

# Bradgate Education Partnership



**Premises and Facilities approach to a safe re-opening of Trust academies during COVID 19.**

*24<sup>th</sup> Aug 2020*

## Context

During these unprecedented times, ensuring the safety and wellbeing of our staff, pupils and visitors against the risks posed by COVID-19 is paramount. This guidance, read in conjunction with other key documents listed below, provides an outline to support and maintain a phased return to school, initially for Yr 6, then in Yr 1 and then EYFS.

The Head Teacher and any members of the Senior Leadership Team responsible for overseeing key areas, will need to review the areas highlighted within the guidance and implement measures to minimise the risks in schools.

***Schools continue to have a statutory duty and responsibility to guarantee the health, safety and welfare of staff, pupils and visitors. This includes making certain that proportionate and reasonable measures are in place to ensure everyone is safe during the COVID-19 outbreak. The Health and Safety Executive (HSE) has confirmed there is still a requirement for statutory inspection of plant and equipment (DfE May 2020)***

## Key documentation & guidance

- LA Re-opening Risk Assessment – 24th 2020
- BEP Academy Re-Opening Plan – 24<sup>th</sup> Aug 2020
- COVID Re-Opening Checklist – 24<sup>th</sup> Aug 2020
- COVID-19 Cleaning Schedule – 24<sup>th</sup> Aug 2020
- Deep Cleaning for Influenza Risk Assessment – 24<sup>th</sup> Aug 2020
- Academy Deep Cleaning Schedule – 24<sup>th</sup> Aug 2020

## Government Guidance

In response to the huge and varied amounts of documentation that has been circulated, we have produced this COVID Tool Kit for our Premises and Facilities.

## Re-opening essentials

**Get the school building ready:** there is no relaxation on a Trusts legal responsibility to maintain the work environment and equipment, but there is acknowledgment of the difficulties of carrying out thorough examinations and inspections in current circumstances. Written schemes of examination and statutory inspections therefore need to be managed on a risk/priority-based approach and adapted as outlined in this guidance. It is essential to continue maintaining critical building services such as water systems and fire/intruder checks as part of the YMD Maintenance Schedule of 'Planned Preventative Maintenance and any associated trackers'.

**Devise a social distancing plan:** careful consideration needs to be applied to key areas which include pupil circulation, catering services, welfare arrangements, cleaning during the school day, entrances and exits and the operation of teaching and learning areas. All of this must be considered in light of the latest government guidance surrounding [social distancing](#). Please refer to the [LA Re-Opening Assessment for COVID 19 – 24<sup>th</sup> Aug 2020](#) for further guidance on how to apply social distancing practices throughout the school.

**Consider access arrangements:** procedures should be put in place to regulate and manage individuals entering the school and ensure all individuals wash their hands at entry. External visitors to the site are restricted and only visitors with pre-arranged appointments will be allowed entry.

**Prepare staff, pupils and parents:** there will be anxiety amongst both staff and pupils surrounding the return to school. Clear and frequent communication via briefing sessions is therefore key. Schools should ensure that staff receive induction and on-going training pre and post opening (e.g. health and safety, fire safety, food safety, infection prevention and control, medical, safeguarding).

The **COVID Re-Opening Checklist** supports:

- Health and safety, review of fire procedures and setting up of teaching and learning areas including circulation of pupils around school.
- Key areas of servicing maintenance and checks by the premises officer to ensure effective and safe operation of the school building along with meeting statutory requirements.
- Arrangements with school taxi providers to ensure social distancing measures are in place and are effectively implemented.
- Cleaning supplies and Personal Protective Equipment (PPE) stocks, which need to be maintained and replenished regularly. **Cleaners and Premises Officers need to wear appropriate PPE whilst carrying out activities relating to suspected Covid incident or 'Covid cleaning' but not in the normal carrying out of their duties.**
- The daily cleaning schedule, detailing which surfaces and key areas need to be prioritised during the school day, referring to LA Re-Opening Risk Assessment (updated for Aug/Sept 2020).

This checklist is not exhaustive and should be implemented alongside government and HSE guidance.

A Re-opening risk assessment for the reopening of schools has also been devised as part of the Toolkit and should be read in conjunction with this checklist.

## COVID Estates and Facilities Checklist

**Schools should ensure all checks are complete.** Please be aware this is a guide only and not an exhaustive list for remobilisation to support operational delivery. Schools may wish to add additional key actions which are specific to their own context.

Health and safety school set up			
No	Key actions	Lead	Yes/No
	LA Re-Opening Risk Assessments for COVID 19 ( <i>Aug/Sept 2020</i> ) is in place, personalised to the school, reviewed and communicated to staff.	Trust documentation, personalised and populated to each school by HT	
	Reconfiguration of classrooms, chairs and desks <b><i>facing forwards</i></b> has been undertaken, in-line with government guidance on social distancing.  Seating arrangements for staff and pupils are clearly marked, communicated and any superfluous furniture, fixtures and equipment has been removed and stored.  All rooms that are in operation should be decluttered of unnecessary items to support cleaning and hygiene.	Site team/SLT	
	Class sizes ( <b><i>referred to 'bubbles'</i></b> ) and timetables/staffing have been amended allowing for whole classes to work together as one bubble.  See Re-Opening Plan – <b><i>Aug / Sept 2020</i></b> .	GN/ DP School (SLT)	
	Entrances/exits and circulation routes are clearly planned and marked for staff and pupils. The number of entrances and exits has been reviewed to support <b><i>class bubbles</i></b> . One-way circulation routes are in place, where needed with clear signage.  See Re-Opening Plan – <b><i>Aug / Sept 2020</i></b> (site map).	SLT/Site team	
	Rooms which are not being used have been locked or access to them restricted.	SLT/Site team	
	Guidance on social distancing rules in car parks when getting in and out of cars have been issued to staff and parents and are reinforced with signage.	Staff and visitors	
	Liaison with school taxis /buses has been undertaken to ensure social distancing on school transport is in place where possible. Assurances have been received that cleaning and hygiene arrangements are in place for taxis and buses.	Office Manager/SLT	

	<p>COVID-19 signage for hygiene, social distancing and any new circulation routes is displayed throughout the school.</p> <p>Hygiene signage is conspicuous in prominent areas and circulation routes.</p>	Site team	
	<p>Dining area layouts are configured to ensure separation in line with government guidance on social distancing.</p> <p>Floor markings are used to manage queues and enable social distancing.</p> <p>Where possible and appropriate, additional arrangements have been put in place;</p> <p><b>-staggered break-times</b></p> <p><b>-staggered lunch-times</b></p> <p><b>-Wiping down of frequently touched surfaces prior to the next next class bubble coming into the hall for lunch.</b></p>	Site team/ Catering Provider	
	<p>Pupils are encouraged and supported to wash their hands more frequently than normal. For example, on arrival at school, breaktimes, lunchtime, and before and after eating and on departure from school.</p>	All school staff as appropriate	
	<p>Queuing zones for toilets and handwashing have been established and are monitored. Floor markings have been provided to enable social distancing.</p>	Site team	
	<p>Medical/First Aid rooms have been reconfigured to ensure social distancing provisions are met with good air flow. An additional room as close to Reception/Main Office as possible has been designated for isolating pupils/staff with suspected COVID-19 whilst collection is arranged, ensure good air flow.</p>	Site team	
	<p>A plan to manage external play areas is in place, incorporating social distancing, staggering of breaks and lunch times, designated areas for different groups, signage and increased levels of supervision.</p> <p>See BEP Re-Opening Plan – <b><u>Aug / Sept 2020</u></b></p>	SLT/Site team	
	<p>There is a clear plan for how large spaces/communal areas are to be configured for teaching with maximum numbers of pupils clearly specified (<b><u>class bubbles max</u></b>)</p>	SLT	
	<p>PE lessons have been planned to observe social distancing during activities. Any equipment used must be cleaned. PE staff are aware of Risk Assessments and academies protocols.</p>	SLT	
	<p>Social distancing in the Reception/Main Office area is reinforced through floor marking and signage / screens where needed.</p>	Site team	

	Visitors to school are by prearranged appointment only and are checked for symptoms in advance (where possible) and on arrival.	School	
	Contractors are managed closely, including a contractor induction, and, where possible, supervised if attending whilst school is operational. All contractors accessing the school site have confirmed they are symptom free; and have procedures in place to address COVID-19 issues, e.g. infection control, hygiene and social distancing. This is set out clearly in the contractor Risk Assessment and Reopening Risk Assessment.	Office /site team	
	Deliveries to school are managed effectively in a timely manner adhering to social distancing.	Site team	
	The fire evacuation and assembly point briefing for staff includes guidance on social distancing at assembly points. A review has been undertaken to assess whether the current assembly points are sufficient to accommodate the number of pupils and additional assembly points have been designated as required.	Head Teacher Office Manager SBM	
	Communications are clear for parents dropping off and picking up pupils at the start and end of the day.  -Video tutorial -Signage in place -Markings in place	School staff as appropriate	

#### Deep cleaning and sanitising site

No.	Key actions	Lead	Yes/No
	The 'cleaning checklist during the day' set out below is applied rigorously on a daily basis/initialled once completed.	Cleaners/ site team	
	The site is checked regularly for any pest activity and the pest control contractor has been assigned as necessary.	Office Manager /SBM	
	Hygiene services have been reinstated.	Office Manager/SBM	
	Hand sanitisers are available in prominent areas in the school and are regularly replenished.	Site team	
	Cleaning regimes during the school day have been stepped up, applying the 'Cleaning checklist during the day' set out below.	Cleaners /site team	
	Appropriate PPE is worn by cleaning staff and there are arrangements in place for safe disposal.  i.e. double bagging	Cleaners/ site team	

PPE – Cleaning supplies			
No.	Key actions	Lead	Yes/No
	There are sufficient supplies of gloves and aprons / face masks on site for cleaning staff.	Trust/Sch effort	
	There are sufficient supplies of safety goggles on site for staff dealing with 1 <sup>st</sup> aid and intimate care situations.	Trust/Sch effort	
	There are sufficient supplies of face masks where risk assessment identifies need.	Trust/Sch effort	
	There are sufficient supplies of boxed tissues available for classrooms and office areas.	School	
	There are sufficient supplies of hand sanitiser available.	Sch effort	
	There is sufficient stock of cleaning materials cloths, mops, disinfectant wipes etc. available.	School	
	There are sufficient cleaning products available for cleaning all the required areas within school.	School	
	Where possible, separate bins for PPE disposal have been established in medical/first aid rooms; kitchens; early years area; any areas where pupils with SEND are taught /cared for (if their needs are such that PPE is required); site supervisors' /cleaners' base rooms and any other rooms where PPE is used.	Site team	
Catering			
No.	Key actions	Lead	Yes/No
	Catering Services and HSE checklists have been implemented.	School food provider	
	Kitchen equipment has been checked and is working effectively.	School food provider	
Staff training			
No.	Key actions	Lead	Yes/No
	Induction and training to staff on key estates and FM related areas (e.g. health and safety awareness, infection prevention and control, fire safety, food safety, medication) has been delivered.	HT/SLT	
	All staff have completed the COVID 19 Training on Flick Learning.	HT/SLT	

School:

Date:

Bradgate Education Partnership					
Display per room (Initial and file) Cleaning Schedule During the Day -24 <sup>th</sup> Aug 2020 onwards					
Area	Description of task	Priority	Before school	Lunchtime	After school
Toilet and toilet cubicles	Clean toilets and door handles.	High			
	Wipe down sink units, basins and taps.	High			
	Mop up any spillages.	High			
	Wipe down toilet flushers.	High			
	Wipe down soap dispensers, hand dryers, hand sanitiser units.	High			
	Wipe down mirrors.	High			
Corridors and circulation areas	Wipe down fob access readers.	High			
	Wipe all door handles, glass panels, door plates and light switches.	High			
	Wipe down push plates.	High			
	Clean glass windows around doors and circulation areas.	High			
Stairwells	Wipe down all banister rails.	High			
	Mop/hoover all floors.	High			
	Wipe staircase bannister and glass.	High			
Classrooms	Wipe all pupil desks and chairs.	High			
	Empty bins and clear rubbish.	High			
	Wipe shared keyboards.	High			
	Wipe down areas and benches in PE changing room.	High			

School:

Date:

Bradgate Education Partnership					
Display per room (Initial and file) Cleaning Schedule During the Day -24 <sup>th</sup> Aug 2020 onwards					
Area	Description of task	Priority	Before school	Lunchtime	After school
	Wipe teacher boards and surfaces.	High			
Staff room	Wipe all appliances and sinks.	High			
	Empty bins and clear rubbish.	High			
	Wipe furniture down and work surfaces.	High			
Reception/offices	Wipe signing in system.	High			
	Wipe IT equipment and telephone handsets where possible.	High			
	Empty bins and clear rubbish.	High			
	Wipe down printers and office machinery.	High			
	Wipe desks.	High			
Dining hall	Assist in cleaning surfaces before and after breaks.	High			
	Clear up any spillages following breaks.	High			
	Empty bins and clear rubbish.	High			
Waste disposal	Avoid cross-contamination when addressing body fluids spillage.	High			
	Double-bag any cleaning waste and used PPE and store securely for 72 hours before disposal. <i>Where possible, establish separate bins for PPE disposal in medical rooms; kitchens; early years area; areas where pupils with SEND are taught/cared for (if their needs are such that PPE is required); site supervisors'/cleaners' base rooms.</i>	High			
PE/play equipment	Wipe play equipment down after use.	High			
	Wipe any PE equipment used.	High			
Lifts/stair-lifts	Wipe interior and exterior of lift doors and key touchpoints.	High			

Use the Action Plan below to identify and monitor:

- Any outstanding tasks from the Remobilisation Checklist above.
- Any additional tasks specific to your site.

<b>Bradgate Education Partnership –Date:</b> <input type="text"/>			
<i>Action Plan (Aug Sept 2020 onwards)</i>			
<b>No.</b>	<b>Action Required</b>	<b>Person responsible</b>	<b>Date to be complete by</b>