

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

1. Section/Service/Team: Shaw Education Trust

2. Assessor(s): BCP Critical Incident Team (JM, PH, HT, JY, PP, SM, DP, KI)

3. Description of Task/Activity/Area/Premises etc.: The continued safe use of SET buildings following the return to “face to face” teaching.

4. Preceding versions; This document replaces “Risk Assessment and Arrangements Relating to the Continued Safe use of School Buildings and Transport – RA ver 7.0 14 09 2020 ”.

5. Significant changes since previous issue: Guidance relating to single cases

THIS DOCUMENT MUST BE READ IN CONJUNCTION WITH “[GUIDANCE RETURNING TO THE WORKPLACE](#)” AND THE ACADEMIES INDIVIDUAL COVID RISK ASSESSMENT

Previous versions of this document were intended to support schools to remain open during the Coronavirus “Lockdown” period, in order to provide childcare to vulnerable children and the children of key workers.

The government now intends for all pupils in all year groups to return to “face to face” teaching and schools therefore to remain open (subject to local COVID measures).

This document determines how Shaw Education Trust school buildings will remain open, in a safe manner, in order to facilitate “face to face” teaching.

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><u>General Arrangements</u></p> <p>There is a risk of individuals contracting and/or spreading COVID-19.</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer</p>	<p>SET staff who are required to work in or make visits to schools.</p> <p>Visitors to SET schools (including supply teachers)</p> <p>Pupils within SET schools.</p> <p>Contractors required to work in SET schools.</p>	<p><u>Guidance relating to single cases</u></p> <ul style="list-style-type: none"> • Anyone Symptomatic (pupils or staff) <ul style="list-style-type: none"> - Arrange test . link here - Isolate until result available - Household should also isolate at this time • Confirmed cases should be advised to continue self-isolating until the latest of: <ul style="list-style-type: none"> - 10 days after the onset of their symptoms (or 10 days after the test date if they are asymptomatic) - The time at which symptoms, other than cough or loss of smell / taste, are no longer present - If suffered from diarrhoea and / or vomiting, when the individual is 48 hours free of the symptoms • For suspected cases who go on to test negative <ul style="list-style-type: none"> - Pupil or staff member can return to school as long as they no longer have fever - Household members of suspected cases can stop isolation as soon as negative result received • Anyone developing COVID-19 symptoms during the school day is sent home and procedures followed to manage transmission risks. • One-way circulation routes to be 	<p>6. High</p>	<ul style="list-style-type: none"> • All schools must have hand sanitizer available for staff, pupils and visitors. • Where possible, face-to-face meetings are to be substituted for conference calls. In the event that meetings do need to take place in person, these should be conducted in accordance with the Social Distancing guidance i.e. no closer than 2m (where this is not viable, keeping 1m apart with risk mitigation is acceptable). • Where possible, staff should try to work in separation from other staff/visitors. Where this is not possible, a minimum distance of 2m must be maintained from any other persons. • Where face coverings are necessary (e.g. during local intervention) <ul style="list-style-type: none"> - Ensure that staff and pupils are aware how to put on, remove, store and dispose of face coverings. - Contingency supply of face coverings available where pupils are struggling to access a face covering or where they have forgotten it or are 	<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>

		<p>implemented in buildings and communicated appropriately (where possible and ensuring that this does not compromise the fire evacuation strategy).</p> <ul style="list-style-type: none"> • Timetable and use of classrooms reviewed to reduce movement around the building. • Introduction of “Bubbles”. • Access rooms from outside where possible • Organise classrooms, offices, etc. to support social distancing i.e. seating side by side, avoid facing each other. • Unnecessary items and those items hard to clean removed from classrooms and offices. • Staff and pupils only bring essential equipment into school. • Large gatherings and assemblies, collective worship should be kept to the predetermined groups/bubbles 		<p>unable to use their face covering due to having become soiled/unsafe to use</p> <ul style="list-style-type: none"> • Retain records of all visitors for at least 21 days. In the event of a positive case being detected within a school, this information will be provided to assist the NHS Test and Trace process. Visitors may therefore be contacted by the NHS. • Review fire safety procedures to ensure that any measures put in place do not compromise evacuation routes. (Ensure pupil groups and social distancing is maintained during fire drills. NOTE: in an emergency social distancing may not apply) • Ensure increased ventilation measures do not compromise pupil or staff safety. • Staggered use of staff rooms, shared staff areas and offices to reduce contact with colleagues • Assemblies and gatherings can take place in bubble groups. Social distancing and hygiene must be applied 		
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		<p style="text-align: center;">Guidance Link</p> <p>Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</p>		<ul style="list-style-type: none"> All visiting staff are required to adhere to site-specific requirements. Ensure sufficient signage is in place (sanitising, directions, etc.). Engage with the NHS Test and Trace process link here Download an display the Test and Trace QR code link here 		
<p><u>Local COVID Alert Level</u></p> <p>There is a risk of individuals contracting and/or spreading COVID-19.</p>	<p>SET staff who are required to work in or make visits to schools.</p> <p>Visitors to SET schools (including supply teachers)</p> <p>Pupils within SET schools.</p> <p>Contractors required to work in SET schools.</p>	<p>Schools are required to adhere to any local intervention measures in the event of local outbreaks. link here</p>	6. High	<ul style="list-style-type: none"> Alert Level: high or very high, for settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.* <p>* Exemptions</p> <ul style="list-style-type: none"> - Younger children in primary schools and in early years settings - Individuals who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability 	<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>	3. Medium

				<ul style="list-style-type: none"> - When speaking to or assisting someone who relies on lip reading or requires facial expression to communicate. • Communicate with staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances. 		
<p><u>Cleaning and Hygiene Arrangements</u></p> <p>There is a risk of individuals contracting and/or spreading COVID-19.</p>	<p>SET staff who are required to work in or make visits to schools.</p> <p>Visitors to SET schools (including supply teachers)</p> <p>Pupils within SET schools.</p> <p>Contractors required to work in SET schools.</p>	<ul style="list-style-type: none"> • Introduce enhanced cleaning regimes. <ul style="list-style-type: none"> - 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.. • Ensure that all toilet/bathroom facilities are well stocked. • Ensure that cleaners’ resources are adequate and are effective against Coronavirus. • Ensure that cleaning staff are familiar with any COSHH data sheets relating to cleaning products. • Paper hand towels are regularly re-filled. • Hand sanitiser stations provided in all classrooms and at key locations (e.g. 	6. High	<ul style="list-style-type: none"> • 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. Link here • Disposable tissues available in classrooms. • Flip top bins for tissues emptied during the day. • Frequent handwashing promoted. Signs displayed. Messages constantly reinforced through strong communication e.g. Assemblies, newsletters, form time, website and so on 	All SET Principals and line managers are required to: <ul style="list-style-type: none"> a)share this risk assessment with ALL staff and b) ensure that measures are in place to deliver and comply with these working arrangements. 	3. Medium

		<p>reception area, outside dining room, shared spaces, entrance and exist points).</p> <ul style="list-style-type: none"> • Good respiratory hygiene encouraged by promotion of ‘catch it, bin it, kill it’ approach. <p style="text-align: center;">Guidance Link COVID-19: cleaning in non-healthcare settings outside the home</p>		<ul style="list-style-type: none"> • Consider if skin friendly cleaning wipes are needed for younger children and pupils with complex needs. • Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths, mop heads. PPE used, and tissues used by case etc.): to be double bagged and tied. Stored in a locked area for 72hrs away from children before disposal into domestic waste. • Respond to local controls and Tier local outbreak arrangements • Retention of visitor records for a minimum of 21 days. 		
<p><u>Travel Arrangements</u> (guidance applies to school minibuses)</p> <p>There is a risk of individuals contracting and/or spreading</p>	<p>SET staff who are required to work in or make visits to schools.</p> <p>Visitors to SET schools. (including supply teachers)</p>	<ul style="list-style-type: none"> • Active travel plans promoted. Parents, staff and pupils encouraged to walk, scoot or cycle to school. • Staff, pupils and visitors informed to wash/sanitise hands on arrival at school. 	6. High	<ul style="list-style-type: none"> • Social distancing should be maximised within vehicles • Children either sit with their ‘bubble’ on school transport (i.e. school minibus), or with the same constant group of children each day • Children should clean their hands before boarding transport and again on disembarking 	<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</p>	3. Medium

<p>COVID-19.</p>	<p>Pupils within SET schools.</p> <p>Contractors required to work in SET schools.</p>	<p><i>Refer to Appendices 2 and 3.</i></p>	<p style="background-color: red; color: black; text-align: center;">3. High</p>	<ul style="list-style-type: none"> • Additional cleaning of vehicles is put in place (see appendix 2) • Organised queuing and boarding should be implemented. • Vehicles should be ventilated via the use of fresh air (from outside the vehicle) particularly through opening windows and ceiling vents • Staff using own vehicles to travel to and from sites, to wipe down the vehicle with sanitizing wipes before any journey and in-between any subsequent trips. 	<p>place to deliver and comply with these working arrangements.</p>	<p style="background-color: orange;">2. Low</p>
<p><u>School Maintenance Works including Statutory Compliance</u></p> <p>There is a risk of individuals contracting and/or spreading COVID-19.</p>	<p>SET staff who are required to work in or make visits to schools.</p> <p>Visitors to SET schools. (including supply teachers)</p> <p>Pupils within SET schools.</p> <p>Contractors</p>	<ul style="list-style-type: none"> • 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. • Regular maintenance undertaken by the site teams shall continue and measures implemented in order to ensure compliance with the governments Social Distancing requirements. 	<p style="background-color: orange;">3. Medium</p>	<ul style="list-style-type: none"> • Where it has been necessary for a school to close for a prolonged period of time, guidance within appendix 1 shall be followed. • Where an item of equipment has not been serviced in accordance with the prescribed frequency, this equipment must be removed from service. 	<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 style="background-color: yellow;">2. Low</p>

	required to work in SET schools.	Refer to Appendix 1.				
<u>School Building Works</u> There is a risk of individuals contracting and/or spreading COVID-19.	SET staff who are required to work in or make visits to schools. Visitors to SET schools. (including supply teachers) Pupils within SET schools. Contractors required to work in SET schools.	<ul style="list-style-type: none"> In line with Public Health England advice, all building work (see definition below) must be carried out in full compliance with the Construction Leadership Councils, Site Operating Procedures This relates to external contractors and in-house site teams. See link below <p>Building Works; Any work associated with the building fabric, grounds or infrastructure, this includes:</p> <ul style="list-style-type: none"> - Decorating - ICT - Wiring - Plumbing - Building/construction - Grounds work - Carpet fitting / floor laying - Security <p>Guidance Link Construction Sector - Site Operating Procedures Protecting Your Workforce During Coronavirus (Covid-19)</p>	4. Medium	<ul style="list-style-type: none"> School wishing to undertake buildings works directly, must ensure that all contractors and in house staff are familiar with the CLCS procedures. <p>If in doubt, please seek advice from your nominated building officer David Kershaw – 07540 066766 Chris Williams – 07732 498896</p>	All SET Principals and line managers are required to: a)share this risk assessment with ALL staff and b) ensure that measures are in place to deliver and comply with these working arrangements.	2 Low
<u>Ventilation and The use of Ventilation, Extraction and Air Conditioning Systems.</u> There is a risk of	SET staff who are required to work in or make visits to schools. Visitors to	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. The former i.e. systems which only move air around may cause small particles (<5microns),	3. Medium	<ul style="list-style-type: none"> DO NOT wedge open fire doors. Turn off any air conditioning systems which only recirculate air. Adjust air conditioning system to prevent operating on recirculation 	All SET Principals and line managers are required to: a)share this risk assessment with ALL staff	2. Low

<p>individuals contracting and/or spreading COVID-19.</p>	<p>SET schools. Pupils within SET schools. (including supply teachers) Contractors required to work in SET schools.</p>	<p>caused by coughing or sneezing to remain airborne for longer and travel longer distances.</p> <ul style="list-style-type: none"> • Ventilation systems which do not include the addition of outside air should be turned off. • Ventilation systems which include the addition of outside air may continue to be used however must not be used on “recirculation” only. 		<ul style="list-style-type: none"> • Extract fans (e.g. toilets, changing rooms, etc.) to be left running, constantly if possible. <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: Andrew.jones@mitie.com 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.helpdesk@mitie.com Contract Ref: 7377</p>	<p>and b) ensure that measures are in place to deliver and comply with these working arrangements.</p>	
<p><u>Opening Windows to Increase Ventilation</u> There is a risk of individuals contracting and/or spreading COVID-19.</p>	<p>SET staff who are required to work in or make visits to schools. Visitors to SET schools. Pupils within SET schools.</p>	<p>DFE guidance advocates the benefits of increased ventilation either by the continued use of air conditioning units or opening windows.</p> <p>Note: It is accepted that opening windows will impact on the inside temperature.</p> <p>It should be noted that the Workplace (Health, Safety and Welfare) Regulations 1992, which apply to all workplaces, including schools, set</p>	<p>3. Medium</p>	<ul style="list-style-type: none"> • Windows should be open (even a small amount could impact the risk significantly). Open high level windows if possible • If possible, avoid positioning pupils next to open windows (rearranging furniture where possible to avoid direct drafts) 	<p>All SET Principals and line managers are required to: a) share this risk assessment with ALL staff and b) ensure that</p>	<p>2. Low</p>

	(including supply teachers) Contractors required to work in SET schools.	out requirements on minimum temperatures. There is no legal minimum, however, guidance suggests a minimum of 16c during “the length of time people are likely to be there”.		<ul style="list-style-type: none"> increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) Principals to review and communicate uniform expectations where maintaining temperatures becomes difficult (consider relaxation if necessary to allow warmer clothing) Ensure that the heating systems remain on until the end of the school day. Monitor the internal temperatures to identify when/where intervention may be necessary. DON NOT WEDGE OPEN FIRE DOORS 	measures are in place to deliver and comply with these working arrangements.	
<u>Grounds Maintenance and Grass Cutting</u> There is a risk of individuals contracting and/or spreading COVID-19.	SET staff who are required to work in or make visits to schools. Visitors to SET schools. (including supply teachers)	<ul style="list-style-type: none"> Grounds maintenance and grass cutting should be planned to minimise the risk of increasing symptoms for allergy and hay fever sufferers. 	3. Medium	<ul style="list-style-type: none"> Plan the grass cutting to be carried out at a time which will have less impact on allergy and Hay fever sufferers, e.g. at the end of the school day, Friday afternoon, weekends, out of hours, etc. Identify staff who suffer with associated allergies or Hay fever as it may be possible to coordinate the work when these 	All SET Principals to ensure that school and Hirer’s COVID Risk Assessments are shared.	2. Low

	<p>Pupils within SET schools.</p> <p>Contractors required to work in SET schools.</p>			<p>staff are out of school.</p> <ul style="list-style-type: none"> • Ensure that windows and doors are closed during grass cutting. • Review/reduce the frequency of grass cutting. 		
<p><u>Hiring out of School Facilities</u></p> <p>There is a risk of individuals contracting and/or spreading COVID-19.</p>	<p>Users of the school facilities.</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. (including supply teachers)</p> <p>Contractors required to work in SET schools.</p>	<p>Many schools are considering the reinstatement of hiring out school facilities following the return to face to face teaching (e.g. halls, gyms, sports pitches, etc.).</p> <p>All restrictions on activity, social distancing rules and other restrictions apply. Importantly, these are the responsibility of the hirer, however the school also has the ultimate responsibility to maintain a safe environment.</p> <p>SET Lettings Policy (please note, this is located on "Starting Point", i.e. will require your login) – Letting Policy</p>	3. Medium	<p>Prior to hiring out facilities school must ensure that:-</p> <ul style="list-style-type: none"> • The hirer has a COVID risk assessment in place (the school must have a copy of this) • Provide the hirer with a copy of the school COVID risk assessment • Ensure that any interdependences are discussed/resolved. • Ensure that a suitable time is allowed between scheduled events (i.e. different user groups) • Ensure that suitable cleaning takes place between scheduled events. • Agree who will undertake/fund additional cleaning regimes. 	<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>	2. Low

<p><u>Fire Safety</u></p> <p>During the Pandemic, it may have been necessary to change the way in which schools function on a daily basis. Whilst it is important to control the pandemic it is also important to ensure that buildings continue to function in a safe manner.</p>	<p>Users of the school facilities.</p> <p>SET staff who are required to work in or make visits to schools.</p> <p>Visitors to SET schools (including supply teachers).</p> <p>Pupils within SET schools.</p> <p>Contractors .</p>	<p>In order to control the virus, it will have been necessary for schools to amend many of their operational arrangements. It is essential that these arrangement do not impact on the safety and welfare of the building users and the continued safe use of the building.</p>	<p>3. Medium</p>	<ul style="list-style-type: none"> Schools should review their fire safety arrangements including; <ul style="list-style-type: none"> Suitability/appropriateness of the current fire risk assessment. Availability of designated and trained Fire Marshals Attendance of pupils from other schools Unobstructed fire evacuation routes Schools are encouraged to conduct fire drill as soon as practical at start of the new term. If necessary commission a new fire risk assessment via the Trusts Health and Safety Advisors shss@staffordshire.gov.uk or 01785 355777 	<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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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	Low	Medium	High

	2	2	4	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,SM, DP, PP, KI

Approved by (print name): P K Potts

Approved by (signature): *PK Potts*

Date Assessed: 22/10/20

Review Date: 22/11/2020

7. Communication and Review

Revised 10 09 2020 to support full reoccupation of schools and the return to face to face teaching

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.

Useful Links

General Government guidance for schools

[Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)

Government School Opening Guidance

[Guidance for full opening: schools](#)

Government guidance on school transport

[Transport to school and other places of education: autumn term 2020](#)

Catering Guidance

[Guidance for food businesses on coronavirus \(COVID-19\)](#)

Government cleaning guidance

[COVID-19: cleaning in non-healthcare settings outside the home](#)

Construction and building guidance

[Construction Sector - Site Operating Procedures Protecting Your Workforce During Coronavirus \(Covid-19\)](#)

SET lettings Policy (will require login to "Starting Point")

– [Letting Policy](#)

World Health Organization Face Mask Guidance

[Link Here](#)

Tiers of national restriction for education and welfare (i.e. local outbreaks and intervention guidance)

[COVID-19 contain framework: a guide for local decision-makers](#)

Appendix 1. Shaw Education Trust, Coronavirus School Closure and Reopening Information

In the event that it is necessary to close a school for a prolonged period of time, please ensure that you are familiar with the following requirements.

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

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

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Appendix 2. Coronavirus School Transport Procedures

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 the Coronavirus pandemic

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) entitlement³. 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 body⁴ 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 weight⁵ 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 maximised during school transportation.

Appendix 3. 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:	