

Section 1 - Pre - opening checks and assessments

Area of control	Control Measures	Additional / altered measures / notes	Implemented by : Initial	Date Completed
1. Building Management / readiness	1.1	If your site has been closed over the christmas break inspect the site for :		
		The site was open over the Christmas period. All areas remain the same as per the original risk assessment.		
	1.1.1	Damage to asbestos containing materials e.g these may have been damaged by rodent activity during the closure		
	1.1.2	Damage to the building and fixtures and fittings		
	1.1.3	Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc...		
	1.1.4	Rodent activity and/or infestations - commissioning of pest control may be required		
	1.2	Operational checks (to ensure good working order) to be carried out on :		
	1.2.1	Fire alarms/smoke alarms/refuge alert systems/ panic and accessible-toilet alarms.		
	1.2.2	Fire-door mechanisms, smoke exhaust systems and smoke curtains to ensure they function.		
	1.2.3	Emergency lighting		
	1.2.4	Gas supplies including science laboratories and kitchens		
	1.2.5	Kitchen equipment		
	1.2.6	Ventilation systems including LEV in kitchens, science labs and store rooms and classrooms		
	1.2.7	Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy		
	1.2.8	Water systems to look for leaks and ensure there is provision of hot water		
	1.2.9	Windows, doors and gates including electronic gates and doors		
	1.2.10	Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments.		
	1.2.11	Equipment used on site e.g floor cleaners, photocopiers, whiteboards (servicing should be in line with the manufacturer's/provider's requirements).		
	1.3	Ensure Statutory Inspections are up to date for :		
	1.3.1	Lifts and Lifting Equipment (if the scheduled inspections have not taken place in the last six months);		
	1.3.2	Pressure systems (if the scheduled inspections have not taken place in the last 12 months);		
	1.3.3	LEV (if the scheduled inspections have not taken place in the last 14 months);		
	1.3.4	Gas Appliances (if the scheduled inspections have not taken place in the last 12 months);		
	1.3.5	Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last 5 years);		
	1.3.6	PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines)		
1.3.7	Asbestos Management Plan (if the plan has not be re-assessed in the last 12 months);			
1.3.8	Sports Equipment (if the scheduled inspections have not taken place in the last 12 months);			
1.3.9	Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months);			
1.3.10	Tree surveys (if the scheduled inspections have not taken place in the last 12 months);			

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	<p>1.3.11 Fire Safety : contractor testing of the fire alarm (if this has not taken place in the last 6 months), fire extinguisher maintenance (if this has not taken place in the last 12 months), emergency lighting (if this has not taken place in the last 12 months), sprinkler systems (school weekly test & contractor 12 monthly tests), smoke exhaust and smoke curtains (contractor testing if it has not taken place in the last 12 months or in line with manufacturer's guidance on testing).</p>			
	<p>1.4 Cleaning of the premises</p>			
	<p>1.4.1 Thorough cleaning is not required if no-one has been into the premises during the christmas break. However, if someone goes into the premises within 3 days before the date of reopening, any areas accessed by that person must have a thorough clean of touch surfaces.</p>	Amended		
	<p>1.4.2 If the school has been partially opened, then a full deep clean of the premises should not be necessary unless it has been required by Public Health Authorities. However, all touch surfaces should be given priority for cleaning, as should have been the case during the partial opening.</p>			
	<p>1.5 Supplies</p>			
	<p>1.5.1 Ensuring you have adequate supplies of hand sanitiser, soap and hand towels / drying facilities in kitchens, toilets and at sinks to allow for the numbers of students and staff on site and the increased amounts of cleaning required.</p>	Amended		
	<p>1.5.2 Ensuring you have adequate supplies of cleaning materials and any identified PPE to allow for increased cleaning and staff needs.</p>			
	<p>1.5.3 Identify if you have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly and action where necessary.</p>			
2. Assessing staff and pupil numbers	<p>2.1 Consider phasing the re-opening of the school to allow plans and procedures to be assessed, staff to be trained and levels of supplies actually needed to be fully ascertained. Allowing time to review plans and carrying out regular review means that schools can judge how pupils and staff can safely return to school. Consider starting with a manageable / sustainable plan and building from there rather than removing or having to revise provision and plans several times. This is particularly important as many pupils and staff may have to adapt to revised systems.</p>	Amended. Phased opening not necessary. Slight changes to the staggered starts and end times.	AE /SW	8.1.21
	<p>2.2 Contact parents / carers of pupils and staff to ascertain if there are any changes to / new medical or SEND needs or to ascertain if they consider themselves a critical worker and their child will be so that rotas, ratios, medical, SEN and first aid needs etc can be assessed. This will include assessing any staff or pupil needs / issues already identified on an individual staff or pupil risk assessment that may affect their ability to return or require further adjustments to be made.</p>		AE	8.1.21
	<p>2.3 Where a child or young person routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, the settings should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver the curriculum for the child or young person. It is recommended pupils attend only one setting to reduce potential transmission risks. Settings should work together with the pupil and parents / carers to ascertain which setting can best support the pupils needs. While some adjustment to arrangements may be required, pupils in this situation should not be isolated as a solution to the risk of greater contact.</p>	Amended	AE/CC	8.1.21

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to assist in plans for partial opening	2.4	Consider if it is possible to have all eligible pupils in school at all times dependant on sufficient space and staffing to maintain social distancing and adequately supervise pupils. This will include assessing whether pupils can safely be in school for full days, full weeks or consecutive days. Consider that if there is a positive case in school that staff and pupil numbers may be affected. Communicate with parents / carers that the school will require adequate notice if a pupil who has not been in school is to start attending school. This is to avoid additional pupils turning up without prior notice as this may affect staff ratios, occupancy rates, first aid and medical needs, catering, fire safety, My Bus transport etc..	Amended. Class groups capped at 20 other than nursery. This means they can be adequately staffed.	AE/SW	8.1.21
	2.5	In the absence of current up to date Government guidance regarding bubble sizes etc it is recommended schools limit the number of pupils and staff on site at any one time as far as possible.	New. See above.	AE/SW	8.1.21
	2.6	Consider that staff will be supporting remote learning of pupils and that additional PPA time may be needed on staffing rotas to support this or support amended learning plans. The members of staff supporting the bubbles in school do not need to be that year groups usual teachers / TAs. Where staffing allows it may be more appropriate for specific year group teaching staff to work remotely to deliver the online learning that can then be delivered in class by alternative staff e.g a teacher from a different year group with TA support. It may be possible to do this on a 2 weekly rota ending with a weekend break if bubbles contain pupils from different year groups.	New. Remote learning plan in place. Staff working in teams to manage face to face workload and virtual learning. PPA cover organised by SL.	AE/SW	8.1.21
	Ongoing				
	2.7	Review ratios, rotas, medical and first aid needs on an ongoing basis.		AE/SW	8.1.21
3.Updating pupil and staff details	3.1	Obtain up to date medical, allergy and emergency contact details from pupils and staff prior to coming back on site wherever possible.		AE/SW	8.1.21
	3.2	Re-assess if IPRA's or PBSP's are needed or need to be altered given the altered nature of the school use, day, timetable, staffing, medical needs, SEN adaptations etc...Control measures and risk ratings in those IPRA's / PBSP's may need to be altered to reflect the current situation.		AE/SW	8.1.21
	3.3	Staff should be made aware of any / reminded of medical conditions / needs of the pupils they are caring for e.g. allergies, asthma etc. and devices such as epi pins and inhalers should be available wherever the pupil is. Ensure staff are trained in their use.		AE/SW	8.1.21
	3.4	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.		AE/SW	8.1.21
4.Assess activities / lessons which can take place	4.1	There is activity / subject specific and shared resources guidance in sections 31 to 35 on the following tab - Section 2.	Amended		8.1.21
	4.2	It is still recommended that children and young people limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.	Pupils come in PE kit and only bring school lunches and books which are quarantined and then redistributed.	All staff	8.1.21
	4.3	Amend / stagger timetables for activities using halls or classrooms where activities cannot be done elsewhere e.g D&T, practical science, art, so that groups of pupils can move around safely.		AE/SE	8.1.21
	Ongoing				
	4.4	Review how pupils and staff are interacting, numbers on site, how equipment is being used and cease or re-instate activities / equipment as necessary.		AE/SW	8.1.21
5.1	Clear communication with parents / carers is essential from the school and the LA so they understand what schools can offer safely to their children.	Letters sent out from LA and school with clear guidance.	AE/SW	8.1.21	

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5.Information to pupils, staff, parents / carers, visitors and contractors.	5.2 All persons likely to come onto the school grounds must be informed they must not attend if they are displaying any symptoms of Coronavirus, or if they are self isolating following Government Guidance for households with family members displaying symptoms.	Letter made clear of the procedures in place.	AE/SW	8.1.21
	5.3 This may be by newsletters, letters, emails, signs etc...			
	5.4 Update behaviour and staff policies to reflect the new rules and routines necessary to reduce risk in your setting and agree how to communicate this to staff, pupils and parents. The behaviour policy should include steps to be taken if pupils fail to follow the new rules and routines or deliberately put themselves or others at risk e.g deliberately coughing or spitting on another person. Both staff and pupil policies may include the steps that could be taken if government guidance on social distancing and self isolating outside of the school is not being followed and this places other persons in the school at increased risk.	Behaviour policy still relevant.	AE/SW	8.1.21