

## COVID-19 - School Re-opening Checklist

The checklist below identifies the inspections and checks which are required when re-entering the school building after a prolonged spell of closure it is designed to begin at the school gates and progress to the fully open stage. The list is not exhaustive and can be used alongside the common knowledge you may have of your school.

It is advised that the checklist is completed by a minimum of 2 persons to eliminate any personal risk to an individual. Please note if you find any significant risks Gas, Electric, Flood etc stop and remove yourself from the building and do not re-enter until technical support is available.

On completion of the checklist discuss with Senior leaders and put in place any control measures to reduce risk before re-opening. On re-entry the school should then revert to and complete the routine compliance requirements using the policies / procedures already available. Action should be taken to consider statutory inspections, risk assessments and routine monitoring arrangements. Consideration must be given to taking high risk items out of use until inspection has been completed e.g. lifting equipment (hoists).

**Note: This checklist does not replace or override any COVID-19 Government / Public Health guidance that may affect your school or individuals. Government / Public Health guidance must be followed in full at all times e.g. social distancing, use of PPE etc.**

**School Name:**

**Date of Inspection:**

**Completed by:**

Security / Access / Egress	Additional Information	✓ / ✗ / N/A	Comments
Can the gate be locked / unlocked? Identify who has access to keys.	<i>It must be possible to secure/unsecure site. It is important to know who has access to keys should individuals be absent from work or unable to attend site.</i>	Yes	<b>The gate can be locked. Doug &amp; Glentworth.</b>
Do the gates open / close safely?	<i>Powered gates may be due a service following a closure (check records). Hinges can also become damaged on gates over time and can fail.</i>	Yes	<b>The gates open and close safely</b>

Is the perimeter fence intact? – check for damage	<i>Check for any damage to the fencing surrounding site. Damage to fencing may cause injury and cause security issues.</i>	<b>Yes</b>	<b>All fences are intact.</b>
Walk round the outside of the building and check for vandalism / unauthorised access / damage.	<i>Check outside of building and grounds for evidence of damage, for example; evidence of fires, broken windows, fly tipping etc.</i>  <i>Consider damage to roof by looking for roof tiles on the ground. Step back and check pitched roofs from the ground for damage.</i>	<b>Yes</b>	<b>All checks completed and all ok.</b>
Open internal gates to enable movement round site.	<i>Once the building is occupied it is important to allow for safe access / egress particularly to aid safe emergency evacuation. Check fire evacuation plan for details.</i>	<b>Yes</b>	<b>Fire safety plan has been updated and the gates do not affect the plan.</b>
Check the condition of external paths, walkways and car park e.g. damage, trip hazards, obstructions.	<i>Eliminate / minimise the risk of injury (e.g. cordon off areas, rectify damage). Ensure evacuation routes are safe to use and free from obstructions. Ensure car park is clear and ready to use.</i>	<b>Yes</b>	<b>Evacuation routes and safe and free from obstruction. Car park is clear.</b>
Unlock and enter building(s): <ul style="list-style-type: none"> <li>• Check for issues with utilities, e.g. gas, water and electricity.</li> <li>• Walk round building(s) identify any damage / notable hazards / asbestos deterioration / debris. Take action to resolve before full</li> </ul>	<i>Gas – can you smell gas? Water – can you smell damp? Is there surface water? Electricity – do the lights turn on? Note: if you can smell gas <u>do not</u> turn lights on.</i>  <i>If issue identified exit building immediately and call relevant body, e.g. gas board etc.</i>	<b>Yes</b>	<b>Daily checks on gas, water and electricity.</b>  <b>Security alarm operational</b>

<p>reoccupation and/or isolate area.</p> <ul style="list-style-type: none"> <li>Is the security alarm operational and effective?</li> </ul>	<p><i>If damage to asbestos is identified ensure disturbance procedure in Local Asbestos Management Plan (LAMP) is followed.</i></p> <p><i>Consider CCTV operation, alarms and other security measures.</i></p>		
<p>Check all fire exit routes and final exit doors.</p>	<p><i>All fire evacuation routes must be free from trip hazards, obstructions and have suitable underfoot conditions / flooring. Final exit doors must not be obstructed and open freely (consider external obstructions).</i></p>	<p><b>Yes</b></p>	<p><b>All doors checked and ok.</b></p>
<p>Are all walls (internal / external) intact and free from damage e.g. cracks, risk of collapse.</p>	<p><i>Check all walls for cracks, evidence of damage and risk of collapse. Investigate any issues identified with a competent structural engineer.</i></p>	<p><b>Yes</b></p>	<p><b>Walls checked and any issues investigated.</b></p>
<p><b>Fire Safety</b></p>	<p><b>Additional Information</b></p>	<p><b>✓ / ✗ / N/A</b></p>	<p><b>Comments</b></p>
<p>Check fire alarm panel for faults.</p>	<p><i>Any faults on the fire panel must be investigated and rectified.</i></p>	<p><b>Yes</b></p>	<p><b>Panel is checked daily.</b></p>
<p>Check all fire call points.</p>	<p><i>Check <u>all</u> call points to ensure the alarm can be activated. Maintain a record within the fire log book.</i></p>	<p><b>Yes</b></p>	<p><b>Fire logs completed.</b></p>
<p>Check fire doors – do they operate correctly and are they free from damage.</p>	<p><i>Do fire doors operate correctly and free from damage to prevent fire spread. Maintain a record within the fire log book.</i></p>	<p><b>Yes</b></p>	<p><b>Fire doors operate.</b></p>
<p>Check emergency lighting.</p>	<p><i>Check emergency lighting is operational via flick test. Maintain a record within the fire log book.</i></p>	<p><b>Yes</b></p>	<p><b>Emergency lighting all ok.</b></p>
<p>Check all fire-fighting equipment &amp; provisions.</p>	<p><i>Check fire-fighting equipment is the correct place and accessible (e.g. free from obstruction). Annual servicing may be due – this must be checked.</i></p>	<p><b>Yes</b></p>	<p><b>All fire lighting and servicing in date. Sprinkler system checked.</b></p>

	<i>Other fire safety provisions may be present e.g. sprinkler systems. These must also be checked and operational before reoccupation. Maintain a record of the above within the fire log book.</i>		
<b>Legionella</b>	<b>Additional Information</b>	<b>✓ / ✗ / N/A</b>	<b>Comments</b>
Flush all water outlets for a minimum of two minutes. Maintain a record within the log book indicating that all outlets have been flushed, by whom and on what date.	<i>Water systems which are not in use can lead to a build-up of legionella bacteria. It is vital that <u>all water outlets</u> (including, sinks, toilets etc.) are flushed for a minimum of two minutes to minimise the risk of ill health. A record identifying which outlets have been flushed must be maintained. Guidance is available to demonstrate how to safely flush water outlets.  Whilst completing this task be mindful of any leaks and take action to resolve as necessary.</i>	<b>Yes</b>	<b>All have been in use. These are also flushed every Friday.</b>
<b>Boilers</b>	<b>Additional Information</b>	<b>✓ / ✗ / N/A</b>	<b>Comments</b>
Ventilate the boiler room.	<i>Due to the possibility of a build up of any dust or fume due the confined space, open the door for five minutes before entering to eliminate any possible build up of gas, dust or fume.</i>	<b>Yes</b>	<b>Boiler room has been in use and checked.</b>
Follow manufacturer start up procedure for boiler.	<i>If a boiler has been out of use for a period of time, there may be risks when turning back on (e.g. build-up of fuels / gases). Refer to manufacturers guidance to ensure this task is completed correctly.</i>	<b>Yes</b>	<b>The boiler has been in use and all ok.</b>
Check for faults, fuel, odour, CO monitor test and monitor	<i>Contact servicing engineer if faults are identified.</i>	<b>Yes</b>	<b>Tests checked and monitored.</b>
<b>Housekeeping / Cleaning</b>	<b>Additional Information</b>	<b>✓ / ✗ / N/A</b>	<b>Comments</b>

Has the school been subject to a deep clean?	<i>Prior to reoccupation it is important the kitchen is fully cleaned to minimise the spread of infection.</i>	<b>Yes</b>	<b>School has had a deep clean.</b>
Consider cleanliness for hand contact points, sinks, toilets, floors and surfaces.	<i>Frequent cleaning of hand contact points will minimise the spread of infection.</i>	<b>Yes</b>	<b>All hand contact points cleaned.</b>
Is there a sufficient supply of soap / hot water and hand drying facilities?	<i>Access to hand washing facilities will minimise the spread of infection.</i>	<b>Yes</b>	<b>New orders placed for soap and new hand sanitiser dispensers to be in place for 1<sup>st</sup> June.</b>
Is there an adequate supply of cleaning materials? Are these stored securely? COSHH assessments available at the point of use?	<i>Check with your Site Manager / Caretaker / Cleaning Contractor to ensure materials are present. Hazardous substances must be stored securely. COSHH assessments and safe use instructions must be available at the point of use. Be mindful of any new products used in school – these must have an MSDS and COSHH assessment.</i>	<b>Yes</b>	<b>New orders placed for soap and new hand sanitiser dispensers to be in place for 1<sup>st</sup> June.</b>  <b>Cleaning packs for classrooms containing products recommended and stored safely.</b>
<b>Kitchen / Catering</b>	<b>Additional Information</b>	<b>✓ / ✗ / N/A</b>	<b>Comments</b>
Has the kitchen been subject to a deep clean?	<i>Prior to reoccupation it is important the site is cleaned to maintain hygienic food handling practices.</i>	<b>Yes</b>	<b>Kitchen has had a deep clean and hasn't actually closed during the pandemic.</b>
Speak with Kitchen Manager / Contractor to establish any procedures / issues / concerns e.g. equipment maintenance, gas, food stuffs etc.	<i>Have a conversation with the Kitchen Manager regarding any changes to current procedures. Equipment may require servicing which could be the responsibility of the school to organise.</i>	<b>Yes</b>	<b>Confirmed with kitchen any equipment maintenance needs,</b>
<b>Waste</b>	<b>Additional Information</b>	<b>✓ / ✗ / N/A</b>	<b>Comments</b>

Check current waste collection arrangements.	<i>Waste collection services may be disrupted. Check with local provider and consider effects of reduced collections.</i>	Yes	Waste collection arranged.
Consider specialist waste collection arrangements (e.g. clinical waste)	<i>Specialist companies are typically appointed to collect clinical waste (e.g. first aid waste, sanitary waste). Check with local provider to ensure service is operational.</i>	Yes	Clinical waste arranged.
Are there enough waste bins?	<i>Overfilled bins may present an increased risk of arson/infection. Ensure bins are stored securely and away from the building.</i>	Yes	Bins are stored correctly.
<b>Landscaping</b>	<b>Additional Information</b>	✓ / ✗ / N/A	<b>Comments</b>
Inspection of external areas e.g. sports fields, playgrounds.	<i>Playgrounds / sports fields may have uneven surfaces, damage etc. which may increase the risk of injury. Take action to eliminate / minimise the risk of injury (e.g. cordon off areas, rectify damage).</i>  <i>External areas may be contaminated (e.g. needles, dog fouling, fly tipping etc.) Ensure action is taken to minimise risk. Note: a specific exposure to discarded needles risk assessment is available.</i>	Yes	External areas inspected daily.
Are there any overgrown areas? e.g. hedges, trees, grass.	<i>Make arrangements for overgrown areas to be cut. Consider keeping access / egress routes clear and visibility for pupil safety / supervision.</i>	Yes	Overgrown areas cut and maintained.
<b>Emergency Planning / Business Continuity</b>	<b>Additional Information</b>	✓ / ✗ / N/A	<b>Comments</b>
Are phone lines operational?	<i>Test phone lines to ensure they are working. Particularly important in case of need to contact emergency services.</i>	Yes	All working fine

Is there an internet connection?	<i>Access to key information and updates may be required to support pupil and staff safety.</i>	<b>Yes</b>	<b>All fine</b>
Are emergency contact details available?	<i>Consider staff / pupil emergency contacts and other useful contact details.</i>	<b>Yes</b>	<b>All secured online and paper copies in emergency box.</b>
<b>First Aid and Medical Needs</b>	<b>Additional Information</b>	<b>✓ / ✗ / N/A</b>	<b>Comments</b>
Is there an adequate provision of first aid(ers) on site? Including Paediatric First Aiders (for 0-5 years).	<i>It is a mandatory requirement that a paediatric first aider is present where there are children aged 0-5 years. Where staff availability is limited a first aid needs assessment must be completed to ensure adequate cover.</i>	<b>Yes</b>	<b>First Aider and paediatric first aider will be onsite at all times</b>
Is first aid equipment suitably stocked and available?	<i>Check items are available within first aid kits and are in date.</i>	<b>Yes</b>	<b>Each group to have a first aid kit.</b>
Are health care plans up to date and operational?	<i>Ensure the correct support is available for students with medical needs e.g. staff, provision of equipment etc.</i>	<b>Yes</b>	<b>Yes health care plans up to date.</b>
<b>Welfare</b>	<b>Additional Information</b>	<b>✓ / ✗ / N/A</b>	<b>Comments</b>
Are there adequate welfare facilities available?	<i>E.g. staff room, toilets, eating / drinking, temperature.</i>	<b>Yes</b>	<b>These are all fine</b>

<b>Additional Comments / Issues</b>