

SIGNIFICANT FINDINGS - RISK ASSESSMENT

Consultation with staff took place on May 22nd 2020.

Chair of governors also present and has conducted a walk around the site on May 22nd 2020

Risk assessment sent to governors and agreed following staff consultation: May 28th 2020

This is a dynamic risk assessment which will be amended on an ongoing basis as required.

Should government plans change it will be reviewed, plans shared and agreed with governors and consulted on with staff.

Risk Rating	Likelihood of Occurrence x Severity of Harm
Likelihood of Occurrence	1 rare / 2 unlikely / 3 moderate / 4 likely / 5 almost certain
Severity of Injury	1 minor / 2 moderate / 3 significant / 4 major / 5 catastrophic

Assessment No:		Area/Activity:	COVID-19 PROVISIONS	Carried out by: Consulted	F DICKER All staff	Date: Draft 4	May 2020

Hazard	Who might be harmed?	Existing Controls	Risk Rating	Is the risk adequately controlled?	If No, What further actions are required to reduce the risk?
Entry into site	Staff Parents Pupils	<p>-Parents will enter the school site through the bottom car park which will be clearly signed.</p> <p>Parents to wait on the school field, observing social distancing measures. Siblings must stay next to parents at all time.</p> <p>They must not enter the building but remain outside unless there is a medical emergency regarding their child.</p> <p>No parents on school site during the school day unless in an emergency.</p> <p>When leaving the school site, parents must maintain social distancing and leave the site immediately through the designated channels.</p> <p>Further communication in the day should be by phone or email.</p>	9	Yes	
Expectations of parents when entering school site	Pupils Staff Parents	<p>Only parents make pick up and drop off.</p> <p>Only 1 parent may bring child onto school site. Siblings must stay next to parents at all time.</p> <p>Entry will be through school carpark onto school field.</p> <p>Social distancing to be observed and signage around school indicating this.</p> <p>Collection – please refer to staggered entry</p> <p>Parents' <u>must</u> leave the site immediately after drop off through designated area whilst maintaining social distancing. Ground to be marked off with 2m lines for parents.</p> <p>Hands must be washed with soap and water or sanitised when entering the school</p>	9	Yes	
Dropping and collecting pupils from school	Pupils Staff Parents	<p>All children must be collected by a parent at the end of the school day. No relatives including grandparents may collect. Y6 pupils must NOT walk home on their own.</p> <p>Each class will be collected or picked up on a staggered rota basis by the staff member for that group. Leadership will be present at all times. All parents have been informed of collection and drop off times.</p>	9	Yes	

		<p>Parents will follow the same route into the school and exit by the same route, observing the correct measures. Staggering will ensure that there is not overcrowding at the school gates. If this should happen, parents will be reminded of protocol verbally and by email.</p> <p>Lines are on the ground to indicate 2m distancing</p> <p>Should staff need to talk with parents, they must do this at a safe distance. A phone call may be easier to maintain confidentiality.</p> <p>No member of staff must intervene or hold a child's hand if distressed. However, they must endeavour to give support to the child as best they can whilst observing the 2m distance.</p>			
Entry and exit from school	Pupils Staff Parents	<p>All groups will enter and exit the school from the same entrance.</p> <p>Only 1 parent to collect or drop off. All children must be collected.</p> <p>They will put their belongings on their chair and then sanitise their hands. All coats and bags to remain on the second chair next to pupil.</p> <p>Pupils to wash their hands with hot water and soap as soon as they arrive following the toilet protocol.</p>	6	Yes	
Group sizes meet DFE guidelines	Staff Pupils	<p>All groups below 15 pupils. It should be recognised that numbers are fluid due parental decision</p> <p>Pupils will stay within the pods for the duration of their time until the end of the year unless a required change needs to be made, possibly because of increasing numbers.</p> <p>Pods will play in their groups, learn in their groups and eat in their groups</p> <p>Staff on a rotation of two so same member of staff in pod unless there is a need to make an emergency change.</p> <p>EYFS and Y1 attending – due to the government change of policy and not allowing rotas the school cannot fit the 33 Y6 pupils in who wished to return (excluding KW/V). This is due to space and staffing capacity.</p> <p>All staff able to travel safely to school confirmed.</p>	6	Yes	
Size of classrooms	Pupils Staff	<p>Classes measured out - Groups will not exceed 15 as classroom cannot fit more than 9 and in two classrooms no more than 11. Larger group of 12 is in the hall. This is in line with DFE guidelines.</p> <p>All sizes of classes can be referred to on the pupils list.</p> <p>No EHCP/SEND attending so additional staff not required in the classrooms.</p> <p>All staff will socially distance but transitory contact will take place. This is low risk.</p>	6	Yes	

<p>Classroom layout</p>		<p>All classrooms have 2m squares measured out to ensure social distancing. We recognise transitory contact - the DFE has advised this is low risk.</p> <p>Each pod has a table and two chairs along with a tray and resources for the pupils. Children must remain at their table. Staff to train pupils in how to enter classroom, leave classroom and how to not visit other tables. Pupils have the same iPad each day.</p> <p>PPE has been sourced and is available if required.</p> <p>All classrooms have:</p> <p>Bins - staff have agreed during consultation that they are happy with one bag. Sanitiser DDC10 and paper towels for cleaning resources Paper towels and soap if there is a sink in the room Disposable tissues – supplies have been checked Disposable gloves Mask</p> <p>Members of staff can wear a mask should they wish to do so</p> <p>All tables have their own resources which will remain with pupils for the duration.</p> <p>Tablets etc will be cleaned at the end of the day.</p> <p>Boxes of resources will be washed at the end of the day.</p> <p>Each classroom has its own play equipment.</p> <p>EYFS – all resources the same as in other classes – outdoor area not to be used as we cannot guarantee social distancing. Outdoor learning will therefore take place on the field.</p> <p>Classroom fire doors (if present) and windows will be allowed to be open in the current circumstances to enable good ventilation in the rooms. This is safe as the school site will be secured after the last group of parents have left. SBM responsible for ensuring all gates are closed and locked. Currently the school has no runners but this will be practically assessed on a day by day basis and measures put in place should it be required.</p> <p>Air conditioning systems must not be used.</p>	<p>6</p>	<p>Yes</p>	
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Staffing	Staff	<p>Teachers and TAs deployed into groups.</p> <p>All staff should follow protocols – no close working to take place.</p> <p>Support staff are allowed to lead groups as confirmed by DFE guidance.</p> <p>All TAs will work under the direction of class teacher.</p> <p>No TA will complete any planning unless they individually choose to do so.</p> <p>No TA will be asked to complete duties which they would not normally do.</p> <p>Senior leaders are available to support groups if it does not take them away from the strategic demands of this time.</p> <p>All staff will be aware of expectations of abiding by guidelines once on site and will ensure that they explain these in full to pupils.</p> <p>Should there be any concerns that a pupil is not following them, the HT or DHT will remind the pupil and parents will be informed so that they can reiterate it at home.</p> <p>Virtual staff meetings to take place each week where staff will be able to communicate positives and negatives which can then be actioned if required.</p> <p>Leadership team also on hand each day and available for communication wither verbally or by email.</p>	9	Yes	
Organisation for washing hands	Pupils Staff	<p>Protocol for handwashing to be given to all members of staff – indicating the minimum of expectation as to when and where this should be completed.</p> <p>All children and staff have access to hot water and soap in each classroom/shared area or sanitiser.</p> <p>Minimum – entry, playtime, lunchtime – after eating and entry back into school, following any outdoor learning. Supervision will be completed by pod leader.</p> <p>All pupils and staff must wash hands on entry, before and after break and lunchtime and after visiting the toilet.</p>	9	Yes	
Toilets	Pupils Staff	<p>Staff toilets All toilets to have paper towels and soap. These MUST be used. All hand dryers switched off.</p> <p>This to be regularly checked by the Caretaking Team</p> <p>For the ladies toilets – access will be arranged on two persons only and signage outside arranged to advise staff when vacant and when engaged.</p> <p>Pupil toilets – only one pupil allowed in at any one time – washing of hands to be monitored. All toilets to have paper towels and soap. These MUST be used. All hand dryers switched off. Pupils must be monitored whilst they go to the</p>	9	Yes	

		toilets.			
Sanitiser	Pupils Staff	Sanitiser in all classrooms, staffroom and offices	6	Yes	
Movement around school	Pupils Staff	All areas marked with 2m signage and other safety measures. All corridors marked with 2m squares to support pupils and staff in observing social distancing guidelines. Pupils will know these as bubbles. One-way system not in place as enough space in corridors to ensure social distancing. If not, staff/pupils will need to wait for someone else to pass. Transitory contact. Staircases – 2m distancing to be maintained on stairs. No crossing on the stairs. Monitoring of systems by all staff – should they be concerned they must report their concerns to the HT/SBM who will take immediate action. Pupils to walk in single file. Fire evacuation procedures to be tested on return.	9	Yes	
Clarity and frequency of signage	Pupils Staff Parents	Clear signs across the school to remind staff about social distancing, handwashing and other areas of COVID-19. Staff responsibility to comply with these arrangements and to remind each other if this is not done. Staff responsibility to report any concerns to HT/SBM.	6	Yes	
Hygiene	Pupils Staff	All areas will be thoroughly cleaned on a daily basis. All cleaning and hygiene must be completed in line with guidance. PPE should be worn. Monitoring will take place to ensure that cleaning is thorough and in-depth and in line with guidance. Where possible disposable PPE should be worn (gloves etc). These should be doubled bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished Clean hard surfaces with warm soapy water then disinfect with cleaning products normally used, paying particular attention to <i>frequently touched areas and surfaces</i> , toilet areas, grab-rails and door handles – generally all touch points including photocopiers, computers, key boards and mouse, light switches, telephones, chairs, banisters and all toilet areas. <i>Wash hands regularly</i> with soap and water, and after removing PPE	12	Yes	
Management of waste	Pupils Staff	All management of waste will be managed with cleaning staff wearing PPE. All bins will have bin bags in them for ease of disposal. All bins will be emptied every day as is current practice. This includes external bins.	12	Yes	
Curriculum, Home learning and Organisation of	Pupils Staff Parents	Years 2,3,4,5 and 6 will continue to receive home learning – staff are on week on week off so they are able to receive PPA, manage home learning and conduct Teams meetings	4	Yes	



the first week and school day		<p>First week in school will focus on the mental health and well-being of everyone in school, setting routines and expectations and generally settling in to school life again. All staff need to reiterate high expectations of abiding by safety measures but also take time to value what they have been doing since they were school closed to the majority of pupils.</p> <p>Home learning will continue in the current format with additional activities being set for pupils along with open ended projects for pupils needing more challenge.</p> <p>Parents will be advised to also access Oak Academy and Bitesize alongside the other links which have been given.</p>			
First Aid	Pupils Staff Parents	<p>First Aid – all staff must wear gloves and a mask when giving First Aid.</p> <p>Should a child be coughing goggles <u>must</u> be worn. In the current circumstances, whilst staff have a safeguarding duty to provide First Aid care, should they be concerned they must ask for support.</p> <p>First Aid boxes into bandstands at 8:30am for access at break and lunchtimes. Brought in by MDS after lunch and restocked. Stored in Kitchen ready for dispersal the following morning.</p> <p>Wipes in all areas.</p> <p>First Aid slips to be put in children’s bags by children. Parents must be advised by phone – office staff - if FA has been given.</p> <p>Staff to have phone on hand should support be required from leadership.</p>	12	Yes	
Effectiveness of staffing levels	Pupils Staff	All staff levels effective with teachers overseeing TAs.	6	Yes	
Risk assessment for staff	Pupils Staff Parents	If any staff has an underlying condition which means they need to practice social distancing the SBM will put a risk assessment in place for them should they require it. This will be signed by the SBM and the member of staff. Decisions will be made on a person by person basis but will follow guidelines.	12	Yes	
Mental health and well-being - Staff	Staff	<p>Ongoing verbal support and interaction in place</p> <p>Jubilee Garden provided for staff to get fresh air whilst also providing quiet and opportunities for relaxation.</p> <p>Social distancing to be practiced.</p> <p>Offer of OH referral if required</p> <p>Referral to counselling which is part of the staff insurance package.</p> <p>Monitoring workload</p> <p>Adjustments to be put in place should they be required to support member of staff on a person by person basis.</p> <p>Virtual staff meeting each week will allow leadership to monitor workload and find solutions.</p>	9	Yes	

		Staff being at work one week and working from home the following week allows staff to pace themselves, receive PPA and complete home learning activities.			
Mental health and well-being - Pupils	Pupils	Support will be given to staff in terms of initial activities to support the reintegration of pupils into school. Routines need to be set Discussion with leadership of there are concerns. Please refer to trauma section	9	Yes	
Leadership staff on site	Pupils Staff Parents	Members of the leadership team will be present on site every day to support staff and ensure all protocols are adhered to. SENDCO/DDSL, DSL and members of staff with paediatric first aid trained staff on site each week. Should neither DDSL or DSL be available another Headteacher/DSL has been identified to oversee safeguarding at the school during the period of absence. This is part of the addendum published on the website.	6	Yes	
Provision of SENDCO and risk assessments	Pupils Staff Parents	Risk assessment in place for all pupils on SEND register who are attending school. Conversations with parents ahead of start to make arrangement and put in place adjustments as required. All SEND pupils contacted on a two -weekly basis by SENDCo. Should adequate safety not be possible, arrangement will be made with the family on a child by child basis. Quality assured providers cannot be sourced in time for opening should LA not be able to provide support – SENDCo to explore options as required	4	Yes	
Pupils requiring additional support	Pupils Staff Parents	For pupils experiencing trauma the school will ensure that a discussion is had with parents and adjustments put in place to support the child with all pertinent staff being advised. External support will also be explored and a risk assessment will be completed at the time to ascertain whether it is safe to admit the provider onto site and for the support to be given, protecting all concerned. Should a child begin to exhibit anti-social behaviour, a behaviour plan will be put in place, exploring the reasons as to why this is happening. To date, no pupil is exhibiting these behaviours. Staff will treat all pupils with compassion and respect. Sanctions will be proportionate. Behaviour policy to be reviewed with addendum in regards to COVID-19 but	6	Yes	

		no staff should physically intervene if at all possible. Should it be necessary to intervene for the safety of staff and pupils, the member of staff will wash their hands thoroughly and/or wear PPE if possible.			
No drinking fountains	Pupils Staff	All drinking fountains are disabled and must not be used. Paper cups are present in each classroom. These must be used and then put in the bins by the child at the end of the day.	4	Yes	
Lunchtime arrangements	Pupils Staff	Children to be at least 2M apart No sharing of food Tables to be cleaned down after use and PPE should be worn where req'd (gloves etc) - Clean down equipment and resources on a regular basis All groups will eat in their classroom, then play outside in their groups in clearly demarcated areas Staff on duty will be required to monitor pupils safely and call 'Bubbles' should pupils forget. Wet weather – leadership will be on duty to support groups across the school. All pods will remain in their rooms. All meals being provided are being done so by an external provided. Packed lunches only. Pupils responsible for putting lunchtime waste into the bins. All pupils must wash their hands before and after lunch. All parents informed that pupils must bring their own water bottles. Paper cups will be provided if forgotten but these must be safely disposed of at the end of the day by the child.	9	Yes	
Medical Room	Pupils Staff Parents	Medical room organised in case child or member of staff is poorly. PPE should be worn. First Aid – all staff must wear gloves and a mask when giving PPE. Should a child be coughing goggles <u>must</u> be worn. PPE box present in medical room and clearly labelled. Should child go home poorly, only a parent can collect. Parent must then access the medical room from the outside and then leave. Medical room must then be left and cleaned at the end of the day. Should person show symptoms – guidelines on pupils and staff going home will be followed until testing confirms outcomes.	12	Yes	

Staff and masks	Pupils Staff	Should staff wish to wear a mask they may. They will be required to explain this to the children as to the reasons why – they are keeping themselves and the children safe and this is a personal decision.	6	Yes	
Staffroom/ greenroom	Staff	Staffroom and green room leading onto Jubilee Garden available to staff. Jubilee garden available for staff to get fresh air and to have some space to support their well-being. No more than six members of staff may enter the staffroom or green room at any one time. All staff will receive a half hour break each day and leadership will be on hand to support should they need further breaks. All lunchtime breaks will be on a rotation. – See plan. This will mean another member of staff entering the pod, but the well-being of staff should be supported. Entering member of staff must wash their hands/sanitise before entering the classroom.	9	Yes	
Communication with parents	Pupils Staff Parents	Social story provided to parent's along with all arrangements for school day including access onto site. Communication with parents confirmed by governors as being excellent. Home learning email in place to support parents. Phone calls made to parents of vulnerable children on two-weekly basis. Phone calls made to parents when they express concerns.	9	Yes	
Visitors to site	Pupils Staff Parents	If it is not safe for visitors to attend site they will be informed. Visitors to the school will be advised of the arrangements for social distancing. Should they be a company they will need to submit RAMS which indicate their measures under COVID-19. SBM will challenge these if not sufficient. All visitors will enter through the bottom door. All deliveries will go to the brown door. All packages will be left outside for collection. Should they be a visitor in relation to a child, they will also be informed of all protocols and social distancing will be adhered to in all meetings either with pupils or staff. All visitors who are required to work closely with children will be required to bring their own PPE. School site is secure so no unauthorised visitors can enter the site. All gates to be closed by SBM once all pupils are in.	12	Yes	

What children bring to and from school	Pupils Staff Parents	No books to go home for reading Children only to bring coat, sunhat, lunch and water bottle. All belongings to be placed on chair next to child. Cloakrooms not to be used or accessed by pupils.	4	Yes	
Marking	Pupils Staff	In consultation with staff, it has been agreed that they will mark through verbal feedback and stickers (given to children to put on their work or to wear) ONLY. Children will therefore self-mark under the direction of the staff member.	4		
Collective worship	Pupils Staff	All CW will take place in Pods.	4	Yes	
Offices	Pupils Staff Parents	The front office is out of bounds to staff, other than those working within it. Clear signage is in place. This protects the staff and supports their well-being. Entry by other members will be on an agreed basis and only if absolutely necessary. Staff in this area will be able to open the front door once site is secure to provide ventilation but should not use the air conditioning unit or fans. Other rooms need to ensure ventilation and no	6	Yes	
Increase in key workers and vulnerable pupils	Pupils Staff Parents	Concern over the increase in KW and vulnerable pupils and how this will impact on numbers of pupils in school and how it can be staffed. Parents of those in Y1 and EYFS have been advised that if they have not booked their child in for June 1 st , they may not get a place in the future.	12	Yes	This will need to be assessed on an ongoing basis.
Playing outside	Pupils Staff	All pupils will play in their pods when outside in clearly demarcated areas. No mixing allowed and staff on duty must be vigilant. Each group will have a box of toys to play with which will be cleaned at the end of each day. Two groups on the top playground and two groups on the bottom playground unless filed can be used and then this will be demarcated.	9	Yes	
Deliveries to school	Pupils Staff Visitors	-Delivery drivers to press buzzer for entry, and/ or ring the office staff for assistance All deliveries to be taken to the brown door where they will be met by a member of staff All deliveries to be left outside the door. Nothing must be signed for. Signage is in place to direct delivery drivers. Note – Restrict/ Reduce Access into School	9	Yes	

Suspected Covid-19 Symptoms	Pupils Staff Visitors Parents	<p>-Check for and of the following symptoms –</p> <p>High Temperature Coughing Taste and Smell</p> <p>If any of the above symptoms are present, then arrangements MUST be made to remove affected person from school immediately into self –isolation</p>		Yes	<p>Covid-19 Symptoms guidance sheet to be issues to all staff</p> <p>stay at home for 7 days, if you live alone stay at home for 14 days, if you live with others, including all household members</p> <p>Only use NHS 111 if your symptoms get worse or are no better after home isolation</p>
Avoid catching and spreading Covid-19 (Social Distancing)	Pupils Staff Visitors Parents	<p>- Wash hands with soap and water often for at least 20 seconds</p> <p>- Always wash your hands when you get home or into work</p> <p>- Use hand sanitiser gel if soap and water are not available</p> <p>- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze</p> <p>- Put used tissues in the bin immediately and wash your hands afterwards</p> <p>- Avoid close contact with people who have symptoms of Covid-19</p> <p>- Only travel on public transport if you need to</p> <p>- Work from home, when you can</p> <p>- Do not attend social activities, such as going to pubs, restaurants, theatres and cinemas</p> <p>- Do not attend events with large groups of people</p> <p>- Use phones, online services, or apps to contact your GP surgery or other NHS services</p>		Yes	<p>Signage to be installed on doors and other areas - DONE</p> <p>PPE (gloves/ tissues/ hand towels)</p> <div data-bbox="1518 663 2157 1034" data-label="Complex-Block">  <p>Wash your hands more often and for 20 seconds</p> <p>Use soap and water or a hand sanitiser when you:</p> <ul style="list-style-type: none"> • Get home or into work • Blow your nose, sneeze or cough • Eat or handle food </div> <div data-bbox="1518 1072 2018 1390" data-label="Complex-Block">  <p>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze and throw the tissue away straight away</p> </div>
Social Distancing	Pupils Staff	-Maintain 2M between each other (where possible)		Yes	

(meetings etc)	Visitors Parents				
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<p>Cleaning</p>	<p>Cleaners Staff</p>	<p>- When staff member of pupils goes home with symptoms, where possible disposable PPE should be worn (gloves etc). These should be doubled bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</p> <p>- Clean hard surfaces with warm soapy water then disinfect with cleaning products normally used, paying particular attention to <i>frequently touched areas and surfaces</i>, toilet areas, grab-rails and door handles</p> <p>- <i>Wash hands regularly</i> with soap and water, and after removing PPE</p> <p>All cleaning and hygiene must be completed in line with guidance. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings PPE should be worn.</p> <p>Monitoring will take place to ensure that cleaning is thorough and in-depth.</p> <p>Provide guidance to Site Officer to oversee.</p>	<p>12</p>	<p>Yes</p>	<div data-bbox="1429 140 1547 284"> </div> <p>Wherever possible, wear disposable or washing up gloves and aprons for cleaning. These should be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</p> <hr/> <div data-bbox="1413 347 1559 432"> </div> <p>Using a disposable cloth, first clean hard surfaces with warm soapy water</p> <p>Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles</p> <hr/> <div data-bbox="1384 603 1711 916"> </div> <p>Cleaning an area with regular household disinfectant after someone with suspected coronavirus has left will reduce the risk of passing the infection on to other people</p> <hr/> <p>Wash hands regularly with soap and water, and after removing gloves, aprons and other protection used whilst cleaning</p>
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Building Checklist

Please note that this is not exhaustive and you should apply your usual building checks following the summer holiday closure period

Activities	Reasons	Responsibility	✓
Legionella management			
Review Legionella Risk Assessment	Identify the risks and what action is required	Facilities management contractor/ Vinci Facilities if in SEMS	Ongoing
Flushing of all outlets including low use outlets	This involves flushing the outlets (Taps /Showers etc) for a minimum of 10 minutes or until the temperature at the outlet stabilises and is comparable to supply water. Legionella risk if the system has been left unattended for any length of time. This should have been carried out weekly and recorded.	School	Completed every week
Run washing machines or dishwashers through a cycle	This ensures that any standing water is flushed through	School	Used Daily
Fire Safety			
Test fire alarm	Identify any faults	School	Weekly
Check Fire extinguisher's	Check they have not been tampered with and are in date	School	Monthly
Review Fire Risk Assessment	Identify whether any changes may affect the FRA	School – contact competent contractor if a new risk assessment is required	Reviewed - no changes – fire evac procedures to be reviewed on return on 01.06.20

Review evacuation plans	Identify if evacuation plans need altering	School	See above
Review Fire Procedure	Update if there are any changes as a result of reduced numbers/staff levels etc	School	See above
Maintenance inspections			
Contact Property Centre/Facilities provider	To identify what maintenance has been missed/is due. Carry out any property maintenance work	School	On site everyday
Check Insurance inspections are up to date	Identify whether equipment such as lifts can be used	School	Yes

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General			
Test disabled toilet alarm(if applicable)	To determine if there are any faults	School	N/A
Test panic alarm (if applicable)	To determine if there are any faults	School	N/A
Test Lift Alarm(s) (if applicable)	To determine if there are any faults	School	N/A
Check for Evidence of Pest Infestation	Infection Control	School	Site staff check daily
Check Building Fabric	Identify if there has been any damage	School	Site staff check daily
Check hot water boilers	Identify any issues	School	Boilers being fixed currently
Adjust heating settings	Likely to need adjusting to summer settings	School	N/A
Check mechanical and electrical equipment	Check all are functional – organise repair if required	School	Systems run as required
Check PAT testing dates	Ensure electrical equipment is safe to use	School	Feb 20
Check Drinking water dispensers	Check with your contractor what course of action is required as water would have been sat in the system	School	N/A
Check drink hot water boilers	Check for any lime scale or water quality issues	School	Ongoing daily
Cleaning			
Review cleaning schedule and requirements	Identify what additional cleaning is required and whether a deep clean is required prior to reopening	School	In place