

# Guidance for Re-opening (v2)

For people working on or within Trust premises.

This applies to all workers in Enquire's premises.

## Protect yourself and others

- Keep social distance – do not shake hands and try not to touch your face / people / surfaces / objects unless necessary
- Cover your mouth with a tissue when you cough or sneeze, then throw the tissue in the bin and wash your hands
- Wash your hands for 20 seconds more often e.g. when you start or finish work, when you enter and leave the building, using electronic signing systems, or before and after eating your lunch
- Keep your work area clear and clean e.g. wipe surfaces and equipment frequently with a wipe or normal cleaning agent at the end of the day
- Continue handwashing routines for all staff, i.e. stop work or lesson to wash hands once per hour
- Staff should change clothing and shower daily and we should ask parents if they could wash children's clothes more frequently
- Electronic signing in systems and main entrance handles cleaned by person upon entry and on exit
- Where practicable, keep your distance from other employees (2 meters)

## If someone becomes unwell with COVID-19 symptoms whilst in our building

- Discreetly move person to isolation room avoiding contact with others, surfaces & highly populated areas
- Ask person to go home or be collected and self-isolate
- Isolate room and clean after person(s) have left building
- Try and gather any details of where else the employee has been within the building to ensure a full clean can take place

## Support each other

Work together and support each other to make the system work for all associated with the Enquire Learning Trust.

# Guidance for Social Distancing at School

This guidance is for all based staff.

This safe system of work covers the additional precautions to be followed in order to comply with PHE.

## Protect yourself and others

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- Cover your mouth with a tissue when you cough or sneeze, then throw the tissue in the bin and wash your hands
- Wash your hands for 20 seconds more often e.g. when you start or finish work, when you enter and leave the building, using electronic signing systems, or before and after eating your lunch
- Keep your work area clear and clean e.g. wipe surfaces and equipment frequently with a wipe or normal cleaning agent at the end of the day
- Electronic signing in systems and main entrance handles cleaned by person upon entry and on exit
- Where practicable, keep your distance (2 meters)
- Keep room use to a minimum, only use one block, floor or area
- Place signage on room doors, such as 'no unauthorised access' or cordon off areas with barriers or hazard tape
- If practicable, install two-meter markings at school entrances (similar to those in supermarkets)
- Office's or receptions without glass partitioning and who will be in frequent contact with public or visitors should consider install Perspex screens
- Arrangements for dropping off children should be considered to ensure social distancing, such as meet and greet at school gates
- Open up additional entrances to minimise bottlenecks.

# Guidance for deliveries to school premises

**This guidance is intended for deliveries of goods to Trust premises.**

This guidance is for all based staff.

This safe system of work covers the additional precautions to be followed in order to comply with PHE.

## General Instructions

- Always keep at least 2m away from other people – if necessary, use flexible working hours and split shift teams to minimise the risk of people gathering. This may also mean repositioning desks and / or where staff sit during breaks
- Operate a “one phone / terminal / card machine” to a person policy
- Wipe down desks, telephones, desk stationery and equipment regularly with anti-bacterial wipes. Bin the wipes in waste refuse sack before tying it shut
- Wash your hands with soap & warm water for 20 seconds regularly
- Do not touch your eyes, nose or mouth if your hands are not clean
- Toilet and bathroom facilities are cleaned and sanitised each day.

## Delivered items

- When making telephone orders, the person should ensure that the right information about social distancing is provided by the supplier. Where doorstep deliveries are not possible the following H&S information should be captured at point of ordering
- Arrange with suppliers to limit the number of people on site, so the driver can offload and leave
- Contact details, so the driver can call from the cab rather than leaving their vehicle to look for them
- Someone to meet the driver at the site entrance to direct the driver to the off-loading area
- Segregated and isolated off-load area – this means the driver will be the only person in the area
- Confirmation in advance whether the supplier will off- load the product, as this will limit the amount of time the driver is out of his cab.

## Pre-delivery

- Before any deliveries arrive, the person should call the supplier to check that social distancing arrangements are still in place on site and they are ready to receive the delivery
- Drivers should make the final decision about whether they feel it is safe to complete the delivery when they arrive on site. If they are uncomfortable about any aspect of the off-load, they are empowered to return to their vehicle and leave site safely

Where possible have delivery, notes signed “on behalf of” and photographs will qualify as proof of delivery.

# Guidance for undertaking work ON premises, equipment, systems or grounds

This guidance is intended for external contractors who carry out planned and/or reactive maintenance and academy led projects.

## NOTIFICATION OF WORKS FORM TO BE SUBMITTED FOR MINOR PROJECTS

### Works on site for 1 day or less

- Signing in/out should be entered by Trust employees only, alternatively using text messaging. Identifying who is onsite by entering full names of those who are present and start and end of work times within the text message
- Identify the areas of work or rooms that need to be accessed - movement should strictly be limited to these areas only, if access is required to other areas, the academy **MUST** be informed before allowing access
- Consideration to only using one access point to enter the building will, this should be the closest point to the work area
- Use of academy provisions or facilities should be restricted, this includes, WCs, staff rooms or facilities to make drinks, eat food or rest
- If keys/fobs etc. are to be held and used by external contractors, at the end of use these should be cleaned handing back to school by the contractor
- Ensure that as many tools, equipment and provisions are brought to the area of work by the contractor, this will reduce the movement around the academy or site
- Employees briefed as to where work will be undertaken each morning and no unauthorised entry signage should be put in those areas

If full access around the building is required, contractors will need to wear appropriate PPE for the duration of the work if identified on risk assessment.

### Works on site for more than 1 day

Same method as 1 day or less work, but additional measures are:

- Use of academy provision or facilities should be **prohibited or restricted**, this includes, WCs, staff rooms or facilities to make drinks, eat food or rest
- Provision of energy and water should be restricted, use of only one power outlet for charging of equipment and one water outlet if water is required for any works

### External works

Same method as work for more than 1 day, but additional measures are:

- Use of academy provisions or facilities should be **prohibited or severely restricted**, this includes, WCs, staff rooms or facilities to make drinks, eat food or rest
- Provision of energy should be **prohibited**, and water restricted to one external outlet, contractors can provide own generators

## NOTIFICATION OF ANY WORKS TO BE AUTHORISED BY PK/JM

# Method statement guidance/example for undertaking works during the COVID-19 pandemic

The example below identifies the steps to carry out a particular job safely at our premises.

The example below **outlines the steps** (method) that workers must take and that should be put in place to reduce the spread or contamination of the virus. Any method statement that an external contractor should indicate their safe method to prevent the spread of the virus. If you believe a method statement you received isn't suitable, please use the points below to conduct your own statement.

Try to keep it as simple as possible to avoid any misinterpretations.

## Method statement example

1. Signing in: (description of how worker will sign in/out)
2. Induction: (description of how emergencies, first aid will be carried out)
3. Briefing: (description on works about to be undertaken, time etc.)
4. Planning: (details of rooms/area identified and movement around site decided)
5. Review: (review contractors RAMS)
6. Keyholding: keys handed over (if required)
7. Access: (no unauthorised access signage/barriers put in place near work area)
8. Setting up: (where practicable, all resources and equipment taken to area of work)
9. Works: carried out by contractor – (description of work entered here)
10. Finishing: All resources, equipment taken away from area of work and area/surfaces thoroughly cleaned by contractor
11. Access: signage and barriers removed (or left in place if required)
12. Keyholding: Keys handed over (if required)
13. Briefing on works that have been carried out, condition of equipment, area and remedial works
14. Signing out

**Risk assessment & method statement (RAMS) will need to be provided to academy prior to any works starting, this will provide evidence that the contractor has suitable control measures in place to minimise the spread or reduce the contamination of surfaces.**

**RAMS do not need to be provided by a contractor if they employ less than 5 people, the academy should provide one on their behalf.**

# **Guidance for travelling to work or work-related business**

All staff who use transport for work.

This safe system of work covers the additional precautions to be followed in order to comply with PHE.

**Wherever possible staff should travel to school alone using their own transport.**

## **Social distancing**

Employees should follow the guidance on Staying at home and away from others (social distancing). Where they cannot work from home, they must follow the same principles of social distancing while travelling to and from work and while at work.

## **Self-isolation**

Anyone who either has a high temperature or a new persistent cough or is within 14 days of the day when the first member of their household showed symptoms of Coronavirus (Covid-19) should not come to site but must follow the guidance on self-isolation.

## **Person at increased risk**

Anyone who is at increased risk of severe illness from Coronavirus (Covid-19) is strongly advised to work at home and should be particularly stringent about following social distancing measures.

## **Persons defined on medical grounds as extremely vulnerable**

Anyone identified as extremely vulnerable will be advised by their health authority and must follow the guidance on shielding and protecting extremely vulnerable people.

## **Living with a person in one of the above groups**

Anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding from Coronavirus (Covid-19), should stringently follow the guidance on social distancing and minimise contact outside the home.

## **If someone falls ill**

If a worker develops a high temperature or a persistent cough while at work, they should:

- Ensure their manager or supervisor is informed
- 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.

**Wherever possible staff should travel to school alone using their own transport.**

If workers have no option but to share transport:

- Journeys should be shared with the same individuals and with the minimum number of people at any one time
- Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces

**Schools should consider:**

- Parking arrangements for additional vehicles 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 soap and water are not available
- How someone taken ill would get home
- Where public transport is the only option for workers, you should consider:
- Changing and staggering site hours to reduce congestion on public transport
- Avoid using public transport during peak times (05:45 - 7:30 and 16:00 - 17:30)

# Guidance for Hygiene and daily practices at school

Hygiene and environmental cleaning to limit exposure:

- Educate everyone in the school about COVID-19 prevention, this includes appropriate and frequent hand hygiene, respiratory hygiene, mask use if mandated, symptoms of COVID-19 and what to do if you feel sick. Non-contact greetings should also be advised. Offer weekly updates on these as the pandemic evolves.
- Continue your **schedule for frequent hand hygiene**, especially for young children, **and provide sufficient alcohol-based rub or soap and clean water** at school entrances and throughout the school.
- Schedule regular cleaning of the school environment daily, including toilets, with water and soap/detergent and **disinfectant**. Clean and disinfect **frequently touched surfaces such as door handles, desks, toys**, supplies, light switches, doorframes, play equipment, teaching aids used by children, and covers of books.
- Assess what can be done to limit risk of exposure, or direct physical contact, in physical education classes, sports or other physical activities and play in playgrounds, wet areas and changing rooms.
- Increase frequency of cleaning in gym and sports facilities and changing rooms, provide hand hygiene stations at entrances and exits, establish one-way circulation of athletes through the facilities and limit the number of persons allowed in the locker room at one time.

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

- All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:
- objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells

Use disposable cloths or paper rolls, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings using a suitable detergent disinfectant solution

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.

Any cloths or disposable items used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be considered.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.



### Suggested Cleaning Frequency: COVID-19

Item/Area	Cleaning Frequency	Item/Area	Cleaning Frequency
Artificial Plants	Fortnightly	Lampshades/desk lighting	Daily
Balustrades	Daily	Ledges up to 1675mm	Weekly
Cabinets up to 1675mm high	Daily	Ledges over 1675mm	Monthly
Cabinets over 1675mm high	Monthly	Lockers up to 1675mm height	Weekly
Captive towel machines	Daily	Lockers over 1675mm	Monthly
Carpets	Daily	Paper towel dispensers and receptacles	Daily
Chairs	Weekly	Pictures, display/ notice boards etc	Weekly
Cisterns, Pipes and Fittings	Weekly	Radiators	Weekly
Desks and tables	Daily	Service pipes/Ducting up to 1675mm	Weekly
Doors (including kick and door plates)	Daily	Service pipes/ducting over 1675mm	Monthly
Draining Boards	Daily	Signage (internal/external)	Weekly
Fire appliances up to height of 1675mm	Weekly	Sinks (classroom and non-classroom)	Daily
Glass/Glazed surfaces (excluding windows)	Weekly	Skirtings	Weekly
Handrails up to 1675mm height	Daily	Wastepaper receptacles/ bins/ litter bins	Daily
Soap Dispensers	Daily	WCS (pupils and staff/visitors)	Daily
Telephones	Daily	Soap Dispensers	Daily
Urinals	Daily	Telephones	Daily
Venetian Blinds	Weekly	Urinals	Daily
Vertical Blinds	Weekly	Venetian Blinds	Weekly
Walls	Weekly	Vertical Blinds	Weekly
Wash basins	Daily		
RESOUR			
<b>ALL TOUCH POINTS, EQUIPMENT TO BE WIPED OR CLEANED AFTER USE - WHERE PRACTICABLE</b>			

## COVID-19 Reopening Risk Assessment

Identified Hazards		Initial Risk Rating	Existing Control Measures (select all that are in place)	✓	Actions / Comments	Residual Risk Rating H/M/L	
<b>School Name</b> Manchester Road Primary Academy		Decide who may be harmed (insert ✓):					
		Student	✓	Contractors	✓	Visitors	✓
<b>Department / Location (if applicable)</b>		Staff	✓	Vulnerable People	✓	Volunteers	✓
		1. Risk of coming into contact with contaminated surfaces		H	Handwashing regimes established by academies for staff and children to follow during the day Robust cleaning of surfaces within buildings during and at the end of the day, guidance issued to individual academies Government hygiene practices followed by all members of staff within Trust Self-isolating for those who are immunosuppressed, have pre-existing medical conditions or are of child-bearing capacity Communications established, regular updates on guidance via messaging, video, email etc. to avoid visiting school Staff aware of identifying symptoms and action to take, flow chart communicated to principals and staff Posters, and information displayed and made available around building/s regarding Covid-19 Information regarding test, track and trace to be given to all staff, including centres. Additional handwashing stations and substances have been provided in various areas around building Provision of signage and information to prevent the unauthorised of use of rooms or areas	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	<ul style="list-style-type: none"> <li><b>Restrict movement throughout school and keep to certain areas buildings</b></li> <li><b>Continue with current hygiene regimes</b></li> <li><b>Children not to bring in items from home such as pencil cases etc...</b></li> <li><b>Hand washing facilities available on the playground for when children change activities.</b></li> </ul>

		Personal Protective Equipment (PPE) is provided by academy for use when using cleaning substances	✓		
		Substances for cleaning have been risk assessed and communicated to those who use the substances	✓		
		Checks carried out by line managers to ensure that the necessary procedures are being followed	✓		
2. Employees or pupils transmitting virus to others	H	See section 1 for general control measures	✓	<ul style="list-style-type: none"> <li>• <b><i>If possible, restrict movement throughout school and keep to certain areas buildings</i></b></li> <li>• <b><i>Workers to inform academy at earliest opportunity if they are pregnant</i></b></li> <li>•</li> </ul>	M
		Isolation procedure for those who develop symptoms whilst at work	✓		
		Contingency plans are in place to ensure premises remain open and operational to support the vulnerable and critical workers	✓		
		Pregnant workers are away from school	✓		
		Admin staff to ensure glass security screens are closed when talking to visitors/ drivers etc.	✓		
		Guidance issued on travelling to and for work, including public transport	✓		
		Alternative arrangements for vulnerable children travelling to school	✓		
		Testing for covid-19 available to key workers	✓		
		Arrangements for pick up/drop routines – e.g. meet and greet	✓		
		Queuing arrangements in place – 2 mtr markings	✓		
		Where possible one-way systems in place	✓		
		VC conferencing/telephone meetings prioritised	✓		
		Windows and doors opened as much as possible	✓		
3. External contractors/providers transmitting virus to employees or students on site	H	Restricted meetings, visits and unnecessary contact on Trust premises – if they take place ensure it is at 2m.	✓	<ul style="list-style-type: none"> <li>• <b><i>Review signing in/out procedure</i></b></li> <li>• <b><i>Review induction procedure</i></b></li> <li>• <b><i>Essential works to be completed over summer.</i></b></li> </ul>	M
		Internal projects and non-essential maintenance to be completed in Summer.	✓		

4. Parents transmitting virus	H	Parents to use specific entrance and exits in a one – way system and to keep moving.	✓	<ul style="list-style-type: none"> <li>Letters(via e mail) and website updates have been clearly signposted to give parents correct information.</li> </ul>	M
		Late children to be escorted to class and signed in by staff to avoid coming in to school.	✓		
		Spots placed on playground at 2m distance and markers placed on fence outside.	✓		
		Signage placed around the fencing and building reminding adults of conduct	✓		
		Parents to use mail and calls to contact school and teachers - no face to face meetings unless absolutely necessary and by prior appointment.	✓		
5. Travelling to and from School	H	Parents and staff encouraged to walk, drive or cycle to school.	✓	<ul style="list-style-type: none"> <li>Wearing masks on public transport.</li> </ul>	
		Where public transport is used, ensure following guidance from the government.	✓		

Other Hazards Identified	Additional Control Measures to be Put in Place				
Any other foreseeable hazards that are associated with the activities being carried out to be listed here.	<p>Where you have identified other hazards record the additional control measures you are going to put in place to mitigate these below:</p> <p><b><i>In depth COVID-19 guidance issued by Government and updated frequently, this is monitored and distributed by Trust and individual academy.</i></b></p>				
<b>Date of Assessment:</b>	<b>14.7.20</b>	<b>Carried out by:</b>	<b>J Taylor</b>	<b>Signature:</b>	<b>J Taylor</b>
<b>Date of next review:</b>		<b>Carried out by:</b>		<b>Date Review Completed:</b>	

**Also refer to these other relevant risk assessments or safety advice documents:**

