

Academy Site Maintenance & Close Guidance

Paper title	OAT Academy Site Maintenance & Close Guidance
Version	V1.4
Date	30 March 2020
Author	Peter Smith
Executive Director	James Miller

Version Control

Version	Date	Comments
1.0	23 March 2020	Initial draft of school closure check list
1.1	24 March 2020	Input and comments from REEM's
1.2	25 March 2020	Expanded to cover maintenance, cleaning and contact details
1.3	27 March 2020	Further review and comment from OAT, REEMs, Paul Quarrel & Bellrock
1.4	30 March 2020	OAT Executive Approval

Executive Summary

The Prime Minister announced on 20 March 2020 that schools will close, only remaining open for those children of workers critical to the COVID-19 response who absolutely need to attend and those with EHCPs.

The DfE published guidance on 22 March 2020 for schools:

<https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>

On Monday evening (23 March 2020), the Prime Minister outlined strict measures to control the spread of COVID-19. This includes stronger restrictions including staying at home, and the closure of non-essential shops and community spaces. The Government statement on these measures is at:

<https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-away-from-others>

It is likely that academies will find themselves in a position where:

- There is confirmed case of COVID-19 and will need to close the building temporarily and carry out a form of deep clean
- There is no option but to close the academy site due to staff resourcing and/or the introduction of hubs or other provision setup by local authorities

This document is designed to help provide guidance to academies on:

- Carrying out a clean following a COVID-19 case
- How to secure the building for a longer than normal period of close
- Carrying out building statutory compliance work and maintenance

The guidance is based on best known advice available at the date of drafting from the following sources:

- Zurich (OAT building insurer) on how to secure a building
- DfE and PHE on cleaning a building following a COVID-19 case
- OAT Estates team and other senior staff from Head Office
- OAT Consultants on tactics to reduce utilities consumption during a shutdown
- Bellrock and other specialist suppliers for building statutory compliance and maintenance

Another purpose of this document is to collate key holder information for staff that have keys and know how to access/unlock academy sites. This information is to be gathered and held centrally to provide helpful information if there is a need to quickly access a building for emergency purposes.

What you need to do

The document has been split into the following easy to read sections as follows:

- **Appendix A** | Guidance on building statutory compliance and maintenance work
- **Appendix B** | Cleaning a building following a COVID-19 confirmed case
- **Appendix C** | Building Close Guidance, key holder contact details record & Energy Consumption Management
- **Appendix D** | Key contact information for Head Office and suppliers

Please refer to the above relevant section, following guidance and returning to Head Office any requested information.

If you have any questions or concerns, please do get in touch with your Regional Estates Manager and / or OAT Head Office Estates team – contact details provided in Appendix D.

Appendix A | Guidance on building statutory compliance and maintenance work

Building Statutory Compliance

There is still a need to ensure Academy buildings comply with statutory building compliance, however at the time of drafting this document regulatory bodies are in discussion with Government departments to clarify emergency practices for critical testing and certification of systems such as gas, air handling, lifts, water and electrical systems.

The present published guidance from regulatory bodies aligns with the Government guidance; of carrying out essential work only using safe practices such as: Keeping a minimum of 2m apart from other people, washing hands frequently, Wiping down all surfaces.

To align with the Government guidance to reduce non-essential travel and person to person interactions, it is **recommended that only Statutory testing of building elements or emergency works are scheduled** to ensure the building is safe and secure.

Examples of essential work; statutory testing of building elements or emergency works to ensure building safety and security:

- test and certify a gas water boiler as being safe to use
- test and certify air handling units – especially those that have mechanical cooling
- carry out tests and cleaning of water systems to reduce legionella (*Higher risk in a building that is not being fully used*)
- or carry out essential repairs to a broken hot water system to ensure staff and pupils can wash their hands properly.
- Repairs to fire or intruder alarms

It is also recommended that works are scheduled where possible during times where there are very few people in the school building to reduce further the possible risk of infection. Works may have to be rescheduled due to lack of staffing.

It is advisable to review building water flushing regimes as normal procedures will be based full occupancy. There may well be a need to increase flushing to reduce the risk of bacteria growth in water systems. It is advised that the Regional Estates Manager and or OAT Estates Team are contacted to seek advice.

If you have any questions or concerns do please contact your Regional Estates Manager and or a member of the OAT Estates Team. Contact details are on Appendix D.

Bellrock Services

At the time of drafting this document, Bellrock are continuing to resource and arrange building statutory testing for OAT Academies. Visits will be pre-arranged with Site staff.

Bellrock have put in place a risk assessment for engineers visiting sites and have been instructed to follow government guidance on safe working to reduce spreading the virus.

Bellrock like many building maintenance suppliers are only prioritising essential works and will not want to respond to calls for repairs to small items that are not essential for safe operation of the school building. This is to comply with new Government guidance to protect their work force and others.

Any questions or concerns please do get in touch with your Regional Estates Manager and or OAT Head Office Estates team – contact details provided in Appendix D.

Building System Failure

In the event of a building system failure that results in non-operation of the school or the building fabric develops a significant fault that could lead to ingress of water or unwanted intruders. Do please seeks advice from the Regional Estates manager and or the OAT Estates team.

Appendix B | Cleaning a building following a COVID-19 confirmed case

The following is guidance known at the time of drafting this document. The information should be checked with the DfE and Public Health England websites.

The weblink below provides advice on cleaning for a non-health care settings:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Public Health England should be consulted, to agree next step actions. These are likely to be:

- Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people
- If an area can be kept closed and secured for 72 hours, wait until this time has passed for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours
- 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
- 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
- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), consider using protection for the eyes, mouth and nose, as well as wearing gloves and an apron
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

Deep Clean

A number of OAT academies have also used specialist cleaning services to carry out a form of 'deep clean'. The word deep clean can be confusing, it typically includes a normal clean with detail emphasis and focus on build up, plus the following: Ceiling fan blades (washed) Light fixtures (hand washed in place) blinds and shutters (vacuumed or washed) mini-blinds (dusted and washed). However, given the current situation the phrase 'deep clean' now focuses on cleaning all surfaces normally touched in a building with anti-bacterial products. It is worth checking the brief of the supplier to ensure it is fit for purpose.

Any questions or concerns please do get in touch with your Regional Estates Manager and / or OAT Head Office Estates team – contact details provided in Appendix D.

A list of suppliers that have been used by OAT academies is provided in Appendix D

Appendix C | Building Close Guidance, key holder contact details record and Energy Consumption Management

The following advice is aimed at helping you to provide an appropriate level of security for your academy premises during close-down periods:

- Bins and skips should be located at least 10m from buildings and be secured in position. Ideally bins and skips should have lockable lids.
- All vehicles including minibuses/coaches should not be parked near the buildings (unless in secure and alarmed garage etc.). This is due to the potential fire spread from a vehicle to the building.
- Contractors: If work must be undertaken, the permit to work/hot work permit system should be strictly adhered to. Don't forget to notify your insurer of any hot works being undertaken.
- Maintenance Programs: Checks are required to ensure that maintenance programs on services including fire alarms, intruder alarms and sprinkler systems are up to date. Coordinate any compliance or maintenance visits with Bellrock.
- Intruder and Fire alarms: Ensure these are operating correctly and showing no faults. If the system is linked to a central monitoring station check that this link has not been broken and that the monitoring stations are able to detect activation.
- Ensure that no cash is retained on the premises overnight (leave a note on the door stating that no cash or valuables are kept overnight) or store them in a security accredited safe bolted to the floor.
- Security patrols: Consider the need for security patrols, which may include random visits. This is of particular relevance if the school has suffered unwanted attention, and this aspect should be monitored during these extended periods of closure/partial closure.
- Review key holders: Ensure that key holders are not considered vulnerable and remain capable and available to respond to activations during the close-down. It may be necessary to put alternative arrangements in place, including the employment of a professional key-holding company to assist in this process. Ensure that the monitoring station for the intruder alarm has up-to-date key-holder details.
- Consider isolation of non-essential services: Gas, water and electrical services left connected to empty properties present hazards with regards to fire and water damage. If the premise remains in close-down for an extended period, it should consider isolation of non-essential services. Ensuring that the Intruder Alarm, Fire Alarm and any sprinkler systems remain active and fully effective.

It is recommended that the site is inspected regularly at least every three days, depending on specific local circumstances, by an authorised representative to ensure that any defects or damages are noted and remedied as a matter of priority. Lone workers attending site must conform with the academy's lone worker procedure or consideration should be given to keyholders attending in pairs.

Access Control: Access control is vital should your school face partial closure. Consider only opening entry/exits point that can be easily managed by the onsite skeleton staff to prevent unauthorized visitors.

Ensure that all staff are fully briefed each day, on emergency procedures and working practices

Below is a short checklist that should be helpful to Academy managers to secure school sites and to use as a reference point for regular checks during temporary closedown periods.

Actions to be completed before a prolonged shutdown (More than 1 weeks)	
Security Keyholder response is up to date and adequately resourced Email any changes to your REEM and peter.smith@ormistonacademies.co.uk	
Are site contacts up to date? If not forward to REEM, OAT Head Office and Bellrock	
Notify your insurer of any planned hot works	
Hot work permit procedures strictly are adhered to	
Regular inspections of the property are completed	
Confirm Intruder alarm is communicating with the monitoring centre	
Confirm Fire Alarm is communicating with the monitoring centre	
All chemicals and chemical stores should be reviewed to confirm that they are safely stored	
All grounds maintenance equipment is securely stored.	
Confirm science labs/Cookery rooms/DT rooms have their gas isolated.	
Put a notice with contact details of keyholder on the front door.	
Ensure that any recently used areas such as toilets showers and other sanitary areas have been cleaned down	
Notify key stakeholders of shutdown	
Notify key suppliers of shutdown.	
Confirm any maintenance programme with Bellrock	
Water hygiene including protection from legionnaire's disease will still have to take place. This will include flushing of outlets in little used areas. If necessary discuss with REEM/Bellrock	
Review what services can be reduced and make a financial saving: waste collections, sanitary bin services, confidential waste collections etc.	

Actions to be completed each time the building is locked	Completed ?
All valuable equipment is secured and out of view	
Flammable materials are locked away	
Rubbish is removed from the building and secured (10m) away from the building. (Consider the risk of arson.)	
All internal doors are kept shut	
Windows are locked shut – any grilles locked shut	
External and internal doors are adequately locked/secured	
All timings on access control should be suspended to ensure all doors/automated gates are locked at all times. (It is vital that all key holders have 'All hours, all days' access assigned to their keycard, should they need to attend the academy in an emergency.)	
Security alarm is working correctly and activated whenever the building is secured (zoned if necessary)	
External lighting is operational. and all internal lights are switched off where appropriate.	
CCTV is still operational	
Fire alarm is operational, and any faults reported/rectified	
Windows are intact and any broken windows repaired/boarded up	
Do roof tiles/slates/flashing/skylights appear in good condition (visible check from ground)	
Fencing complete and effective and gates locked – look for signs of access	
Mail is cleared from the letterbox	
All vehicles are parked away from buildings.	
Ensure keys to the premises or other venues are locked securely in a key safe not left inside the building and are instead with dedicated key holders	

Useful documents:

GOV.UK [COVID-19 Guidance for schools about temporarily closing](#)

Key Holder Information

Please complete the following and email to you Regional Estates Manager and peter.smith@ormistonacademies.co.uk

Key Holders			
Name	Company	Contact Number	Email

Please complete the following and email to your Regional Estates Manager and peter.smith@ormistonacademies.co.uk

Site Staff Contact Details			
Name	Land line Phone Number	Mobile Phone Number	Email

Energy Consumption Management

A prolonged shutdown is an opportunity to save energy. Take the opportunity to review energy consumption and reduce it to a minimum. To do this consider the following:

- As far as possible empty all fridges and freezers and turn them off. Over a prolonged period, the saving in electricity will far outweigh the cost of any food wasted.
- Ensure all appliances not required for use are switched off at the wall/ unplugged. (This includes mobile device chargers, smart white boards, projectors, computers, (where they are not required for remote access), portable heating & cooling appliances, water coolers etc.)
- Ensure any heating or ventilation systems, including radiators and A/C units, are shutdown as appropriate and not left on inappropriate time-activation settings.
- Ensure all internal lights are switched off where appropriate.
- External Lighting - Review all external lighting (ensure any external lighting required for security is operating normally).
- Where possible (and not required for security reasons) override sensor lighting to keep turned off during shutdown period
- Ensure all windows and doors are closed.
- Where appropriate close all blinds to reduce heat loss.
- Check any lighting control units and review automatic turn on settings
- Review automatic start up settings and any time clocks
- Review need for/settings of PIRs (motion detection lighting) and any light sensors
- Review remote buildings for any lights left on (external storage areas, changing blocks etc.)
- If some lighting must be left on then reduce brightness where possible/control distribution
- Ensure heating system and any automatic timers are appropriately scheduled for the shutdown period
- Disconnect any portable heating/ cooling equipment where possible and appropriate
- During winter ensure froststat is functioning to prevent pipes freezing
- Review heating plant equipment settings (gas/biomass boiler, CHP etc.)
- Review time clocks/BMS systems to reduce operational times, or if appropriate, shut down ventilation system for the holiday period. (Same for A/C units)
- Review air handling unit filters - check if they are clogged or dirty
- Switch off at wall/unplug all computers, monitors, printers, projectors, photocopiers etc.
- For swimming pools consult Pool Water Treatment Advisory Group guidance <https://www.pwttag.org/guidance-on-temporary-pool-closure/>

Energy consumption should be checked on a regular basis by visiting the eoconsulting dashboard for your academy. <https://www.eoconsult.co.uk/>

Any issues accessing the dashboard, please contact EO Consult.