC staff  | Principal / MAT HR |  |  | L | L | L |
| Staff/ student wellbeing                     | Staff and students who may struggle with the mental health effects of a lockdown due to the loss of structure, activities and social contact. | Regular communication and updates.<br><br>Normal lessons with Year 9 and 12 implementing strict hygiene regimes.<br><br>Awareness of safeguarding students reporting procedures and designated safeguarding lead.   | M | M | M | <p>Regular contact through Learning Managers with students and parents. Staff made aware of any concerns where needed. Safeguarding Team to consider any actions required if necessary.</p> <p>Life skills training sent out to students giving them ideas on basic skills they can do at home and tick off once completed.</p> <p>Information from Healthy Minds that the LA have created has been sent out to staff and students including ways to manage and plan your day along with ideas and apps to use.</p> <p>Wellbeing challenge sent to all staff to carry out if they feel they need it.</p> <p>Safeguarding team in regular contact with vulnerable students and supporting where needed.</p> <p>Support Staff to contact as many students as possible to carry out wellbeing checks and ensure we are supporting all students.</p> <p>Face to face support will be available in the UTC for any vulnerable students who require it.</p> | SLT                |  |  | M | L | L |
| Deliveries, visitors and maintenance on site | Employees, pupils, contractors and visitors may be exposed to COVID-19.   | Keep deliveries to a minimum with essential items only.<br><br>Local supply chains must be used to source PPE, cleaning materials and hygiene products.<br><br>Emergency plans in place to for if there is an unmet urgent need for PPE, cleaning materials and hygiene products to operate safely. | M | M | M | <p>Essential maintenance, e.g. alarm checks, water flushing carried out by Caretaker weekly.</p> <p>Contractors only attend if necessary and social distancing measures in place at all times. NWI to conduct contractor induction and ensure they follow procedures that are in place on arrival before working on site.</p> <p>Limited to only essential visitors and badges will be cleaned before and after use.</p> <p>Only essential items being delivered to site, e.g. cleaning supplies.</p>   | SLT / Contractors  |  |  | L | L | L |

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|  |   | <p>Avoid and discourage any unnecessary visitors to site.</p> <p>Visitors on site will be required to provide evidence of a lateral flow test within 48 hours and will also be required to wear a mask for the duration of their visit.</p>   |   |   |   | <p>Cleaning Supervisor will be responsible for ordering and checking stocks of cleaning products.</p> <p>NWI will be responsible for checking stocks of PPE and ordering additional where needed. Where there is an unmet urgent need for PPE please contact the nearest local resilience forum for support, information accessible via: <a href="https://www.gov.uk/guidance/local-resilienceforums-contact-details#england">https://www.gov.uk/guidance/local-resilienceforums-contact-details#england</a></p> <p>Orders to be left outside by delivery driver and brought in by the caretaker where appropriate.</p> |  |  |  |  |  |  |   |   |   |
| Risk of fire and delayed evacuation due to insufficient fire safety management | Staff, students, visitors and contractors and members of the public may be subject to serious injury/ death in the event of a fire. | <p>Review fire risk assessment to take into account any changes to the use of building or rooms within it.</p> <p>Consider any new fire hazards which may have been introduced. E.g. increased supplies of PPE, sources of fuel, waste.</p> <p>Doors propped open (to minimise contact and aid ventilation) must be closed on sounding of the fire alarm (during emergency evacuation) and at the end of the school day.</p> <p>Fire doors must not be propped open.</p> <p>Fire evacuation routes to be kept clear at all times.</p> <p>Safe egress from the building must be considered during any reconfiguration of a room layout/ usage.</p> <p>Review fire assembly point to maximise social distancing whilst maintaining safe distance from building.</p> <p>PEEP's must be reviewed to ensure support can be provided for staff/ students.</p> | L | M | L | <p>The caretaker will be responsible for daily checks of the school building to ensure fire evacuation routes are kept clear.</p> <p>SLT will be responsible for reviewing PEEP's regularly and amending support plans as required.</p> <p>Doors to be opened prior to students walking to classroom/ work area where possible and closed after.</p> <p>Fire doors not to be propped open.</p> <p>All cleaning supplies stored safely in cleaning cupboards.</p>  |  |  |  |  |  |  | L | L | L |
| Waste  | Staff/ Students at risk due to potential contaminated waste.  | <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases MUST be managed by:</p> <ul style="list-style-type: none"> <li>Placing in a plastic rubbish bag – tied when full.</li> <li>Plastic bag placed in a second bin bag and tied.</li> <li>Bins MUST be emptied regularly throughout the day</li> </ul> <p>Stored for at least 72 hours before it can be placed in normal waste disposal facilities.</p>  | M | L | L | <p>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:</p> <ul style="list-style-type: none"> <li>Fire risk</li> <li>Impede emergency exit routes <input type="checkbox"/> Trip hazard.</li> </ul> <p>Bins used for tissues/ wipes must be regularly checked and emptied throughout the day by cleaning staff/ caretaker.</p>  |  |  |  |  |  |  | L | L | L |

|   |           |                           |           |
|---|-----------|---------------------------|-----------|
| Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions: |           | Review Date (Step 5)      |           |
|   |           | On-going 01/06/2020       |           |
| Assessors Signature:  | Date:     | Authorised By:            | Date:     |
| Natalie Wilson  | 9/06/2021 | Garath Rawson (Principal) | 9/06/2021 |

\* To determine if your control measures are adequate, that is, have you have done everything reasonably practicable to protect people from harm, compare your control measures with good practice. Another common approach of evaluating risk involves working out the risk level by categorising the likelihood of the harm and the potential severity of harm using the matrix below. The risk level determines which risks should be tackled first.

|                            |   |  |  |                                  |
|----------------------------|---|--|--|----------------------------------|
| Potential Severity of Harm | High (e.g. death or paralysis, long term serious ill health)                    | Medium                                   | High   | High                             |
|                            | Medium (an injury requiring further medical assistance or is a RIDDOR incident) | Low                                      | Medium   | High                             |
|                            | Low (minor injuries requiring first aid)  | Low                                      | Low  | Medium                           |
|                            |   | Low<br>(The event is unlikely to happen) | Medium<br>(It is fairly likely it will happen) | High<br>(It is likely to happen) |
|                            |   | Likelihood of Harm Occurring             |  |                                  |

| Risk Definitions |  |
|------------------|--|
| Low              | Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed.   |
| Medium           | Consideration should be given as to whether the risks can be reduced using the hierarchy of control measures. Risk reduction measures should be implemented within a defined time periods. Arrangements should be made to ensure that the controls are maintained and monitored for adequacy.  |
| High             | Substantial improvements should be made to reduce the level to an acceptable level. Risk reduction measures should be implemented urgently with a defined period. Consider suspending or restricting the activity, or applying interim risks controls. Activities in this category must have a written method statement/safe system of work and arrangements must be made to ensure that the controls are maintained and monitored for adequacy. |