**FULL REOPENING RISK ASSESSMENT:**

**NORTH EAST FUTURES UTC FOLLOWING COVID 19 PANDEMIC**

**FOR ACTIVE USE 07.09.2020 ONWARDS**

**RISK ASSESSMENT: FULL REOPENING AFTER THE CORONAVIRUS PANDEMIC LOCKDOWN**

**(Checked for Conformity August 2020)**

The government have announced that **all pupils, in all year groups**, will return to school full-time from the beginning of the autumn term, 2020. This risk assessment is produced in order to assess the current risks and provide guidance in preparation for the return of students back to teaching and learning on the school/academy site, rather than being taught remotely. This risk assessment will be revised regularly as the situation and advice changes in line with DfE and Government guidance.

All consideration will be given to local circumstances which affect the school and look at the possible support which is on offer from nearby schools and the Local Authority and put those into the mix. Consequently, this risk assessment template is extremely long and detailed, but will thoroughly cover important aspects.

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| **ACTIVITIES:**  (What will you be doing and with whom?) | FULL REOPENING OF NORTH EAST FUTURES UTC | | | |
| **DATE OF RISK ASSESSMENT:** | **Date completed:** | 28.08.2020 | **Date to be reviewed:**  (fortnightly) | 14.09.2020 |
|  | THIS RISK ASSESSMENT WILL BE PERIODICALLY REVIEWED AND CHECKED FOR CONSISTENCY AGAINST GOVERNMENT UPDATES AND ANY LOCAL GOVERNMENT RESTRICTIONS IMPOSED. | | | |
| **STAFFING:**  (Staff deployment, responsibilities, expertise, etc.) | **DAN SYDES** –*PRINCIPAL (Abrv to DS)*  **SARAH GALVAYNE**- *HEALTH AND SAFETY MANAGER ,SCIENCE TECHNICIAN (Abrv to SG)*  **LEE BREBNER** - *FACILITIES MANAGER (Abrv to LB)*  In conjunction with:  **SARAH HUGHES** –*BUSINESS LIAISON MANAGER AND FORMER HEALTH AND SAFETY LEAD* | | | |

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| **PLEASE ENSURE THAT THE CURRENT DfE, PHE, HSE and ACAS GUIDANCE IS ALL CAPABLE OF BEING FOLLOWED WHEN RE-OPENING YOUR SCHOOL.**  **Following the Minister for Education’s announcement on July 2nd 2020, and subsequent DfE guidance,** **all year groups, will return to school full-time from the beginning of the autumn term. Control measures must be put in place, which are outlined in this document. It is vitally important that social distancing guidance must be adhered to, which will be an enormous challenge for all age groups, but particularly younger ones.**  **In the government’s guidance, published on 2nd July 2020, it was advised that: *“There cannot be a ‘one-size-fits-all’ approach where the system of controls describes every scenario. School leaders will be best placed to understand the needs of their schools and communities, and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk.”***    **Below is a list of guidance used within this risk assessment in summary:**  General Advice  List of all general Coronavirus (COVID-19) guidance: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>  General .GOV.UK Coronavirus guidance: <https://www.gov.uk/coronavirus>  DfE Advice  List of all DfE Coronavirus (COVID-19) guidance for schools: <https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>  Reopening of Schools in September 2020 guidance: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>  DfE advice for safe working in Education Settings, including PPE:: <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>  DfE Social Distancing in Education settings guidance: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>  DfE Primary-specific guidance: <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>  DfE Second-specific guidance: <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools>  DfE Scientific Advice regarding COVID-19: <https://www.gov.uk/government/publications/overview-of-scientific-information-on-coronavirus-covid-19>  DfE Cleaning Advice for Non-Healthcare Settings for COVID-19: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings?utm_source=14399e54-42d4-4c63-b0fe-1d907bfe9c42&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate>  HSE Advice  List of all HSE Coronavirus (COVID-19) guidance: <https://www.hse.gov.uk/news/coronavirus.htm>  PlusHSE documents:<https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf> & <https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf>  ACAS Advice  ACAS Mental Health at Work During Coronavirus (COVID-19) guidance: <https://www.acas.org.uk/supporting-mental-health-workplace>  **FAILURE TO FOLLOW GUIDANCE OR DELIVER A SUITABLE AND SUFFICIENT RISK ASSESSMENT COULD LEAVE YOU VULNERABLE TO HSE/LEGAL ACTION. PLEASE ERR ON THE SIDE OF CAUTION AT ALL TIMES.**  **This risk assessment will use a functional scoring matrix shown below. Careful consideration and review has been conducted to assess potential hazards and potential hazardous situations and control measures to be implemented to ensure the safety and well-being of staff, students, contractors and visitors.**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **LIKELIHOOD** | **SEVERITY** | | | | | | | |  |  | **Negligible** | **Low** | **Moderate** | **Significant** | **Severe** | |  |  | 1 | 2 | 3 | 4 | 5 | | **Expected** | 5 | 5 | 10 | 15 | 20 | 25 | | **Likely** | 4 | 4 | 8 | 12 | 16 | 20 | | **Possible** | 3 | 3 | 6 | 9 | 12 | 15 | | **Unusual** | 2 | 2 | 4 | 6 | 8 | 10 | | **Remote** | 1 | 1 | 2 | 3 | 4 | 5 |   **Calculating the risk**  Below shows the 5x5 matrix system used in this risk assessment to assess the impact of highlighted hazards.   |  |  |  |  | | --- | --- | --- | --- | | **Likelihood** | | **Severity** | | | 5 | Expected to encounter hazard | 5 | Severe - Possible Fatality | | 4 | Likely to encounter hazard | 4 | Significant Disabling/severe injury or illness | | 3 | Possible to encounter hazard | 3 | Moderate- recordable (medical treatment) | | 2 | Unusual but may encounter hazard | 2 | Low - First aid | | 1 | Remote chance of encountering hazard | 1 | Negligible- (no injury/no treatment likely to be needed) | |

**Please see below for an example**

**Example :Likelihood and severity** form a ratio created by taking the number given to the relevant level of each in the white box – for example a “near impossible” risk likelihood and ”minor injuries” risk severity would form a ratio of 1:2. These figures are then multiplied to form the inherent risk score,(1x2) in this case it equals 2.

Repeat this process to ascertain your **remaining likelihood and severity** after control measures and then multiply the ratio to find your residual risk score.

**Risk Rating Calculation**

**Total Risk** = **Remaining Risk Severity** **X** **Remaining Risk Likelihood**

The total risk score will ascertain what action will be needed in relation to each highlighted hazard.

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| **TOTAL RISK SCORE** | **ACTIONS REQUIRED** |
| **1-8** | Means you are safe to undertake the activity as long as the required control measures are in place throughout. |
| **9-12** | Means you reconsider control measures, method or even necessity of activity before undertaking it. |
| **13-25** | Means you do not undertake the activity **at a**ll , or **until** you have completely reconsidered how to deliver it safely |

**PREPARATION OF FACILITY**

Throughout the course of the pandemic NEF UTC has been consistently open and managed in accordance with all regulations by the Sodexo FM. Lee Brebner Facilities Manager has liaised with Dan Sydes (Principal) and Sarah Galvayne (Health and Safety Lead) to ensure the school is compliant in all aspects of site management systems.

All checks up to date and annual maintenance of systems and equipment haven taken place and full completion will be done by 04.09.2020 when the summer break concludes, Lee Brebner to send all certificates to Sarah Galvayne.

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| **Aspects to Consider**  (List only actual hazards/issues related to planned activities) | **Who is Affected/What Might Happen?**  (Staff, students, visitors etc.) | | **Inherent Risk Score** (Likelihood X Severity) | | **Control Measures**  (How you will reduce the risks and whether they are already in place or not e.g. guards on machines already in place or need to wear PPE eye wear/gloves) | | | **Are Control Measures in Place? If Not, Who Will Implement?**  (Staff member names or job roles) | | **Residual**  **Risk Score**  (Likelihood X Severity) | | **When Done & By Whom?** |
| **INFORMATION FOR STUDENTS, STAFF AND PARENTS** | | | | | | | | | | | | | |
| **Up to date and use of trusted information** | | Staff , Students, Visitors | | **8** | | Government daily updates are consulted to ensure most recent information is used in our RA and policies.  Most trusted sources , approved bodies websites  **DfE website at:**  <https://www.gov.uk/government/organisations/department-for-education>  The school also has access to advisory bodies such as Handsam and CLEAPSS  [*info@handsam.co.uk*](mailto:info@handsam.co.uk)  <http://www.cleapss.org.uk/> | **YES**  **DS**  **SG**  **LB**  **SH** | | **4** | | **ONGOING**  **DS**  **SG**  **LB**  **SH** | | |
| **Information sharing** | | Staff, Students, Parents, Visitors  Governors , Unions | | **9** | | * Prior to opening information will be sent out to staff and parents to ensure they are fully aware of the new processes in place for September. * Dan Sydes will hold video assembly for students which will be sent out prior to opening. * Signage throughout the school will be prevalent and up to date in line with government guidelines. Including and not limited to:   Hand Washing, Catch it Kill it Bin it, and Social Distancing.   * DfE information for parents to be shared via email update.   <https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>   * RA to be approved by Governors and Unions. | **YES**  **DS**  **CM ( Office Manager)**  **LB** | | **4** | | **Prior to 09.09.2020** | | |
| **Staff updates and training.** | | Staff | | **9** | | * Prior to summer break DS has thorough process of consultation with all staff on new procedures to be implemented on return in September. * A full meeting outlining details was held and details of new timetables was sent out via email * Staff will receive full RA training and updated Health and Safety information on returning to work during inset training days. * LB will ensure Sodexo site team are fully briefed and trained for full reopening prior to September. | **YES**  **DS**  **SG**  **SH**  **LB** | | **4** | | **Meeting held 17.07.2020**  **Staff inset days:-**  **07.09.2020**  **08.09.2020** | | |
| **HYGEINE AND INFECTION CONTROL**  **This section will assess the measures in place to mitigate spread of infection,promote and maintain good hygiene across the school environment.** | | | | | | | | | | | | | |
| **Returning staff and students** | | Staff, students, visitors | | **9** | | * Pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensure anyone developing those symptoms during the school day is sent home. These are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it. * Any staff who are ill must stay at home. If they believe they have symptoms of coronavirus , they should access the [NHS Test and Trace](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/) system. | **YES**  **DS**  **SG**  **LB** | | **6** | | **Information prior to 09.09.2020**  **& ONGOING** | | |
| **Staff or students with pre-existing medical conditions.** | | Staff, Students | | **6** | | * Shielding process ended 01.08.2020 and therefore at this time the rate of infection does not pose as much threat to people with pre-existing conditions. * The school have a full medical list of all students with conditions and will ensure to check this list should government guidelines change for this group of people. * If staff or students feel anxious due to a pre-existing condition they can wear additional PPE if they wish but it is not compulsory. | **YES**  **DS**  **SG**  **SH** | | **4** | |  | | |
| **Measures to ensure the containment or prevention of spread of the virus?** | | Staff, Students | | **9** | | <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>   * Adhere to the government strategy of **Prevention** and response to **Infection.**         Further guidance in detail can be found at :-  <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>   * Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the [NHS testing and tracing for coronavirus](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/) website. * If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they must be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/> * An isolation room and toilet will be designated for suspected cases to be dealt with – reception meeting room * Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace. * Schools should ask parents and staff to inform them immediately of the results of a test. * Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. * Cleaning schedule updated to provide a sufficient cleaning regime during school days. The suggestion is every two hours (or at the very least, the start and end of day plus twice more in between.)Sodexo FM will clean start and end of the day. * Make sure that staff and students are familiar with the appropriate hygiene regimes (hand washing etc.) and enforce them with students – the recommendation is at least every two hours. * Cleaning supplies to be monitored on a weekly basis. Soap, Gel and wipes all to be used across site. * Signs across the site encouraging good hygiene habits and relevant signage to assist the school in managing the return. Information posters, for example [*Catch it, Bin it, Kill it*](https://campaignresources.phe.gov.uk/resources/campaigns/101/resources/5016)are displayed prominently in student and staff areas to encourage a good hygiene regime. * Where applicable, appropriate PPE should be worn. * PPE should be worn if a student becomes ill with Coronavirus (COVID-19) symptoms and a distance of more than two metres cannot be maintained, or if the students receives routine, intimate care.   <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> | **YES**  **DS**  **SG**  **SH**  **LB** | | **6** | | **ONGOING** | | |
| **What steps can we take regarding hygiene to reduce the risks of infection?** | | Staff, Students | | **9** | | * Wash hands often - with soap and water, or use alcohol sanitiser if handwashing facilities are not available, especially after using public transport – at least every two hours.Cover your cough or sneeze with a tissue, then disposing of the tissue in a bin. If tissue unavailable and hands or crux of arm is used instead immediately wash hands. * If you feel unwell, stay at home and do not attend any education or childcare setting – the guidance states *“No one with symptoms should attend a setting for any reason.”* There should be active engagement with [NHS Test and Trace.](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/) * Pupils, students, staff and visitors should wash their hands, before leaving home, on arrival at school, after using the toilet, after breaks and sporting activities, before food preparation, before eating any food including snacks and before leaving school. * Clean and disinfect frequently touched objects and surfaces. * An alcohol-based hand sanitiser should be used if soap and water are not available. It should contain at least 60% alcohol. * Avoid touching your eyes, nose, and mouth with unwashed hands * Avoid close contact with people who are unwell. * Wherever possible, staff and students should be encouraged to use exclusively their own equipment (pens, pencils etc.) as much as possible and avoid sharing resources. * Higher risk areas have screens fitted including reception and catering. | **YES**  **DS**  **SG**  **SH**  **LB** | | **6** | | **ONGOING** | | |
| **On-site cleaning** | |  | | **9** | | * Sodexo risk assessment for on site has been undertaken by LB Facilities Manager. * All Sodexo site staffed are fully covid trained. * Cleaning schedule increased to ensure areas are fit for reopening with planned room usage so that cleaning can be done before and after school. * Monitoring of site hygiene facilities including levels of hand wash, hand sanitiser and wipes. * Monitoring and emphasis of cleaning high risk areas including table tops, handles etc. * <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> | **YES**  **LB**  **DS** | | **6** | |  | | |
| **Managing a suspected or confirmed case of Covid -19** | |  | |  | | * If a staff member or student becomes unwell with symptoms of covid 19 please see the below guidance:   If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘[stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)’, which sets out that they must self-isolate for at least 10 days and should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.  If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.  If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.  PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the [safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe) guidance.   * If a case is confirmed please see below guidance:   Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.  PHE North East Health Protection Team, Floor 2 Citygate, Gallowgate, Newcastle upon Tyne, NE1 4WH   * [View on Google Maps](https://maps.google.com/maps?z=16&ie=UTF8&q=loc:54.973209918411726%2C-1.620795930568723&ll=54.973209918411726%2C-1.620795930568723) * [View on Open Street Map](http://www.openstreetmap.org/index.html?mlat=54.973209918411726&mlon=-1.620795930568723&zoom=16)   Phone: [0300 303 8596 option 1](tel://0300%20303%208596%20option%201)  Out of hours for health professionals only: please phone 0191 269 7714  <https://www.gov.uk/health-protection-team>  The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.  The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:   * direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) * proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual * travelling in a small vehicle, like a car, with an infected person   The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups  Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance). They should get a test, and:   * If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. * If the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) | **YES**  **DS**  **SG**  **SH**  **CM**  **ALL STAFF** | |  | |  | | |
| **Managing the school day**  **These are the changes that have been considered to be implemented to the school day to ensure all students can attend school with adherence to all government guidelines to mitigate any transmission.** | | | | | | | | | | | | | |
| **Restrictions due to social distancing** | | Staff, Students, Visitors | | **9** | | * Government guidelines are all students should fully attend from September. * 1m social distancing where possible is to be maintained. * We have managed capacity restrictions by using the full site to spread students out. * Assemblies will be kept to virtual for whole school and if needed will be only be a bubble year group. * Full staff cohort will be in therefore due to restrictions staff work room cannot be used, instead to assist with cleaning schedule and hygiene staff will have the hall available to work in socially distanced. * Staff tea point can be accessed for food but social distance must be adhered to and the need for meticulous cleaning to promote consistent hygiene across site. Antibacterial wipes will be available to ensure staff clean down touched surfaces. * Outdoor areas on floor 0 will be promoted for any outdoor breaks and lunchtimes with staff on duty to remind students of social distancing. | **DS**  **SG** | | **4** | | **ONGOING** | | |
| **Face coverings** | |  | |  | | * New Government guidelines as of 26.08.2020 suggest face coverings should be worn in situations where 1m social distancing cannot be met. * The implementation of control measures we have introduced ensures limited movement and circumstance where social distancing cannot be upheld as long as students are aware of new rules and staff remind students. * In the event of local lockdown face masks will become mandatory where there is any doubt of social distancing and for any movement around school. * Due to other circumstance i.e. behaviour or a student not being able to adhere to 1m social distancing they will be required to wear a mask. \* This is further discussed in behaviour/safeguarding.   <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>   * At the discretion of the Principal DS we have decided that in communal areas , corridors and lifts ,where 1m social distancing cannot be kept both staff and students will be expected to wear a face covering for extra safety. * We would recommend that this be a clean /new face covering ie one which has not been worn on public transport where possible. Some face coverings will be provided if required. * In other areas face coverings will be optional. * Anyone wearing reusable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they’re using disposable face coverings, these will be bagged and put in a bin. * Anyone wearing any sort of face covering when arriving to school will wash their hands on arrival (as all individuals will), dispose of/store the covering, and wash their hands again before going to their classroom or office. * Everyone will be made aware that they mustn’t touch the front of the covering during use or removal. * If the school becomes part of a local lockdown area, everyone will be asked to either keep on or put on a face covering when arriving at school and moving to their classroom or office, unless they’re exempt from wearing one. Once they’ve arrived at their destination and need to take the covering off, they’ll follow the above steps. A supply of spare face coverings will be kept for anyone who arrives without one or has a covering that’s unsafe to wear. * A supply of spare face coverings will be kept for anyone who arrives without one or has a covering that’s unsafe to wear. | **YES**  **DS**  **SG**  **SH** | |  | | **ONGOING** | | |
| **Management of ‘Groups’& Classroom set up** | | Staff, Students, Visitors | | **9** | | * Devised a two stage mitigation of groups. Base classroom within a Bubble year group. * Each bubble year groups has been assigned their own floor.   Yr10- Floor 1  Yr11- Floor 2  6thForm –Floor 3   * For practical lessons each bubble class has been assigned their own lab space from floor 0-4   10 SET1- 211  10 SET2 -311  11 SET1 -405  11 SET2-312  11 SET3- 212  6TH FORM-401  BTEC- 404  MEDICAL SCIENCE-009 DEMO LAB   * Classrooms have been set up in rows all students facing front. * The teacher area is taped off to remind students of social distancing within the room. * Students are advised to be seated in a seating plan for consistency. * A custom timetable has been created to account for government guidelines. When restrictions are eased the original timetable format will be reverted back to. * New timetable accounts for staggered timings for start, break, lunch and finish of the school day. * Classrooms will have hand sanitiser and wipes available in each room. These will be monitored on a weekly basis. * Students will be advised not to use lockers and take belongs with them to their base classroom. * Students are advised to bring their own resources to school to avoid sharing of stationary and quarantine of similar items. * Some stationary will be available and will be given out or after use quarantined in the room for 72 hours. * Books and resources such as laptops can be shared across year group bubbles but cannot be mixed unless quarantined for 48-72hours depending on materials. Books and metals-48hours minimum and plastics 72hours. These should be cleaned with anti bac wipes which will be available in each classroom. * Cleaning schedule has been upped so that each room in use will be cleaned after use and focus on frequently touched surfaces.   <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> | **YES**  **DS**  **SG** | | **4** | | **ONGOING**  **AND PRIOR TO 09.09.2020** | | |
| **Monitoring of**  **‘The School Day’**  **Travel** | |  | |  | | **TRAVEL**  **Students:**  Guidelines advise that students should, where practically possible, commute to school via cycling or walking. This may not be possible with NEF UTC cohort of students commuting from a wide area outside of Newcastle.    **Staff:**  Staff are advised to where possible commute to work not using public transport.  Further guidelines on safe travel can be found at:  <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers> | **YES**  **DS** | |  | | **ONGOING** | | |
| **Start of the day:** | |  | |  | | * A later start time for schooling outside of peak times of travel will be used to limit exposure. This is planned to be from 9.20 am with 10mins staggered start between year groups. * Students will enter the building socially distanced this will be monitored by an on duty member of staff outside and inside the building. * Students will be advised to sanitise or wash their hands on entrance to the building before going to tutor or their bubble classroom. | **YES**  **DS** | |  | | **ONGOING** | | |
| **Classroom** | |  | |  | | * Students have all been given a base classroom within their year group bubble so we can ensure extra mitigation steps of transmission. * Teachers will move to their designated class. * Students will be sat in staggered rows to optimise space and a seating plan will ensure students are sat in the same seats. * Teacher will be sat at the front of the classroom. Guidance suggests that teachers do not walk around the classroom to limit possible movement transmission. * Students belonging will be kept in their bubble teaching room to limit movement unnecessarily around school to lockers. * Sharing of stationary resources to be deterred, where a student is without stationary it is to be given. Where certain stationary cannot be i.e. in art for example this can be shared throughout the bubble year group and then must be quarantined and rotated. * Guidelines advise good ventilation and air circulation therefore all classrooms being used will operate an open door policy. Where possible and weather/climate permitting windows should also be opened. | **YES**  **DS** | |  | | **ONGOING** | | |
| **Break/ Lunch arrangements** | |  | |  | | * Students are to have staggered break and lunch times with their year group bubble. * Staff will be on duty to supervise students who go outdoors will be reminded to adhere to social distancing. * A pre ordering food system is to be trialled by Sodexo FM. * Students will be provided with a free break/breakfast snack at their designated break time, this will be delivered to students who pre order this. * Students will have their pre ordered lunch option food delivered to their bubble room to avoid queues. * Preferred method of payment will be in advance initially over the phone by card. Other option include card payment during tutor time by contactless card reader or if not cash will be accepted. * Students to wash hands before and after lunch. | **YES**  **DS**  **LB/SODEXO FM** | |  | | **ONGOING** | | |
| **End of the day** | |  | | **9** | | * Students have staggered finish times for their bubble year group. * Duty staff will advise students on leaving to socially distance. * Students will be advised to wash or sanitise hands before leaving. | **YES**  **DS**  **DUTY STAFF** | | **4** | | **ONGOING** | | |
| **Movement around school and**  **Lifts** | |  | | **9** | | * Movement around school will be limited due to the two stage mitigation we have put in place of bubble room and bubble year group. Teachers will be the only factor of movement during lessons and the timetable has been adapted to take into account the least movement when classes have been assigned. * In addition movement is limited by the way of staggered starts, breaks, lunches and finish times. * **Lifts:**   It is recommended where possible due to the restrictions of size capacity in the lift that one person at a time use the lift. If this is not possible ie for students needing a lift pass they will be allowed a ‘buddy’ this person must remain the same person. It would also be expected that any persons who do share the lift wear a face covering as an extra safety measure. | **YES**  **DS**  **SG**  **SH** | | **4** | | **ONGOING** | | |
| **Toilet Facilities** | |  | | **6** | | * Students are advised to use the toilet facilities designated on their bubble group floor. * To ensure mixing of facilities does not occur students will be advised to use the facilities on their floor before and after break/lunches. * Teachers will be advised to use reception area toilet facilities to minimise contamination and there will be a designated toilet on floor 2 and 3. | **YES**  **DS** | | **4** | | **ONGOING** | | |
| **Drinking Facilities** | |  | | **9** | | * All water fountains will have signs on to show they are out of order due to the transmission risk they pose. * Students and staff will be advised to bring sufficient liquids during the day. | **YES**  **DS** | | **2** | | **ONGOING** | | |
| **Practical Lessons** | |  | | **9** | | In relation to practical lessons mainly science CLEAPSS advice has been consulted.  <http://science.cleapss.org.uk/Resource/GL343-Guide-to-doing-practical-work-during-the-COVID-19-Pandemic-Science.pdf>   * All science practical lessons as per usual will be required with additional consideration to be applied to covid-19 protocol. * H&S lead to check and Head of Department to relay to staff this is an essential consideration. * Practical will not take place without a risk assessment done. * New practical requisition ordering system to be put in place so that a request is made to the booking system and requisition must be filled out and accepted before any practical will be prepared. * Teachers must understand that certain equipment may not be available due to quarantine purposes. * Seating plan to be devised for labs. * Students to be provided with their own pair of goggles to help with quarantine of kit. * Each lab will be provided with a trolley that will stay in that lab and be returned only to that lab with any practical equipment. * Additional storage is to be bought for quarantined and prepared equipment. * Students to wash hands before and after practicals. * Students only to take equipment and equipment must be returned to relevant trays on trolley. * Teacher cannot use student kit they must have their own as they do not belong to a bubble group. * Demos to take place with visualisers. * Advice shows students in bubbles can work in pairs but only one of the pair to collect kit and must try to social distance. | **YES**  **DS**  **SG**  **MW (H OF D)** | | **4** | | **ONGOING** | | |
| **First Aid and Medical Emergencies**  This will include measures on first aid in place and the usage of PPE | | | | | | | | | | | | | |
| **First Aid Provision** | |  | | **9** | | Government has extended all first aid certification by 3 months.  The following will be carried out to ensure first aid provision and safety on site.   * First aid availability will be monitored. Overall availability of trained first aid staff in excess of requirements. * To limit exposure to staff and mitigate the possibly of spread, the school has proposed to use 2 lead first aiders when there is a suspected Covid-19 case. The Lead First Aiders are currently Sarah Hughes and Charlotte Murray. * These staff will be provided with PPE to deal with students and staff. Covid-19 can be transmitted through bodily fluids and fine air particulates from breath. This is why it is important PPE is available when dealing with a suspected case. * PPE will include- Surgical Grade disposable face mask, Goggles and gloves. * **General first aid issues** can be dealt with in the medical room where there is a hazard disposal bin. First aiders will require PPE to deal with any incidents where physical contact is required. Physical contact should be avoided if possible. * Students where possible should be treated maintaining 2m social distancing.   **Suspected COVID-19 First Aid**   * Any student displaying symptoms of COVID-19 will be immediately isolated in the reception lobby meeting room**.(110**) * Parents and Carers will be called to collect students. * These students will be sent home to isolate and be tested. They must isolate until test results are given. In the case of a negative test result they may then return to school. If the result is positive they must along with any person the student has been in contact with isolate for 14 days even if those other persons are not displaying symptoms at that time.   **Emergencies**   * At all times any first aider should try to maintain social distancing. In the event of an emergency call 999. * Where there is an emergency – First Aiders must be mindful of the risks contamination may pose to themselves. * When treating a casualty ensure you wear nitrile or vinyl gloves where appropriate and wash hands after. * Where possible wear available PPE to ensure you do not cough or sneeze over the casualty. * Please see below for further guidance   <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>  **CPR:**  Assess the situation in the usual way with the following additions:   * Use a towel or covering over the casualties’ mouth and nose. * Provide chest compressions. * DO NOT GIVE RESCUE BREATHS * Continue with CPR in this way until the patient shows signs of improvement, emergency services arrives or you can no longer continue. * If the patient does not improve you have access to a defibrillator use this and follow the prompt instructions. The UTC has a defibrillator which is held at reception.   See below for further guidance on dealing with CPR  <https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/>  Please also see below guidance:  <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>  <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>  **ANY STAFF MEMBER TREATING A STUDENT OR ANOTHER PERSON SHOULD REMEMBER GOOD HYGIENE, WASH YOUR HANDS ALWAYS AFTER GIVING ANY FIRST AID.** | **YES**  **SG**  **SH**  **CM** | | **6** | | **ONGOING** | | |
| **PPE** | |  | | **8** | | **General use of PPE**   * Government guidance have deemed it at the discretion of the Principal for the wearing of PPE in schools. In the event of local lockdown this will be mandatory in communal spaces. * However, if staff and or students feel the need to do so they will be permitted to wear face covering indoors. * **N.B It is important that these face masks are *ONLY* put on and taken off whilst inside the premise.** * **Any staff of student who enters the building will be asked to remove and dispose of face masks in a double bagged bin liner or hazardous waste bin. Or to put reusable masks in a sealed bag and not used on the premise.** * In the event a staff member or student do not have a clean face covering one can be provided if anyone does need one.   **This is to ensure face coverings do not impose an outside contamination and transference risk when moving from environments.**   * **Staff and students should use hand sanitiser when entering and exiting the building.**   **ALL PPE SHOULD BE DISPOSED OF IN A HAZARD DISPOSAL BIN OR A DOUBLE BAGGED BIN LINER**  Please see below  <https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>  <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>   * SEE ALSO FACE COVERINGS SECTION | **YES**  **DS**  **SG**  **SH** | | **4** | | **ONGOING** | | |
| **Fire and Lockdown Procedures** | | | | | | | | | | | | | |
| **Fire** | |  | | **9** | | * Fire Procedure has been revised to reflect new timetable and government guidelines considered. * Student tutors have been allocated to the set classes instead of specific tutor groups. * Students will exit building in the following procedure:   Floor 1- students will exit via their nearest exit which will be from reception as long as exit is clear.  Floor 2,3,4 will exit via southside as long as exit route is clear and will use the usual route around the back of the building.   * Students will be advised to socially distance on exiting and recommended to wear a face covering. * New muster points to reflect year group bubbles.   Brick wall- Yr 10 classes  Hording –Yr 11 closest to school  Hording/Bollards 6th Form  Staff – Along pathway   * Students to be briefed via video assembly on fire procedure. * Full fire drill to take place before October half term. | **YES**  **DS**  **SG**  **SH** | | **6** | | **ONGOING** | | |
| **Lockdown** | |  | | **9** | | * Lockdown procedure will run the same but with the advice to socially distance and wear a face covering. (The imminent threat would be the intruder) | **YES**  **DS**  **SG**  **SH** | | **6** | | **ONGOING** | | |
| **Safeguarding** | | | | | | | | | | | | | |
| **Extra support, behaviour relating to covid 19** | |  | | **9** | | * Some students due to behavioural aspects or other reasons may not be able to understand or adhere to social distancing or protocol in place. * Additional covid policy needs to take this into consideration. * Some students may not be able to be educated full time on site or with others if they cannot adhere to policy. * It will be advised if students cannot adhere to social distancing they may have to wear a face mask for additional protection. | **YES**  **DS**  **LC** | | **4** | | **ONGOING** | | |
| **Contingency Plans** | | | | | | | | | | | | | |
| **Reclosure, who decides, how?** | |  | | **6** | | * Central government will advise whether schools in affected areas should stay open or close, on the basis of scientific advice. This may well change day to day dependent upon on how COVID-19 spreads during the relaxation of lockdown. If the government were to advise closure, LAs would communicate the message to schools, but schools would not close at that point. LAs, acting on local health information, would inform schools when their area is affected and the advice to close applies. * If a local lockdown would apply due to increased cases or confirmed positive tests in school the local health protection team would advise accordingly. | **YES**  **DS** | | **4** | | **ONGOING** | | |
| **Staff Absences** | |  | | **8** | | * Staff absences will be monitored by SLT , DS to liaise with TCAT if numbers fall below necessary numbers to gain additional staff. |  | | **6** | |  | | |
| * **External Trips, Visitors , Open evenings** | | | | | | | | | | | | | |
| **External Trips** | |  | | **6** | | * Advice is these can take place as long as all government advice including wearing face coverings in public enclosed areas and social distancing can be adhered to. The risk assessment would take this into consideration in the pre planning process. | **YES**  **DS**  **LC** | | **4** | | **ONGOING** | | |
| **Visitors, Onsite renting, Mentoring programme.** | |  | | **9** | | * Visitors have been discouraged during school hours to limit people coming from external areas into controlled area of the school. * External companies who rent rooms are to work remotely instead of on site where possible. * Mentoring, projects and career talk sessions have all been organised to be virtual to mitigate any external visitors on site. | **YES**  **DS**  **SG**  **SH**  **LB** | | **4** | | **ONGOING** | | |

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| **Responsible person name:** | **SARAH GALVAYNE** | **Signature:** | **C:\Users\sarah.galvayne\Desktop\IMG_6067.jpg** | **Date:** | 28.08.2020 |
| **SMT/SLT name:** | **DAN SYDES** | **Signature:** | *A close up of a logo  Description generated with very high confidence* | **Date:** | 28.08.2020 |

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| **REVIEW DATES** | **CHANGES** |
| **14.09.2020** | **Update on new isolation changes and local public health team** |
|  |  |