



R.Y.A.N EDUCATION ACADEMY

"RESPECT YOUR ACHIEVEMENTS NOW"

SCHOOL MEASURES

REPORT

COVID-19

7TH SEPTEMBER 2020

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R.Y.A.N EDUCATION ACADEMY COVID-19 MEASURES

The purpose of this report is to highlight what the R.Y.A.N Education Academy has put in place from to prevent the spread of the COVID-19 Virus. The school was accessible subject to the COVID-19 Lockdown from the 1st September 2020 and the young people returned on the 8th September 2020 and have settled back to their routine of the ‘*new Normal*’ sensibly.

STUDENT BUBBLES

To prevent the potential spread of the Coronavirus we have introduced bubbles separating our teaching groups, so that minimal mixing takes place between pupils outside of their groups. As well as pupils learning in their bubbles, they are also taking breaks and lunch times in their bubbles. The idea is to ensure pupils are not to mixing between bubbles and to alleviate cross contamination.

LUNCH BREAK BUBBLES

At lunch time pupils’ have lunch in their Bubbles and this is alternated between the Sports Hall and the Recreational area e.g. Group A & P on Monday will be in the ‘*Sports hall*’ and Group B & C in the ‘*Recreational Area*’ and on the next day they will alternate. Cleaning and Hygiene is paramount and this is completed every time a room is vacated.

TIMETABLES/LUNCHTIMES

The R.Y.A.N Education Academy has taken measures to implement changes to lunchtimes and rotate lesson times, to ensure pupils are not sharing the same spaces to learn, eat and play. This is crucial to prevent the mixing and spreading of the Corona Virus and to keep pupils’ and members of staff safe.

COVID-19 timetables have been created and these are displayed clearly in key areas around the school and visible so that staff and pupils know where they need to be during the two lunchtime breaks 12.00 p.m. -1.00 p.m. and 1.00 p.m.-2.00 p.m. These times have been jointly agreed by all members of staff during staff briefings and this is the safest way to keep the bubbles safely apart.

ZONE AND CADDIES

The School has been split into four Zones (1-4) which has been clearly signposted so that pupils and staff can identify where they need to be during the school day. The movement within zones has also been carefully planned so that there is no mixing between zones and bubbles are aware of the zones they can and cannot be in. Where applicable pupils’ and staff must follow the one-way system and stay away from no entry areas marked by hazard tape / social distance tape.

There are wall signs and staff members continually remind pupils to stay safe by sanitising and wearing face masks and keep a safe distance apart from their peers. These reminders are enforced especially during lunchtimes where pupils are playing pool and sitting and eating in their zones.

Each zone has a labelled cleaning caddy containing - apron, hand sanitiser, anti-bacterial spray wipes, latex gloves, and cleaning cloth. These are only to be used in allocated Zones and never mixed between Zones. Caddies are cleaned and reviewed at the end of the school day and returned to the school office to ensure safe keeping. They are then placed in a safe location each morning in their Zones out of the reach of pupils’.



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FIRE SAFETY TRAINING

Due to the changes brought by the COVID-19 safety measures, a renewal of the 'Fire Safety Training' and procedure had taken place on the **4th September 2020** – all staff are certificated. The training measures implements a new exit route and safe location outside, which works hand in hand with the COVID-19 measures that have been implemented. Fire Marshall training will be carried out by members of staff to help further support the safe exit of the property on the **17th September 2020** and this will be certificated.

DEFIBRILLATOR

Defibrillator Training will be undertaken on the **17th September 2020** which is QA Level 2 in Basic Life Support and Safe use of an Automated External Defibrillator (QCF).

FIRE RISK ASSESSMENT

A 'Fire Risk Assessment' was carried out by Tony Woolley, ACIVICO Group on the **3rd September, 2020** of which an 'Action Plan' has been derived. There is also a Risk Assessment policy in place and the following:

- **Personal Emergency Evacuation Procedure (PEEP)** is in place for our vulnerable young people and staff
- **Personal Emergency Evacuation Procedure (PEEP) Student Form**

COVID – 19 SCHOOL RISK ASSESSMENT

This was completed by Mr Abdul Monaim and was approved by Birmingham City Council – Facilities Cell to support the re-opening of the R.Y.A.N Education Academy (*see attached*)

CLEANING HYGIENE AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

Pupils are reminded by members of staff, wall signs and Coronavirus lessons, about the importance in staying safe during this pandemic. Thorough cleaning is carried out between each lesson and all zones are cleaned regularly when there has been pupils/staff using the area. Mechanical hand sanitisers have been placed throughout the school building with clear signage reminding staff and pupils to sanitise. Face mask/ face shields are worn by all pupils and staff unless they are medically exempt. Toilet checks are carried out hourly and after each use to prevent the spread of virus. There is also regular hand washing and sanitising by pupils and staff in school.

All work surfaces, desks, chairs, radiators, door handles, computers, teaching equipment, stationary, stair rails are wiped down thoroughly after every use. Each student has an allocated storage box to hold their workbooks and stationery that cannot be shared. Any equipment that is shared will be wiped down with Sani-safe antibacterial wipes.

All areas are cleaned and bins after school finishes as well as before school starts in the morning.



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A PLAN OF ACTION - TEAM MEETINGS AND BRIEFINGS

Regular briefings and end of day reviews are carried out and will continue to be held to share best practice and keep people safe and keep them apart. The morning briefing really encourages members of staff and allows the team to share new ideas and efficient ways of working. The end of day evaluation allows members of staff to decide what worked well and what could be done better throughout the school day and prevent the spread of Coronavirus.

CONTACT LIST & TRACK AND TRACE

Members of public or those who need to visit the school must sign into the track and trace book. Contact should be avoided from parent(s), guardian(s), carer(s) unless it is absolutely necessary and parent(s), guardian(s), carer(s) must drop pupils away from the school premises.

COVID -19 QUESTIONS AND FACE MASKS

All visitors must report to reception sanitise and be wearing PPE before entering the school building. The visitors will be provided with surgical/medical face masks if they do not have their own and must wear this in the school premises. The members of public must be notified of where they can sit i.e. Zones, office and be guided through the one-way system. They must follow school instructions and successfully answer all Covid-19 symptom questions in reception before being allowed access into the school zones.

ONE-WAY SYSTEM

The R.Y.A.N Education Academy has introduced a one-way system for pupils', staff, visitors to include the Concord Youth Centre.

DEEP CLEAN – GNC CONTRACT SERVICES

Service

We agree to provide all necessary trained personnel to carry out their respective tasks including supervisor/team leader for the duration of works. These works will be directly managed by GNC and we will require all completed areas/sections checked and signed off by an authorised person of RYAN Education Academy. As such; we will require our QAR (Quality Assessment report) to be signed on completion to verify and comment on these works to comply with our accreditation.

We guarantee to provide a high standard of service and quality works in strict accordance with COVID-19 current legislation and compliance practices in respect to the tasks being carried out by our staff.

A certificate will be provided to cover the Fogging process if this is required that can be displayed in your reception (*Fogging will be carried out by the Concord Youth Centre*).

Areas

Ground floor

Reception and rest/break out area 59m² (vinyl floor)



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Reception office 23m² (carpets)
Kitchenette 0m² (vinyl floor)
Disabled WC 5m² (vinyl floor)
Ladies Toilets and shower 7m² (vinyl floor with tiled walls)
Men's Toilets and shower 15m² (vinyl floor with tiled walls)
Games Hall 117m² (wood floor with painted walls)
Lift
Sports Hall
Sensory Room
Gym
X 2 Offices on the ground floor

First floor

Main admin office 35m² (carpets)
IT Suite 34m² (carpets)
Corridor 22m² (vinyl floor)
Main Classroom 57m² (vinyl floor)
Stairs and landing (10 treads metal treads and 5 treads vinyl floor and landing) 20m²

SCHEDULE OF WORKS

To provide appropriate number of operatives (8-10) and supervision to deep clean all areas as follows; General dusting, vacuuming, wiping down using eco-friendly products and sanitisation within safe limits

- ceiling tiles and light fittings will be dusted down only
- walls, accessible surfaces, windows and frames, skirting boards
- doors, door frames, glass vision panels and dividers
- works stations, desks, chairs and all other accessible furniture, fixtures and fittings
- special attention to all high-risk touch surfaces
- toilets and washrooms (all items and surfaces)
- entrances, lift, fire exits, stairs and landings
- external accessible window cleaning x 7

Floors- machine scrub and sanitise all safety vinyl and or anti-slip floors carpets – professional clean and sanitise all areas

Upholstery – professional clean of 4 no. red easy fabric high back chairs in rest area Wood floor (Games Hall) – machine scrub clean with wood floor cleaner

Fogging – disinfect all areas as per COVID-19 guidelines for Infection Control allowing up to 2 hours before usage. The product we use provides protection for 28 days

To provide professionally trained operatives to carry out the specified works out of hours on a weekend including all associated costs

General Deep Cleaning
Vinyl flooring machine scrubbing
Carpet Cleaning
Wood flooring



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Upholstery cleaning (4 red easy chairs)
Fogging

On the **12th September 2020** the R.Y.A.N Education Academy underwent a thorough '*Deep Clean*' to a high standard and specification by a team of 7 who worked for 12 hours cleaning every aspect of the Concord Youth Centre where the school is based. I Mrs Ryan-Harris and Mrs Hendrickson were present throughout the '*Deep Clean*' and were witnesses to the depth of cleaning that took place hence, agree it was a job excellently done.

There is peace of mind that school environment is safe and clean for our young people, staff and visitors.

COVID SCREENS - MT SIGNS & MAINTENANCE LTD

2 @ 6ft x 6ft free standing with Perspex
1 @ 6ft x 4ft free standing with Perspex Desk top screens dividers free standing 5 @ 600mm x 800mm
2 @ 600mm x 600mm 5mm Perspex

Supplied & fitted