

RISK ASSESSMENT

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.
V12
Sept 21

Group/Service Area: THE CORBET SCHOOL Work Activity: School Operations within Government Covid Guidance.

Workplace/Team: Date of Assessment: 18th August 2021 Date for Re-assessment: Ongoing

Name of Assessors: School Leadership Team Signature: Manager: School Leadership Team Signature:

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	Score	Consequence/Severity	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances	5	Catastrophic / Severe / Fatality	Death or permanent disability to one or more persons
4	Likely	Event will probably occur in most circumstances	4	Major injury / ill health	Hospital admission required, eg, broken arm or leg
3	Fairly likely / Possible	Event could occur at some time	3	Moderate (over 7-day injury)	Medical treatment required, over 7-day injury
2	Unlikely	Event is not likely to occur in normal circumstances	2	Minor injury / ill health	First aid is required
1	Very unlikely	Event may occur only in exceptional circumstances	1	Insignificant / no injury	Injuries not requiring first aid treatment

C. Use information from section B to identify level of risk for each hazard

What are the Hazards?		Who might be harmed and how the hazard could cause harm	What are you already doing? (Existing Controls)	Risk Level Low/ Med/ High	What further actions are necessary	Residual Risk Level Low/Med/ High	Action	
							Who	By when or on going
1	Catching or spreading Coronavirus – General considerations	<p>Staff, pupils Parents, guardians</p> <p>Transmission between individuals resulting in more individuals contracting Covid</p>	<ul style="list-style-type: none"> minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges . Minimising the risk of transmission post lockdown for pupils and staff. 	Low	<p>Anyone with Covid Symptoms or with a positive test should stay at home.</p>	LOW	SLT	Sept
					<p>If Covid Symptoms start whilst at school , the individual will need to isolate pending collection, and arrange for a PCR test.</p> <p>Staff should travel home immediately.</p> <p>Public Transport should not be used.</p>	MED	SLT	Sept
					<p>Government Guidance has removed the need for distancing and year group bubbles are no longer required. Face masks are no longer required in school.</p> <p>Break & Lunch facilities can return to normal operation and lunch locations will return to the Dining Hall.</p> <p>Hygiene remains a primary control measure, with wall mounted hand sanitiser dispensers continuing to be posted at entry sites to every building.</p>	LOW	All	Mar 22

			<ul style="list-style-type: none"> cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. 		Regular hand washing will continue to be promoted.	LOW	All	Mar22
			<ul style="list-style-type: none"> ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 		Print & Display posters. 2 per classroom and corridor.			
			<ul style="list-style-type: none"> cleaning frequently touched surfaces often using standard products, such as detergents and bleach 		Additional bins (with lids) purchased. Larger for increased use.	LOW	All	Mar22
			<ul style="list-style-type: none"> minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times) 		The cleaning team will be on site during the school day for extra cleaning of frequent use areas. . Cleaning materials will be provided in classrooms and personal cleaning equipment for teachers.	LOW	All	Mar22
			When a confirmed positive case is identified, school will work with Public Health advisors and implement track and trace procedures to identify 'close contacts'. Close Contacts will be identified by Track & Trace and asked		During times of a school or local community outbreak, school is likely to re-introduce the need for face coverings to be worn in classrooms, as well as when moving around school. The level of control measures employed may also fluctuate with the level of school , community, and national case rates.	LOW	SLT	Mar22
					Schools are no longer involved in track & trace	LOW	SLT	Mar 22

			<p>to isolate individually as required.</p> <ul style="list-style-type: none"> Review fire safety arrangements including emergency evacuation routes to maintain social distancing where practicable. 		<p>Evacuation routes will remain as directions are to open air spaces.</p> <p>Meeting point spacing has been increased .</p> <p>Fire Drills will return to normal operation as year group bubbles are no longer required.</p>	<p>LOW</p> <p>Low</p>	<p>SBM</p> <p>SBM</p>	
2	Maintaining Social Distancing at School	<p>Staff , Pupils, Parents, Visitors. Contractors</p> <p>Transmission between individuals resulting in more individuals contracting Covid</p>	<ul style="list-style-type: none"> organise small class groups, as described in the 'class or group sizes' organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible Seek further advice on spacing 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. 	MED	<p>Under Government Guidance Year Group bubbles are no longer required.</p> <p>School timetable operations will return to normal, and pupils will move around school to departments and allocated classrooms.</p> <p>The main control measures to remain are Hygiene, Cleaning & Ventillation.</p> <p>Face Masks, Distancing & Year Group Bubbles remain a control option if school or local cases increase.</p>	LOW	SLT	Mar22

			<ul style="list-style-type: none"> Office space try to minimise or prevent hot desking – designate separate spaces where practicable. 		<p>Hot desking can now take place.</p> <p>Cleaning materials are available in all location to wipe equipment and surfaces.</p> <p>CO2 Monitors, Hygiene and ventillation practices are to be employed as control measures.</p>	LOW	HOD's Line Mgrs	Mar22
			<ul style="list-style-type: none"> consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible. Read the Coronavirus (COVID-19): safer travel guidance for passengers 		<p>Face Masks are no longer required on school transport or public transport.</p>	LOW	SLT	Mar22
3	Reduce mixing within education or childcare setting by:	Staff, pupils,	<ul style="list-style-type: none"> accessing rooms directly from outside where possible considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces 	MED	<p><i>Many classrooms are accessed externally.</i></p> <p><i>As bubbles and distancing no longer exist, the one way systems have been removed.</i></p>	LOW	SLT	Mar22

			<p>For shared rooms:</p> <ul style="list-style-type: none"> • use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. • If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance 		<p>Additional cleaning will continue throughout the day in washroom facilities, and in areas where there is a high volume of traffic.</p>	LOW	SLT	Mar22
					<p>A stock of cleaning materials will remain in all classrooms to enable cleaning to take place if required.</p>	LOW	SLT	Mar22
			<ul style="list-style-type: none"> • stagger the use of staff rooms and offices to limit occupancy 		<p>As there is no longer a need for Distancing to be maintained, the main staff room is available for all staff, although many of the temporary staff facilities will remain.</p>	LOW	All	Mar22

4	Managing Customers, Contractors and visitors	<p>Staff, Pupils, Parents, Visitors, Contractors</p> <p>Transmission between individuals resulting in more individuals contracting Covid</p>	<p>Contractors</p> <ul style="list-style-type: none"> Encouraging visits via remote connection/working where this is an option. Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival. Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night. Maintaining a record of all visitors, if this is practical. Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions. <p>Customers and Visitors-</p> <ul style="list-style-type: none"> Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email. Reviewing entry and exit routes for visitors and contractors to minimise contact with other people. 	LOW	<p>As Distancing is no longer a requirement, face to face meetings can be arranged. Staff should continue to consider Zoom / Teams meetings as an alternative where suitable.</p> <p>Staff receiving visitors are responsible for explaining school rules for operational safety. Hygiene, Cleaning & Ventillation regimes remain the main system of transmission controls.</p> <p>Any contractors on site must be advised of their responsibilities for upholding school Covid control measures.</p> <p>The Visitors register will be maintained by Reception staff who will make the entries in the register. Protection screens will remain in place for a considerable time, in case there is a need to increase control measures again.</p> <p>Staff receiving visitors are responsible for explaining school rules for operational safety. Hygiene, Cleaning & Ventillation regimes remain the main system of transmission controls.</p> <p>At busy times the Receptionist may request that people waiting for school staff or pupils, should return to their car, and wait to be contacted on their mobile, or by</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p>	<p>All Staff</p> <p>All Staff</p> <p>All</p> <p>All Staff</p> <p>Reception & Site Staff</p> <p>Reception Staff</p>	<p>Mar22</p> <p>Mar22</p> <p>Mar22</p> <p>Mar22</p> <p>Mar22</p> <p>Mar22</p>
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					the staff member in person. No longer a requirement but can be used to avoid overcrowding reception.			
5	Workplace and furniture contamination	Staff, Pupils, Parents, Visitors, Contractors Transference of the Covid virus through touching of multi person use surfaces	<ul style="list-style-type: none"> remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere remove soft furnishings that are hard to clean . Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards. <p>Hygiene: handwashing, sanitation facilities and toilets</p> <ul style="list-style-type: none"> Using signs and posters to maintain personal hygiene standards and build awareness of good handwashing technique, the need to increase handwashing frequency 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 	MED	<p>The school will continue to employ a contractor to undertake periodic electrostatic cleans, which reduce the likelihood of contamination from surfaces</p> <p>There will be cleaning materials in all classrooms that staff and students should use to clean their work areas when they enter the room.</p> <p>Furniture can be returned to classrooms.</p> <p>Regular use rooms and corridors will have consistent posters to remind pupils of desired practices. Hand washing / Sanitisation Catch it / Bin it / Kill it Ventilation Additional Cleaning staff are in during the school day.</p>	LOW LOW LOW	SBM All Staff SBM Site Mgr SBM	Mar22 Mar22 Mar22 Mar22

			tissue waste					
			<ul style="list-style-type: none"> ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments 		Hand sanitiser dispensers will be mounted at entrances to buildings	LOW	All Staff	Mar22
			<ul style="list-style-type: none"> Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. Enhancing cleaning for busy areas. 		Extra Cleaning staff will be recruited to enable cleaning staff to be on site throughout the day .	LOW	SBM	Mar22
			<ul style="list-style-type: none"> Providing more waste facilities and more frequent rubbish collection. 		Larger bins with lids have been purchased and will be collected at least twice per day.	LOW	All Staff	Mar22
			<ul style="list-style-type: none"> Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities. 		The vast majority of school toilets have paper towel for hand drying.	LOW	Site Mgr	Mar22
			<ul style="list-style-type: none"> follow the COVID-19: cleaning of non-healthcare settings guidance 		The school cleaning team will operate in accordance with the 'Cleaning of non-healthcare setting guidance.	LOW	SBM Site Mgr	Mar22
			<ul style="list-style-type: none"> clean surfaces that staff, children and young people are touching, such as toys, books, desks, chairs, doors, handles, sinks, toilets, light switches, bannisters, more regularly than normal 		Classrooms will have a supply of cleaning materials for use if required.	LOW	SBM Site Mgr	Mar22

			<ul style="list-style-type: none"> • where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units • prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation 	<p>Corridor fire doors have automatic magnetic release systems which enable doors to be held open and will release automatically in the event of a fire. Staff are encouraged to ensure rooms are well ventilated and to use the dedicated outside space.</p> <p>CO2 Monitors are available for every room (shared 1/3max)</p> <p>School air conditioning has been professionally serviced . All units in school are single room systems and therefore there is no cross room contamination. Units must only be used with windows open to ensure a mix of internal and external air. Circulated and ventilated air is better than stagnant air in preventing transmission.</p> <p>Site Manager and SchoolBusiness Manager to conduct a monthly review of cleaning products and PPE materials and products.</p> <p>Disinfectant ‘fogging’ machine purchased to deep clean rooms where applicable and always where an individual with Covid symptoms has been isolated.</p> <p>Regular electrostatic cleaning is being employed to reduce the risk of transmission from surface contact.</p> <p>Legionella tests will continue on a monthly basis as usual.</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p>	<p>SBM Site Mgr</p> <p>All Staff</p> <p>SBM Site Mgr</p> <p>SBM Site Mgr</p> <p>SBM Site Mgr</p> <p>SBM Site Mgr</p>	<p>Mar22</p> <p>Mar22</p> <p>Mar22</p> <p>Mar22</p> <p>Mar22</p> <p>Mar22</p>
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6	Use of Personal protective equipment (PPE) in School settings against COVID -19	<p>Staff, Pupils</p> <p>Increased chance of transmission of Covid Virus where an individual is displaying Covid symptoms</p> <p>Failure to isolate individuals</p>	<ul style="list-style-type: none"> Wearing a face covering or face mask in schools or other education settings is not recommended. 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. The majority of staff in education settings will not require PPE beyond what they would normally 	LOW	<p>Under the latest Government guidance Face Masks are no longer required.</p> <p>If an individual is displaying Covid symptoms then both the first aider and the patient should wear a face mask. The first aider should also wear Disposable Gloves..</p> <p>If anyone becomes ill with Covid symptoms, they should be isolated and parents contacted to collect them. .</p>	<p>LOW</p> <p>MED</p> <p>MED</p>	<p>All staff</p> <p>First Aid Staff</p> <p>All Staff</p>	<p>Mar22</p> <p>Mar22</p> <p>Mar22</p>

		with Covid symptoms .	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:		If the illness appears not to be Covid related there is no need to isolate the pupil.			
7	Catering facilities	Staff, Pupils Normal operations involve a lack of distancing and use of shared surfaces which enhances the risk of transmission	<ul style="list-style-type: none"> consult with the catering company if separate from school staff, see what they are able to provide Practicality of providing food for pupils and staff Use disposable plates, cups and cutlery 	LOW	<p>School provides catering for 3 primary schools as well as its own pupils.</p> <p>Primary schools have a full menu available.</p> <p>As there is no requirement for Year Group bubbles or distancing to remain, Corbet pupils can have a single lunch service that can return to the Dining Hall. A Take-away break service will also return .</p> <p>There is a large food preparation area with the potential to expand into a reserve section if necessary, although this is unlikely. The removal of distancing prevents this being a current issue, however facilities are in place if guidance changes.</p> <p>Re -usable trays, plates and cutlery will be used and cleaned using a commercial dish washer before re-use. Disposable plates and cutlery are used for 'Take out' style meals.</p>	LOW LOW LOW LOW	Kitchen Staff Kitchen Staff Kitchen Staff Kitchen Staff SLT	Mar22 Mar22 Mar22 Mar22 Mar22

8	First Aid	<p>Staff, Pupils, Parents, Visitors, Contractors</p> <p>Increase transmission risk from close contact and from individuals displaying Covid symptoms</p>	<ul style="list-style-type: none"> First aiders need additional support and training in use of additional PPE if close contact with a patient is required. E.g. changes to EAV/CPR due to Covid 19. 	MED	<p>PPE must be worn by first aid staff when treating individuals displaying Covid symptoms The Reception Meeting Room will be used as an isolation room and the Toilet next to the meeting room will be available to an isolated individual and will be cleaned immediately after use.</p> <p>Non covid symptoms can be completed without isolation or PPE, although PPE can be worn by the First aider at their option.</p>	<p>LOW</p> <p>LOW</p>	<p>First Aiders</p> <p>First Aid Staff</p>	<p>Mar22</p> <p>Mar 22</p>
9	Accidents\ incidents	<p>Staff, Pupils, Parents, Visitors, Contractors</p> <p>Minimise higher risk activities to reduce the incidents of accidents and potential physical contact</p>	<ul style="list-style-type: none"> Normal reporting to various parties e.g. Reporting to Governors / Trustees / Local Authority. Consider looking at high risk activities to minimise the potential for accidents and the need for staff to assist children\students 	LOW	<p>Normal recording and reporting practices to continue.</p> <p>All activities to return to normal operation due to relaxation of rules</p>	<p>LOW</p> <p>LOW</p>	<p>J Kear</p> <p>SLT</p>	<p>Mar22</p> <p>Mar22</p>
10	Emotional distress of the staff -	<p>Staff Pupils</p>	<ul style="list-style-type: none"> At least one SLT member of staff on site every day for staff to share concerns. 	LOW	<p>As there are no longer any distancing requirements any staff who have concerns re</p>	<p>LOW</p>	<p>SLT</p>	<p>Mar22</p>

	<p>including anxiety</p> <p>Emotional distress of the pupils</p>	<p>Return to no restrictions might raise anxiety.</p>	<ul style="list-style-type: none"> Review staff work and rest rooms to ensure social distancing can be achieved. Have details of counselling available Pupils to be supported by staff SEN pupils - review assessments to be able to further assist pupils who will not understand the changes 	<p>Covid should contact the Head or SBM for an early discussion.</p> <p>As distancing is no longer a requirement the staff room facilities are available to all. Sanitization available in all rest rooms.</p> <p>Staff Counselling facilities are detailed in the Staff Handbook and are on the Staff Room Notice Board. SLT Members will be looking for 'signs of stress' and will welcome questions and discussion. The School has also appointed a Mental Health Lead Teacher for staff to contact for support.</p> <p>Pupils will be supported by all staff however in particular they will have support from their Tutor and the Student Support Team who have access to a variety of agency services.</p> <p>SENCO & Asst SENCO are in regular contact with pupils and Parents.</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p>	<p>SLT</p> <p>SLT</p> <p>SLT</p> <p>All Staff</p> <p>All Staff</p>	<p>Mar22</p> <p>Mar22</p> <p>Mar22</p> <p>Mar22</p> <p>Mar22</p>
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11	Transport arrangements	Pupils, Staff As a rural school the majority of pupils use designated school transport to get to and from school. Buses will be operating at capacity and hence the likelihood of transmission is increased.	Staff, parents and children: <ul style="list-style-type: none"> encouraging parents and children and young people to walk or cycle to their education setting where possible ensuring that transport arrangements cater for any changes to start and finish times making sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus making sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts Social distancing will be a problem in vehicles. Consider only one person to use at a time and vehicle cleaned thoroughly before and after each use. 	MED	Approximately 80% of Corbet Pupils use school transport organised by Shropshire Council Transport Department. Normal start and finish times remain in place There are no longer any restrictions on school transport. But masks can be reintroduced if cases rise dramatically. Pupils can wash /sanitise their hands before entering the school building. There are over 40 hand sanitiser stations around school.	Low Low Low	SLT SLT SLT	Mar22 Mar22 Mar22
12	Use of Car park for cars, and other forms of transport	Staff Pupils Parents Visitors Contractors Accidental contact in car park areas creating potential transmission events	<ul style="list-style-type: none"> Car parking/spacing of cars for staff Use of bikes - revise the siting of bikes and again stagger times of arrival and maybe dedicate different area to secure bikes 	LOW	As distancing is no longer a requirement, there are no special measures needed in this area.	LOW	SLT	Mar22
13	When schools reopened	Staff Pupils Parents	Please see appendix A a separate risk assessment for Premise building related issues for inspections, maintenance checks	LOW	Normal school inspection programme to continue. Extra precautions will be added if	LOW	SBM	Mar22

<p>other areas will need consideration. e.g. building related hazards -e.g. fire safety management, building evacuation, equipment checks Legionella, etc.</p>	<p>Visitors Contractors</p> <p>Ensure normal operating practices are reviewed to ensure Covid compatibility</p>	<p>etc. required.</p> <p>Fire Risk Assessment will need reviewing in light of the control measures implemented due to staff shortage, alterations of evacuation routes, different exits used to maintain social distancing.</p>	<p>cases increase and control measures need to be enhanced.</p> <p>Additional Space has been utilised at the meeting point to enable more distancing and this will be remain.</p> <p>Fire Drills can be returned to normal operation.</p>	<p>LOW</p>	<p>SBM Site Mgr</p>	<p>Mar22</p>
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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:

- All staff to be given sufficient information\training to be able to work safely and where practicable maintain the 2m distancing protocol.
- 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](#)
- 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.

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)
- also think about engaging parents and children in education 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
- 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 and agree additional hours to allow for this

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Appendix A

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.

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, emergency) • Fire doors (close and fit as intended) • Stairs / steps / ramps • Handrails • Floors (floor coverings) • 	<ul style="list-style-type: none"> • No defects or damage likely to affect building users • Fire Doors checked for fit and opening • • No slip or trip hazards 		
Infrastructure: <ul style="list-style-type: none"> • Gas (turned on, no leaks) • • Electricity (CB / RCD checks, sockets) 	<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 		

<ul style="list-style-type: none"> • Water system • Heating (boiler etc.) • Ventilation • Kitchens • Toilets / showers • Swimming pools / hydrotherapy pools 	<ul style="list-style-type: none"> • 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 • Cleaning regime • Follow PWTAG guidance 		
<p>Systems:</p> <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 		
<p>Equipment:</p> <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 		
<p>Maintenance, testing and servicing:</p> <ul style="list-style-type: none"> • Gas safe certificate • EIRC (Fixed wiring) and PAT 	<ul style="list-style-type: none"> • Gas safe certificate within date • EIRC within date; PA tests completed 		

<p>(electricity)</p> <ul style="list-style-type: none"> Water (temperature, flushing, cleaning, disinfecting etc.) – see below 	<p>according to schedule</p> <ul style="list-style-type: none"> Legionella controls undertaken according to schedule. NB. If controls have not been performed during lockdown a separate procedure must be followed before reopening/ reoccupation. Check with Tim Othen IN THIS CASE. 		
<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. 		