

A. Outline of activity or task to be assessed: Managers to use these generic controls to assist in documenting their local approach to the use of offices/buildings.

Form No.
May 2020

Group/Service Area: LA Maintained Schools Work Activity: Working in the Schools during Covid19 Pandemic September 2020 Based on guidance issued 2.7.20

Workplace/Team: Cheswardine Primary and Nursery School

Date of Assessment: 21.5.20 Date for Re-assessment: 13.7.20

Name of Assessors: Rachael Williams, Sarah Mellor Signature: REWilliams
Manager: Rachael Williams Signature: S Mellor

Hazard is something with the **potential** to cause **harm**. **Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

Level of risk = likelihood x severity

B. Risk Matrix – This section is used for guidance to complete section C.

5 x 5 RISK ASSESSMENT MATRIX

Increasing consequence or severity ↑	5	5 low	10 med	15 med	20 high	25 high
	4	4 very low	8 low	12 med	16 med	20 high
	3	3 very low	6 low	9 low	12 med	15 med
	2	2 very low	4 very low	6 low	8 low	10 med
	1	1 very low	2 very low	3 very low	4 very low	5 low
		1	2	3	4	5

Increasing likelihood or probability →

PRIORITY OF ACTION

High 17 - 25 Unacceptable – Stop work or activity until immediate improvements can be made.

Medium 10 – 16 Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.

Low 5 - 9 Adequate but look to improve by next review.

Very Low 1 – 4 Residual risk acceptable and no further action will be required all the time the control measures are maintained.

Score	Likelihood / Probability	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances
4	Likely	Event will probably occur in most circumstances
3	Fairly likely / Possible	Event could occur at some time
2	Unlikely	Event is not likely to occur in normal circumstances
1	Very unlikely	Event may occur only in exceptional circumstances

Score	Consequence/Severity	Description
5	Catastrophic / Severe / Fatality	Death or permanent disability to one or more persons
4	Major injury / ill health	Hospital admission required, eg, broken arm or leg
3	Moderate (over 7-day injury)	Medical treatment required, over 7-day injury
2	Minor injury / ill health	First aid is required
1	Insignificant / no injury	Injuries not requiring first aid treatment

		<ul style="list-style-type: none"> • There are areas in school which are only for staff and restricted in the number of staff, depending on size of room. The staff room will hold five members of staff at a time and the kitchen will be limited to two members of staff at a time. Offices: 1 member of staff working at a time, but access to the keys and filing cabinets can take place as long as the administrator is safely distanced in the office at that time, the door will be propped open and any messages taken from that threshold. Staff may now sign in. • Review fire safety including emergency evacuation routes to maintain social distancing where practicable. Emergency evacuation routes remain the same, however a fire drill will take place during the first week back in order to emphasise the lines taking account of social distancing for new children and staff. • Registers are to be taken remotely through the server, using an excel spreadsheet as carried out last term. • Parents are requested to not enter the school building but to email or phone instead so a socially distant meeting may be set up if required. • Distance sprayed lines are in place along the pedestrian pathway to enable correct 2m distancing to be maintained. These are also in place around the playground to teach distancing and encourage awareness as well as lining up to enter for Class 2 and 3. • Parents have been informed that only one adult may accompany a child onto site. • No current pregnant staff in school or nursery. • Toilets are being cleaned in the middle of the day (LA) and every afternoon (HA). All highly 					
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			<p>frequented places can be cleaned regularly by staff in bubble (door handles, laptops, desk surfaces), however this only needs to be done if equipment is being shared across classes, if not just clean over the course of the week.</p> <ul style="list-style-type: none">• Ensure active engagement is made with the NHS test and trace process. All staff must understand the NHS Test and Trace process and how to contact their local Public Health England Health Protection Team and how to book a test.• Keep contact details of all visitors, staff and pupils.• All schools will be provided with a small number of home testing kits to give symptomatic staff and pupils if they display symptoms at school.• If someone tests positive (even if they are symptomatic) they should stay at home and follow the https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance• Also for a local outbreak the plan: https://www.shropshire.gov.uk/local-outbreak-plan• Guidance on shielding and protecting people who are clinically extremely vulnerable is available.• Guidance for those who are clinically vulnerable including pregnant women is available• Currently no pregnant members of staff on site					
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2	Maintaining Safe Distancing at School	Staff including cleaning and catering staff, pupils, Visitors. Contractor s including clinically vulnerable and clinically extremely vulnerable	<ul style="list-style-type: none"> • The school will be split into three classes and Nursery. Class 1 and Nursery will be one 'bubble' and Class 2 and 3 will be another. Class sizes are relatively small enabling adults to maintain safe distancing. The children don't need to socially distance from each other but should be encouraged to avoid physical interactions at all times. No contact sports can be played and each child should have their own pen and/or pencil identified for their use only. • Equipment and books can be shared by the class, but must be cleaned or left for 48 hours (72 for plastic) if being shared across classes. • Shared resources should be cleaned more regularly but not necessarily after each use. • Classrooms have been organised so if there are desks they can ensure safe distancing. Pupils in KS2 must sit side by side, facing forwards, two per desk is fine. KS1 pupils and Nursery can move around the space and do not need individual desks, although sitting without facing each other will be accommodated as much as possible, particularly for more formal learning in Year 2 and eventually Year 1. • In the office there will be one admin staff in each day, MB Mon, FS Tues-Fri. The office will be wiped down each day by them before being cleaned thoroughly by the cleaner in charge. • Toilets will be limited to 2 at a time from the same bubble. • Assemblies will be class based with the teacher, but HT will visit each class for an assembly once a week and celebration assemblies will be tried 	Med	Any equipment used outside will be exclusively for the 'bubble' any shared equipment will be wiped down with disinfectant after use.	Low	CT and TA – sports coaches	
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			<p>through microsoft teams.</p> <ul style="list-style-type: none">• Signs are in place to remind about correct handwashing, safe distancing and catch it, bin it, kill it.• Class 1 will use their outdoor area and some of the field at the top in front of forest school (including the sand pit area) for breaktimes and lunctimes. Nursery will use their own space at breaks except for lunchtimes when they can mix with Class 1. Morning play is 10:10-10:30 and must be strictly adhered to.• Class 2 and 3 will use the playground and the right hand side of the field as well as the Nature Gym.Break will be from 10:30-10:50 and again must be adhered to strictly.• Drop off and collection times are staggered for each bubble. Class 1 and Nursery will be in at 08:55 and children will be collected at 15:10.• Only one adult to accompany children onto site at any time.• Class 2 and 3 will be dropped off at 08:45 and should be picked up at 15:15. Year 5/6 should walk down the pedestrian path on their own and enter school when told to. They will be escorted to the car park gate at 15:15.• If siblings are between bubbles then they can come into school at the older child's time and children will both be allowed to enter school or nursery when told by staff on duty, maintaining distance between each other at all times.• Adults drop off at the signposted gate and walk across the car park and back out onto Glebe					
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			<p>Close, lines on the tarmac show where to stand in order to maintain distancing on entry.</p> <ul style="list-style-type: none"> • Play equipment will be restricted to one bubble specifically and will be cleaned every day after use by TAs. No children come into school using public transport or council transport at all • Music: the additional risk where others are singing, chanting, playing instruments or shouting needs considering in the curriculum. Try to encourage physical distancing and play outside instruments outside where possible. Cap singing and instrumental groups at 15 maximum. Position pupils back to back and avoid sharing instruments. Ensure good ventilation. Singing, wind and brass playing should not take place in larger groups eg assemblies / choirs. • Guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport advice from organisations such as the Association for Physical Education and the Youth Sport Trust. 					
3	Reduce mixing within education or childcare setting by:	Staff, pupils, Specialists supply staff, temporary staff abd peripatetic teachers. Including	<ul style="list-style-type: none"> • Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual • Supply teachers, peripatetic teachers and other temporary staff, who move between schools, should ensure they minimise contact and maintain as much distance as possible from other staff. • Class 1 and nursery will access rooms directly from outside. 	Low		Low		

		<p>clinically vulnerable and clinically extremely vulnerable</p>	<ul style="list-style-type: none"> • Class 2 and 3 will access the cloakroom straight from the playground, hang up coats and then go to their classrooms after washing hands. Handsanitiser will be available on entry to cloakroom. • Bubbles will not mix and each will enter the school and toilets through either Class 1 door or the outside playground door. Two pupils from the same bubble can enter the toilet at the same time. Staff need to monitor this and keep reminding of handwashing on entry and before exit of the buildings and before eating. • In lunch breaks - children and young people should clean their hands beforehand and eat their lunch in the group space at their desks to start the term, this will be under review. Staff will wipe down the desks after use. If the weather is nice each group will be assigned a space on the field for a picnic lunch. • All handwashing can be carried out in class sinks and in toilets, carefully monitored by staff. Class 1 also has an outside wash station. Toilet facilities for staff and children will be cleaned twice a day. Teachers will work with pupils to embed these measures and CS will produce social stories for children who are struggling as the need arises. <p>Use outside space:</p> <ul style="list-style-type: none"> • for exercise and breaks • for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff 		<p>Specific learning mentor staff member ready to produce social stories.</p>		<p>CSw</p>	<p>If required</p>
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			<ul style="list-style-type: none">• Bubbles will be assigned specific outdoor equipment which will be wiped weekly by TAs. If shared across bubbles then this will need to be done immediately before use or left for 48 hours (72 for plastic) before use. Sports coaches must maintain cleanliness of equipment used and limit any brought in which may have been used by others – this must have been cleaned.• For the latest guidance on managing playgrounds and outdoor gyms follow: https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms <p>For shared rooms:</p> <ul style="list-style-type: none">• The hall could be available for each group as a break out space if raining. All surfaces are clear and the children would be spaced out in the area. Different bubbles will not mix.• Staff room now limited to 5 at a time. Office one but entry can happen if admin staff are at desk and socially distance, eg for file cabinet access or keys.• Photocopy space 1 adult at a time.• Laptop trolley accessed by adults only.• All adults wipe down this shared equipment after use. <p>Reduce the use of shared resources:</p> <ul style="list-style-type: none">• Children will bring in a lunchbox, water bottle and a spare pair of indoor shoes.					
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			<ul style="list-style-type: none"> • They will have specific cloakroom areas to hang coats and store lunchboxes and change into indoor shoes. Water bottles should be taken into the classrooms. The indoor shoes will stay in school for use when it is muddy outside • Surfaces in classrooms will remain as clear as possible to be wiped down at the end of the day. • Resources can be shared within bubbles. Wiping down would be more regular but not required to be as often as in the Summer term if resources are aonly being shared in class or within bubbles. Twice weekly would be good. • Each child to have their ownpen/pencil designated for their own writing use. Pots of other stationary for their own use would be useful but children in class can share. • Reading books can go home and return but handwashing must take place between touching. • Children should have spelling lists and maths tasks as well as reading tasks set online to enable and encourage the parents to work with remote online learning. • practical lessons can go ahead if equipment can be cleaned or isolated befor being used by any other bubble, either for 48 hours or 72 if plastic. 					
4	Managing Customers, Contractors and visitors	Staff, pupils, parents, guardians, visitors including	Contractors <ul style="list-style-type: none"> • Visitors will be signposted at the main entrance noticeboard to contact the office through phone or email in the first instance and not to enter the school site • Where site visits are required, site guidance on 	Med	Will need to be revised if any essential work is scheduled and assessed against	Low	RW and FS	If required

		<p>clinically vulnerable and clinically extremely vulnerable</p>	<p>safe distancing and hygiene should be explained to visitors on or before arrival. A form for contractors to agree safe distancing measures and hygiene is in the office and contractors will be expected to sign and agree before entering the building.</p> <ul style="list-style-type: none"> • Limit the number of visitors at any one time. One if possible for any job, if not maximum two. Grounds maintenance will take place when the children are not on site, either at the weekends or after 15:15 • No visitors will be allowed on site from 08:40 to 09:10 or 15:00 to 15:30 when children are coming in or leaving. When determining schedules for essential services and contractor visits will be revised where possible to reduce interaction and overlap between people, for example, carrying out services at night. • Maintaining a record of all visitors, if this is practical. Details only filled in by admin and stickers rather than lanyards given to any essential visitor. • All staff and visitors will be logged in and out by office staff, no shared pens will be used. • Maintain a record of all visitors (including contact details) to support NHS Test and Trace process. <p>Customers and Visitors-</p> <ul style="list-style-type: none"> • Signs and visual aids detail clear guidance on social distancing and hygiene to people on arrival but are clarified when visits are set up by phone, on the website or by email. • Establishing host responsibilities relating to COVID-19 and providing any necessary training 		<p>contractors own RA.</p> <p>Plans for out of hours working already agreed with grounds maintenance contractors and water hygiene services.</p>			<p>RW and FS</p> <p>FS AB</p>	
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			<p>for people who act as hosts for visitors. Office staff to act as hosts and ensure social distancing when required but visits to be limited.</p> <ul style="list-style-type: none"> Main entrance as entry point for visitors would never be accessed by children. Ground contractors will use side gate, also not used by anyone other than them and will not come onto site when people are working. <p>Coaches and Peripatetic Teachers –</p> <ul style="list-style-type: none"> Sports coaches will sign the contractor form and will work outside as much as possible and avoid contact sports. The hall could be used if very wet but must be well ventilated and the children need to be spaced apart from the coach throughout the activities. Music teachers will sign the contractor form and can have groups from the same bubbles in the hall. They will be separated from the teacher by more than 1m and the room will be well ventilated. Supply Teachers need to abide by the contractor form and must maintain a safe distance of more than 1m, 2m where possible, from pupils and staff throughout their time on site. All staff need to apply strict handwashing and hygiene routines and enforce the same routines with the children throughout their time on site. 				FS	ongoing
5	Workplace and furniture contamination	Staff including cleaning and catering	<ul style="list-style-type: none"> All surfaces around the classrooms will be kept as clear as possible. Storage in trays where possible. Soft furnishings and toys can return to 	Low				

		<p>staff, pupils, Visitors. Contractors including clinically vulnerable and extremely clinically vulnerable</p>	<p>classrooms but must be cleaned more regularly than previously, eg once a half term for dressing up clothes. As long as good handwashing is followed between use by the children.</p> <ul style="list-style-type: none"> • High touch items need to be wiped more regularly and touch points need wiping throughout the day – twice where possible. <p>Hygiene: handwashing, sanitation facilities and toilets</p> <ul style="list-style-type: none"> • Signs and posters put up to maintain personal hygiene standards and build awareness of good handwashing technique, the need to increase handwashing frequency • All staff to ensure that all adults and children: <ul style="list-style-type: none"> ○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning ○ clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing ○ are encouraged not to touch their mouth, eyes and nose ○ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Sufficient handwashing facilities are available. Where a sink is not nearby, hand sanitisers are provided in classrooms and all other learning environments • Toilets will be cleaned in the middle and at the end of the day. Clear restrictions on numbers 					
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			<p>mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Building is safe with each class door open in terms of safeguarding and this would ensure good ventilation and limit door handle use. Fire procedures have identified person to close fire doors on leaving the building.</p> <ul style="list-style-type: none"> • Local suppliers have provided proportionate supplies of soap, anti-bacterial gel and cleaning products as needed and there is no need for anything other than increased personal hygiene to limit the spread of the virus. • In September full uniform should be worn. On PE days children can come into school wearing PE kit in order to limit the time taken and space needed for changing. Children will be told when their PE days are at the start of the term. • Uniform does not need to be cleaned any more often than usual, but encourage children to change when returning home and keep uniform for school only. No different methods for cleaning uniform is needed. <p>Handling goods, merchandise and other materials, and onsite vehicles if appropriate.</p> <ul style="list-style-type: none"> • Use the disinfectant to spray and clean goods that are required immediately wear gloves for this • If merchandise can be left leave safely for 48 hours then clean and put away as appropriate. 					
6	Use of Personal protective	Staff including cleaning	<ul style="list-style-type: none"> • Wearing a face covering or face mask in schools or other education settings is not recommended. 	Low	Encouraged staff not to wear gloves but to	Low	RW	Ongoing

	<p>equipment (PPE) in School settings against COVID -19</p>	<p>and catering staff, pupils, Visitors. Contractor s Including clinically vulnerable and clinically extremely vulnerable</p>	<ul style="list-style-type: none"> • Staff and children may arrive at school having worn a face covering on public transport or through choice. School should therefore know the process of correct removal when they arrive at school: don't touch the front of the covering, wash hands, remove into a lidded bin or plastic bag to take home, wash hands again. • Schools and other education or childcare settings should not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. • Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way – all children in Nursery when intimate care is required 		<p>maintain handwashing as much as possible instead. Not as much cleaning is needed within classes therefore harm from products will be limited. COSHH risk assessments in place.</p>			
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			<ul style="list-style-type: none"> if a child, young person or other learner becomes unwell with symptoms of coronavirus while in the setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. PPE is available and Class 4 has been allocated as the isolation area, it will not be used for anything else. Packs of PPE are available in every bubble and in Class 4 when required. 					
7	Catering facilities	Not an issue	<ul style="list-style-type: none"> All children will bring in a packed lunch. Or they will be able to order one from Shire Service each day. Lunches will be under review and will move to hot lunched in the hall over the course of the rem. 	Low	Reassess meal requirements	Low	RW	Weekly
8	First Aid	Staff –first aiders and children. One disabled child. Including	<ul style="list-style-type: none"> First aiders have had additional support and advice in use of additional PPE if close contact with a patient is required. E.g. changes to EAV/CPR due to Covid 19. PEEPS (Personal Emergency Evacuation Plan) will be reviewed in September when staffing is confirmed. 	Low	PEEPS under review as restrictions are reduced and child may return	Low	CIS and RW	When required

		vulnerable and clinically vulnerable.	<ul style="list-style-type: none"> Additional measures may be required\implemented in view of staff shortages. 		Make sure all First aiders feel adequately prepared.		RW	
9	Accidents\ incidents	Staff, pupils, parents, guardians, visitors including the vulnerable and clinically extremely vulnerable.	<ul style="list-style-type: none"> Normal reporting to various parties e.g. Reporting to Governors / Trustees / Local Authority. Reporting of COVID-19 cases to Health & Safety Team. (RIDDOR 2013 requirements for HSE reporting) Look at high risk activities to minimise the potential for accidents and the need for staff to assist children\students. Nappy changing considered and intimate care policy to be followed whilst PPE is worn. 	Low		Low	LA RW	
10	Emotional distress of the staff - including anxiety Emotional distress of the pupils	Staff, pupils including vulnerable and clinically extremely vulnerable	<ul style="list-style-type: none"> At least one SLT member of staff contactable every day for staff to share concerns with - RW either at Hinstock 01952550220 or on site. Staff have been consulted and included with the decision making, risk assessments. Staff work and rest rooms have been reviewed and set up to ensure safe distancing can be adhered to. Details of counselling will be available in the staff room eg NOSS, EPS, MIND and referral to OT. Staff meetings will be virtual to start with and will include Support staff when appropriate. Staff will have support across their bubbles which can be shared as required. Pupils to be supported by staff Staff must take breaks rotated throughout the day. 	High	RW ongoing role to support and reassure - important to give time and enable space if and when needed. NOSS counselling: 01978 780479	Medium	RW	Ongoing

			<ul style="list-style-type: none"> • Staff to look at ways of being able to support a child if in need of comfort. Immediate handwashing is important if this interaction is required, eg when a young child struggles to come into school and distraction hasn't worked. • SEN pupils - review assessments to be able to further assist pupils who will not understand the changes, presently one EHCP is shielded but will need a personalised RA in September and one is in school and being supported brilliantly as he learns about social distancing and obeying the rules. • Occupational Health referral available for support and clarity of circumstances someone in school should be working under depending on health. • Access a free webinar: Supporting pupil and student mental well-being. 					
11	Transport arrangements	All	<p>Staff, parents and children:</p> <ul style="list-style-type: none"> • parents and children and young people to walk or cycle to their education setting where possible • make sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel • No school or LA transport is used. 	Low				
12	Use of Car park for cars, and other forms of transport	All	<ul style="list-style-type: none"> • Staff to maintain safe distancing rules when getting in and out of cars in the car park, • Use of bikes encouraged where achievable these can be kept outside the main entrance. • Parents need to maintain social distancing 	Low				

			walking to school or leaving cars on Glebe Close. They must avoid congregating as much as possible.					
13	When schools reopened other areas will need consideration. e.g. building related hazards -e.g. fire safety management, building evacuation, equipment checks Legionella, etc.		<p>Please see appendix A a separate risk assessment for Premise building related issues for inspections, maintenance checks etc. required.</p> <p>Fire Risk Assessment will be reviewed in light of the control measures implemented due to staff shortage and alterations of evacuation routes, different exits are being used to maintain social distancing. Lining up after a fire alarm has been excellent in the Sumer term when children have been showing a good understanding of social distancing from all.</p>	Low				

If more hazards are identified please add more boxes

D. Safe Systems of Work to be outlined below by using the information in Section C once completed:

- Additional measures will be necessary if dealing with shielded and clinically vulnerable children and young people see [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#) for more advice.
- Or clinically vulnerable adults see [Staying at home and away from others \(social distancing\) guidance](#)
- All staff to be given sufficient information/training to be able to work safely and where practicable maintain the 2m distancing protocol.
- Additional Risk Assessment needs to be put in place for EHCP pupil.
- Continue monitoring and review risk assessments and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed above)
- Ensure that all health and safety compliance checks e.g. premise, safety and security systems have been undertaken before opening

and sufficient staff are available to undertake these tasks See Appendix A for Premise checklist.

- All building equipment is deemed safe to use and has received appropriate checks by competent persons. Including all fire safety related equipment (emergency lights, fire detection equipment, fire extinguishers etc.) passenger lifts, etc.
- Site staff to manage the risk from legionella on site before schools open and then continue the test regimes.
- Lone working in parts of the building is managed – use of radios and regular check in etc etc. No higher risk activities e.g. work at height to be undertaken unless necessary.
- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>.

Communication to all parties is essential:

- tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](#))
- tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend
- tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)
- make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)
- Parents are directed to resources such as [e-bug](#) and PHE schools resources.
- ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)
- talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful, need to ask whether training would be helpful but who would provide that? Direct to guidance given.
- communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers.
- discuss with cleaning contractors or staff the additional cleaning requirements. No additional hours considered necessary at the moment.

Appendix A : To be carried out 1.9.20

The following checklist has been prepared to guide premise managers. It is aimed at identifying actions that need to be taken to make the building and site safe. Within the checklist are items that have statutory duties attached such as examination, inspection, maintenance, servicing and testing. All of these will have been managed before the lockdown and should have been continued even though buildings have been closed or partially open.

It is essential that compliance is achieved before reoccupation.:

Each building should have an identified person responsible for premise management. Toilets have been cleaned and flushed on a weekly basis during lockdown and the premises have been cleaned and deep cleaned.

Building / Infrastructure / Systems	Action	Checked	Comments / Defects / Damage
Site: <ul style="list-style-type: none"> • Perimeter fencing, hedges, gates etc. • Trees • Waste storage areas and waste bins 	<ul style="list-style-type: none"> • Boundary integrity • Risk assessments up-to-date; no damage • Secure – waste collection still occurring 		
Building: <ul style="list-style-type: none"> • Roof (inc. chimneys) • Facias, gutters, downpipes • Walls • Windows • Exterior doors • Door canopies • Paths • Roads, car park, gates / barriers 	<ul style="list-style-type: none"> • Defects or damage • Doors opening properly with no restrictions • No defects or damage; in working order • Slip or trip hazards (uneven, holes etc.) • 		
Interior: <ul style="list-style-type: none"> • Ceilings • Walls • • Doors – final exits open (fire, 	<ul style="list-style-type: none"> • No defects or damage likely to affect building users • Fire Doors checked for fit and opening 		

<p>emergency)</p> <ul style="list-style-type: none"> • Fire doors (close and fit as intended) • Stairs / steps / ramps • Handrails • Floors (floor coverings) • 	<ul style="list-style-type: none"> • No slip or trip hazards 		
<p>Infrastructure:</p> <ul style="list-style-type: none"> • Gas (turned on, no leaks) • Electricity (CB / RCD checks, sockets) • Water system • Heating (boiler etc.) • Ventilation • Kitchens • Toilets / showers • Swimming pools / hydrotherapy pools 	<ul style="list-style-type: none"> • Gas supply confirmed; no smell of gas on entering building / room • Check circuit breakers to see if any have tripped; Operate RCD(s) to confirm operation; inspect sockets for damage / overload • Ensure supply; check for leaks; legionella controls (see below) • Boiler operational (heating and hot water) – maintenance and servicing carried out according to schedule • Check system operation; change filters • Check all equipment; inspect kitchen and food storage areas for insects / vermin; dispose of food past sell-by date; enhanced cleaning • Enhanced cleaning; legionella controls 		

	<ul style="list-style-type: none"> • Cleaning regime • Follow PWTAG guidance 		
Systems: <ul style="list-style-type: none"> • Fire detection and alarm (see below) • Emergency lighting (see below) • Security • Communications - telephony • IT – WiFi • Pressure systems 	<ul style="list-style-type: none"> • All detectors, call points and detectors operational; weekly testing performed • Battery test to check e-lighting operational • Alarm system working • Phone lines operational • WiFi working • Statutory examination, maintenance and servicing undertaken according to schedules 		
Equipment: <ul style="list-style-type: none"> • IT – computers, monitors etc. • OHP / Whiteboards • Fire extinguishers • Access equipment / ladders • Kitchen equipment – kettles, microwaves etc. • Lifts (see below) / lifting equipment 	<ul style="list-style-type: none"> • All IT equipment operational and without faults • Equipment in good working order • Serviced annually • Visual inspections for damage / defects • Visual inspections; PAT tests if required • Statutory examination, maintenance and testing completed according to schedule 		PAT testing carried out in January
Maintenance, testing and servicing: <ul style="list-style-type: none"> • Gas safe certificate • EIRC (Fixed wiring) and PAT (electricity) 	<ul style="list-style-type: none"> • Gas safe certificate within date • EIRC within date; PA tests completed according to schedule • Legionella controls undertaken according to schedule. NB. If 		

<ul style="list-style-type: none"> Water (temperature, flushing, cleaning, disinfecting etc.) – see below 	<p>controls have not been performed during lockdown a separate procedure must be followed before reopening/ reoccupation. Check with Tim Othen IN THIS CASE.</p>		
<p>Other Areas:</p> <ul style="list-style-type: none"> Science and D&T departments need to be checked by experienced staff and follow CLEAPSS Guidance 	<ul style="list-style-type: none"> Seek further advice from CLEAPSS for practical lessons guidance documents GL344 for further advice on D&T (including food Tech) or GL345 guidance for science departments in a partially re-opened school. 	NA	
RW means checks have been made. Date:			