

## Risk Assessment and Arrangements Relating to the Continued Safe use of School Buildings and Transport

1. **Section/Service/Team:** Shaw Education Trust staff
2. **Assessor(s):** BCP Critical Incident Team (JM, PH, HT, JY, PP, GL, SM, DP)
3. **Description of Task/Activity/Area/Premises etc.:**

The government requires that schools remain open in order to provide childcare to vulnerable children and the children of key workers.

This document determines how Shaw Education Trust will ensure that school buildings remain open, in a safe manner and will protect the safety of those associated with carrying out this function.

*To be read in conjunction with SET issued "Guidance returning to the Workplace"*

### **NOTE: INTERPRETATION AND APPLICATION OF GOVERNMENT ADVICE (issued 19<sup>th</sup> March 2020)**

#### Government advice;

"schools to remain open only for those children who absolutely need to attend", "it is important to underline that schools"... "remain safe places".

#### Identification of Key Workers;

"Education and childcare; This includes childcare, support and teaching staff, social workers and those specialist education professionals who must remain active during the COVID-19 response to deliver this approach."

#### Interpretation;

SET schools are to remain open, where there is a need to deliver childcare provision to children of key workers and vulnerable children. Any SET staff employed to deliver teaching or supporting schools to remain open in a safe manner, shall be deemed a key worker.

### **Essential Works/Tasks/Visits**

#### Include, although not limited to;

Pupil supervision, management of post, receiving deliveries, building maintenance, supervision/management of contractors, cleaning, responding to/supporting with H&S incidents, catering provision, site security (opening and closing of buildings) , grounds maintenance, planned preventative maintenance (i.e. statutory service, testing and inspections).

What is the Risk?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed (date & sign)	What is the risk rating – H, M, L? See section 5
<p>There is a risk of individuals contracting and/or spreading COVID-19.</p> <p><u>General Working Arrangements</u></p>	<p>SET staff who are required to work in or make visits to schools.</p> <p>Visitors to SET schools.</p> <p>Pupils within SET schools.</p> <p>Contractors required to work in SET schools.</p>	<ul style="list-style-type: none"> <li>• Staff showing symptoms of the virus are to self-isolate for 7 days</li> <li>• Staff living with someone showing symptoms are to self-isolate for 14 days</li> <li>• Staff in high risk groups identified and instructed to stay at home: <ul style="list-style-type: none"> <li>- over 70</li> <li>- long term conditions</li> <li>- Pregnant</li> <li>- Underline health conditions</li> </ul> </li> </ul> <p style="text-align: center;"><b>Refer to Appendix 1.</b></p>	<p><b>6. High</b></p>	<ul style="list-style-type: none"> <li>• All schools must have hand sanitizer available for staff, pupils and visitors.</li> <li>• Arrangements should be made and resources purchased to enable those staff who are able to work from home to do so.</li> <li>• All face-to-face meetings are to be substituted for conference calls where possible. In the event that meeting do need to take place in person, these should be conducted in accordance with the Social Distancing guidance i.e. no closer than 2m</li> <li>• Where possible, staff should try to work in separation from other staff/visitors within school. Where this is not possible, a minimum distance of 2m must be maintained from any other persons.</li> </ul>	<p>All SET Principals and line managers are required to:</p> <p>a) share this risk assessment with ALL staff</p> <p>and</p> <p>b) ensure that measures are in place to deliver and comply with these working arrangements.</p>	<p><b>3. Medium</b></p>

<p>There is a risk of individuals contracting and/or spreading COVID-19.</p> <p><u>Cleaning Arrangements</u></p>	<p>SET staff who are required to work in or make visits to schools.</p> <p>Visitors to SET schools.</p> <p>Pupils within SET schools.</p> <p>Contractors required to work in SET schools.</p>	<ul style="list-style-type: none"> <li>• Continue with normal cleaning regimes.</li> <li>• Ensure that all toilet/bathroom facilities are well stocked.</li> <li>• Ensure that cleaners’ resources are adequate and are effective against Coronavirus.</li> <li>• Door handles, doors, toilets and “touch points” are cleaned at the start and end of each school day and at regularly intervals throughout the day especially following busy periods e.g. break times, lunch times, etc..</li> <li>• Paper hand towels are regularly re-filled.</li> <li>• Provide hand sanitiser stations for reception area, outside dining room and at key locations throughout the school.</li> </ul> <p style="text-align: center;"><b><i>Refer to Appendix 2.</i></b></p>	<p>6. High</p>	<ul style="list-style-type: none"> <li>• Where a school has been closed, on the advice of Public Health England (in accordance with government and Trust guidance). The school must remain locked and inaccessible for a minimum period of 72 hours, following, which, increased cleaning regimes, must be implemented in accordance with appendix 2.</li> <li>• Staff using their own vehicles to travel to and from sites, shall wipe down the vehicle with sanitizing wipes before any journey (refer to Travel Arrangement section of this risk assessment).</li> </ul>	<p>All SET Principals and line managers are required to:</p> <p>a) share this risk assessment with ALL staff</p> <p>and</p> <p>b) ensure that measures are in place to deliver and comply with these working arrangements.</p>	<p>3. Medium</p>
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<p>There is a risk of individuals contracting and/or spreading COVID-19.</p> <p><u>Travel Arrangements</u></p>	<p>SET staff who are required to work in or make visits to schools.</p> <p>Visitors to SET schools.</p> <p>Pupils within SET schools.</p> <p>Contractors required to work in SET schools.</p>	<ul style="list-style-type: none"> <li>All unnecessary (i.e. non-essential) travel is to be avoided.</li> <li>The use of school minibuses is to be avoided where possible (refer to appendix 4 and 5).</li> </ul> <p><i>Refer to Appendices 4 and 5.</i></p>	<p>6. High</p>	<ul style="list-style-type: none"> <li>All non-school based staff intending to visit a school (i.e. where the journey is essential) <b>MUST</b> contact the school in advance in order to identify any site-specific arrangements including access rules.</li> <li>All visiting staff are required to adhere to site-specific requirements.</li> <li>Staff using their own vehicles to travel to and from sites, shall wipe down the vehicle with sanitizing wipes before any journey and in-between any subsequent journeys.</li> <li>Where the use of a school minibus is essential, e.g. transferring pupils to “hub schools”, schools are required to follow guidance provided within appendices 4 and 5.</li> </ul> <p><b>No visits shall be made to the Specialist Provisions without approval from the associated Regional Director.</b></p>	<p>All SET Principals and line managers are required to:</p> <p>a) share this risk assessment with ALL staff</p> <p>and</p> <p>b) ensure that measures are in place to deliver and comply with these working arrangements.</p>	<p>3. Medium</p>
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<p>There is a risk of individuals contracting and/or spreading COVID-19.</p> <p><u>School Maintenance Works including Statutory Compliance</u></p>	<p>SET staff who are required to work in or make visits to schools.</p> <p>Visitors to SET schools.</p> <p>Pupils within SET schools.</p> <p>Contractors required to work in SET schools.</p>	<ul style="list-style-type: none"> <li>• All statutory service, testing and maintenance must continue unless a school is closed due to contamination, in which case the service visits shall be re-booked to immediately follow reopening.</li> <li>• Regular maintenance undertaken by the site teams shall continue and measures implemented in order to ensure compliance with the governments Social Distancing requirements.</li> </ul> <p><b><i>Refer to Appendix 3.</i></b></p>	<p>3. Medium</p>	<ul style="list-style-type: none"> <li>• Where it has been necessary for a school to close, guidance provided within appendix 3 shall be followed.</li> <li>• Where an item of equipment has not been serviced in accordance with the prescribed frequency, this equipment must be removed from service.</li> </ul>	<p>All SET Principals and line managers are required to:</p> <p>a) share this risk assessment with ALL staff</p> <p>and</p> <p>b) ensure that measures are in place to deliver and comply with these working arrangements.</p>	<p>2. Low</p>
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<p>There is a risk of individuals contracting and/or spreading COVID-19.</p> <p><u>School Building Works</u></p>	<p>SET staff who are required to work in or make visits to schools.</p> <p>Visitors to SET schools.</p> <p>Pupils within SET schools.</p> <p>Contractors required to work in SET schools.</p>	<ul style="list-style-type: none"> <li>In line with Public Health England advice, <b>only</b> works which can be carried out in full compliance with the Construction Leadership Councils, Site Operating Procedures may be carried out. (appendix 6). This relates to external contractors and in-house site teams.</li> </ul> <p><b>Definitions</b></p> <p>Essential Works; Works, which are necessary to ensure that the school is able to remain open and operate in a safe manner.</p> <p>Building Works; Any work associated with the building fabric, grounds or infrastructure, this includes;-</p> <ul style="list-style-type: none"> <li>- Decorating</li> <li>- ICT</li> <li>- Wiring</li> <li>- Plumbing</li> <li>- Building/construction</li> <li>- Grounds work</li> <li>- Carpet fitting / floor laying</li> <li>- Security</li> </ul> <p><b>Refer to Appendix 6.</b></p>	<p>4. Medium</p>	<ul style="list-style-type: none"> <li>Where projects are already underway i.e. commenced prior to Coronavirus Lockdown, schools should contact the Director of Estates to seek further advice.</li> </ul> <p><b>In order to ensure that all works carried out comply fully with Construction Leadership Councils, Site Operating Procedures (appendix 6), school wishing to undertake construction projects employing external contractors are required to seek approval from the Director of Estates, Pete Potts</b></p>	<p>All SET Principals and line managers are required to:</p> <p>a)share this risk assessment with ALL staff</p> <p>and</p> <p>b) ensure that measures are in place to deliver and comply with these working arrangements.</p>	<p>2 Low</p>
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<p>There is a risk of individuals contracting and/or spreading COVID-19.</p> <p><u>The use of Ventilation, Extraction and Air Conditioning Systems including Portable Desk and Floor Mounted Fans.</u></p>	<p>SET staff who are required to work in or make visits to schools.</p> <p>Visitors to SET schools.</p> <p>Pupils within SET schools.</p> <p>Contractors required to work in SET schools.</p>	<p>There are predominately 2 types of ventilation/air conditioning systems within SET schools, those which are intended to “move air around” and those designed to introduce outside air.</p> <p>The former i.e. systems which only move air around may cause small particles (&lt;5microns), caused by coughing or sneezing to remain airborne for longer and travel longer distances.</p> <ul style="list-style-type: none"> <li>• Portable fans including desk mounted, floor standing should be removed from service.</li> <li>• Ventilation systems which do not include the addition of outside air should be turned off.</li> <li>• Ventilation systems which include the addition of outside air may continue to be used however must not be used on “recirculation” only.</li> </ul>	<p>3. Medium</p>	<ul style="list-style-type: none"> <li>• Remove portable fans.</li> <li>• Turn off any air conditioning systems which only recirculate air.</li> <li>• Adjust air conditioning system to prevent operating on recirculation</li> <li>• Extract fans (e.g. toilets, changing rooms, etc.) to be left running, constantly if possible.</li> </ul> <p>Most ventilation systems in use within SET schools include the addition of outside air, however, if you are unsure or require operating advice, please contact the Trusts nominated service contractor Mitie Engineering: <a href="mailto:Andrew.jones@mitie.com">Andrew.jones@mitie.com</a>  Tel. 07468 471999  M.I.T.I.E Engineering Maintenance Ltd  Unit 12  The Courtyard,  Roman Way  Coleshill  B49 1HQ  Help Desk. 0161 423 6963  Email mtfm.helpdeskmids@mitie.com  Contract Ref: 7377</p>	<p>All SET Principals and line managers are required to:</p> <p>a)share this risk assessment with ALL staff</p> <p>and</p> <p>b) ensure that measures are in place to deliver and comply with these working arrangements.</p>	<p>2. Low</p>
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<p>There is a risk of individuals contracting and/or spreading COVID-19.</p> <p><u>Grounds Maintenance and Grass Cutting</u></p>	<p>SET staff who are required to work in or make visits to schools.</p> <p>Visitors to SET schools.</p> <p>Pupils within SET schools.</p> <p>Contractors required to work in SET schools.</p>	<p>Hay fever is very common and we are now in the “pollen season”.</p> <p>This is likely to increase the potential for Hay fever sufferers to experience increased symptoms, including sneezing, which we also know spreads Coronavirus when generated from an infected person.</p> <ul style="list-style-type: none"> <li>• Grounds maintenance and grass cutting should be planned to minimise the risk of increasing symptoms of hay fever sufferers.</li> </ul>	<p>3. Medium</p>	<ul style="list-style-type: none"> <li>• Plan the grass cutting to be carried out at a time which will have less impact on Hay fever sufferers, e.g. at the end of the school day, Friday afternoon, weekends, out of hours, etc.</li> <li>• Identify staff who suffer with Hay fever as it may be possible to coordinate the work when these staff are out of school.</li> <li>• Ensure that windows and doors are closed during grass cutting.</li> <li>• Review/reduce the frequency of grass cutting.</li> </ul>		<p>2. Low</p>
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<p>There is a risk of individuals contracting and/or spreading COVID-19.</p> <p><b><u>HQ staff only</u></b> <b><u>Returning to HQ</u></b></p>	<p>SET Core Team, based at HQ office (Kidsgrove Secondary School)</p> <p>Visitors to SET HQ offices.</p> <p>Pupils within Kidsgrove Secondary School</p>	<p>Government advice continues to be paramount in SET Coronavirus related guidance and risk assessments.</p> <p>The Trust are also mindful of the mental wellbeing of colleagues who have been working from home for a number of months.</p> <p>Staff continue to be supported to work from home, however, in addition, a phased programme to return to the office environment of the HQ is being implemented.</p> <p>All risk mitigation measures, previously outlined within this document continue to be in place.</p>	<p>3. Medium</p>	<p style="text-align: center;"><b>Pre Return</b></p> <p><u>Office Adaptations</u></p> <ul style="list-style-type: none"> <li>• Reposition desks to avoid face to face and comply with social distancing requirements</li> <li>• Remove desk fans</li> <li>• Introduce separate office entrance and exit routes to avoid crossing on stairs. <ul style="list-style-type: none"> <li>- Entrance – stairwell adjacent to wc’s</li> <li>- Exit – stairwell closest to reception</li> </ul> </li> <li>• Install hand sanitizer dispenser at reception, SET entrance, exit and kitchen.</li> <li>• Issue personal hand sanitizer to all staff.</li> <li>• Introduce clear desk policy</li> <li>• Reduce mtg room capacity by 50% (i.e. 6 persons max).</li> <li>• Identify delegate positions on conference table.</li> <li>• Install barrier matting at office entrance and exit</li> </ul>	<p>All SET, Core Team, line managers are required to:</p> <p>a)share this risk assessment with ALL staff</p> <p>and</p> <p>b) ensure that measures are in place to deliver and comply with these working arrangements.</p>	<p>2. Low</p>
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				<ul style="list-style-type: none"> <li>• Remove soft seating</li> <li>• Remove all non-essential items from office</li> <li>• Remove communal kitchen equipment (i.e. crockery and cutlery).</li> <li>• Install closed top pedal bins.</li> </ul> <hr/> <p style="text-align: center;"><b>Post Return</b></p> <p><u>Working Arrangements</u></p> <ul style="list-style-type: none"> <li>• All staff to comply with school Coronavirus risk assessment and working procedures.</li> <li>• Operation of phased rota'd return.</li> <li>• Stagger staff start/finish times.</li> <li>• Avoid sharing resources including computers, pens, notebooks, keyboards, etc.</li> <li>• Mark resources to identify owner.</li> <li>• No non-essential visitors should be allowed in the SET office.</li> <li>• Avoid non-essential face-to-face meetings. (if essential a) try to hold meeting in open space or b)</li> </ul>		
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				<p>ensure that no more than 6 persons in conference room)</p> <ul style="list-style-type: none"> <li>• No personal deliveries to be made to HQ</li> </ul> <p><u>Catering</u></p> <ul style="list-style-type: none"> <li>• Staff should bring own lunch, snacks, etc.</li> <li>• Provide own crockery and cutlery</li> <li>• No refreshments will be provided for meetings</li> <li>• Restrict kitchen to 1 person at a time.</li> <li>• Staff to make their own drinks only</li> <li>• In the event of meetings, use disposable cups only.</li> </ul> <p><u>Cleaning</u></p> <ul style="list-style-type: none"> <li>• Cleaners will sanitize all desks at the end of each day</li> <li>• Staff to sanitize own work space at the start and end of each day.</li> <li>• All surfaces to be kept clear including desks, bookshelves.</li> </ul>		
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				<ul style="list-style-type: none"> <li>• Nominate daily <b>“hygiene steward”</b> to regular sanitize touch points;             <ol style="list-style-type: none"> <li>1) All door handles inside and outside</li> <li>2) All lift panels inside and outside</li> <li>3) Taps</li> <li>4) Soap and towel dispensers</li> <li>5) Table surfaces</li> <li>6) Microwave contact surfaces</li> <li>7) Printers and photocopy machines</li> <li>8) All equipment and utensils in copy rooms</li> <li>9) All equipment and utensils in copy room</li> </ol> </li> <li>• Where meetings are necessary sanitize areas before and after (allow 15 mins before and after)</li> </ul> <p><u>Staff WCs</u></p> <ul style="list-style-type: none"> <li>• WC’s are restricted to one person at a time.</li> <li>• If you enter WC and some is already in, wait outside or find an alternative wc.</li> <li>• Signs to go on doors.</li> </ul> <p><u>School Reception Signing-in</u></p> <ul style="list-style-type: none"> <li>• Sanitize using wall dispenser</li> </ul>		
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				<ul style="list-style-type: none"><li>• Complete on screen signing in</li><li>• Sanitize again using wall dispenser</li></ul> <p><u>Signage</u></p> <ul style="list-style-type: none"><li>• Install following signs<ol style="list-style-type: none"><li>1) Revised entrance exit notices</li><li>2) Kitchen 1 person only</li><li>3) Conference room 6 persons max.</li><li>4) WC procedures</li></ol></li></ul>		
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4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User

5. Risk Rating (The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first)

		Potential severity of harm <i>(this may injury, loss or damage)</i>		
		Minor Harm 1	Moderate Harm 2	Serious Harm 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Low 2	Medium 3
	Unlikely 2	Low 2	Medium 4	High 6
	Likely 3	Medium 3	High 6	High 9

Risk Rating	Action Priority
High (6-9)	Immediate action required
Medium (3-4)	Actions to control the risk must now be considered and steps to manage the risk until control measures can be provided must implemented.
Low (2)	Implement reasonable control measures and monitor.
Trivial (1)	No action required unless level of harm or likelihood changes.

6. Assessment Assessor/s : PP,JM,HT,JY,GL,SM, DP, PP

Approved by (print name): P K Potts

Approved by (signature): *P K Potts*

Date Assessed: 22/04/20

Review Date: 20/7/2020

### 7. Communication and Review

Revised 15/6/2020 to include guidance re. fans and ventilation, grass cutting: 25/6/2020 returning to HQ procedurres

All SET Principals and line managers are required to share this risk assessment with ALL staff and ensure that measures are in place to deliver and comply with these working arrangements.

## **Appendix 1. Guidance for schools, childcare providers, colleges and local authorities in England on maintaining educational provision (Published 19 March 2020)**

As a country, we all need to do what we can to reduce the spread of the COVID-19 virus.

That is why the government has given clear guidance on [self-isolation](#), [household isolation](#) and [social distancing](#).

And the most recent scientific advice on how to further limit the spread of COVID-19 is clear. If children can stay safely at home, they must, to limit the chance of the virus spreading.

That is why the government has asked parents to keep their children at home, wherever possible, and asked schools to **remain open** only for those children who absolutely need to attend.

It is important to underline that schools, all childcare settings (including early years settings, childminders and providers of childcare for school-age children), colleges and other educational establishments, **remain safe places** for children. But the fewer children making the journey to school, and the fewer children in educational settings, the lower the risk that the virus can spread and infect vulnerable individuals in wider society.

Schools, and all childcare providers, are therefore being asked to continue to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the Covid-19 response and cannot be safely cared for at home.

Vulnerable children include children who are supported by social care, those with safeguarding and welfare needs, including child in need plans, on child protection plans, 'looked after' children, young carers, disabled children and those with [education, health and care \(EHC\) plans](#).

We know that schools will also want to support other children facing social difficulties, and we will support head teachers to do so.

Parents whose work is critical to the COVID-19 response include those who work in health and social care and in other key sectors outlined below. Many parents working in these sectors may be able to ensure their child is kept at home. And every child who can be safely cared for at home must be.

Please, therefore, follow these key principles:

1. If it is at all possible for children to be at home, then they must be.
2. If a child needs specialist support, is vulnerable or has a parent who is a critical worker, then educational provision will be available for them.
3. Parents should not rely for childcare upon those who are advised to be in the stringent social distancing category such as grandparents, friends, or family members with underlying conditions.
4. Parents must also do everything they can to ensure children are not mixing socially in a way which can continue to spread the virus. They must observe the same social distancing principles as adults.
5. Residential special schools, boarding schools and special settings continue to care for children wherever possible.

If your work is critical to the COVID-19 response, or you work in one of the critical sectors listed below, and you cannot keep your child safe at home then your children will be prioritised for education provision:

### **Education and childcare**

This includes childcare, **support and teaching staff**, social workers and those specialist education professionals who must remain active during the COVID-19 response to deliver this approach.

## Appendix 2. Shaw Education Trust, Coronavirus Cleaning Advice for Schools

This document should be read in conjunction with Shaw Education Trusts Coronavirus FAQs and refers to necessary cleaning procedures, which should be undertaken, following any school closure as a result of Coronavirus.

There is generally no requirement for specialist cleaning contractors to be employed, as most SET schools will have sufficient resources and capabilities to undertake the necessary cleaning tasks detailed below using their own staff or current providers. Cleaning should not be undertaken for at least 72 hours after initial school closure.

In the exceptional circumstances where specialist providers are required, they will often complete cleaning to standards above the national guidance and it will mean closure of the setting for many more additional days. Schools should therefore seek approval from the Director of Estates, Health and Safety and Compliance (Pete Potts) before instructing.

Please take the time to read this document and the Government materials available to assist you.

The attached link [Department for Education advice on cleaning](#) should be followed if there is a suspected or confirmed case of COVID-19 in an educational setting.

### Overview of Recommendations

- Cleaning should be conducted at least 72 hours after initial closedown.
- Coronavirus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath.
- It is highly unlikely that educational settings will be heavily contaminated and therefore they will not require exceptional cleaning measures or additional personal protective equipment.
- Cleaning can be with usual detergent and using usual infection control procedures.

### Prevention

For the duration of the national Coronavirus outbreak, schools should:

- Reinforce the importance of good hand hygiene and ensure access to adequate supplies of soap and water or alcohol hand gel as an alternative.
- Consider increasing routine cleaning standards and prioritising high contact areas such as bathrooms, kitchens, dining spaces, touch points and door handles.
- Make sure that staff know and understand your local Infection Control Procedures.
- Consider running refresher training to raise awareness and support improvement in practices.
- Review any cleaning products and PPE that might be required in the event of a case of Coronavirus and ensure that you have adequate supplies and that staff know how to use them.

### Cleaning in the event of a confirmed case of Coronavirus

- All surfaces that the case has come into contact with must be cleaned thoroughly using disposable cloths and household detergents, according to current recommended workplace legislation and practice, **followed by cleaning with a chlorine-based disinfectant, in the form of a solution at a minimum strength of 1,000ppm available chlorine.**
- All potentially contaminated high-contact areas, such as bathrooms, kitchens, dining spaces, touch points and door handles, must be cleaned thoroughly using disposable cloths and household detergents, according to current recommended workplace legislation and practice, **followed by cleaning with a chlorine-based disinfectant, in the form of a solution at a minimum strength of 1,000ppm available chlorine.**
- Public areas that a case has passed through and spent minimal time in (such as corridors) and which are not visibly contaminated with body fluids do not need to be specially cleaned.
- Once completed ensure that you continue with more frequent routine cleaning and disinfection of high contact areas (at least twice per day).



### **Cleaning in the event of a suspected case of Coronavirus**

- Coronavirus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath.
- All surfaces that the case has come into contact with must be cleaned thoroughly using disposable cloths and household detergents, according to current recommended workplace legislation and practice.
- All potentially contaminated high-contact areas must be cleaned thoroughly using disposable cloths and household detergents, according to current recommended workplace legislation and practice, such as bathrooms, kitchens, dining spaces, touch points and door handles.
- Public areas that a case has passed through and spent minimal time in (such as corridors) and which are not visibly contaminated with body fluids do not need to be specially cleaned.

### **What to wear whilst cleaning**

- Cleaning staff should use disposable gloves and aprons when completing the cleaning.
- This link provides guidance on PPE safe use.

<https://www.hse.gov.uk/skin/posters/glovesingleuse.pdf>

<https://www.hse.gov.uk/skin/posters/glovesreuse.pdf>

- Please also refer to the cleaning products' manufacturer's instructions and the COSHH information regarding any other PPE requirements.

### **How to dispose of waste**

- All waste that has been in contact with the case, including used tissues and single use cleaning material, should be put in a plastic rubbish bag and tied.
- The plastic bag should then be placed in a second bin bag and tied. It should be put in clinical waste if available at the site otherwise dispose in normal waste.

### **Appendix 3. Shaw Education Trust, Coronavirus School Closure and Reopening Information**

Whilst there is currently no national or SET advice to close schools unnecessarily, please ensure that you are familiar with the following requirements should closure be necessary.

#### **Fire Alarms and Intruder Alarm Monitoring**

Most intruder alarms and fire alarms will be connected to an Alarm Receiving Centre. You should review your key holder arrangements and escalation procedures, ensuring that you have sufficient people designated as key holders. You should also ensure that the Alarm Receiving Centre has been updated with all current key holder contact details (i.e. who should be contacted in the event of an alarm activation).

#### **Ongoing Planned Preventative Maintenance (service and testing)**

Where it is safe to do so, (i.e. building is safe to enter) regular planned preventative maintenance should continue as normal.

#### **Fire Alarm and Emergency Lighting Testing**

Where a school has been closed for more than 1 week, normal user tests of the fire alarm and emergency lights should be conducted prior to re-occupation. This should be conducted by the respective in house staff and will not need to be a specialist contractor unless the systems fail, following which the nominated service contractor, should be contacted.

Fire Safety Policy can be found on SET Starting Point:-

<http://www.shaw-education.org.uk/uploads/policies/Health%20and%20Safety%20Policies/Fire%20Safety%20Policy%202020-2022.pdf>

#### **Water Hygiene**

In the event of a school closure, it is advisable to drain down water systems, drinks dispensers and water heaters. It is accepted, however that this may not always be possible within given timescales. It is important however that all water systems must be safe before school reoccupation. The following regimes must therefore be followed before returning the building to use which must be completed as near to but at least two hours before reoccupation to ensure the hot water temperatures are reinstated and microbial growth is prevented.

##### Short Periods of Closure (Less Than Two weeks)

Flush all cold outlets for a minimum of two minutes and hot outlets for 30 seconds to ensure that fresh water is drawn into the system.

##### Medium Term Closure (Two weeks to Two Months)

Flush all outlets for a suitable period to ensure that the entire system is turned over and replenished with fresh water.

##### Long Term Closure (Greater Than Two Months)

If a building is closed for a significant period of time, the system should be isolated to prevent accidental flooding but not be drained down as this may permit increased microbial growth. To return the system to use, the system should be recommissioned as though it were new i.e. thoroughly flushed, cleaned and disinfected before being returned to use. If a system requires cleaning and/or disinfecting prior to being used, this process should be carried out by a competent person as the levels of disinfectant must be carefully controlled. Airlocks may occur within gravity fed systems that will require removal if they have been drained down and refilled.

Water Systems Safety Policy can be found on SET Starting Point:-

<http://www.shaw-education.org.uk/uploads/policies/Health%20and%20Safety%20Policies/Water%20System%20Safety%20Policy%202020-2022.pdf>

## Swimming Pools

Where it is possible for site staff to safely enter the building, normal maintenance regimes should continue. In the event of pools being unattended for any increased period (no greater than 1 week), the following advice is to be followed.

- Leave all systems running (pumps, filters, dosing, etc.)
- Ensure that automatic dosing systems are topped up.
- Where UV filters are in situ, these should be turned off as UV can reduce the effectiveness of Chlorine.
- Manual systems should be “shock dosed” before closing the school.

## Reoccupation

- Prior to returning the pool to use, normal local maintenance regimes should be reinstated.
- Microbiological tests should be conducted and acceptable results received before the pool is returned to use (please be aware, this could take several days).

Further advice is available from the Trusts nominated swimming pool contractors

Total Leisure 01457 862750 [info@totalleisureengineering.co.uk](mailto:info@totalleisureengineering.co.uk)

## General Building Maintenance

The Trusts respective service and maintenance contractors have in place their own business continuity plans and will therefore be available to support schools during any close down periods.

Details of the nominated service and maintenance contractors can be found on the Entrust SLA online portal:-

<https://secure2.sla-online.co.uk/default.aspx?logo=45>

## Additional Site Measures

In order to prepare for an extended period of closure schools should also carry out the following actions:-

- All combustible waste should be removed from the building.
- All dustbins and skips should be empty and secured well away from the building. If a lockable bin store is available, it should be used.
- All fire doors and internal doors should be fully closed to prevent any spread of fire.
- All windows should be locked shut.
- Turn off electrical and gas appliances, which will not be used during the close down period.
- Isolate gas supplies in workshops and laboratories.
- Unplug non-essential electrical appliances.
- Valuable equipment should be placed in secure stores.
- Blinds should be closed so that equipment cannot be seen.
- The mirrors on all overhead projectors should be folded down.
- Meter rooms, boiler rooms and electrical switch rooms must be kept locked shut and not be used to store any combustible materials.
- Any storerooms containing combustible materials should be locked.
- The intruder alarm should be set.
- Any external items that could be pushed up to the school building and used to gain access to flat roofs or first floor windows should be secured in position or removed.
- All agencies using the school for lettings must be notified so that access to the premises is restricted at all times.
- School gates should be locked shut.
- Additional security risks are introduced where external scaffolding has been erected for maintenance purposes. Always ensure that any ladders, steps or other access equipment are removed or locked off at the end of each day to prevent access to floors above ground level.
- Whilst only entering the building if safe to do so, site supervisors should make regular checks of the school site to ensure that fire prevention and security precautions are maintained. Suspicious circumstances should be immediately reported to the police.
- Consider if it is necessary to implement specialist security patrols (i.e. appointment of private security companies to undertake regular checks). This should be based on local knowledge and risk profile. Contractors such as G4S are able to provide this service (please note, that there is currently no SET central

framework for this service, therefore schools will need to ensure their own compliance with the Trusts Delegated Accountability Framework and Procurement Policy)  
<https://www.g4s.com/en-gb/what-we-do/security-solutions/guarding-services>

If you have any questions or require further advice, please contact Pete Potts, Director of Estates, Health, Safety, and Compliance  
[peter.potts@shaw-education.org.uk](mailto:peter.potts@shaw-education.org.uk) 07852 221105

## Appendix 4. Coronavirus School Transport Procedures

In line with current government advice, all non-essential travel associated with our schools has now ceased. In order to ensure the ongoing provision of Educational settings to support those key workers children and vulnerable pupil groups identified by the government, it may be necessary to establish regional hubs.

In the event that this does become necessary, which will be communicated accordingly, it is Important to consider how pupils will access travel arrangements.

Where possible, parents and carers should be encouraged to deliver pupils to their nominated hubs directly. Alternatively, pupil's home-schools should ensure that a mini bus is available to transport pupils to their respective hub.

This document is intended to provide schools with guidance and advice relating to the safe operation and cleaning of school mini buses used to transport pupils during this uncertain period.

### What is a minibus and who can drive one?

A minibus is a motor vehicle with between 9 and 16 passenger seats

Drivers who hold a full D1 (or D) PCV entitlement can drive minibuses for hire or reward.

There are, however, circumstances when a driver can drive a minibus within the UK when they hold a car (category B) licence. These circumstances vary depending on when the driver passed their car driving test. If you passed your category B:

a) (car) driving test before 1 January 1997, you can drive a minibus that is not being used for hire or reward as these licences automatically include category D1 (101) (not for hire or reward) entitlement<sup>3</sup>. This means school staff with such a licence can drive a minibus carrying up to 16 passengers with no maximum weight restriction on the vehicle. Drivers with a D1 + E (101) (not for hire or reward) entitlement can tow a trailer over 750 kg.

b) driving test on or after 1 January 1997, you may drive a minibus that is not being used for hire and reward if the following conditions are met:

- you are over 21 and have held a category B licence for at least 2 years
- the minibus is used by a non-commercial body<sup>4</sup> for social purposes
- you receive no payment other than the recovery of your out of pocket expenses (e.g. fuel and parking costs)
- you provide the service on a voluntary basis
- the gross vehicle weight<sup>5</sup> of the minibus is not more than 3.5 tonnes (or 4.25 tonnes if including any specialist equipment to carry disabled passengers)
- you do not tow a trailer

### Training

Whilst the above clarifications provide guidance on individuals eligibility to drive a minibus, SET require that all nominated drivers attend a "minibus driver training course".

### Child car Seats and Booster Seats

Please refer to Shaw Education Trust Car Seat Belt Policy, attached.

### Insurance

Shaw Trust staff are insured to drive school minibuses provided that they hold suitable a suitable license (see previous paragraphs).

### Cleaning vehicles

- The following cleaning arrangements should be implemented before the first journey of each day and following every subsequent journey.
- All surfaces must be cleaned and disinfected, paying particular attention to

Steering Wheel  
Gear shift  
Controls  
Door handles  
Handrails  
Head rests  
Seat grab handles  
Seat backs  
Seat belts (tongue/buckle/webbing.)

- Note: - Using too much liquid can make interior fabrics damp, which will increase the likelihood that germs will collect and thrive
- Use disposable cloths or paper roll to clean all hard surfaces.
- On hard surfaces, use either (test on small area first):
  - A combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine
  - or
  - A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants
  - or
  - If an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses
- Avoid creating splashes and spray when cleaning.
- When items cannot be cleaned using detergents, steam cleaning should be used.
- Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of in accordance with government issued guidelines
- Make sure wet floors and surfaces are dried before passengers board.
- Maintain adequate ventilation both during cleaning and vehicle operation

### Vehicle Checks

All minibuses should be serviced and maintained in accordance with a set schedule. A pre-drive safety check should be conducted every day the vehicle is used and repeated whenever another driver takes over. This should be recorded and a copy left in the vehicle (SET Minibus daily checklist attached)

### Maintenance

All minibuses **must** be subject to regular safety inspections, including a brake test. These inspections are in addition to routine servicing and maintenance. Inspections are always time interval based – regardless of mileage.

The safety inspection interval should be based on vehicle age, mileage and the types of roads the vehicle is driven on. **It is strongly recommended that the interval does not exceed 13 weeks.** For vehicles 12 years or older, the interval **must not** exceed 6 weeks.

A written record of each safety inspection, including any rectification/repair work, should be supplied by the garage and retained by the organisation.

The organisation should satisfy itself that its chosen provider for safety inspections and rectification work is competent to carry them out. **It is the vehicle operator that carries ultimate responsibility for vehicle maintenance and roadworthiness.**

### Social Distancing

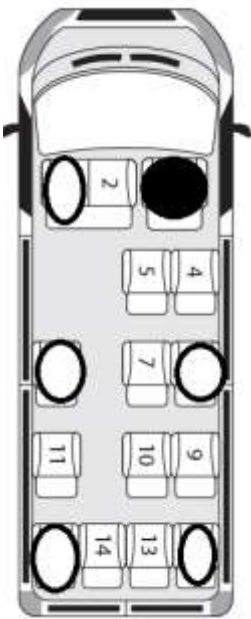
It is important to ensure that government “Social Distancing” guidance is maintained during school transportation. Schools will therefore need to assess the number and location of passengers in order to achieve the recommended 2m distancing zone.

### Staff Ratios

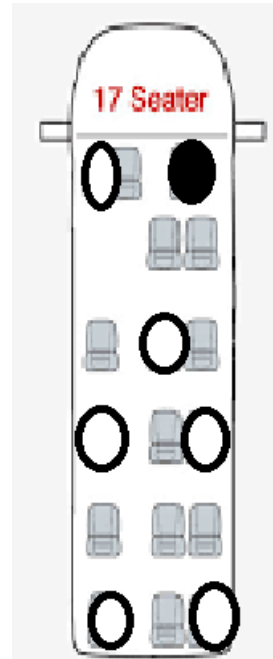
At least 2 members of staff should accompany each trip (in addition to the driver)

Note: This may require either additional vehicles or multiple journeys to achieve

Layout Example 1



Layout Example 2



**Appendix 5. Shaw Education Trust - School Minibus Daily Check List**

ITEM	Pass	Fail & Defect Noted	Action taken
Oil			
Coolant			
(Power) Steering			
Brake Fluid			
Screen Wash			
Tyre Pressures			
Tyre Wear			
Wipers			
Mirrors Clear/Adjusted			
Door Locks			
Windows clean			
Horn			
Reverse Alarm			
Seatbelts			
First Aid Kit			
Fire Extinguisher			
Lifts/Ramps			
PPE			
Spare Wheel, Brace, Jack.			
Bodywork			
Side Lights			
Dipped Beam			
Full Beam			
Tail Lights			
Brake Lights			
Fog Lights			
Indicators			
Reverse Lights			
Hazard Lights			
Checked by:	Name:	Signature:	



## Site Operating Procedures – Protecting Your Workforce

### Contents

Introduction

Self-Isolation

Procedure if Someone Falls Ill

Travel to Site

Site Access Points

Hand Washing

Toilet Facilities

Canteens and Eating Arrangements

Changing Facilities, Showers and Drying Rooms

Avoiding Close Working

Cleaning

### Introduction

Construction sites operating during the Coronavirus Covid-19 pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection.

This guidance is intended to introduce consistent measures on sites of all sizes in line with the Government's recommendations on [social distancing](#).

**These are exceptional circumstances and the industry must comply with the latest Government advice on Coronavirus at all times.**

The health and safety requirements of any construction activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place.

We are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual.

Sites should remind the workforce at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, their families and the UK population.

**If a site is not consistently implementing the measures set out below, it may be required to shut down.**

### Self-Isolation

- Anyone who meets one of the following criteria should not come to site:
  - Has a high temperature or a new persistent cough - follow the guidance on self-isolation
  - Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)
  - Is living with someone in self-isolation or a vulnerable person.

### **Procedure if Someone Falls Ill**

- If a worker develops a high temperature or a persistent cough while at work, they should:
  - Return home immediately
  - Avoid touching anything
  - Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.
- They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

### **Travel to Site**

- Wherever possible workers should travel to site alone using their own transport and sites need to consider:
  - Parking arrangements for additional cars and bicycles
  - Other means of transport to avoid public transport e.g. cycling
  - Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available
  - How someone taken ill would get home.

### **Site Access Points**

- Stop all non-essential visitors
- Introduce staggered start and finish times to reduce congestion and contact at all times
- Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring
- Remove or disable entry systems that require skin contact e.g. fingerprint scanners
- Require all workers to wash or clean their hands before entering or leaving the site
- Allow plenty of space (two metres) between people waiting to enter site
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times
- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible
- Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.

### **Hand Washing**

- Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site
- Ensure soap and fresh water is readily available and kept topped up at all times
- Provide hand sanitiser where hand washing facilities are unavailable
- Regularly clean the hand washing facilities and check soap and sanitiser levels
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

**Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.**

### **Toilet Facilities**

- Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant
- Wash hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

### **Canteens and Eating Arrangement**

With cafés and restaurants having been closed across the UK, canteens cannot operate as normal.

Whilst there is a requirement for construction sites to provide a means of heating food and making hot drinks, these are exceptional circumstances and where it is not possible to introduce a means of keeping equipment clean between use, kettles, microwaves etc. must be removed from use.

The workforce should also be required to stay on site once they have entered it and not use local shops.

- Dedicated eating areas should be identified on site to reduce food waste and contamination
- Break times should be staggered to reduce congestion and contact at all times
- Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area
- The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home
- Workers should sit 2 metres apart from each other whilst eating and avoid all contact
- Where catering is provided on site, it should provide pre-prepared and wrapped food only
  - Payments should be taken by contactless card wherever possible
  - Crockery, eating utensils, cups etc. should not be used
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced
- Tables should be cleaned between each use
- All rubbish should be put straight in the bin and not left for someone else to clear up
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.

### **Changing Facilities, Showers and Drying Rooms**

- Introduce staggered start and finish times to reduce congestion and contact at all times
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
- Consider increasing the number or size of facilities available on site if possible
- Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

## **Avoiding Close Working**

There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres.

### **General Principles**

- Non-essential physical work that requires close contact between workers should not be carried out
- Work requiring skin to skin contact should not be carried out
- Plan all other work to minimise contact between workers
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers
- Single use PPE should be disposed of so that it cannot be reused
- Stairs should be used in preference to lifts or hoists
- Where lifts or hoists must be used:
  - Lower their capacity to reduce congestion and contact at all times
  - Regularly clean touchpoints, doors, buttons etc.
- Increase ventilation in enclosed spaces
- Regularly clean the inside of vehicle cabs and between use by different operators.

### **Site Meetings**

- Only absolutely necessary meeting participants should attend
- Attendees should be two metres apart from each other
- Rooms should be well ventilated / windows opened to allow fresh air circulation
- Consider holding meetings in open areas where possible.

### **Cleaning**

- Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:
  - Taps and washing facilities
  - Toilet flush and seats
  - Door handles and push plates
  - Hand rails on staircases and corridors
  - Lift and hoist controls
  - Machinery and equipment controls
  - Food preparation and eating surfaces
  - Telephone equipment
  - Key boards, photocopiers and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.