

TOWER COLLEGE

RESPONSE TO COVID-19

PLAN FOR FULL SCHOOL REOPENING



Covered by this Reopening Plan: Staff, pupils, contractors, visitors, volunteers

Date of Assessment: September 2020

Review Date*: This is a live document – adjustments will be made ad hoc

Coordinators: Ms AC Bingley & Senior Management Team

Governor: Mr D Oxley

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Introduction

Summer term 2020 will be remembered as a turning point in our education system, a time when the rites of passage typically associated with the final months of the academic year were torn asunder. The familiar cycle of examinations, sports days, celebrations, and preparations for moving on has been reimagined. Pupils who left school suddenly on 20th March have their own stories to tell. It really was a great pleasure to welcome our Year 11 back to celebrate their outstanding GCSE results on August 20th. And, to the staff, my heartfelt thanks; they were suddenly required to do many things differently (not least providing full live online timetable) and assimilate volumes of guidance at record pace.

Lockdown has galvanized reflection on an intense scale: Who are we? How has our collective history shaped us? What does a future hold that is characterised by increasing online default for so much human connectivity? COVID-19 held a mirror to society and required us to focus on the transformative power of education. We need to nurture resilient, creative, solution-focused minds. We need to equip our pupils with the technology, skills and motivation to learn remotely. We need to maintain the connections that we established with parents during lockdown's online learning to ensure that our Tower College community remains strong.

Over the summer break, we have worked collaboratively with the ISA and other schools and have gained invaluable knowledge regarding overcoming the barriers that schools faced during the partial reopening phase. Reflection on lessons learned is mutually supportive and essential to growth. Several of these schools have contributed case studies to aid the sector in preparation for full reopening in September 2020. Thank you to all contributors for your generosity of spirit and positive culture.

I am sure that parents will feel assured to know that our school has been open throughout the lockdown, since 20th March for vulnerable and key worker children and since 2nd June to eligible year groups. We have been so impressed with how our children have adapted to the safety measures that we have put in place and their experiences will undoubtedly support their settling back into school in September. Being able to welcome all our year groups back in September, is both an exciting and challenging operation for us all.

It is vital to note that this plan for reopening is not exhaustive and as we continue to receive further guidance and updates from the government and DfE, it will be subject to change. Our SMT team will be meeting on Tuesday 1st, September to finalise the day to day organizational arrangements. This plan and these arrangements will be scrutinised by Citation, our H&S advisors, who will be conducting a full-site Covid-19 secure audit. Having ensured compliance, we will then send parents an information pack detailing all our arrangements. This pack, as well as containing the day to day arrangements, will also contain Ark Travel's Coach Service Risk Assessment, Holroyd-Howe's Catering Risk Assessment, Breakfast & After School Club Risk Assessments along with the changes that we have made to several of our mandatory policies.

All our planning and arrangements have been devised in line with government guidance which can be viewed online ...

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Ms A C Bingley (Principal)

The Tower College Safe Return Pledge




As schools reopen, Tower College is committed to the safety and well-being of our children, our families, communities and our staff.

Stay Apart, Stay Clean, Stay Safe

Our seven pledges to you:

1		We will continue to listen and respond to official guidance from all sources to keep our practices in schools up to date.
2		We have developed a risk assessment framework focused on the safety of children and staff, from the best sources of official guidance and advice and we will update it as guidance evolves.
3		With social distancing practices in mind, we have redesigned the physical layout of the school looking at: drop off and pick-up; safe ways of walking round the school; lunch arrangements and class sizes, which will be according to government guidelines.
4		We have stocked up on key PPE including: soaps and sanitary gels; dispensers outside each classroom; thermometers; face masks; gloves etc.
5		We will monitor the well-being of our children, parents/carers, and staff and encourage you to take part in our weekly pulse surveys for both staff and parents/carers to help us understand how we can help you.
6		We will stay in touch through ParentMail, phone calls, Facebook and Instagram, the school website and we want to hear from you. Please contact your school if you have any questions.
7		We will do our best to accommodate individual preferences where possible (e.g. wearing of face masks).

The three pledges we ask of you:

1		Please follow social distancing and sanitation guidelines: eg drop off and pick up rules; hand washing prior to school arrival and after school departure.
2		Please keep the school informed of all relevant health and attendance issues - for your children and family members - so they can continue to support you and your children as best as they can.
3		Where children can't attend the school, please commit to learning from home and staying in continuous contact with the school.

Reopening Essentials

Ensuring the safety and wellbeing of our staff, pupils and visitors against the risks posed by COVID-19 is paramount. This plan provides an outline to support and manage the safe remobilisation of school estates and facilities. The Senior Management Team are responsible for overseeing key areas and will regularly review the areas highlighted within this guidance and implement measures to minimise the risks.

We recognise our 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 when school reopens to pupils on Tuesday, September 8th. The Health and Safety Executive (HSE) has confirmed there is still a requirement for statutory inspection of plant and equipment.

- **Building Readiness:** Mr Barr, our Site Manager, has spent most of the summer break ensuring that the work environment, playgrounds and equipment are clean and safe. All critical building service checks regarding water systems, electrical systems and fire/intruder have been completed.
- **Social Distancing Plan:** The SMT have carefully considered morning drop-offs, home-time pickups, coach transportation, pupil circulation, catering, toileting, welfare arrangements, cleaning during the school day, entrances and exits and the operation of teaching and learning areas. All of this is in respect of the latest government guidance surrounding social distancing. Please refer to our *Covid Secure Operational Risk Assessment Sept 2020* for further guidance.
- **Access:** procedures have been devised 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 will be limited where possible.
- **Preparation for Pupil, Parents and Staff:** We understand that there will be anxiety amongst both staff and pupils surrounding the return to school. To best mitigate this, we will do our very best to put appropriate safeguarding and wellbeing measures in place. There will also be clear and frequent communication via ParentMail. We will 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).

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.

We have also prepared a COVID-19 secure operational risk assessment for schools' reopening and this should be read in conjunction with this checklist.

Estates and Facilities Remobilisation Checklist for September 2020

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.	SMT	Yes
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	Yes
3.	Class sizes and timetables/staffing have been amended allowing for reduced numbers in each classroom to enable social distancing.	SMT	Yes
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.	SMT/Site Team	Yes
5.	Rooms which are not being used have been locked or access to them restricted.	SMT/Site Team	Yes
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	Yes
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	Yes
8.	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
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	Yes

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	Yes
11.	Queuing zones for toilets and handwashing have been established and are monitored. Floor markings have been provided to enable social distancing.	Site Team	Yes
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	Yes
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.	SMT/Site Team	Yes
14.	There is a clear plan for how large spaces/communal areas are to be configured for teaching with maximum numbers of pupils clearly specified.	SMT	Yes
15.	PE lessons have been planned to observe social distancing during activities.	SMT	Yes
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	Yes
17.	Social distancing in Reception is reinforced through floor marking and signage.	Site Team	Yes
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	Yes
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	Yes
20.	Deliveries to school are managed effectively in a timely manner adhering to social distancing.	Site Team	Yes
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.	SBM Site Team	Yes

22.	Pupils are managed when entering and exiting school gates/entrances/exit doors and social distancing guidance is applied.	Duty rota	Yes
Maintenance and servicing			
No.	Key actions/fire	Lead	Yes/No
23.	Weekly fire tests are carried out and recorded.	Site Team	Yes
24.	All fire doors are checked and documented.	Site Team	Yes
25.	Emergency lighting visual checks are carried out ensuring all lighting is fully operational.	Site Team	Yes
26.	Procedures are in place to ensure fire exits are clear from obstructions.	Site Team	Yes
27.	External gates are operational and functioning fully.	Site Team	Yes
28.	Servicing arrangements are in place for the fire alarm.	External contractor	Yes
29.	Fire extinguishers are checked on a weekly basis.	Site Team	Yes
No.	Key actions/water	Lead	Yes/No
30.	Water outlets are flushed on a weekly basis, including during any closure periods.	Site Team	Yes
31.	Monthly water temperature monitoring is in place, with a particular focus if the school has been closed.	Site Team	Yes
No.	Key actions/mechanical - boiler heating services	Lead	Yes/No
32.	Boiler servicing certification is up to date.	SBM	Yes
33.	Gas taps in science labs have been checked to ensure that they are operational.	Site Team	Yes
34.	Temperature settings are set for summertime.	Site Team	Yes
No.	Key actions/electrical	Lead	Yes/No
35.	Social distancing signage is displayed outside lifts.	Site Team	Yes
36.	Lift servicing is up to date.	Site Team/ External contractor	Yes
37.	Servicing of doors/gates and barriers is up to date.	Site Team/ External contractor	Yes

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	Yes
39.	Emergency Lighting Three Hour drop test certification is up to date.	Site Team/ External contractor	Yes
40.	Servicing of intruder alarms/access control and CCTV is up to date.	Site Team/ External contractor	Yes

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	Yes
42.	The site is checked regularly for any pest activity and the pest control contractor has been assigned as necessary.	SBM Site Team	Yes
43.	Hygiene services have been reinstated.	SBM Site Team	Yes
44.	Hand sanitisers are available in prominent areas in the school and are regularly replenished.	SBM Site Team	Yes
45.	Cleaning regimes during the school day have been stepped up, applying the 'Cleaning schedule during the day' set out below.	Cleaners	Yes
46.	Appropriate PPE is worn by cleaning staff and there are arrangements in place for safe disposal.	Cleaners	Yes

PPE – Cleaning supplies

No.	Key actions	Lead	Yes/No
47.	There are sufficient supplies of gloves and aprons on site for cleaning staff.	SBM Site Team	Yes
48.	There are sufficient supplies of safety goggles on site.	SBM Site Team	Yes
49.	There are sufficient supplies of face masks where risk assessment identifies need.	SBM Site Team	Yes
50.	There are sufficient supplies of body fluid kits available.	SBM Site Team	Yes
51.	There are sufficient supplies of hand sanitiser available.	SBM Site Team	Yes

52.	There is sufficient stock of cleaning materials cloths, mops, disinfectant wipes etc. available.	SBM Site Team	Yes
53.	There are sufficient cleaning products available for cleaning all the required areas within school.	SBM Site Team	Yes
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 Site Team	Yes
Catering			
No.	Key actions	Lead	Yes/No
55.	Catering Services and HSE checklists have been implemented.	SBM Site Team	Yes
56.	Kitchen equipment has been checked and is working effectively.	Site Team	Yes
57.	Kitchen canopy cleaning schedules are up to date.	SBM	Yes
Staff training			
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.	SMT	Yes

Cleaning schedule during the day

Please note that the schedule below sets out cleaning activities that are additional to the normal cleaning routine. These will 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						
	Wipe teacher boards and surfaces.	High						

Cleaning Schedule During the Day

Area	Description of task	Priority	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
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>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

COVID-19

Re-occupation Checklist September 2020

Statutory checks	Yes	No	N/A	Action required
Is the 5-yearly fixed wiring (electrical installation condition report) within date and rated as satisfactory?	Yes			
Is the gas safety certificate(s) in date for annual review?	Yes			
Plant rooms: has all plant and equipment been suitably serviced?	Yes			
Has PAT testing been completed where relevant?	Yes			On-going
Fire safety				
Have you reviewed your fire risk assessment (FRA)?	Yes			
Are boiler rooms and electrical cupboards free from combustible storage?	Yes			
Are skips and bins a safe distance away from your building(s)?	Yes			
Has the fire alarm system been serviced within the timescale outlined by the contractor?	Yes			
Has the fire alarm been tested weekly during the lockdown period?	Yes			
Is the fire alarm functioning correctly?	Yes			
Have all fire doors, maglocks, acoustic closing mechanisms and other associated equipment been checked for functionality?	Yes			
Are all fire extinguishers in place and free from defects?	Yes			
Have fire dampers been maintained (within the last 12 months)?	Yes			
Has the lightning protection been tested and maintained (within the last 12 months)?	Yes			
Emergency lighting				
Has the emergency lighting system been serviced (within the last 12 months)?	Yes			
Has the emergency lighting been tested monthly during the lockdown period?	Yes			
Is the emergency lighting system fully functional?	Yes			
Building security				
Is there any damage to the structure, roof, windows or fixtures?		No		
Is the CCTV system functioning correctly?	Yes			
Is the intruder alarm functioning correctly?	Yes			
Contractors				
Have contractors been re-engaged (where possible)?	Yes			
Can contractors be controlled on site?	Yes			
Have measures been put in place to ensure contractors (and other visitors) with identified symptoms are not permitted entry to your premises?	Yes			

Water safety				
Has your Legionella risk assessment been reviewed?		No		
Has weekly flushing of all unused/little-used outlets (including external taps) been completed during lockdown?	Yes			
Have temperatures been checked against acceptable ranges?	Yes			
	Recorded temperature			
<i>Cold water storage tank (maximum 20°C)</i>		N/A		
<i>Hot water storage tank (minimum 60°C)</i>	64			
<i>Sentinel tap (furthest tap from the boiler – minimum 50°C)</i>	53			
Is thermostatic mixing valve (TMV) maintenance up to date?	Yes			
Has the system been disinfected/chlorinated (including water tanks) where necessary?		No		
Utilities				
If any utilities have been temporarily shut off, have these been turned back on?			N/A	
Equipment				
Are all first aid kits in place, in date and fully stocked?	Yes			
Has the defib(s) been checked for safe operation?	Yes			
Has all equipment been switched on and checked for correct function?	Yes			
Are all necessary guards in place / undamaged?	Yes			
Has equipment been serviced or maintained as necessary by a competent person?	Yes			
Have the annual services been completed on all oil / electric boilers?	Yes			
Have all window restrictors been checked to ensure they are in place and safe?	Yes			
General				
Has a pest control contractor visited the premises recently and are suitable controls in place?	Yes			
Is any asbestos likely to have been disturbed during lockdown?		No		
Has the insurance company been informed of the recommencing of activities within the premises?	Yes			
Has re-occupation been considered within the business continuity plan?	Yes			
Are there sufficient hand-cleaning facilities made available, such as soap and hot water or hand sanitiser?	Yes			
Do trees and boundary walls within your grounds appear visually safe?	Yes			
Have you reviewed your last general risk assessment (GRA)?	Yes			

Site Manager: J Barr

Signature:



Date: 27th August 2020