

## Section 1 - Pre - opening checks and assessments

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Area of control	Control Measures	Additional / altered measures / notes	Implemented by : Initial	Date Completed
1. Building Management	<b>1.1 Regular ongoing checks required.</b>	Altered		06/09/2021
	<b>1.1.1</b> Damage to asbestos containing materials e.g. these may have been damaged by rodent activity during the <b>summer break</b> .	Not applicable		06/09/2021
	<b>1.1.2</b> Damage to the building and fixtures and fittings	Noted	PW	06/09/2021
	<b>1.1.3</b> Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc....	Noted	PW	06/09/2021
	<b>1.1.4</b> Rodent activity and/or infestations - commissioning of pest control may be required	Noted, and next pest control visit due early September 2021	PW	06/09/2021
	<b>1.2 Operational checks (to ensure good working order) to be carried out on :</b>			06/09/2021
	<b>1.2.1</b> Fire alarms/smoke alarms/refuge alert systems/ panic and accessible-toilet alarms.	Serviced August 2021	PW	06/09/2021
	<b>1.2.2</b> Fire-door mechanisms, smoke exhaust systems and smoke curtains to ensure they function.	N/A	PW	06/09/2021
	<b>1.2.3</b> Emergency lighting	Serviced August 2021	PW	06/09/2021
	<b>1.2.4</b> Gas supplies including science laboratories and kitchens	Serviced April 2021	PW	06/09/2021
	<b>1.2.5</b> Kitchen equipment	Serviced End of August 2021	PW	06/09/2021
	<b>1.2.6</b> Ventilation systems including LEV in kitchens, science labs and store rooms and classrooms	N/A		06/09/2021
	<b>1.2.7</b> Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy. Where buildings have been limiting attendance to just vulnerable children and children of critical workers or have reduced occupancy, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. Advice on this can be found in the guidance on legionella risks during the coronavirus outbreak. <a href="https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm">https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm</a>	Completed every Monday morning before school.	PW	06/09/2021
	<b>1.2.8</b> Water systems to look for leaks and ensure there is provision of hot water	Noted	PW	06/09/2021
	<b>1.2.9</b> Windows, doors and gates including electronic gates and doors	Noted. Front door serviced May 2021	PW	06/09/2021
	<b>1.2.10</b> Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments.	N/A		06/09/2021
	<b>1.2.11</b> Equipment used on site e.g. floor cleaners, photocopiers, whiteboards (servicing should be in line with the manufacturer's/provider's requirements).	Noted	PW	06/09/2021
	<b>1.3 Ensure Statutory Inspections are up to date for :</b>			06/09/2021
	<b>1.3.1 Lifts and Lifting Equipment</b> (if the scheduled inspections have not taken place in the last six months);	N/A		06/09/2021
	<b>1.3.2 Pressure systems</b> (if the scheduled inspections have not taken place in the last 12 months);	N/A		06/09/2021
	<b>1.3.3 LEV</b> (if the scheduled inspections have not taken place in the last 14 months);	N/A		06/09/2021
	<b>1.3.4 Gas Appliances</b> (if the scheduled inspections have not taken place in the last 12 months);	Serviced April 2021		06/09/2021
	<b>1.3.5 Fixed wiring</b> (if the scheduled tests required by the regulations have not taken place in the last 5 years);	Apr-19		06/09/2021
	<b>1.3.6 PAT</b> (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines)	Completed August 2021	PW	06/09/2021
	<b>1.3.7 Asbestos Management Plan</b> (if the plan has not be re-assessed in the last 12 months);	N/A		06/09/2021
	<b>1.3.8 Sports Equipment</b> (if the scheduled inspections have not taken place in the last 12 months);	GEMS inspection June 2021	PW	06/09/2021
	<b>1.3.9 Fixed Outdoor Play Equipment</b> (if the scheduled inspections have not taken place in the last 12 months);	GEMS inspection June 2021	PW	06/09/2021

	1.3.10	Tree surveys (if the scheduled inspections have not taken place in the last 12 months);	N/A		06/09/2021
	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).	Completed August 2021	PW	06/09/2021
	1.4	Cleaning of the premises			06/09/2021
	1.4.1	If the school has been partially open i.e. not using all the rooms / spaces that will need to be used on the September, it is recommended a thorough clean of these areas is undertaken in line with existing cleaning procedures before they are occupied.	Noted.	PW/ CC	06/09/2021
	1.4.2	If the school has been using all the premises, a full deep clean of the premises should not be necessary prior to September unless it has been required by Public Health Authorities as regular thorough cleaning should have been taking place.	Noted.	PW/ CC	06/09/2021
	1.5	Supplies			06/09/2021
	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.	All additional quantities ordered and stored on site ready for use.	PW/ AB	06/09/2021
	1.5.2	Ensuring you have adequate supplies of cleaning materials and any identified PPE to allow for increased cleaning and staff needs.	As above. Includes disinfectant fogger machine and equipment to protect outdoor fixed play resources	PW/ AB	06/09/2021
	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.	Each room has a station which includes hand sanitiser. All classrooms to have running hand hot water and soap. Watering cans and soap for use at beginning/ end of break times outside	PW/ AB	06/09/2021
2. Assessing staff and pupil numbers to assist in plans for September opening.	2.1	All pupils are expected to attend schools in September unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend. <b>Secondary settings (and SILC settings undertaking pupil testing)</b> have the flexibility to consider how best to deliver the in school pupil LFD testing on a phased basis which can commence from 3 working days before the start of term. This is voluntary and at the discretion of each school. These settings can also stagger the return of pupils across the first week to manage the 2 on site LFD tests for pupils. After September secondary pupils should return to face-to-face education following their first negative test result. If a school chooses to start testing before the start of term they should still follow the schools operational guidance in place for September 2021 and must ensure pupils go home after their test result. Pupils will need to do 2 tests on-site, each 3 to 5 days apart, before moving to home-testing. The full risk assessment for LFD testing in schools is in Sections 3 and 4 of this document.	School starts for all pupils Y1- Y6 06/09/2021. Ordinary arrangements for a staggered start for EYFS apply.	HC	06/09/2021
	2.2	Contact parents / carers of pupils, and staff, to ascertain if there are any changes to / new medical or SEND needs so that staff rotas, ratios, medical, SEN and first aid needs etc. can be assessed. This will include re-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.	Included in general start of term letter, w/c 31/08/2021.	HC	06/09/2021
	2.3	Where pupil 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 pupil. Pupils should be able to continue attending both settings.	Noted. May apply to Nursery pupils.	HC/ HR/ MC	06/09/2021

	2.4	Secondary pupils not undergoing testing should attend school in line with their school's phased return arrangements.	N/A		06/09/2021
	2.5	Consider that staff may still 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.	Not expecting any pupils to require remote learning unless they are directed to self-isolate.	HC	06/09/2021
		<b>Ongoing</b>			06/09/2021
	2.6	Review ratios, rotas, medical and first aid needs on an ongoing basis.	Noted	HC	06/09/2021
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.	Noted	HC	06/09/2021
	3.2	Re-assess if IPRA's or PBSP's are needed or need to be altered <b>given the changes to Covid measures</b> on return to school and any 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.	Noted	MC	06/09/2021
	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 pens and inhalers should be available wherever the pupil is. Ensure staff are trained in their use.	Noted	AB/ VF/ HC	06/09/2021
	3.4	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of. It is recommended that the information school holds regarding pupils allergies / intolerances is cross checked with catering staff to ensure the correct / up to date information is available for both parties as schools return <b>in September and catering arrangements may have changed.</b>	Check with cook in charge 06/09/2021	VF/ AB/ HC	06/09/2021
4.Information to pupils, staff, parents / carers, visitors and contractors.	4.1	Clear communication with parents / carers is essential from the school and the LA so they understand what schools can offer safely to their children <b>and the amended control measures in place.</b> This should include informing parents / carers about any LFD testing programmes being undertaken in school for their children and the access to home testing kits for parents / carers. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/</a>	Letter to parents prior to 06/09/2021 detailing all measures and expectations. Also available on website.	HC	06/09/2021
	4.2	All persons likely to come onto the school grounds must be informed they must not attend if they are displaying any symptoms of Covid-19, if they are self isolating or if they are required to quarantine.	Updated signage on all access points.	HC	06/09/2021
	4.3	This may be by newsletters, letters, emails, signs etc....	newsletters, letters, website, signage	HC	06/09/2021
	4.4	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 self isolating outside of the school is not being followed and this places other persons in the school at increased risk.	Already in place from 2020-21. Updated as necessary.	HC	06/09/2021