

## EduCare Estates Management

The following is guidance for the safe operation of the estate whilst we are asked to operate our buildings and sites as EduCare facilities. This guidance is for both active EduCare facilities and any sites that may not be required and hence are temporarily closed. This is to ensure both current safety and safety at a point of reoccupation. It is essential to remember that whilst the Coronavirus pandemic remains that other safety issues, such as bacteria in our water systems or the risk of fire remain and they present a risk to life if not properly managed. Where any of the following cannot be achieved due to your specific site or staffing circumstances, then Ian Carnwell – Director of the Learning Environment should be contacted immediately.

**Please ensure each triad group key holder has a copy of this document.**

### 1. Site teams

Colleagues forming the site teams at each facility providing EduCare should be placed into one of the triad team rotas. To ensure the effectiveness of the principal of the triad team rotas, individuals must not work across teams. Where site teams are small in number (less than 3 in a site team and hence unable to provide a site team member for each triad), a representative in each of the other triad teams should be nominated from other (not site specific) colleagues. These people will be the building key holders for their triad rota team and will also be asked to carry out essential basic safety checks, to ensure safe ongoing operation of the building and site. Without these basic checks our buildings and sites will not be safe to operate, hence are compulsory. Maintaining the triad principal, each team should then have 2 deputy key holders who could become a key holder should the primary designated key holder become unwell. Where any buildings are closed for a period of time, the site team will be asked to support another sites as a part of one of their rota teams, in addition to a weekly visit to the closed building they would normally be responsible for, to carry out prescribed weekly checks.

Where existing site teams are small or unable to join on site rotas for health reasons, the remaining team members will be required to provide the basic training / guidance below to the counterpart key holders.

Each rota team key holder should:
Have a set of keys
Understand how to operate the intruder alarm
Know where the fire alarm panel is and how to check it is operational (illuminated)
Know where all fire exits are and understand how they are operated and secured
Know where all other external doors are and understand how they are secured
Understand the buildings escape routes
Know which are internal fire doors
Understand external routes to the fire assembly point and how to keep them accessible
Know where all water outlets are
Know where to operate lights
Understand how to secure the site
Exchange contact phone numbers

Team rotas must always include a trained first aider. Site teams should remain contactable when not in school on rota to guide key holders by telephone should any issues arise (such as with setting the intruder alarm etc). Triad team rotas must also include a fire marshal, who like the appointed first aider, must be in school when occupied.

## 2. Maintenance Projects

All maintenance projects are to be postponed until current working restrictions as defined by the Government and Public Health England are removed. Site Managers or their nominated representatives in other triad rota teams are to focus on the daily and weekly safety checks. Site Managers alone can address the monthly safety checks, which may become more frequent to suit the rota but must not become less frequent. Emergency maintenance projects can proceed (such as to attend to a burst pipe) but only with the consent of Ian Carnwell – the Director of the Learning Environment. Liaison will also be required with GS Musson Associates to ensure appropriate safety and working protocols are in place.

### **3. Building Triads**

Our buildings are to form working groups of 3 or 4. Should an outbreak of Coronavirus occur in one building, then the EduCare facility can (if required) be relocated to another building within the working group, whilst deep cleaning is carried out. This principal is to ensure the continuation of EduCare in support of key workers.

The groups are to be:

Group 1 – High Street, Goosewell, Pilgrim, Stuart Road

Group 2 – Drake, Marlborough, Morice Town, Stoke Damerel

Group 3 – PACA and UTC

Group 4 – Hill View, Malmesbury Park, Parkfield

Group 5 – Springfields, Springfields South.

The principal may not be as applicable in group 5 and in that case, the LA would be consulted. The operational ability of Springfields South does also depend on the continued operation of Sarum Academy.

### **4. Isolation Space Triads**

In each building a triad of spaces are to be identified for the sole use of isolation spaces. These spaces will be available for use at no notice by people who present initial symptoms of Coronavirus during the EduCare day. These spaces must be carefully selected based on ease of subsequent deep cleaning. These spaces should be identified to all as isolation spaces (sign on doors) and should only be used as such for the duration of EduCare.

### **5. Use of Space**

Maintaining social distancing in accordance with Government and Public Health England guidelines is essential. Whilst numbers in school are low, this can be readily achieved without occupying the entire school. Therefore, the amount of spaces accessible for EduCare use should be limited as far as possible. This principal should be applied to all spaces including toilets. The purpose is to ensure daily cleaning can then be focused on the limited areas in use to ensure effectiveness of cleaning, in addition to ensuring limited cleaning supplies are optimised. This will also ensure cleaning teams can be scaled down to operate on a 3-week rota for 3 teams, in support of the principal of the EduCare staffing triad rota, to reduce the risk of infection. In limiting the use of space in school, all fire escape routes must remain accessible at all times. All fire doors must remain clear of obstruction and operable in the direction of escape without the use of a key.

## 6. Cleaning

Cleaning should be focused on the areas of the building being used as the EduCare facility and any other occupied spaces within the building. Cleaning should focus on hard surfaces, hand rails, door handles, toilets facilities, corridors, and frequently touched areas. The guidance below should be followed in addition to following the Public Health England guidance at <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>. The guidance should also be followed when cleaning any area specifically thought to have Coronavirus contamination. The numbers of cleaners required compared to normal should be managed locally to suit the level of building occupancy and triad team rota principal.


Cleaning and disinfection guidance

If you have a  or  **new and continuous cough** or **high temperature**

**stay at home for 7 days**, if you live alone  
**stay at home for 14 days**, if you live with others, including all household members

Only use **NHS 111** if your symptoms get worse or are no better after home isolation

**Stop the spread of coronavirus**



**Wash your hands more often and for 20 seconds**

Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food



Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze and throw the tissue away straight away



**Cleaning an area with regular household disinfectant** after someone with suspected coronavirus has left will reduce the risk of passing the infection on to other people

The amount of virus living on surfaces will reduce significantly after

## 72 hours

If an area can be kept closed and secure, wait until this time has passed before cleaning



Wherever possible, wear disposable or washing up gloves and aprons for cleaning. These should be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished

If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus, **consider using protection for the eyes, mouth and nose** as well as gloves and apron



Using a disposable cloth, first clean hard surfaces with warm soapy water

Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to **frequently touched areas and surfaces**, such as bathrooms, grab-rails in corridors and stairwells and door handles



**Wash hands regularly** with soap and water, **and after removing** gloves, aprons and other protection used whilst cleaning

## 7. Daily Safety Checks.

These are to ensure the daily safe operation of our buildings and sites. These checks do not need to be recorded but must take place prior to building occupation. To reduce the amount of commonly touched door handles, doors that are not marked as fire doors can be propped open during hours of occupation. Fire doors can only be propped open if the propping device is connected to the fire alarm system. All props must be removed overnight to help to prevent the spread of fire and to reduce false activations of intruder alarms.

**To Open the Building and Site** (every day before occupation by others):

<b>Fire Safety</b>
Can all fire exits be opened immediately and easily?
Are fire doors clear of obstructions?
Are escape routes clear?
<b>Fire Warning Systems</b>
Is the indicator panel showing 'normal'?
Are whistles, gongs or air horns in place?
<b>Escape Lighting</b>
Are luminaires and exit signs in good condition?
Is emergency lighting and sign lighting working correctly?
<b>Firefighting Equipment</b>
Are all fire extinguishers in place?
Are fire extinguishers clearly visible?
Are vehicles blocking the site entrance, exit, fire hydrants or access to them?
<b>Slips, Trips and Falls</b>
Are viewed areas free from slip and trip hazards?
<b>Security</b>
Is the perimeter fencing in good condition, and is the site secure?
<b>Tree Management</b>
Have you carried out general observations of the condition of the trees on site?

**To Close the Building and Site** (every day prior to last person leaving site):

<b>Water</b>
Are all taps turned off?
<b>Energy</b>
Are all lights switched off where not PIR operated?
<b>Fire Safety</b>
Is the indicator panel showing 'normal'?
Are all fire doors closed?
Have all props been removed from non fire doors ensuring they are closed?
<b>Occupant Safety</b>
Have all areas been checked to ensure no one remains in the building or on site?
<b>Security</b>
Are all windows closed?
Are all external doors locked (where capable of being so)?
Is the intruder alarm set?
Is the site perimeter secure?

8. **Weekly Site Checks of EduCare Facilities.**

<b>Fire Safety – Escape Routes</b>
Do all emergency fastening devices to fire exits (push bars and pads, etc) work correctly?
Are external routes clear and safe?
<b>Fire Warning Systems (to be carried out by site teams only)</b>
Does testing a manual call point send a signal to the indicator panel? (Disconnect the link to the receiving centre or tell them you are doing a test.)
Did the alarm system work correctly when tested?
Did staff and other people hear the fire alarm?
Did any linked fire protection systems operate correctly? (e.g. magnetic door holder released, smoke curtains drop)
Do all the visual alarms and/or vibrating alarms and pagers (as applicable) work?
Do voice alarm systems work correctly? Was the message understood?
<b>Emergency Lighting</b>
Are charging indicators (if fitted) visible?
<b>Firefighting Equipment</b>
Is all equipment in good condition?
<b>Water Hygiene</b>
Has the daily or weekly flushing of all water outlets been completed in accordance with the Legionella written scheme of management?
Check ph. levels, concentration levels and bacteria levels of metal working fluids in accordance with the Legionella written scheme of management (by site team only when on rota). If not done weekly, equipment must not be used.
<b>Work Equipment</b>
Have you carried out ‘in-house’ inspection of work equipment? This should include emergency stops and guarding.

## 9. Legionella Control and Water Hygiene

The following requirements (in some cases), go further than what is required in each school's legionella written scheme of control. This is because of the potential amount of time that buildings may not be used either in part or in entirety.

The need to maintain a good standard of drinking water quality has also been considered.

### Risk

Buildings with larger water systems (cold water tanks, and or large hot water systems) will be at a greater risk of bacterial growth, due to the significant volume of water held within the building. In particular, buildings that have all of the above, but also include showers (not including electric showers) are at a further higher risk, due to the amount of water spray that is created.

Schools listed in risk column (water system type)	
MODERATE RISK	HIGHER RISK
Hill View	Drake
Malmesbury Park	Goosewell
Pilgrim	High Street
Springfields South	Marlborough
Stuart Road	Morice Town
	Parkfield
	Plymouth Academy of Creative Arts
	Springfields
	Stoke Damerel
	UTC Plymouth

## **Control Measures**

The following control measures must be followed:

### **Monthly Water Temperature Checks**

- i. If possible, for school buildings that are currently unoccupied, switch off hot water systems so that they do not produce hot water. This will reduce the risk of legionella growth and negate the need for water temperature checks. This will only be acceptable providing that flushing of water outlets is carried out at the correct frequencies stated below.
- ii. If the hot water system is still running, then carry out monthly water temperature checks as usual, although the frequency may be increased to three weekly in some cases, to coincide with the triad team rotas.
- iii. In the first instance, premises staff from their own school should carry out water temperature checks, as they have been specifically trained to do this for their own site. If this is not possible, then trained staff from other sites may carry this out, but should contact Liam Cottrell (Legionella Control Specialist) first, so that they receive support to ensure that they are confident in carrying out the checks on water systems that they may not be familiar with.

### **Flushing of Little Used Water Outlets**

Staff who are familiar with their own sites, should where possible lead on flushing within their own school, to ensure that all water outlets are identified. If this is not possible, then staff who are unfamiliar with the school site, should consult the legionella water schematic, which will show all water outlets within the school. The water schematics can be found in each school's legionella / compliance logbook.

Further support will be provided by Liam Cottrell (Legionella Control Specialist) as and when needed.

### **Moderate Risk Schools**

- i. Flushing of little used water outlets every two weeks (keep written record) This will be operated in the following way:
  - ii. Staff will flush all outlets on a Monday and Friday in the same week, then repeat after a two-week gap. Again, this is to coincide with site team members on the triad team rotas.
  - iii. Flush water outlets until the **hot** water is **hot** & **cold** water is **cold**. If the hot water is switched off, then flush until the water is cold.

### **Higher Risk Schools**

- i. Flushing of all water outlets weekly (keep written records). Schools will need to take into consideration that they will need to ensure that cold water tanks & hot water calorifiers have sufficient water turnover. Flush all outlets for at least 5 minutes. This will help ensure that sufficient water turnover is achieved.

### **Further Considerations** (for flushing and water temperature checks)

- i. When flushing water outlets, include toilet cisterns (one flush) Showers, drinking fountains and drinking water coolers should also be flushed through.
- ii. If hot water systems are to be switched off; before they are switched back on, they should be heated up to their correct normal operating temperature, left for two hours, and then hot water outlets flushed through for a period of two minutes. This is so that any potential bacteria growth is thermally destroyed.

### **Additional Water Hygiene Support**

If anyone has further questions or requires specific guidance with their particular school, Liam Cotterell will provide this by either email or phone.

Email: [Liam@lclezionellaspecialist.com](mailto:Liam@lclezionellaspecialist.com)

Mobile: 07388 917987

**10. Weekly Site Checks of Closed Facilities**

<b>Fire Safety - Fire Warning Systems and Equipment</b>
Is the indicator panel showing 'normal'?
Does testing a manual call point send a signal to the indicator panel? (Disconnect the link to the receiving centre or tell them you are doing a test.)
Did the alarm system work correctly when tested?
Are vehicles blocking the site entrance, exit, fire hydrants or access to them?
<b>Water Hygiene</b>
Carry out flushing in accordance the Reach South guidance issued to cover the current Coronavirus situation.
Check ph. levels, concentration levels and bacteria levels of metal working fluids in accordance with the Legionella written scheme of management.
<b>Security</b>
Is the perimeter fencing in good condition, and is the site secure?
Are buildings secure and free from damage?

Please report any issues to Ian Carnwell – Director of the Learning Environment

**11. Monthly Site Checks (all buildings regardless of occupation)**

<b>Fire Safety</b>
Do all electronic release mechanisms on escape doors work correctly? Do they 'fail safe' in the open position?
Do all automatic opening doors on escape routes 'fail safe' in the open position?
Are fire door seals and self-closing devices in good condition?
Do all roller shutters provided for fire compartmentation work correctly?
Are external escape stairs safe?
Do all internal self-closing fire doors work correctly?
<b>Emergency Lighting</b>
Do all luminaries and exit signs function correctly when tested?
Have all emergency generators been tested? (Normally run for one hour).
<b>Firefighting Equipment</b>
Is the pressure in 'stored pressure' fire extinguishers correct?
<b>Water Hygiene</b>
Temperature checks in accordance with the legionella written scheme of management.
<b>Sports and Recreational Facilities</b>
Is all PE and gym equipment in good condition and free from damage?
Is all playground equipment in good condition and free from damage?

## **12. Statutory Testing, Servicing and Maintenance**

Statutory testing, servicing and maintenance should continue as and when required as would normally occur. If you are due to have any statutory servicing, testing or maintenance carried out during the Easter break or the summer term, please inform Ian Carnwell (Director of the Learning Environment) and Gary Musson (GS Musson Associates) of your supplier and appointment details. Ian and Gary will liaise directly with your suppliers to ensure safe methods of working and safety of our EduCare facilities. Should your suppliers not be working at this time or cancel an appointment then please contact Ian Carnwell for advice to ensure ongoing safety.

### **For any queries or clarification, please contact:**

Ian Carnwell – Director of the Learning Environment

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