



Star

# GUIDANCE ON ESTATES AND FACILITIES MANAGEMENT

## CHECKS AND BALANCES: RESPONDING TO COVID-19

A toolkit to support leaders  
as they reopen schools



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## 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 document provides an outline to support and manage the safe remobilisation of school estates and facilities in both primary and secondary settings. It is supplementary to the Toolkit and should be used alongside it. The Principal and any members of the Senior Leadership Team responsible for overseeing key areas will need to review the areas highlighted within the guidance and implement measures to minimise the risks.

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.

## Reopening essentials

- **Get the school building ready:** there is no relaxation on a duty-holder's 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.
- **Devise a social distancing plan:** 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. Please refer to the Toolkit for further guidance on how to apply social distancing guidance to the partial reopening of schools.
- **Consider access arrangements:** procedures should be put in place to screen any visitors prior to entering the premises and require all individuals entering the building to wash their hands at entry. External visitors to schools should be limited where possible.
- **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). Please refer to the Toolkit for further guidance on communication strategies for key stakeholders.

The **estates and facilities remobilisation checklist** included below covers:

- 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 site team to ensure effective and safe operation of the school building along with meeting statutory requirements.
- Arrangements with transport providers to ensure social distancing measures are in place and are effectively implemented.

- Cleaning supplies and Personal Protective Equipment (PPE) stocks, which need to be maintained and replenished regularly. Cleaners and site teams need to wear appropriate PPE whilst carrying out activities.
- The daily cleaning schedule, detailing which surfaces and key areas need to be prioritised during the school day.

This checklist is not exhaustive and should be implemented alongside government and HSE guidance and with reference to the Toolkit.

A COVID-19 operational risk assessment for the reopening of schools has also been devised as part of the Toolkit and should be read in conjunction with this checklist.

## Estates and facilities remobilisation checklist

Schools should ensure all checks are complete. Please be aware this is a guide only and not an exhaustive list for remobilisation to support operational delivery. Schools may wish to add additional key actions which are specific to their own context.

Health and safety school set up			
No.	Key actions	Lead	Yes/No
1.	Risk Assessments for COVID-19 remobilisation are in place, reviewed and communicated to staff.	Principal	
2.	Reconfiguration of classrooms, chairs and desks has been undertaken to allow for compliance with government guidance on social distancing.  Seating arrangements for staff and pupils are clearly marked, communicated and any superfluous furniture, fixtures and equipment has been removed and stored.	Site team	
3.	Class sizes and timetables/staffing have been amended allowing for reduced numbers in each classroom to enable social distancing.	Senior Leadership Team (SLT)	
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.	SLT/Site team	
5.	Rooms which are not being used have been locked or access to them restricted.	SLT/Site team	
6.	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	
7.	Liaison with transport companies has been undertaken to ensure social distancing on school transport is in place where possible. Capacity has been reviewed and, if required, repeat journeys have been arranged. Assurances have been received that cleaning and hygiene arrangements are in place.	School Business Manager (SBM)/bus operator	
8.	COVID-19 signage for hygiene, social distancing and any new circulation routes is displayed throughout the school.	Site team	

	Hygiene signage is conspicuous in prominent areas and circulation routes.		
9.	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, delivering grab bags to and/or eating in classrooms.	Site team	
10.	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.	Duty rota	
11.	Queuing zones for toilets and handwashing have been established and are monitored. Floor markings have been provided to enable social distancing.	Site team	
12.	Medical rooms have been reconfigured to ensure social distancing provisions are met. Additional rooms close to reception have been designated for isolating pupils with suspected COVID-19 whilst collection is arranged.	Site team	
13.	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.	SLT/Site team	
14.	In line with the net capacity exercise set out in the Toolkit, 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	
15.	PE lessons have been planned to observe social distancing during activities.	SLT	
16.	Assemblies and other large gatherings (e.g. staff meetings/training/briefings) are avoided. E-platforms are used to deliver live (or recorded) assemblies and staff/student briefings directly into classrooms.	Site team	
17.	Social distancing in Reception is reinforced through floor marking and signage.	Site team	
18.	Visitors to school are kept to a minimum. Visitors are checked for symptoms in advance (where possible) and on arrival. There is a designated waiting area/meeting room for visitors and their movement around school is limited.	SBM	

19.	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 school's Risk Assessments.	Site team	
20.	Deliveries to school are managed effectively in a timely manner adhering to social distancing.	Site team	
21.	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.	SLT/SBM	
22.	Pupils are managed when entering and exiting school gates/entrances/exit doors and social distancing guidance is applied.	Duty rota	
<b>Maintenance and servicing</b>			
<b>No.</b>	<b>Key actions/fire</b>	<b>Lead</b>	<b>Yes/No</b>
23.	Weekly fire tests are carried out and recorded.	Site team	
24.	All fire doors are checked and documented.	Site team	
25.	Emergency lighting visual checks are carried out ensuring all lighting is fully operational.	Site team	
26.	Procedures are in place to ensure fire exits are clear from obstructions.	Site team	
27.	External gates are operational and functioning fully.	Site team	
28.	Servicing arrangements are in place for the fire alarm.	External contractor	
29.	Fire extinguishers are checked on a weekly basis.	Site team	
<b>No.</b>	<b>Key actions/water</b>	<b>Lead</b>	<b>Yes/No</b>
30.	Water outlets are flushed on a weekly basis, including during any closure periods.	Site team	
31.	Monthly water temperature monitoring is in place, with a particular focus if the school has been closed.	Site team	
<b>No.</b>	<b>Key actions/mechanical - boiler heating services</b>	<b>Lead</b>	<b>Yes/No</b>
32.	Boiler servicing certification is up to date.	SBM	
33.	Gas taps in science labs have been checked to ensure that they are operational.	Site team	

34.	Temperature settings are set for summertime.	Site team	
No.	Key actions/electrical	Lead	Yes/No
35.	Social distancing signage is displayed outside lifts.	Site team	
36.	Lift servicing is up to date.	Site team/ External contractor	
37.	Servicing of doors/gates and barriers is up to date.	Site team/ External contractor	
38.	All air conditioning systems remain energised in normal operating mode with any re-circulatory systems adjusted to full fresh air. Servicing of air conditioning service/general ventilation certification is up to date. As an extra precautionary measure, air conditioning providers have disinfected air filters and made a full filter change on all of the air handling units.	Site team/ External contractor	
39.	Emergency Lighting Three Hour drop test certification is up to date.	Site team/ External contractor	
40.	Servicing of intruder alarms/access control and CCTV is up to date.	Site team/ External contractor	
Deep cleaning and sanitising site			
No.	Key actions	Lead	Yes/No
41.	The 'cleaning schedule during the day' set out below is applied rigorously on a daily basis.	Cleaners	
42.	The site is checked regularly for any pest activity and the pest control contractor has been assigned as necessary.	SBM	
43.	Hygiene services have been reinstated.	SBM	
44.	Hand sanitisers are available in prominent areas.in the school and are regularly replenished.	SBM	
45.	Cleaning regimes during the school day have been stepped up, applying the 'Cleaning schedule during the day' set out below.	Cleaners	
46.	Appropriate PPE is worn by cleaning staff and there are arrangements in place for safe disposal.	Cleaners	
PPE – Cleaning supplies			
No.	Key actions	Lead	Yes/No
47.	There are sufficient supplies of gloves and aprons on site for cleaning staff.	SBM	

48.	There are sufficient supplies of safety goggles on site.	SBM	
49.	There are sufficient supplies of face masks where risk assessment identifies need.	SBM	
50.	There are sufficient supplies of body fluid kits available.	SBM	
51.	There are sufficient supplies of hand sanitiser available.	SBM	
52.	There is sufficient stock of cleaning materials cloths, mops, disinfectant wipes etc. available.	SBM	
53.	There are sufficient cleaning products available for cleaning all the required areas within school.	SBM	
54.	Where possible, separate bins for PPE disposal have been established in medical rooms; kitchens; early years area; any areas where pupils with SEND are taught /cared for (if their needs are such that PPE is required); site supervisors' /cleaners' base rooms and any other rooms where PPE is used.	SBM	
<b>Catering</b>			
No.	Key actions	Lead	Yes/No
55.	Catering Services and HSE checklists have been implemented.	SBM	
56.	Kitchen equipment has been checked and is working effectively.	Site team	
57.	Kitchen canopy cleaning schedules are up to date.	SBM	
<b>Staff training</b>			
No.	Key actions	Lead	Yes/No
58.	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.	SBM/ Principal	

## Cleaning schedule during the day

Please note that the schedule below sets out cleaning activities that are additional to the normal cleaning routine. 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	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
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						
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						

Cleaning Schedule During the Day								
Area	Description of task	Priority	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
	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						
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						

Use the Action Plan below to identify and monitor:

- Any outstanding tasks from the Remobilisation Checklist above.
- Any additional tasks specific to your site.

Action Plan			
No.	Action Required	Person responsible	Date to be complete by