

strictly
education

You educate, we support

Mitigating the risks of reopening your school premises through COVID-19

June 2020

Mitigating the risks of reopening your school

Contents:

Background	3
Recommissioning your school	4
COVID-19 Risk Assessment	5
Health and Safety	8
Cleaning support	10
Additional funding	15
How Strictly Education can help	16



You educate, we support



Contact:

T: 0330 123 2540

E: enquire@strictlyeducation.co.uk

Background

Providing a safe environment for staff and pupils

Following the government's announcement that primary schools are reopening for Reception, Y1 & Y6 with secondary schools to follow for Y10 & Y12, we have put together some guidance and support which are in line with health and safety regulations and consistent with government guidelines.

By following best practice, risks can be mitigated therefore providing reassurance to staff, pupils and parents.

This ebook provides practical steps on how to recommission your school, including risk assessment resources and details on how to seek additional funding for COVID-19 related costs between March and July 2020.

We hope you find it useful.

Jeremy Jones, Premises & Property Support

enquire@strictlyeducation.co.uk



You educate, we support



Contact:

T: 0330 123 2540

E: enquire@strictlyeducation.co.uk

Recommissioning your school safely

When reopening the premises, the allocated person in charge must ensure that:

- ✓ The fire alarm panel is working
- ✓ All emergency exit doors are accessible
- ✓ All kitchen appliances are tested and functional
- ✓ Air conditioning systems that do not recirculate air, are switched on
- ✓ Extractor fans and convector heaters are turned on
- ✓ All external and internal taps, including water fountains and water heaters, are cleaned, flushed and turned on
- ✓ All boilers and trend systems are on the correct settings
- ✓ The building management system is running correctly and efficiently



You educate, we support

For more guidance on reopening your school, please use the following link:

[Preparing for schools opening from 1st June](#)

Contact:

T: 0330 123 2540

E: enquire@strictlyeducation.co.uk

COVID-19 Risk Assessment

A key step in being prepared

A crucial part of planning for reopening schools will be to conduct a **COVID-19 Risk Assessment**.

Every establishment should carry out a risk assessment prior to opening which addresses the risks associated with COVID-19 and the control measures which need to be put in place.

We have put together a [Risk Assessment Template](#) which is consistent with government guidelines for pupils, school staff and employers.

This template was created on the 18th May 2020 and will be updated accordingly.



You educate, we support



Contact:

T: 0330 123 2540

E: enquire@strictlyeducation.co.uk

Additional measures to consider

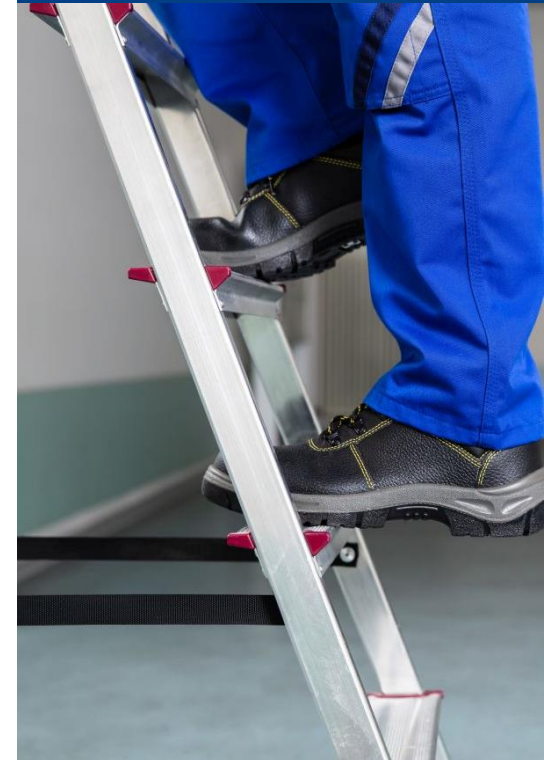
Reduced occupancy

Arrangements need to be reviewed in the light of reduced occupancy and other changes to how we may be using our buildings. Topics include:

- Hot and cold water systems (risks from Legionella bacteria)
- Fire safety and fire plan
- Portable appliance inspection and testing
- Security and access control
- Working at height
- Lone working
- Ventilation



You educate, we support



Contact:

T: 0330 123 2540

E: enquire@strictlyeducation.co.uk

Risk Assessment next steps

Following up

Once the risk assessment has been completed you must:

- Consult with your appointed health and safety representatives to ensure all procedures are compliant
- Ensure schools and other education settings publish the outcome of their risk assessment process on their website
- Carry out regular monitoring to ensure adherence to these procedures



You educate, we support



Contact:

T: 0330 123 2540

E: enquire@strictlyeducation.co.uk

Health and Safety

Accurately identifying the hazards

During COVID-19 it is important not to forget about the activities and processes carried out, or the substances used, that could injure your employees and pupils or harm their health.

- On-site vehicle movement
- Falls from height
- Slips and trips
- Stress management
- Asbestos management
- Legionella
- Construction
- Maintenance activities



You educate, we support



Contact:

T: 0330 123 2540

E: enquire@strictlyeducation.co.uk

Health and Safety (cont.)

Additional guidance

Further to the issues considered in the reopening [Risk Assessment Template](#), there are other aspects of the premises management and health and safety where the arrangements need to be reviewed in light of reduced occupancy and other changes to how we may be using our buildings.

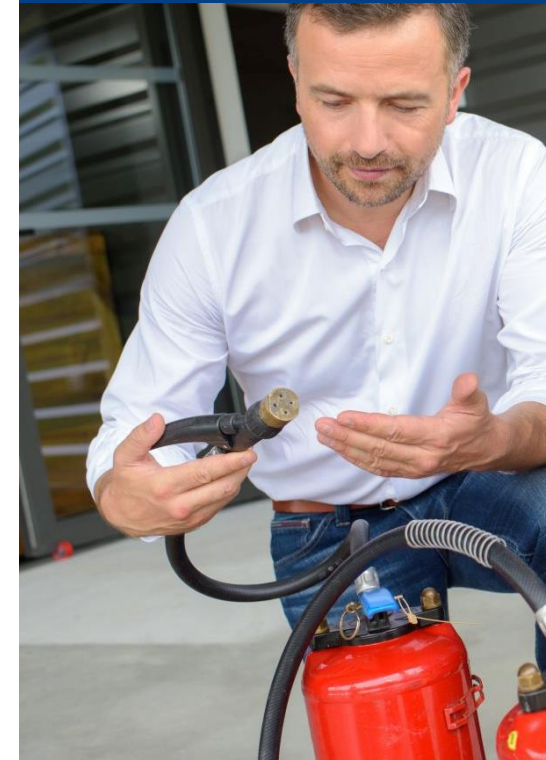
For more information and guidance on the health and safety regulations for returning to school, please follow the links below:

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>



You educate, we support



Contact:

T: 0330 123 2540

E: enquire@strictlyeducation.co.uk

Cleaning support

Ensuring safer spaces

- Review cleaning protocols, implement sanitisation regimes and provide PPE where appropriate
- Make sure your school is fully sanitised with an antibacterial product using COSHH registered cleaner or disinfectant
- Increase the frequency of routine cleaning tasks
- Perform thorough cleaning on high traffic areas such as break rooms, lunch areas, areas of ingress and egress including stairways, stairwells and handrails



You educate, we support



Contact:

T: 0330 123 2540

E: enquire@strictlyeducation.co.uk

Cleaning support (cont.)

Ensuring safer spaces

- Increase your focus on cleaning touch points and hard surfaces throughout the day; frequently disinfect commonly used surfaces including doorknobs, toilets, and handwashing facilities
- Keep the school classrooms tidy as this makes it easier to maintain higher levels of good hygiene standards
- Undertake proactive decontamination cleaning as a preventative measure
- Adjust or modify hours to provide adequate time for regular thorough cleaning and disinfection of school spaces
- Equip and train staff to clean and maintain their own workspace



Contact:

T: 0330 123 2540

E: enquire@strictlyeducation.co.uk

What should cleaning staff do?

Following the process and guidelines

- ✓ Follow the school's process for visitors and school staff when entering the school
- ✓ Follow the government's guidelines on social distancing, and as a result, the areas that will be cleaned must be staff and/or pupil free
- ✓ If your risk assessment for cleaning staff has included cleaning outside of the school day to prevent contact with other staff, then the current government guidance applies and they will not require aprons or face masks because they will not be coming into contact with staff or children.



You educate, we support

- Follow government guidance
- Practise social distancing
- Follow the school's process

Contact:

T: 0330 123 2540

E: enquire@strictlyeducation.co.uk

Maintaining acceptable levels of hygiene throughout the day

Clean throughout the day

We recommend that schools have a 'clean throughout the day' policy in place, where school staff undertake a level of hygiene cleaning during the day. We can assist with products or source items for schools.

Put in place handwashing protocols before using the toilets; in the classrooms and after using the toilets. At lunchtime, children should be monitored when using the toilets, allowing only a small and limited number of children to enter at any one time.

If this is in place along with monitoring throughout the day, then cleaning toilets once out of hours, will provide a good level of hygiene.



You educate, we support



Contact:

T: 0330 123 2540

E: enquire@strictlyeducation.co.uk

In the event of a confirmed or suspected COVID-19 outbreak:

- Aprons, masks and goggles should be in place for staff to use.
- The area should be locked down immediately and cleaners notified.
- Cleaning staff should enter after a 72 hour period to begin the decontamination/sanitising clean.



Contact:

T: 0330 123 2540

E: enquire@strictlyeducation.co.uk

Additional funding for cleaning

Claim for additional COVID-19 related costs

Schools can claim for any additional COVID-19 related costs for cleaning that have been incurred between March and July.

Schools with up to 1000 pupils can claim up to **£50,000**

Schools with over 1000 pupils can claim up to **£75,000**

For more information, please click [here](#)

Safe working in education, childcare and children's social care

Click [here](#) to read the guidance for preventing and controlling infection, including the use of PPE.

Direction on Government guidance as it relates to your cleaning and hygiene regime

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>



Contact:

T: 0330 123 2540

E: enquire@strictlyeducation.co.uk

How Strictly Education can help?

Premises experience and expertise

We hope that you have found this ebook guide helpful and that it has given you a good insight into how best to reopen your school, the areas your preparation should cover, and the options available to you.

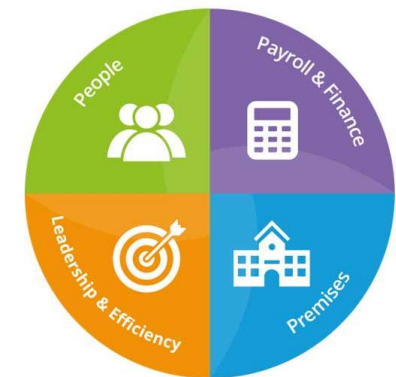
Working only in the education sector, Strictly Education provide Premises Support and understand the specific needs faced by schools.

Should you partner with Strictly Education you would benefit from an experienced team who can support you across a wide variety of premises services including decontamination cleaning.

For information please do get in touch.



You educate, we support



Contact:

T: 0330 123 2540

E: enquire@strictlyeducation.co.uk