



**Covid Safe Schools:
Glenmere's Approach to a Safe Phased Return
to School**

*Guidance, checks & balances responding to
Covid-19*

AUG 2020

Reviewed Oct 2020

Context

During these unprecedented times, ensuring the safety and wellbeing of our staff, pupils and visitors against the risks posed by COVID-19 is paramount. This guidance, read in conjunction with other key documents listed below, provides an outline to support and maintain a full opening of all year groups in bubbles.

Schools continue to have a statutory duty and responsibility to guarantee the health, safety and welfare of staff, pupils and visitors. This includes making certain that proportionate and reasonable measures are in place to ensure everyone is safe during the COVID-19 outbreak. The Health and Safety Executive (HSE) has confirmed there is still a requirement for statutory inspection of plant and equipment.

Key documentation & guidance

- 'Covid 19- Reopening Risk Assessment'
- 'Reintegration Plan'
- 'Covid-19 Cleaning Schedule'

Government Guidance

Reopening essentials

- **Get the school building ready:** there is no relaxation on a Trusts legal responsibility to maintain the work environment and equipment, but there is acknowledgment of the difficulties of carrying out thorough examinations and inspections in current circumstances. Written schemes of examination and statutory inspections therefore need to be managed on a risk/priority-based approach and adapted as outlined in this guidance. It is essential to continue maintaining critical building services such as water systems and fire/intruder checks as part of the YMD Maintenance Schedule of 'Planned Preventative Maintenance'.
- **Devise social distancing plan in areas where it is possible, this is not needed in each bubble.:** careful consideration needs to be applied to key areas which include pupil circulation, catering services, welfare arrangements, cleaning during the school day, entrances and exits and the operation of teaching and learning areas. All of this must be considered in light of the latest government guidance surrounding [social distancing and bubbles](#). Please refer to the Glenmere Risk Assessment for further guidance on how to apply social distancing practices throughout the school.
- **Consider access arrangements:** procedures have been put into place to regulate and manage individuals entering the school and ensure all individuals wash their hands at entry. External visitors to the site are restricted and only visitors with prearranged appointments will be allowed entry.
- **Prepare staff, pupils and parents:** there will be anxiety amongst both staff and pupils surrounding the return to school. Clear and frequent communication via briefing sessions is therefore key. Schools should ensure that staff receive induction and on-going training pre and post opening (e.g. health and safety, fire safety, food safety, infection prevention and control, medical, safeguarding).

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- All families were called in the last week of term to ensure all the children were ok. All children received a letter from their new teacher.

The Full Return Inspection checklist that has been followed.

- Health and safety, review of fire procedures and setting up of teaching and learning areas including circulation of pupils around school.
- Key areas of servicing maintenance and checks by the premises officer to ensure effective and safe operation of the school building along with meeting statutory requirements.
- Cleaning supplies and Personal Protective Equipment (PPE) stocks, which need to be maintained and replenished regularly. **Cleaners and Premises Officers need to wear appropriate PPE whilst carrying out activities relating to suspected Covid incident or ‘Covid cleaning’ but not in the normal carrying out of their duties, unless they wish to do so.**
- The daily cleaning schedule, detailing which surfaces and key areas need to be prioritised during the school day, referring to the Glenmere Full Reopening Risk Assessment and Cleaning Schedules’

This checklist is not exhaustive and should be implemented alongside government and HSE guidance.

Glenmere has completed a Reopening risk assessment for the reopening of schools ,following a successful phased reopening before the summer.

Full Return Inspection checklist

Glenmere has ensured all checks are completed below in advance of reopening.

A summary of actions arising identified during the phased return inspection, transferred to Appendix A, will be completed on the first week after opening.

Please be aware this is a guide only and not an exhaustive list for a phased return to school and should support operational delivery and we made add things once we reopen.

Phased Return Inspection Checklist

Health and safety and Social Distancing				
No	Key actions	Lead	Yes/No/NA	Comments /Actions
1.	Reopening Risk Assessments is in place, personalised to the school, reviewed and communicated to staff.	SLT Share with chair of governors	YES	Completed and was shared with all staff before the school holidays.
2.	Reconfiguration of classrooms, chairs and desks has been undertaken to allow for compliance with government guidance on all desks facing forward. Any superfluous furniture, fixtures and equipment has been removed and stored.	SLT	YES	All rooms have been set out with desks in rows and all facing forward.

	All rooms that are in operation should be decluttered of unnecessary items to support cleaning and hygiene			All the school has been de-cluttered. All class now has set of books, that will be quarantined for 48 hours before being returned to the library. All soft toys have been put away.
3.	Timetables have been completed for use of hall, playground etc so that bubbles are kept separate from other bubbles.	SC and SLT	YES	Timetables all shared with staff.
4.	Entrances/exits and circulation routes are clearly planned and marked for staff and pupils. The number of entrances and exits has been reviewed to support social distancing. One-way circulation routes are in place where feasible with clear signage. Classes arranged to arrive and leave at different times.	SLT/ Site team	YES	After initial opening changed to movement one way around the school and have changed drop off and arrival times twice. Corridors only used for gaining entrance to the toilet. Entrances and exits have been spread out across the school.
5.	Are one-way signage displayed? Are give-way signs displayed in two-way corridors? Are keep left signs displayed in two-way corridors?	SLT/ Site team	YES	Social distancing signs up. Floor markings in corridors
6.	Is signage displayed outside toilets to indicate that it should be used by one person?	SC/RS	yes	Signs outside all toilets.
7.	Are there any restricted areas requiring signage? (i.e. meetings rooms)	SC/GW/R S	SC/GW/R S	All signage for parents are up and details have been sent out to them.
8.	Rooms which are not being used have been locked or access to them restricted.	SC/GW	SC/GW	All rooms used and clear timetable for hall and field.
9.	Guidance on social distancing rules in car parks when getting in and out of cars have been issued to staff and parents and are reinforced with signage.	Staff and visitors SC/GW/R S	SC/GW/R S	Large social distancing sign on entry and at .
10.	Liaison with school taxis has been undertaken to ensure social distancing on school transport is in place where possible. Assurances have been received that	Office manager/S LT		NA

	cleaning and hygiene arrangements are in place.			
11.	COVID-19 signage for hygiene, social distancing and any new circulation routes is displayed throughout the school. Hygiene signage is conspicuous in prominent areas and circulation routes.	Site team	Yes	Signs are clear all around the school.
12.	Dining area layouts are configured to ensure separation in line with government guidance on social distancing. Tables/chairs are cordoned off where this is not possible. Floor markings are used to manage queues and enable social distancing. Where possible and appropriate, additional arrangements have been put in place, such as staggering lunch times and playtimes.	Site team/ Catering Provider	YES	Dinners will be eaten in bubble room. Separate dinner time and play time. Separate dinner staff. Pack lunches stored in outside alcove. After initial opening,KS1 now have dinner in the hall,both year groups kept separate.
13.	Pupils are encouraged and supported to wash their hands more frequently than normal. For example, on arrival at school, breaktimes, lunchtime, and before and after eating and on departure from school.	All school staff as appropriate	Yes	This has been done since before lockdown.
14.	Queuing zones for toilets and handwashing have been established and are monitored. Floor markings have been provided to enable social distancing.	Site team	yes	Limited to 2 children per toilet.
15.	Medical/First Aid rooms have been reconfigured to ensure social distancing provisions are met. Additional room as close to reception as possible have been designated for isolating pupils with suspected COVID-19 whilst collection is arranged.	Site team	YES	First aid kit is now available per room so children do not need to go to first aid room.
16.	A plan to manage external play areas is in place, incorporating social distancing, staggering of breaks and lunch times, designated areas for different groups, signage and increased levels of supervision.	SC/SLT	YES	Field time, playground time timetabled. Dinners and break split throughout day.

17.	There is a clear plan for how large spaces/communal areas are to be configured for teaching with maximum numbers of pupils clearly specified.	SLT	YES	Hall is on a timetable. Assemblies and most dinners will be in classrooms.
18.	PE lessons have been planned to observe social distancing during activities.	SLT	YES	P.E will be done daily and in a class bubble. Equipment stored for 48-72hours or wiped for next group. Some activities like basketball with a coach has box A equipment and box B equipment.
19.	Social distancing in the reception/office area is reinforced through floor marking and signage.	SLT/SC	YES	Parents are not allowed in reception area and neither will children be allowed. This worked during partial reopening.
20.	Visitors to school are by prearranged appointment only and are checked for symptoms in advance (where possible) and on arrival.	GW/Office /SC	YES	This has been agreed.
21.	Contractors are managed closely, including a contractor induction, and, where possible, supervised if attending whilst school is operational. All contractors accessing the school site have confirmed they are symptom free; and have procedures in place to address COVID-19 issues, e.g. infection control, hygiene and social distancing. This is set out clearly in the contractor Risk Assessment and Reopening Risk Assessment.	Office/GW	YES	In risk assessment documentation.
22.	Deliveries to school are managed effectively in a timely manner adhering to social distancing.	Office/GW	YES	Guidance in place and signage.
23.	The fire evacuation and assembly point briefing for staff includes guidance on social distancing at assembly points. A review has been undertaken to assess whether the current assembly points are sufficient to accommodate the number of pupils and additional assembly points have been designated as required.	SC/SLT	nearly	Had practice of this at the start of Autumn term.

24.	Communications are clear for parents dropping off and picking up pupils at the start and end of the day.	SC/Office	YES	Regular communication with parents. Regular updates about and changes have been made twice since the start of term. Parents now wear mask on the school site.

Deep cleaning and sanitising site

No.	Key actions	Lead	Yes/No/NA	Comments /Actions
1.	The 'cleaning schedule during the day' is applied rigorously on a daily basis.	Cleaners/ site team	YES	One extra cleaner for 90 minutes a day. All staff have cleaning resources for each class.
2.	The site is checked regularly for any pest activity and the pest control contractor has been assigned as necessary.	GW	YES	
3.	Hygiene services have been reinstated.	GW	YES	
4.	Hand sanitisers are available in prominent areas.in the school and are regularly replenished.	GW	YES	These were already in place.
5.	Cleaning regimes during the school day have been stepped up, applying the 'Cleaning schedule during the day' set out below.	Cleaners / all staff	YES	Separate cleaning buckets for each room.
6.	Are hand washing posters displayed?	Cleaners/ site team	YES	In place
7.	Is there signage in place for 'catch it, bin it, kill it' and sneezing/coughing into elbows?	Cleaners/ site team	YES	Displayed across the school
8.	Appropriate PPE is worn by cleaning staff and there are arrangements in place for safe disposal.	Cleaners/S C	YES	Bought overalls that will be washed. Face shields

PPE – Cleaning supplies

No.	Key actions	Lead	Yes/No/NA	
1.	There are sufficient supplies of gloves and aprons on site for cleaning staff.	SC/SLT	YES	Yes for gloves and aprons.
2.	There are sufficient supplies of safety goggles on site for staff dealing with 1 st aid and intimate care situations.	SC	YES	Face shields not goggles.
3.	There are sufficient supplies of face masks where risk assessment identifies need.	SC/SLT	YES	Yes
4.	There are sufficient supplies of boxed tissues available for classrooms and office areas.	SC/Office	YES	GW and office to order on regular basis.
5.	There are sufficient supplies of hand sanitiser available.	Sch effort	YES	Hand sanitiser throughout the school.
6.	There is sufficient stock of cleaning materials cloths, mops, disinfectant wipes etc. available.	GW/office	YES	This an area we ensure we have a large supply of everything.
7.	There are sufficient cleaning products available for cleaning all the required areas within school.	GW/office	YES	This an area we ensure we have a large supply of everything.
8.	Where possible, separate bins for PPE disposal have been established throughout the school and cleaning staff aware of disposal requirements.	GW/office	YES /NO	Separate bin in first aid room.

Catering

No.	Key actions	Lead	Yes/No/NA	Comments /Actions
1.	Catering Services and supporting HSE checklists have been implemented.	School food provider	YES	
2.	Kitchen equipment has been checked and is working effectively.	School food provider	YES	
3.	Catering provider has supplied school with own Risk Assessment	office	NO	Have copy of this

Staff training

No.	Key actions	Lead	Yes/No/NA	Comments /Actions
1.	Induction and training to staff on key estates and FM related areas (e.g. health and safety awareness, infection prevention and control, fire safety, food safety, medication) has been delivered.	HT/SLT	YES	

Staff Room

No.	Key actions	Lead	Yes/No/NA	Comments /Actions
1.	Are there enough bins provided?	GW/office	YES	
2.	Is seating following guidance?	staff	YES	Staff will only go into staffroom with their 'bubble' group Seats in classes in rows and all facing forward.
3.	Are staff still able to access drinking making facilities and fridge?	SC/GW	YES	Staff will only go into staffroom with their 'bubble' group And will wipe fridge down.
4.	Are hand wash, sanitiser and paper towels provided?	GW	YES	
5.	Has the staff room been cleaned recently (within the last day)?	GW/HW	YES	Teachers to wipe photocopier etc after use. This worked well during phased reopening.
6.	Has all shared crockery been removed?	GW	YES	Staff to bring in own crockery.
7.	Is a sign displayed to inform staff not to leave dirty crockery?	GW	YES	
8.	Are surface wipes provided nearby? (disinfectant/anti-bacterial)?	GW	YES	
9.	Have reusable sponges been removed?	Site team	YES	Daily removal after use
10	Have coat stands been removed?	Site team	NA	

Access Points

No	Key actions	Lead	Yes/No/NA	Comments /Actions
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1.	Are doors with magnetic mechanisms open to allow easy access?		NA	We have special fire shutters on doors so they will shut when alarm goes off.
2.	Is there a system to restrict access?	GW/SC/RS	YES	School office area roped off.
3.	Are signs displayed to inform staff/pupils/visitors/contractors to allow 2m distance when entering/exiting the building?	RS/GW/SC	YES	Large banner on entrance.
4.	Is social distancing signage displayed in the reception area?	GW/RS	YES	Before reception. Parents not allowed in reception.
5.	Is floor signage present in the reception area?	GW/RS	NO	Before reception. Parents not allowed in reception.
6.	Does the seating within the reception area allow visitors to maintain 2m social distancing?	Site team	YES	No visitors will be allowed in reception except contractors, who will not sit down. 2 nd chair to be taken out of reception.
7.	Are Perspex screens in place for reception staff?	RS	YES	Fitted before phased reopening.
8.	Is the reception area used by staff entering and exiting the building? If so, is there adequate spacing?	SC	YES	

Fire Emergency Procedures

No.	Key actions	Lead	Yes/No/NA	Comments /Actions
1.	Does one-way signage state that one-way doesn't apply in an emergency?	SC/SLT		Not got one way signage as doesn't fit building.
2.	Does social distancing signage block/restrict visibility of fire exit/other safety signage?	GW	NO	
3.	Are there suitably trained fire marshals?	GW/SC	YES	3 staff trained
4.	Have the fire log book checks been kept up to date?	Gw	YES	Full fire check completed first half of autumn term.
5.	Have 'external' fire checks been kept up to date (fire alarm system, fire extinguishers etc.)?	GW	YES	Full fire check completed this half term.

6.	Is there a system in place to ensure staff/pupils who require a PEEP, are sufficiently assisted (i.e. enough evac chair trained persons)?		NA	
7.	Does the assembly point allow for social distancing?	SC/GW	YES	On large school field
8.	Has the fire evacuation procedure been amended?	GW/SC	YES	Nothing needs changing as children enter onto field. Will add to stay in their bubble.
9.	Does the reviewed evacuation procedure identify sufficient roles (i.e. those going to the fire panel)?	GW		No change needed.
10	Are any fire doors propped open (e.g. with wedges/fire extinguishers)?	Site team	NO	

Legionella/Asbestos

No	Key actions	Lead	Yes/No/NA	Comments /Actions
1.	Have little used outlets (including showers) been flushed and been recorded?	GW	YES	
2.	Has monthly water temperature testing taken place and been recorded?	GW	YES	
3.	Is the legionella survey and water tank inspection up to date?	GW	YES	
4.	Is the asbestos survey up to date?	GW	YES	
5.	Have ACM's been inspected and recorded prior to building being reoccupied?	GW		

Date: _____

Appendix A

Summary of Actions Arising after first week of opening.

Item	Hazard Identified	Location	Action Required	Action By	Completed Date

Cleaning schedule during the day

Appendix B

Please note that the schedule below sets out cleaning activities that are additional to the normal cleaning routine or used in conjunction with normal cleaning activities. These should be marked as completed for each period of the day in the columns to the right of the schedule once they have been undertaken by cleaning staff.

Cleaning Schedule During the Day						
Area	Description of task	Priority	Before school	Mid morning	Lunchtime	After school
Toilet and toilet cubicles	Clean toilets and door handles.	High				
	Wipe down sink units, basins and taps.	High				
	Mop up any spillages.	High				
	Wipe down toilet flushers.	High				
	Wipe down soap dispensers, hand dryers, hand sanitiser units.	High				
	Wipe down mirrors.	High				
Corridors and circulation areas	Wipe down fob access readers.	High				
	Wipe all door handles, glass panels, door plates and light switches.	High				
	Wipe down push plates.	High				
	Clean glass windows around atrium and circulation areas.	High				
Stairwells	Wipe down all banister rails.	High				
	Mop/h Hoover all floors.	High				
	Wipe staircase bannister and glass.	High				

Cleaning Schedule During the Day

Area	Description of task	Priority	Before school	Mid morning	Lunchtime	After school
Classrooms	Wipe all pupil desks and chairs.	High				
	Empty bins and clear rubbish.	High				
	Wipe shared keyboards.	High				
	Wipe down areas and benches in PE changing room.	High				
	Wipe teacher boards and surfaces.	High				
Staff room	Wipe all appliances and sinks.	High				
	Empty bins and clear rubbish.	High				
	Wipe furniture down and work surfaces.	High				
Reception/offices	Wipe signing in system.	High				
	Wipe IT equipment and telephone handsets where possible.	High				
	Empty bins and clear rubbish.	High				
	Wipe down printers and office machinery.	High				
	Wipe desks.	High				
Dining hall	Assist in cleaning surfaces before and after breaks.	High				
	Clear up any spillages following breaks.	High				
	Empty bins and clear rubbish.	High				

Cleaning Schedule During the Day

Area	Description of task	Priority	Before school	Mid morning	Lunchtime	After school
Waste disposal	Avoid cross-contamination when addressing body fluids spillage.	High				
	Double-bag any cleaning waste and used PPE and store securely for 72 hours before disposal. <i>Where possible, establish separate bins for PPE disposal in medical rooms; kitchens; early years area; areas where pupils with SEND are taught/cared for (if their needs are such that PPE is required); site supervisors'/cleaners' base rooms.</i>	High				
PE/play equipment	Wipe play equipment down after use.	High				
	Wipe any PE equipment used.	High				
Lifts/stairlifts	Wipe interior and exterior of lift doors and key touchpoints.	High				