

SHS COVID SECURE RISK ASSESSMENT: D&T Department T1 & T2 Sept

RA No: 20	Severity X Likelihood + Weighting WITHOUT control measures = Risk	S	L	W	R	(S) Severity (L) Likelihood	(W) Weighting (R) Risk	Severity X Likelihood + Weighting WITH control measures = Risk	S	L	W	R
		4	4	5	21	2	2		5	9		

Hazard: Transmission of infection / breach of social distancing bubble

Control measures to reduce the risk:

General:

- The two Tech-labs are reorganised, one as a practical room and one as a designing/CAD/ electronics room this reduces the movement that students within the rooms.
- Schemes of work have been re-written to provide maximum learning opportunities considering new H&S regulations.
- Consideration has been made to acknowledge that some students will not have received the regular practical and safety instructions from the previous year.

Room layout:

- There will be four students to one seating bench. Those facing each other are at a distance of 1.7m and acrylic screens will divide them.
- Space is reserved for the teacher's desk, demonstration table (set up with a visualiser), and a 2m "supervision" corridor along one side to the back of the room.
- The room is zoned to produce areas for students to access some fixed equipment.
- Each room has a cleaning station at entry that allows both staff and students to clean without the teacher coming within 2m.
- Each student will be encouraged to have a personal bottle of alcohol-free hand sanitiser, which they can use to clean their hands before and after equipment use, hand sanitiser is also provided at the room entry and will be used by every student and staff when entering the room.

Entry into the room:

- Staff will collect students in Y7 and Y8 from their form room, escort them to the specialist room and accompany them back at the end of the lesson.
- Students in Y9-Y13 will be dismissed from their year group zones at staggered times to move to the specialist room using prescribed outdoor routes. Students in Y9-13 are not to move to specialist rooms through the buildings or through other year group zones. Specialist staff will be at the specialist room to supervise arrival and entry to the room and monitor student movement in their area to ensure social distancing between year groups is observed. Students in Y9-Y13 will be dismissed from the specialist rooms at staggered times and will take the prescribed route back to their year group zone and room.
- They will be encouraged to use the toilet in their area prior to being taken by their D&T teacher to the Tech-lab (and will only be allowed to use the local toilets in an emergency.)
- As students arrive at the room, under the direction of the teacher, students will enter individually and make their way to their workplace.
- Laptop facilities have been moved into the designing room, and software for students can be used at home.
- Stores including the central access store will only be used by one person at a time.

Schemes of work:

- The Schemes of work are adapted to account requirements for each practical activity (e.g. available equipment) and whether it can be safely managed as a class activity (students working individually not in groups) or a demo.
- Practical lessons have been planned as double sessions only and products will be simple to make to ensure adequate time for this level of hygiene.
- Long, multi-step practicals will be avoided, apart from with very experienced GCSE and A-level students.
- Demonstrations of equipment use will be recorded and uploaded to the VLE for ease of reference.
- Close demonstration work will be done with use of a visualiser and shown using the projector.
- If at any point specialist staff are not available classes will remain in their base room and normal classroom cover will be set by the teacher.

Day to day operation:

- All working spaces will have as much ventilation as possible, to ensure natural air supply. This will include opening all windows and propping open doors.
- Where possible practical tools and equipment will be setup at the student workstations by teaching staff or technician, who will sanitise their hands/wear gloves.
- To avoid student movement, as far as is possible, students will carry out the practical with the equipment at their workstation.
- Where students need to move around the room, they will raise their hand and ask permission to move to use a particular piece of equipment.
- Students will be guided closely through the cleansing and tidying of equipment, will use hand sanitiser and then be escorted/dismissed back to their bases.
- The teachers/technician will clear away equipment used. At the end of any practical session, all equipment and spare material will be cleared away by the technician and wiped with a suitable cleanser prior to being stored away for future use.
- Machines or other fixed equipment that have been used will be wiped clean and readied for use in the next session.
- Waste material will be placed in the specific bin and removed from the room prior to the next session.
- Used tools and equipment will not require any additional cleaning, though users will be reminded to sanitise their hands regularly between uses.
- Teachers will keep their 2m+ distance when observing the students as they work through the practical activity.
- At least one lesson is left between different year groups to allow for the clean/re setting of workstations.

PPE:

- Students will be reminded to wash their hands before putting on safety specs for the practical work.
- Safety specs will be sanitised before and after EVERY use. When leaving the room, students will place their used PPE in a bowl with suitable antibacterial cleaner. They will be fully immersed for at least 15 minutes, rinsed with water and allowed to air dry.
- Staff will have their own PPE and their own safety specs, which will be cleaned with antibacterial wipes between lessons, and sanitised at the end of the day as above.
- Gloves – The routine use of gloves by students doing practical work is not necessary.
- Heat based work, such as using the blowtorch, has been postponed to spring.
- Since tech aprons are not classed as PPE they are not required for practical work. Although we would not advise against anyone wearing their own apron if they wish to do so, we have removed our shared ones.

First Aid:

For minor injuries students will be instructed how to treat themselves at their workstation under teacher instruction. For other responses where close contact may be needed, and the teacher/technician will 'break' the 2m exclusion zone to provide IRM (Immediate Remedial Measures) following the latest guidance on what PPE and changes to first aid practice that are now in place to minimise Corona virus transmission (disposable gloves, face mask, eye protection etc.) Hands will be washed immediately and thoroughly after removing any PPE. These items will be stored in a clear sealed bag, marked for emergency use only.

Additional measures prior to September:

- Equipment will be tested inc Local Exhaust Ventilation (LEV).
- Machines will be checked prior to use by visual inspection and test run.
- Emergency cut off systems will be checked to ensure they work effectively.