Estate Management for Academies Commencing Operation Beyond Providers of EduCare

The following is guidance for the operation of academy sites and buildings whilst we are asked to operate our sites and buildings, as both EduCare facilities and providers of education to a limited number of pupils. The following guidance sets out the generic principals which are required to be followed and the safe operating criteria, which must be satisfied before a school can operate in beyond providers of EduCare. The safety of our pupils, staff and other building occupants is of paramount importance within the strategies of this guidance document. A school facility can only operate beyond EduCare provision with the consent of Dean Ashton – CEO, Ian Carnwell - Director of the Learning Environment and the Head Teacher, all of which will need to be satisfied that the safe operating criteria have been met and will be sustained. This will be in accordance with Government, Public Health England, associated local guidelines and Trust risk assessments.

It is essential to remember that Coronavirus is not the only safety risk to our school sites and buildings. Other safety issues, such as bacteria in our water systems, or the risk of fire, remain and they present a risk to life if not properly managed.

To safely operate schools beyond the provision of EduCare there are five stages to follow. These are:

Stage 1.   Risk Assess
Stage 2.   Prepare
Stage 3.   Authorise
Stage 4.   Operate
Stage 5.   Monitor and Review

1.   Stage 1 - Risk Assess

Along with principals of safe operation under normal circumstances, risk assessments (based on national guidance – see appendices 1 to 5), have highlighted the following issues to address for the safe operation of the estate:

i.   General Safe Operation
Ensuring the buildings and sites are safe to open under normal conditions.

Buildings will have had minimal or limited use for an abnormal period of time. We must ensure that issues such as fire safety and water hygiene (for example) are addressed to allow spaces to be safely reoccupied and adapted to meet new and additional operational requirements.

ii.   Social Distancing

The Trust requires social distancing (maintaining 2m between occupants) as far as practically possible at all times. How can social distancing be achieved? What limitations does that place on the operational capability of the building(s) or site?

iii.   Infection Prevention and Management

What measures are we to take to ensure those entering the school environment are safe to do so and are not likely to present a risk to others? How do we ensure safety of all if a building occupant becomes unwell during the hours of school operation? How would we attend to a confirmed case of Coronavirus in school?

iv.   Catering

To support issues noted above and to ensure all receive sustenance, what meals are to be prepared, how are meals to be safely prepared, served and consumed?

v.   Cleaning

What steps should be taken to ensure appropriate cleaning can be carried out to support the safe operation of the school? How are any contaminated areas to be attended to?

vi.   Evacuation and Lockdown

The need to evacuate the building or lockdown the site can still occur. How is this to be safely achieved?

2.   Stage 2 – Preparation

2.1   Social distancing.

Social distancing principles continue to require a minimum 2m distancing of people. Clearly this is difficult to achieve with children, particularly the younger children. Social distancing is applicable to all parts of the school site and building(s). There are steps that can be taken to achieve social distancing as far as reasonably possible.

2.1.1   Occupancy levels and use of space.

All schools have a limited area, designed to accommodate staff and children at close proximity. Therefore, the overall capacity of a school building and each space within will be greatly reduced whilst promoting social distancing. When calculating the capacity of a space, the area of the space (in square meters) should be divided by 4.

For example, a typical 54sqm classroom:

54/4 = 13.5

Where the number is not whole, always round down. Hence, in this example the maximum number of occupants is 13 (including the teaching staff).

To ease pressure of the buildings' capability to achieve social distancing, timetables must change. Each teaching group ('bubble') or year group (depending on the size of school and its ability to keep teaching 'bubbles' apart), should have a different start and end time of the school day and all activities in-between. This will help to reduce spatial requirements from activities such as parent drop off, break times, lunchtime and movement around corridors. The extent to which this will be required will be site specific and in accordance with the number of entry points to site, building entrance points, circulation space available etc. Timetables must be adapted to ensure teaching 'bubbles' use the same teaching space for each group as far as possible. This is to limit interaction between different teaching 'bubbles', potential cross-contamination and to allow circulation spaces to be as safe as possible in terms of social distancing. We must also be cognisant of parental working requirements when staggering the start and finish of the school day.

2.1.2   Classrooms, halls and teaching spaces.

Floors should be marked with tape to form 2m squares, (each school will be provided with an initial circa 990 to 1320m of tape, depending on the school size). This approach will define the maximum number of pupils and adults that can occupy each learning space at any one time. Pupils should use the same desk (all sitting on the same side of the desk if designed for 2) and remain in the same space as far as practically possible. When setting out the 2m squares and associated seating positions, remember to consider safe circulation around the room. Desks should be provided with the learning materials they need and these should remain on the desk

for use by the same child. To optimise space available, unnecessary furniture should be removed and stored.

2.1.3 Circulation spaces & cloaks.

Social distancing is most difficult to achieve in circulation (corridor) spaces. To achieve safe circulation around school the following must be adhered to:

i. The floor must be marked with tape every 2m
ii. Always walk in single file and never in the same 2m bay as the person you are following
iii. Always walk close to the left wall (unless a one-way system can be devised)
iv. Cloaks should not be used. Coats and bags should be stored under the pupils' desk or on the back of their chair to avoid risk of cross-contamination of belongings in confined cloak spaces. This can be further supported if occupants are able to wear clean clothes each day.
v. Never queue in circulation areas

2.1.4 Specialist teaching spaces.

Specialist teaching spaces occupancy should be no more than the floor area in sqm/4, in addition to be subject to a site specific assessment of any fixed furniture or equipment location to maintain safe social distancing use. A single general-purpose teaching space should be used for as many lessons as possible for each teaching 'bubble' to reduce risk as opposed to multiple specialist spaces.

2.1.5 Toilet facilities.

Occupancy of toilet facilities will be eased by ensuring break times are as staggered as possible for each teaching 'bubble'. At peak times, toilet facilities may need supervision at the outermost door to help to control numbers of occupants. Hand washing is essential and soap dispensers should be checked regularly to ensure good supply. Where possible toilet facilities should be assigned to specific teaching 'bubbles'. If possible, toilet spaces should be cleaned more frequently.

2.1.6 Reception areas.

Reception entrance lobbies and waiting areas should have maximum occupancy levels calculated in the same way as classrooms. Signage should be displayed to convey maximum occupancy levels to visitors and the need to wait outside if

necessary. Any seating should be arranged to maintain social distancing. Schools with open plan reception desks will be provided with screens to offer a level of protection when visitors are standing adjacent to the desk. Hand sanitisers must be used on entry to school.

2.1.7   Offices, staffrooms and other support spaces.
Maximum occupancy levels should be calculated in the same way as classrooms. Floor markings in the spaces should not be necessary. Where back office staff can continue to work from home, they should do so in consultation with their Head Teacher.

2.1.8   Doors.
Doors which are not fire doors can be propped open during hours of occupancy to reduce the need to touch the door or the handle. All doors must be closed overnight. Fire doors can only be propped open if the devise holding the doors open is connected to the fire alarm. All doors providing entrance to a space should be displayed with the maximum occupancy number of the space which they serve.

2.1.9   Supply of tissues and waste disposal.
All spaces should have a good supply of disposable tissues, in addition to a lidded bin with double bagging for disposal. Bins should preferably be pedal-operated, or where that is not possible, the bin lid should be frequently disinfected. Waste must be stored and disposed of in accordance with Public Health England guidance. Signage should be fixed in all spaces to remind people to catch coughs and to dispose of tissues safely.

2.1.10 Lifts.
Lifts must only be used by those who essentially need them, and if their activities cannot take place on the entry-level floor.

2.1.11 Fire assembly point.
Emergency evacuation and lockdown is covered in the specific guidance below. For social distancing purposes, the fire assembly point is to be marked with tape every 2m at ground level to define safe waiting whilst the emergency is attended to, as this could be for a prolonged period. The capacity of the fire assembly point must be carefully calculated (in the same way as internal spaces), as this is likely to directly

impact the maximum occupancy level of the building and site moving forward. Total occupants on site and in the buildings cannot exceed the capacity of the fire assembly area. Remember, fire assembly cannot be immediately adjacent to the building to ensure safety from smoke, fire, heat or building collapse. Where social distancing on the fire assembly point is limiting the potential occupancy of the school, the above guidance will be followed during the first week of school use (beyond that of EduCare) and where safe to do so, the capacity of the fire assembly point will be increased, to increase the capacity of the school. This is only to be done in direct consultation with the Director of the Learning Environment. A fire drill must be carried out during the first week of any significant change in occupancy levels of the school to ensure all building occupants are familiar with the safety arrangements.

2.1.12 Break times and exercise.

Use of outdoor space is essential for breaks, exercise and mental wellbeing. This should be encouraged. Activities should be selected to reduce the risk of injury and the need for close contact first aid. Safe use of external space relies heavily on supervision and education of safe use, in addition to the timetable reducing numbers outside at any one time. Hand washing or sanitising should be encouraged upon re-entry to the building.

2.1.13 Visitors.

Non-essential visitors to school should be discouraged, to keep occupant numbers to the essential minimum. Essential contractors, including those who deliver food, should be informed in advance of how they are expected to access the premises and what precautions will be required of them whilst they are on site.

2.1.14 Air Conditioning.

Air conditioning is not to be used until the unit has been fully serviced to ensure safe operation and is not to be used until a risk assessment has been completed and associated actions agreed with the Trust. Air conditioners that are keeping computer servers cool and that have been running throughout the period of EduCare can continue to be operated if they have a current service certification.

2.1.15 Hand driers.

Hand driers are not to be used and should have their power switched off. Hand towels and appropriate disposal should be provided.

2.2   Isolation spaces.

Where possible, each school should maintain its triad of isolation spaces. Where this is not possible, at least one specific isolation space for anyone who may develop Coronavirus symptoms during the school day must be available. The door to this space (or spaces) must be clearly signed as such and be used for no other purpose. Anyone who displays symptoms of Coronavirus should leave the school environment as soon as possible. There should also be a dedicated toilet facility for anyone requiring to use the isolation space. Waste from these spaces (such as hand towels) must be disposed of as contaminated waste.

2.3   Infection prevention and management.

2.3.1   Entry to school.

Pupils should be asked when entering school if they feel unwell or if they are presenting any symptoms of Coronavirus. If symptoms are present, entry to school should not be permitted. Whilst some organisations are choosing to take temperatures at point of entry, this may give a false impression of safety. The accuracy of the reading depends on the quality of the equipment used. Furthermore, there is growing evidence that it is possible to have Coronavirus whilst having a normal temperature. The most appropriate current measure appears to be to ask someone how they feel and to also ask (the parent or carer) if the child has come into contact with anyone who is presenting symptoms in the last 14 days. If that is the case, they should self-isolate and entry to school will not be appropriate to ensure the safety of others. Social distancing must be maintained whilst assessing health. Parents and carers should be discouraged from waiting on site or gathering near to the school gates. Staggering of start and finish times for each teaching 'bubble' will assist. There should be a handwashing station in the school entrance and in other key locations around school (determined by local risk assessment).

2.3.2   Presenting symptoms.

Should anyone present symptoms during the school day then they should immediately proceed to the isolation space, as outlined above. Parents or carers should be immediately contacted to collect the child. Staff should also use the isolation space if they present symptoms (leaving the school as soon as they can safely return home), self-isolate and seek a test as a key worker, following the Trusts' associated guidelines. Should the isolation space be used, it must be cleaned in

accordance with Public Health England guidelines as outlined in 2.4 (cleaning) below, in addition to the associated isolation toilet facility.

2.3.3   Confirmed case in school.

Should there be a confirmed case in school at any time, the Director of HR - Olivia Frings and/or the Director of the Learning Environment - Ian Carnwell should be contacted immediately. Pupils and staff in the associated teaching 'bubble' will be asked to immediately leave school and self-isolate. Advice will then be sought from Public Health England and associated local sources, which will be followed under Director lead to determine appropriate actions for others in school and its continued operation or otherwise as advised.

2.4   Catering.

There are several factors to consider. The safe preparation of food including social distancing of kitchen staff, the collection of prepared food by diners, the place of dining and reducing interaction and sharing of spaces by different 'bubbles'. The initial way forward will be for all to have a packed lunch and to eat that lunch within their classroom. These lunches, if not already bought into school by the child, should be delivered to the classroom by the catering staff. The classrooms should have facility to collect waste for disposal at the end of the day during wider cleaning.

Drinking fountains are not to be used and are to be disabled and signed as 'Do Not Use'. Drinking fountains must not become a dead leg and should be flushed for five minutes at least once per week. Pupils should be encouraged to bring beakers into school, or be provided with beakers, which are to be refilled by the adults within their teaching 'bubbles' from water jugs. It is essential that all beakers and water jugs are emptied and cleaned at the end of each day. No water is to be left in containers overnight.

2.5   Cleaning.

Cleaning should be focused on the areas of the building being frequently touched. To support cleaning, soft toys and soft furnishings should be removed from use and stored, as these cannot be routinely adequately cleaned. Cleaning should focus on hard surfaces, handrails, stairwells, door handles, toilet facilities, corridors, and frequently touched areas. Play equipment should also be cleaned between different teaching 'bubbles' using it. The guidance below should be followed in addition to following the Public Health England guidance at https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings.The guidance should also be followed when cleaning any area

specifically thought to have Coronavirus contamination. The numbers of cleaners required should be managed locally to suit the level of building occupancy and the time to clean thoroughly. Cleaning frequencies should be reviewed locally and are likely to increase.

The effectiveness of cleaning will be supported by the principal of pupils using one space per 'bubble' as far as possible for all subjects, and using assigned toilet facilities for 'bubbles' as far as possible.

2.6   Evacuation and lockdown.
In the event of a building required to be evacuated by activation of the fire alarm, the greatest and most immediate risk to health and safety is the fire or other reason to evacuate. Hence social distancing during evacuation is not required to be followed, as the priority is to evacuate quickly. Upon exiting the building, occupants should immediately proceed to the assembly point where social distancing should be observed. Social distancing should also be observed whilst reoccupying the building (should it be safe to reoccupy).

Under the requirement to lockdown, occupants should remain in the space they are in unless advised to do otherwise by the nature of the incident, and observe social distancing if safe to do so. The police should be notified immediately should there be any suspected reason to lockdown, and their guidance followed. The Director of the Learning Environment should also be notified of the lockdown as soon as it is safe to do so.

2.7   PPE.
The use of PPE will follow a risk-assessed process. Incorrect, poor quality or in appropriate PPE could pose more risk than no PPE. Gary Musson of GS Musson Associates will risk assess the need for PPE at each school, to ensure the correct PPE is provided to the correct people (who are appropriately trained to use it where applicable), for appropriate activities to meet national and local guidelines, along with the risk assessment requirements. Incorrect use of PPE is a false comfort blanket that can place the user at heightened risk. Risk may be able to be avoided by other means resulting in a greater degree of safety, which will be established by the risk assessments.

Initial risk assessments have been carried out regarding school activities, and appropriate Personal Protective Equipment (PPE) to minimise the risk of transmission of the Coronavirus.

Through risk assessment, we have exceeded the suggestions in current Public Health England (PHE) guidance. In the government/PHE guidance, enhanced PPE is generally recommended when activities are carried out in situations where a person with Covid-19 symptoms has been present. It is possible that people with Covid-19 may not present significant symptoms, but may still present a transmission risk. Our stance will bring the risk factors down to the lowest possible whilst still undertaking the work activities. It is however very important that issued PPE is used in the correct way, and further guidance will be given.

The four essential pieces that we will be recommending are:
- Disposable gloves – lightweight, single use gloves
- Disposable aprons – lightweight polythene (LDPE, MDPE & HDPE) aprons, single use aprons.
- Face-shields/visors – lightweight face shields, REUSABLE
- Respirators – Filtering face piece type respirators with suitable protection ratings (FFP2 or FFP3). Non-reusable (NR).

 Our requirements:
- Food preparation – disposable gloves, disposable apron, respirator
- First aid delivery – disposable gloves, disposable apron, respirator, face-shield
- Intimate care – disposable gloves, disposable apron, respirator, face-shield
- Physical restraint* – disposable gloves, disposable apron, respirator, face-shield
- Supervising isolation – disposable gloves, disposable apron, respirator, face-shield
- Carrying out health questions on admittance – respirator
- To clean areas where there has been a symptomatic person – disposable gloves, disposable apron
- To clean areas where there has been heavy contamination (such as visible bodily fluids) from a person with Covid-19 symptoms – disposable gloves, disposable apron, respirator, face-shield

* Note – the first person to react to a situation requiring restraint may have to do so without PPE to ensure immediate safety of the individual. They should be relieved as soon as possible by a person wearing full PPE.

PPE should not be used at other times without prior risk assessment as the incorrect use of PPE could unintentionally increase the risk of infection.

Quantities of PPE relating to coronavirus will be coordinated and ordered by the Trust and distributed to the schools accordingly for use as outlined above.

Further guidance can be provided by contacting Gary Musson – gary@gsmusson.com.

3. Stage 3 – Authorisation

A school cannot operate beyond the provision of EduCare without the express consent of: The Head Teacher and the Director of the Learning Environment. Final consent will then be determined by the Chief Executive Officer.

For a school to be authorised to operate beyond EduCare by the Director of the Learning Environment, the checklist in Appendix 6 must be satisfactorily completed, in addition to any supporting information that may be requested.

4. Stage 4 – Operate

On the day of opening and thereafter the safety and compliance daily, weekly and monthly log sheets must still be followed as normal - refer to the Learning Environment Manual, in addition to ensuring signs, floor tape markings etc. remain in place.

The safety of our pupils and staff is paramount. We will review our provisions and the national guidance as appropriate to updated requirements, to minimise the risk of infection coming into our academies and to minimise the risk of any infection occurrence or spread.

4.1 Site Teams

Colleagues forming the site teams at each facility providing EduCare should return to normal duty hours (aligned to the new school timetable as appropriate) when school begins to offer provision beyond EduCare. At this point in time, the 3-week rota ends.

At all times schools must have fire marshals and first aiders on site as appropriate to their occupancy numbers and their specific requirements. Further guidance can be provided by contacting Gary Musson – gary@gsmusson.com.

4.2   Maintenance Projects

Maintenance projects can resume but only with the prior consent of the Director of the Learning Environment and GS Musson Associates. Site teams should promptly review servicing, testing and maintenance schedules and ensure there are no lapses. Where inspection certificates have expired due to Coronavirus restrictions, these should be promptly attended to, again in liaison with the Director of the Learning Environment and GS Musson Associates, to ensure safe working practices by the supplier or contractor, prior to their site attendance commencing.

5.   Stage 5 - Monitor and Review

The learning environment (in support of our schools as they operate beyond EduCare) will be monitored and reviewed. Where necessary, and to accommodate any change in national (or local) advice, our policy will be reviewed in conjunction with associated risk assessments. Where necessary new or revised policy and procedure will be introduced.

For any queries or clarification, please contact:

Ian Carnwell – Director of the Learning Environment

ian.carnwell@reachsouth.org

07783 124950

Appendix 1 – Risk Assessment Social Distancing

Risk Assessment

Title: Covid-19 Transmission by Proximity

Internal Ref: 6
External Ref: Social Distancing

c/o UTC Plymouth Park Avenue
Devonport
Plymouth
PL1 4RL
ian.carnwell@reachsouth.org |

General Information

Assessors Name: Gary Musson
Assessment Date: 14/05/2020
Next Review Date: 11/06/2020

Affected Parties:
» Visitors » Employees » Public
» Contractors » Pupils

Risk Matrix

	1. Unlikely	2. Rarely	3. Occasional	4. Frequent	5. Inevitable
5. Extreme	5 (LOW)	10 (MED)	15 (MED)	20 (HIGH)	25 (HIGH)
4. Major	4 (LOW)	8 (MED)	12 (MED)	16 (MED)	20 (HIGH)
3. Minor	3 (LOW)	6 (MED)	9 (MED)	12 (MED)	15 (MED)
2. Limited	2 (LOW)	4 (LOW)	6 (MED)	8 (MED)	10 (MED)
1. Trivial	1 (LOW)	2 (LOW)	3 (LOW)	4 (LOW)	5 (LOW)

RATING

HIGH RISK	Intolerable - Do not start
MED RISK	Tolerable - Reduce ALARP. Review
LOW RISK	Tolerable - Monitor. Review

● #1. Transmission of Covid-19 virus from person to person by being in close proximity.

Pre Control Scoring (Likeliness x Severity = Risk)

L	S	R
4	5	**20**

Consequence

Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating scored based on worst case outcome.

Control Measures

» Establish occupancy levels of teaching spaces. Agreed Trust methodology is divide the floor area of the space (measured in square metres) by four to get the number of occupants permitted. Calculated maximum occupancy to not communicated by signage on each entrance door to the space which it serves..

» Teaching spaces to have floor markings for 2 metre x 2 metre boxes to give a simple visual guide of suitable spacings for room users.

» When using corridors, the wall must be on your left hand side, and only travel in single file, with a minimum spacing of 2 metres between the person in front and behind. The corridors will also have floor markings to aid keep a seperation distance of 2 metres between the two flow of pedestrian traffic.

» Timetables to be adjusted to stagger entry and exit times for school users. Classroom changes also to be scheduled to limit movement through the school to a single class group at any one time.

» Reception desks to be fitted with temporary protective screens, where not already in place.

» Pupils and teaching staff to bring packed lunches, which are to be eaten in the classroom environment.

» Teaching groups to be organised in such a way as to prevent mixing of groups.

» Where practicable, teaching groups to use the same classroom.

» Children to be assigned a chair and desk, and to use them whenever they are in that classroom.

» Clothes and bags to be stored at desks, in such a way as to not create trip hazards (coats can be hung off the backs off chairs, and bags to be stored under the desk).

» During an emergency evacuation, social distancing measures may be ignored until persons arrive safely at the muster point. Once at the muster point, social distancing measures to be re-established. Floor markings will be laid to assist.

» IMPORTANT - SOCIAL DISTANCING IS OUR MOST EFFECTIVE WAY TO PREVENT THE SPREAD OF THIS VIRUS. MAINTAINING A 2 METRE SEPERATION DISTANCE IS VITAL.

Final Risk Scoring (Likeliness x Severity = Risk)

L	S	R
2	5	**10**

Signature:

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Appendix 2 – Risk Assessment Infection Prevention and Management

Risk Assessment

Title: Covid -19 Presence of infected persons

Internal Ref: 7
External Ref: Infection Prevention and Management

c/o UTC Plymouth Park Avenue
Devonport
Plymouth
PL1 4RL
ian.carnwell@reachsouth.org |

General Information

Assessors Name: Gary Musson
Assessment Date: 14/05/2020
Next Review Date: 11/06/2020

Affected Parties:
» Visitors » Employees » Public
» Contractors » Pupils

Risk Matrix

	1. Unlikely	2. Rarely	3. Occasional	4. Frequent	5. Inevitable
5. Extreme	5 (LOW)	10 (MED)	15 (MED)	20 (HIGH)	25 (HIGH)
4. Major	4 (LOW)	8 (MED)	12 (MED)	16 (MED)	20 (HIGH)
3. Minor	3 (LOW)	6 (MED)	9 (MED)	12 (MED)	15 (MED)
2. Limited	2 (LOW)	4 (LOW)	6 (MED)	8 (MED)	10 (MED)
1. Trivial	1 (LOW)	2 (LOW)	3 (LOW)	4 (LOW)	5 (LOW)

RATING

HIGH RISK	**Intolerable - Do not start**
MED RISK	**Tolerable - Reduce ALARP.**
LOW RISK	**Tolerable - Monitor. Review**

● #1. Presence of Covid-19 infected person in the school environment

Pre Control Scoring (Likeliness x Severity = Risk)

L	S	R
3	5	**15**

Consequence

Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating scored based on worst case outcome.

Control Measures

» All persons will be asked simple questions relating to their current state of health (specific to know Covid-19 symptoms), at the point of entry to the school. A visual assessment to be made for obvious visible symptoms of the virus. Parents or guardians of younger pupils may be also asked as whether their child has been in contact with anyone suspected of having the virus. If there is a real concern regarding the fitness of the person, they will be refused entry to the school. A uniform procedure will be issued to the schools in this respect.

» Each school to allocate three designated isolation spaces (in some cases due to space limitation it may not be possible to allocate 3 spaces. The minimum acceptable is 1 space). Isolation spaces must have their own dedicated toilet/hand washing facility, ideally located close to the isolation space.

» Should any person (that previously appeared well) develop Covid-19 symptoms whilst in the school premises, they must immediately be moved to an isolation space. Adults will be permitted to make their own way home if well enough (otherwise an abulance to be called). Where the person is a pupil, contact will be made with their parent/guardian to facilitate their collection.

» Should any person be diagnosed as Covid-19 positive, they must report this to the school office (parents/guardians to report on behalf of children).

» Upon receiving confirmation that a person that attended school has been diagnosed with Covid-19, the school will make immediate contact with the Trust, who in turn will make contact with Public Health England (PHE) and other local sources, and will seek guidance with regards to the appropriate action to be taken.

Final Risk Scoring (Likeliness x Severity = Risk)

L	S	R
2	5	**10**

Signature:

Appendix 3 – Risk Assessment Catering

Risk Assessment

Title: Covid-19 Prevention in Catering

Internal Ref: 8
External Ref: Catering

c/o UTC Plymouth Park Avenue
Devonport
Plymouth
PL1 4RL
ian.carnwell@reachsouth.org |

General Information

Assessors Name: Gary Musson
Assessment Date: 14/05/2020
Next Review Date: 11/06/2020

Affected Parties:
» Employees » Contractors » Pupils

Risk Matrix

5. Extreme	5 (LOW)	10 (MED)	15 (MED)	20 (HIGH)	25 (HIGH)
4. Major	4 (LOW)	8 (MED)	12 (MED)	16 (MED)	20 (HIGH)
3. Minor	3 (LOW)	6 (MED)	9 (MED)	12 (MED)	15 (MED)
2. Limited	2 (LOW)	4 (LOW)	6 (MED)	8 (MED)	10 (MED)
1. Trivial	1 (LOW)	2 (LOW)	3 (LOW)	4 (LOW)	5 (LOW)
	1. Unlikely	2. Rarely	3. Occasional	4. Frequent	5. Inevitable

RATING

HIGH RISK	Intolerable - Do not start
MED RISK	Tolerable - Reduce ALARP. Review
LOW RISK	Tolerable - Monitor. Review

● #1. Potential transmission of Covid-19 virus during food preparation.

Pre Control Scoring (Likeliness x Severity = Risk)

L	S	R
3	5	**15**

Consequence
Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating scored based on worst case outcome.

Control Measures
» For ease of preparation, only cold packed lunches will be considered.
» Kitchens will be staffed at levels where maintaining a 2 metre distance between people is possible.

Final Risk Scoring (Likeliness x Severity = Risk)

L	S	R
1	5	**5**

● #2. Potential transmission of Covid-19 virus during food distribution.

Pre Control Scoring (Likeliness x Severity = Risk)

L	S	R
3	5	**15**

Consequence

Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating scored based on worst case outcome.

Control Measures

» Meals to be delivered to classrooms by kitchen staff. The class teacher to distribute the means to the pupils at their desks.

» Waste recepticles to be provided in each classroom. The class teacher to clear the desks when the pupils have finished eating.

Final Risk Scoring (Likeliness x Severity = Risk)

L	S	R
2	5	**10**

Signature:

Appendix 4 – Risk Assessment Cleaning

Risk Assessment

Title: Covid-19 Prevention by Cleaning

Internal Ref: 9
External Ref: Cleaning

c/o UTC Plymouth Park Avenue
Devonport
Plymouth
PL1 4RL
ian.carnwell@reachsouth.org |

General Information

Assessors Name: Gary Musson
Assessment Date: 14/05/2020
Next Review Date: 11/06/2020

Affected Parties:
» Visitors » Employees » Public
» Contractors » Pupils

Risk Matrix

	1. Unlikely	2. Rarely	3. Occasional	4. Frequent	5. Inevitable
5. Extreme	5 (LOW)	10 (MED)	15 (MED)	20 (HIGH)	25 (HIGH)
4. Major	4 (LOW)	8 (MED)	12 (MED)	16 (MED)	20 (HIGH)
3. Minor	3 (LOW)	6 (MED)	9 (MED)	12 (MED)	15 (MED)
2. Limited	2 (LOW)	4 (LOW)	6 (MED)	8 (MED)	10 (MED)
1. Trivial	1 (LOW)	2 (LOW)	3 (LOW)	4 (LOW)	5 (LOW)

RATING

HIGH RISK	Intolerable - Do not start
MED RISK	Tolerable - Reduce ALARP. Review
LOW RISK	Tolerable - Monitor. Review

● #1. Transmission of Covid-19 virus to people from surfaces within the school environment.

Pre Control Scoring (Likeliness x Severity = Risk)

L	S	R
3	5	**15**

Consequence

Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating scored based on worst case outcome.

Control Measures

» Cleaner to wear appropriate PPE when cleaning. Where there is no suspicion of persons having Covid-19, then follow the findings of your normal cleaning risk assessment. In cases where someone suspected of having Covid-19 in the area, then wear disposable gloves and an apron for cleaning. Where an area has been heavily contaminated (such as visible bodily fluids), from a person with Covid-19, then use eye protection and a FFP3 disposable mask (in addition to the gloves and apron).

» Remove non-essential fabric items (such as soft toys) from the area, that are difficult to clean.

» Using a disposable cloth or paper roll and disposable mop heads, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles

» Where there has been a symptomatic person, all surfaces that they have touched must be cleaned and disinfected.

» The Public Health England guidance 'COVID-19: cleaning in a non-healthcare setting' can be found at https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings

Final Risk Scoring (Likeliness x Severity = Risk)

L	S	R
2	5	**10**

● #2. Transmission of Covid-19 virus to people from used PPE, cleaning equipment or waste.

Pre Control Scoring (Likeliness x Severity = Risk)

L	S	R
3	5	**15**

Consequence

Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating scored based on worst case outcome.

Control Measures

» When removing PPE worn for cleaning an area where someone with suspected Covid-19 has been, this should be disposed of by double bagging the removed PPE, then store it securely for 72 hours, then throw it away in the regular waste recepticle.

» Waste cleaning materials from cleaning an area where someone with suspected Covid-19 has been, should be disposed of by double bagging, then store it securely for 72 hours, then throw it away in the regular waste recepticle.

» Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.

Final Risk Scoring (Likeliness x Severity = Risk)

L	S	R
2	5	**10**

Signature:

Appendix 5 – Risk Assessment Evacuation and Lockdown

Risk Assessment

Title: Covid-19 Transmission by Proximity - In Emergency Situations

Internal Ref: 10
External Ref: Evacuation and Lockdown

c/o UTC Plymouth Park Avenue
Devonport
Plymouth
PL1 4RL
ian.carnwell@reachsouth.org
|

General Information

Assessors Name: Gary Musson
Assessment Date: 14/05/2020
Next Review Date: 11/06/2020

Affected Parties:
» Employees » Pupils

Risk Matrix

5. Extreme	5 (LOW)	10 (MED)	15 (MED)	20 (HIGH)	25 (HIGH)
4. Major	4 (LOW)	8 (MED)	12 (MED)	16 (MED)	20 (HIGH)
3. Minor	3 (LOW)	6 (MED)	9 (MED)	12 (MED)	15 (MED)
2. Limited	2 (LOW)	4 (LOW)	6 (MED)	8 (MED)	10 (MED)
1. Trivial	1 (LOW)	2 (LOW)	3 (LOW)	4 (LOW)	5 (LOW)
	1. Unlikely	2. Rarely	3. Occasional	4. Frequent	5. Inevitable

RATING

HIGH RISK	Intolerable - Do not start
MED RISK	Tolerable - Reduce ALARP. Review
LOW RISK	Tolerable - Monitor. Review a

● **#1. Transmission of Covid-19 virus from person to person by being in close proximity during emergency evacuation or lockdown.**

Pre Control Scoring (Likeliness x Severity = Risk)

L	S	R
4	5	**20**

Consequence
Consequence may differ from person to person, severity ranging from being asymptomatic to death. Severity rating scored based on worst case outcome.

Control Measures
» During an emergency evacuation, social distancing measures may be ignored until persons arrive safely at the muster point. Once at the muster point, social distancing measures to be re-established. Floor markings will be laid to assist. When it is deemed safe to re-enter the building, social distancing must be maintained.

» Should an incident occur that requires a lockdown to be initiated, initially all pupils and teaching staff are to remain in their classrooms (maintaining social distancing) unless told otherwise by the head teacher. The head teacher must ensure that the police are informed at the earliest opportunity, and their advice is followed. When it is safe to do so, the head teacher must ensure that the Trust are notified of the incident.

Final Risk Scoring (Likeliness x Severity = Risk)

L	S	R
2	5	**10**

Signature:

Appendix 6 – School Commencing Operation Beyond Provider of EduCare Safety Checklist

School Commencing Operation Beyond Provider of EduCare Safety Checklist – all assessed within a week of opening (and on the day of opening, where required by the guidance set out in the Learning Environment Manual)	
General Safe Operation	Complete Y / N or NA
Has the building any signs of structural deterioration, vandalism or damage?	
Is the fire alarm panel operational and indicating normal?	
Has a fire alarm received a successful test?	
Are any required whistles, gongs or air horns in place?	
Are all fire exits easy to open and clear of obstruction?	
Are all fire escape routes clear?	
Are all fire doors, fire shutters and fire curtains clear and operational?	
Are all electronic release mechanisms on escape doors working correctly and fail safe in the open position?	
Are fire extinguishing devices in place, clearly visible and in good operable condition?	
Are any external escape stairs safe and operable?	
Do all internal self-closing fire doors work correctly?	
Is the site entrance, exit and any fire hydrants free of obstruction?	
Are sprinklers systems operational (if present)?	
Are all emergency lights in good condition and indicating as operational?	
Are panic and accessible toilet alarms working?	
Have water hygiene measures been strictly followed as the written scheme of control and as issued document EduCare Estates Management 01-04-20?	
Is hot water present at hot water outlets?	
Is cold water present at cold-water outlets?	
Have temperature checks been taken at all water outlets?	
Visual check of exposed pipework	
Where boilers have been switched off, have they been bought back in use as issued document EduCare Estates Management 01-04-20?	
Have air-conditioning units been switched off until they can be serviced to ensure safety when put back into use?	
Is the gas supply to the school present?	
Are all timers still operating and correctly set (not altered by power interruption)?	
Have visual checks been carried out of exposed gas pipes and gas appliances?	
Have visual checks been carried out of electrical installations to ensure they are free of damage?	
Are telephone lines operational?	
Is the internet connected?	
Is kitchen equipment safe to operate?	
Are ventilation systems operable?	
Are lifts no more than 3 months beyond service date and operable?	
Is the EICR (Electrical Installation Condition Report) no more than 3 months overdue inspection?	
Is any visible asbestos containing material as identified by the current Asbestos Management Survey showing any signs of deterioration?	
Are there any slip or trip hazards?	

Has the building or site any signs of rodent or insect infestation?	
Has work equipment including emergency stops and guarding been inspected or tested?	
Are trees in good condition and free of any obvious deterioration?	
Is the perimeter fence secure?	
Social Distancing	
Is signage fixed at the school gate to request social distancing by all site occupants? *P*	
Is signage fixed in the reception area to request social distancing by all building occupants? *P*	
Are all teaching spaces marked with a 2m grid by tape on the floor and seating arranged accordingly? *P*	
Are all circulation spaces marked every 2m with tape on the floor? *P*	
Has signage been affixed in key locations to define safe circulation? *P*	
Has a one-way system been implemented if possible?	
Have maximum occupancy numbers of spaces been displayed on their entrance doors?	
Has the fire assembly point been marked to achieve social distancing? *P*	
Is your fire assembly area able to accommodate your proposed building occupancy numbers?	
Isolation Spaces	
Are you able to provide 1 – 3 dedicated isolation spaces?	
Are these spaces clearly identified as isolation spaces only? *P*	
Infection Prevention and Management	
Is there a sign in Reception showing Coronavirus symptoms to look out for? *P*	
Is hand sanitiser available in the reception area?	
Is hand sanitiser or anti-bacterial soap available in other areas as appropriate?	
Are parent / carer contact details up-to-date?	
Where risk assessment requires, is the appropriate PPE available?	
Are staff trained to use PPE where required?	
Catering	
Are arrangements in place for all building occupants to either bring in their own packed lunch or to be provide with a packed lunch?	
Can the catering team deliver the lunch requirements whilst maintaining social distancing?	
Cleaning	
Have all areas to be occupied received a thorough clean?	
Are sufficient cleaners arranged to undertake ongoing or reactive cleaning?	
Are sufficient cleaning materials available?	
Are hand wash stations established?	
Evacuation and Lockdown	
Are staff all aware of the evacuation procedure?	
Are all staff aware of the lockdown procedure?	
Are the means to raise a lockdown alert available and operable?	
P denotes where photographic evidence will be required	