

Brooke Weston Trust Business Continuity – Premises

As the impact of the school partial closure develops it is important that the Estates function of the Trust puts forward a strategy for maintaining business continuity.

Immediate Actions

1. Infection Prevention:

- Review pupil & staff entrance and use patterns throughout the school
 - amend cleaning regimes accordingly
- Monitor occupier space relationships
 - ensure 2m separation
 - reduce occupied areas

2. Site Operations:

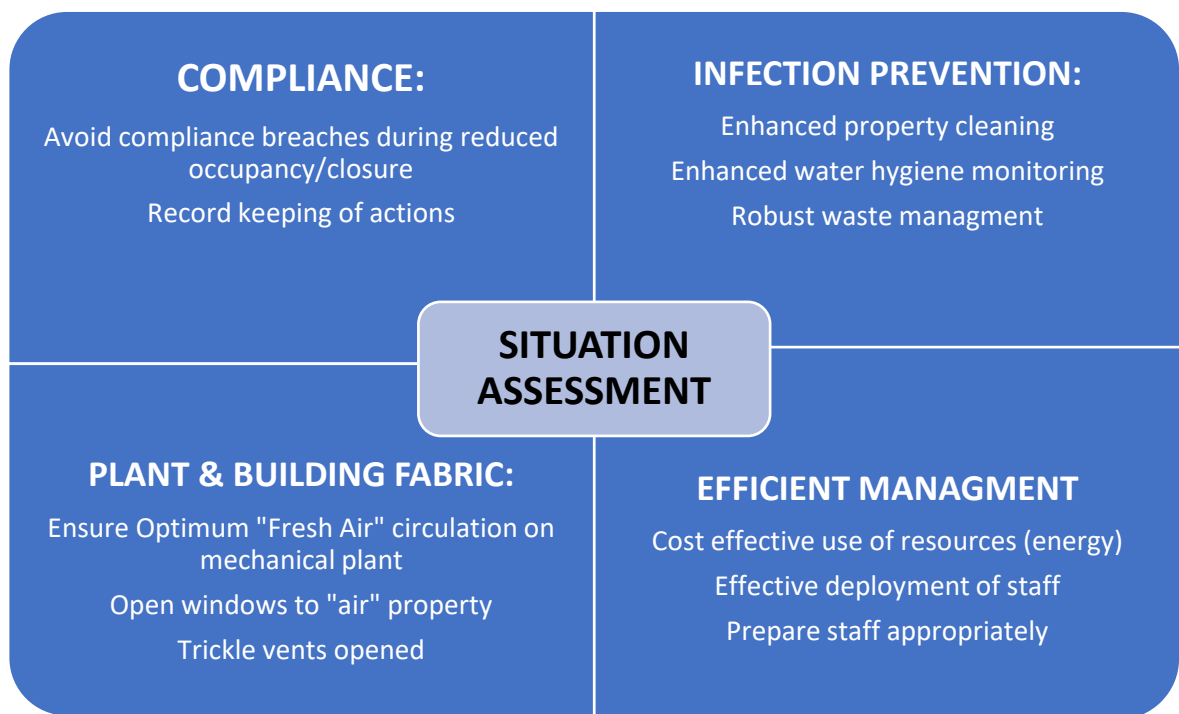
- Review emergency management plans
 - especially in relation to key FM staff absence
- Review security plans
 - especially related to enforced 'full closure'
 - access procedures in light of 1st keyholder absence

3. Communications:

- Simplified site information to be made available
 - Make sure the compliance folders are available
 - Make sure compliance monitoring portal log-in detail is available
- Standard work routines published & printed
 - Routine work schedules printed off with RAMS
 - Site Personnel directory, with shift timings
- Regular briefings held with FM service staff/teams
 - Verbal instructions relating to daily duties highlighting focus areas & hazards
 - Weekly status briefing to central office (see document – Site Update Report)

Situation Assessment:

To guide the development of a strategy during the partial closure &/or reduced occupancy period it is advised to consider an assessment of the situation that is presented on the site. Each site is different and has differing challenges, the framework below provides a quick reference as to the key areas for activity.



Site Update Report:

It is advised that over the partial closure period sites undertake weekly self-evaluation & report to the central office in the form of a verbal update conducted by telephone. The agenda will be consistent & the information captured will be used to inform and develop practice whilst also providing an opportunity to share issues – capacity etc.

Site		Date/Time			
Site Manager		Central Office Staff			
Typical Pupil occupancy			Typical Ed. Staff Occupancy		
FM Staff No.			Other Staff		
FM Core Task Achievements					Remarks
Cleaning standards	Outstanding	Good	Satisfactory	Inadequate	
Compliance checks	Outstanding	Good	Satisfactory	Inadequate	
Security	Outstanding	Good	Satisfactory	Inadequate	
PPM Tasks	Outstanding	Good	Satisfactory	Inadequate	
Energy Mgt	Outstanding	Good	Satisfactory	Inadequate	
Waste Management	Outstanding	Good	Satisfactory	Inadequate	
Plant Management	Outstanding	Good	Satisfactory	Inadequate	
Risk Management	Outstanding	Good	Satisfactory	Inadequate	

Service Support Schedule:

It is likely over the coming months that all sites will experience challenge, overleaf is a service support schedule which pairs schools as “buddies”. Where in the first instance peer support can be sourced. Secondly, where required the escalation route to the central office, who may provide support directly or seek to direct to another school site.

Each site has submitted to the central office the keyholder and security information . That information is highly sensitive but upon request can be released upon request.

In the event of a breakdown or capacity issues sites are encouraged to utilise the Service Support Schedule as a collaborative network for support.

Service Support Schedule

The schedule below shows the “buddy-school” system & the escalation route (upward)

Insert organisation structure & contact details

Statutory Duties Checklist

During the current period of partial occupation due to COVID-19 Govt direction it is strongly advised that generic risk assessments should be undertaken to enable appropriate control measures to be implemented for the various service functions of the school.

It is advised that sites make available in paper copy a schedule capturing the following:

Document/Folder	Location	Contact	Contact Number
Asbestos management plan			
Electrical tests (inc PAT)			
Water Hygiene Services' Logbook			
Fire Safety (inc Emergency Lights)			
Gas Safety servicing certificates			
Lifts and lifting equipment logbook			
COSHH			
Risk Assessments			
Security			
Cleaning supplier			