INCLUSIVE | MAT

Coronavirus risk assessment		
Assessment conducted by: JR/SC/ESB/GJ/CT/SG	Covered by this assessment: staff, governors, parents, volunteers and visitors	
Date of assessment: 4th January 2021, 8th January 2021	Review interval: Fortnightly	Date of next review: 15th January 2021
Related documents		
For the purpose of this risk assessment, we have used the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19). Schools need to ensure this risk assessment reflects local arrangements and should not close unless advised to do so.		
Area for concern	**Recommended controls**	
Awareness of policies and procedures	• All staff, pupils, parents, trustees, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: - Health and Safety Policy - Administering Medicines policy • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' - Trust Covid-19 Risk assessment • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: - DfE – https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings - Public Health England - NHS - Department for Health and Social Care • All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control procedures and social distancing arrangements via email and upon entering the building. • Pupils are made aware of the school's infection control procedures in relation to coronavirus via an assembly and are informed that they must tell a member of staff if they feel unwell. • GDPR and Data Protection guidelines are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.	

Last updated: 13 March 2020

Operating under the DfE's contingency framework	• Only the following pupils are eligible for on-site provision:
	  - Vulnerable pupils
	  - Children of critical workers
	• Remote education is provided to all pupils who are required to stay at home, in line with the Pupil Remote Learning Policy.
	• Vulnerable pupils are supported to attend full-time on-site provision. If a vulnerable pupil does not attend, and it is not a previously agreed leave of absence, the school works with the LA and social worker to follow up with the pupil's parent/carer to explore the reason for absence, discuss their concerns, and discuss whether any adjustments could be made to encourage attendance.
	• If a leave of absence is granted to a vulnerable pupil, the school speaks to their parent/carer and social worker (where applicable) to explore the reasons and any concerns raised.
	• Pupils and staff do not attend the school premises if they have symptoms of coronavirus or are self-isolating.
	• The infection prevention and control measures outlined in the main body of this risk assessment continue to be followed, unless the headteacher and other relevant staff members decide that adaptations need to be made.
	• Any changes to infection prevention and control measures are clearly communicated to staff, pupils and parents.
	• The **headteacher** provides additional remainders about maintaining social distancing between staff and pupils due to the reduced numbers on site.
	• The DSL, or their deputy, is available on site, where possible. Where this is not possible, a member of the SLT takes responsibility for coordinating safeguarding on site and the headteacher considers implementing one of the following:
	  - Making arrangements for the DSL, or their deputy, to be contacted via phone or online video, e.g. if they are working from home
	  - Sharing a DSL, or deputies, with other schools in the Trust remotely
	• Current rotas are constantly being updated to reflect need in school. These must remain flexible. As and when numbers increase beyond the class maximum bubble size, bubbles will split and be staffed by additional adults.
	• Staff rooms remain open but may only be used for staff to get drinks. Staff must not sit or gather in the staff room.

Heating and ventilation	• The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is reached before the school opens.
	• Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required.
	• The **site manager** checks that all ventilation systems, are in working order and that there are no blockages present in external or internal vents.
	• All ventilation systems remain energised in normal operating mode.
	• Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible.
	• Where possible, the windows of occupied rooms are open.
	• In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible:
	  o Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs
	  o High level windows are opened in preference to low level to reduce draughts – staff must close these at the end of the day
	  o Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes

Cleaning	• The **site manager** creates a cleaning schedule that ensures cleaning is generally enhanced and includes:
	  - More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups.
	  - Frequently touched surfaces being cleaned more often than normal.
	  - Provision for ensuring toilets are cleaned regularly.
	• Dining areas are cleaned between use by different bubbles.
	• Where necessary, the number of rooms used by staff and volunteers is limited to avoid the spread of infection.

	- All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. - All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified. - Adequate amounts of suitable cleaning agents are available. - PPE is available to members of staff who require it to carry out cleaning safely. - All staff will clean key areas in their classroom or office space regularly – door handles, taps, cloakroom - Additional cleaning expectations are supported by a one page cleaning guide written to highlight key areas of cleaning.
Minimising contact with individuals who are unwell	- **<u>Anyone who displays symptoms of coronavirus, or who has tested positive in the last 10 days, does not enter the school grounds.</u>** - Staff, parents and children are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty breathing and a high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. - Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance and any unwell individuals are isolated and sent home as soon as possible. - Pupils awaiting collection are moved to a room where they can be isolated behind a closed door. If it is not possible to isolate the pupil, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the pupil. - If the pupil needs to use the toilet while awaiting collection, they use a spare bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else. - PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres. - Anyone who comes into contact with an unwell individual washes their hands thoroughly for 20 seconds. - The area around the unwell individual is cleaned with normal household bleach after they have left the premises. - Staff members who have helped someone with symptoms and any pupils who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive. - The school does not routinely take the temperature of pupils. - The school refuses to admit a pupil who is displaying symptoms of coronavirus and their parents are insisting their child attends if, in its reasonable judgement, the pupil poses a risk of infection to other members of the school community

Test and trace	- Staff members and parents are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to:
	  - Book a test if they (or their child) display symptoms.
	  - Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.
	  - Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.
	- Anyone in school who displays symptoms is encouraged to get a test.
	- The school will consider offering a symptomatic staff member a testing kit if they cannot otherwise access testing quickly and if the individual is vital to the running of the school.
	- Parents and staff are asked to inform the school immediately of test results.
	- If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating as long as:

	- Everyone they live with who has symptoms tests negative. - Everyone in their support bubble who has symptoms tests negative. - They were not told to self-isolate for 10 days from the day after contact with the individual who tested positive by NHS Test and Trace. - They feel well. • If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough, or loss of or change in their sense of smell or taste. Other members of their household are required to continue self-isolating for the full 10-day period. Please follow the guidance here - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/943707/Symptomatic_children_action_list_schools.pdf • The headteacher ensures an NHS QR code poster is displayed in spaces open to the public and that a customer record is kept. • If a member of staff receives notification that they need to self-isolate, the school will consider the action that needs to be taken to ensure continuity of education.

Confirmed cases of coronavirus	• Where an individual in the school community tests positive for coronavirus, the **headteacher** contacts the local HPT immediately.
	 • The school works with the local HPT to manage the response.
	 • Individuals at school who have been in close contact with someone who has tested positive are sent home immediately. Close contact is defined as follows:
	     - Direct close contacts – face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)
	     - Proximity contacts – extended close contact (within one to two metres for more than 15 minutes) with an infected individual
	     - Travelling in a small vehicle, like a car, with an infected person
	 • Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms.
	 • A record is kept of pupils and staff in each bubble and of any close contact between individuals at school.
	 • If required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared.
	 • If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the local HPT who advises on additional actions.

Hand cleaning and respiratory hygiene	• Hand washing and sanitiser stations are set up, providing soap and water, bins and hand sanitizer. • Adequate amounts of soap, tissues and bins are available in the relevant areas. • A plan is created to assimilate the hand-washing routine and 'catch it, bin it, kill it' approach into school culture, supplemented by behaviour expectations and communication around the importance of the measures. • Pupils and staff are encouraged to wash their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms, and before and after eating. • Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any. • Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices. • Individual risk assessments are conducted in relation to pupils with complex needs who struggle to maintain good respiratory hygiene. • In line with current government guidance, face coverings are not required to be worn on the premises. • If staff or pupils choose to wear a face covering, when removing it, they remove the covering safely and put it in a plastic bag. They are asked to wash their hands immediately after doing so. • Hygiene measures are explained to visitors and contractors upon their arrival.

Minimising contact between individuals and maintaining social distancing	- Pupils are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures. - Pupils and staff are separated into groups (bubbles) - Pupils will be taught in their own class of 30 for the majority of the time - Bubbles will be formed of two year groups in order to manage playtimes and lunchtimes - Siblings will be taught in their age appropriate classes/bubbles - Bubbles will be kept apart from other bubbles - Older pupils will be encouraged to keep their distance within groups including during playtime - Younger pupils will not be expected to maintain social distancing but will be reminded to do so - The school assesses the ability of early years pupils to follow social distancing procedures, and additional measures are put in place if they require extra support to follow these measures, e.g. telling stories to support them in understanding how to follow rules. - Staff are encouraged to maintain a 2 metre distance from each other and from the pupils where possible although we know that this will not always happen. - In classrooms staff must teach from a 'safe area' at the front of the class, 2 metres from pupils - Staff should not move between bubbles during contingency period - Classrooms for Year 2 – Year 6 will be re-arranged with seating side by side and facing forward - All non-essential movement around school should be avoided - If groups of pupils are moving during lessons to shared spaces (e.g. dining room, intervention rooms, etc) or specialist spaces (e.g. for PE, pastoral room, etc), the class should wait in their class area and are managed by their teacher to and from their destination to avoid crowding on corridors - Staff maintain a two-metre distance from each other and from pupils, where possible. Where maintaining a two-metre distance is not possible, staff avoid close face-to-face contact and minimise the time spent within one metre of anyone. - Pupils' educational and care support plans are provided as normal. - Visual aids are used to display social distancing measures. - The use of communal areas are banned to avoid unnecessary group gatherings, e.g. the staff room. Staff will use classrooms to eat. - Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the **headteacher** assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. - Start and finish times are staggered if needed - Parents are briefed on new provision for the drop-off and collection of their pupils. - Supply teachers can move between schools. They minimise their contact with other staff members and maintain as much distance as possible from other individuals. - Social distancing measures are explained to all contractors and visitors upon their arrival. - A record is kept of all visitors and contractors that come to the school site.
Equipment	- Individuals should limit the amount of equipment they bring but a single school bag is allowed containing hats, coats and books. In additional packed lunchboxes and water bottles are allowed. - No pencil cases or writing equipment should be brought in from home - Pupils can not take reading books home - If it is absolutely necessary for a child to have a mobile phone, it will be handed in to the class box at the start of the day. Phones are brought in at their own risk. We will not spend time investigating missing phones.

	• Classroom resources, e.g. books and games, can be shared within a bubble and are cleaned regularly. • Resources that are shared between bubbles, e.g. sports equipment, are cleaned before they are used by a different bubble or rotated to allow them to be left unused for 48 hours between use by different bubbles.

PPE	• PPE is distributed to staff who provide intimate care for pupils in need and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained.
	• Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties.
	• Face coverings are required to be worn by parents/visitors when moving on the premises
	• Face covering may be worn when moving around the school or when working in a classroom or office with others
	• All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area.
	• Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins.
	• Having consulted staff, parents, governors and trustees, we appreciate that some people would feel more comfortable wearing face coverings. With this in mind, we are allowing staff and pupils to do so as long as the following is followed:
	   - Cover both the nose and mouth.
	   - Not be allowed to dangle around the neck.
	   - Not be touched once put on, except when carefully removed before disposal or safe storage in a ziplock plastic bag. Hands must be cleaned after disposal/removal.
	   - Be changed when they become moist or damaged.

Mental health and wellbeing	• Pupil and parent surveys are sent out to assess how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have. • Staff and volunteer surveys are sent out to assess how they feel about being on the school site and enable the **SLT** to act on any concerns staff and volunteers may have. • The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. • In line with the most recent shielding advice, staff members that have been shielding can attend the school site. Extremely clinically vulnerable, living with extremely clinically vulnerable or increased risk from coronavirus staff and volunteers meet with the headteacher and line manager to conduct risk assessments to ensure measures are in place to keep the staff member or volunteer safe whilst on the school site. • The **headteacher** considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety, whilst maintaining the smooth running of the school. • The **headteacher** ensures that the school can be adequately and safely staffed. • The **SLT** discusses the implications on staff and pupil workload when the school reopens and puts a plan in place to 6tilized the risk of stress. • Pupils who are new to the school are provided with the appropriate support. • The **headteacher, pastoral team** and the **DSL** liaise with the LA to determine what additional support is available for pupils who are suffering with their mental health once they return to school. • The **headteacher** and the **SENCO** identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. • **Teachers** and the **SENCO** work together to ensure pupils with SEND are prepared for changes to their routine.

	• The **headteacher** and **DSL** ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support when the school reopens. • The school engages with local immunisation providers to ensure immunisations programmes can be provided on site in line with the relevant protective control measures. • Staff and pupil bereavement is managed in line with specialist outside agencies
Protecting clinically vulnerable individuals	• Clinically extremely vulnerable pupils do not attend on site provision. These pupils are provided with remote education. • Clinically extremely vulnerable staff are supported to work from home. If the staff member is unable to work from home, they will not be required to come to school. Clinically extremely vulnerable staff continue to be paid on their usual terms. • Pupils and staff who live with someone who is clinically extremely vulnerable or clinically vulnerable still attend school. • A separate risk assessment is carried out for pregnant staff. • Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment. • Staff who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation, are supported to take a more precautionary approach. • The school ensures pregnant staff are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable. • The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. • Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place. • The SLT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. • The headteacher ensures that the school can be adequately and safely staffed.
Attendance	• Parents are informed that the usual rules on school attendance apply - this means parents have a duty to secure that their child attends regularly. • The attendance register is taken as normal and absences are followed up. • In line with the most recent shielding advice, pupils and staff members that have been shielding can attend the school site. • Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately. • Where a pupil is unable to attend school due to their parents following clinical and/or public health advice, their non-attendance is not penalised. • Any concerns from staff, parents and pupils about being on school site are discussed between appropriate individuals. • Pupils who are reluctant or anxious to return to school are identified and relevant staff members develop plans to reengage these pupils. • The school uses the additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure pupils' regular attendance.
Access to learning	• The **headteacher** and curriculum leaders work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material. • The **headteacher** and curriculum leaders identify what provision can be reasonably provided for pupils with EHC plans. • A separate risk assessment is conducted to identify what additional support pupils with EHC plans require to make a successful return to education. • Where appropriate, pupils with EHC plans and their parents are involved in the planning for their return to school. • The **headteacher** and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely, e.g. those sent home to self-isolate as a precaution. • Teachers consider how to support the educational needs of disadvantaged pupils and pupils with SEND.

	- The government's catch-up funding is utilised to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic. - Measures to reduce the risk of infection during music lessons are implemented, including physical distancing and positioning pupils back-to-back or side-to-side. - PE lessons take place outside where possible and pupils are kept in consistent groups. - The **headteacher** ensures that pupils taught remotely are set work that as a minimum covers three hours a day on average. - The **headteacher** ensures that pupils have access to technology needed to access remote learning.
Extra-curricular activities and wraparound provision	- The school remains up-to-date with guidance on their local restriction tier which may affect the extra-curricular activities and wraparound care provided. - Before and after-school clubs are cancelled until restrictions lift
Safeguarding	- The **DSL** liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the school opening, e.g. ongoing bullying. - The **DSL and pastoral team** ensure that adequate pastoral care is in place to support pupils and staff who require it. - The **DSL and pastoral team** ensure the relevant staff have the appropriate training to support pupils and staff who require pastoral care. - The DSL are provided with time to help them support staff and pupils in relation to any new safeguarding and welfare concerns and the handling of referrals to pupils's social care and other agencies.
Behaviour expectations	- The school's Behavioural Policy sets out behaviour expectations for pupils. Adhering to social distancing is critical and any pupils who commits serious or persistent breach of the new COVID-19 protection rules may be sanctioned by the headteacher - Expectations are communicated clearly to staff, pupils and parents. - Pupils who are struggling to reengage with school are supported appropriately. - Individual risk assessments will be completed for specific pupils. - Hertfordshire Steps risk management plan will be updated to reflect current behaviour policy.
Catering	- The **office manager** liaises with catering providers to ensure the kitchens are fully open from the start of the Autumn term. **Senior MSA** will oversee lunchtime provision where: - Pupils will have staggered lunchtimes remaining in bubbles - A normal menu will apply and regular cutlery and plates will be used - Pupils will be asked to wash hands before and after having lunch - Where possible pupils will eat in their class groups - Where possible packed lunches will eat outside - The **SBO** liaises with catering providers to ensure the kitchens can remain fully open throughout the term and food is prepared and delivered in line with the DfE's 'Guidance for food businesses on coronavirus (COVID-19)'. - FSM or food parcels will be provided for eligible pupils who are not attending school where they: - Are self-isolating. - Have had symptoms or a positive test result. - Are a close contact of someone who has had coronavirus. - Are not attending as a result of local restrictions advised by the government. - Classrooms may be used for children to eat their lunches safely, in addition as the dining room. Tables will be cleaned before and afterwards.
Letting the premises	School lettings are halted until restrictions lift

Educational visits	• <mark>Educational visits will not go ahead until restrictions lift</mark>
Uniform	• All pupils will wear the full uniform • As uniform supplies may be delayed, some discretion will be allowed during the first half-term • <mark>PE will be done in school unifom</mark>
Communication	• The **headteacher** liaises with the LA about reopening the school and includes any local guidance into the **Coronavirus (COVID-19) Reopening Plan**, where required. • The school's website is kept up to date with any information regarding the school being open to all pupils, e.g. dates and local arrangements. • Parents are informed via letter about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements. • Parents and their pupils are encouraged, where possible, to walk or cycle to school. • Staff and volunteers are informed via **email** about the relevant information regarding opening to all pupils, including any changes to the workday, e.g. staggered lunchtimes and social distancing. • Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues. • All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. • The **headteacher** liaises with the **governing board and trust board** about possible arrangements for reopening the school, where necessary. • The **office manager** communicates with suppliers and contractors regarding reopening the school and reinstating or suspending the supply of any required goods or services. • The **headteacher** informs staff, volunteers, **governing board and trust board** about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance when the school reopens.
Practical measures in early years settings	• The setting is not required to arrange pupils and staff in small, consistent groups. Mixing is minimised through a number of measures, including using different rooms for different age groups and keeping these groups apart as much as possible. • Parents are encouraged to limit the number of settings their child attends. • Physical distancing between groups of pupils and staff is implemented as far as possible. • The use of communal spaces is managed to limit the level of mixing between bubbles. • The use of private outdoor space is maximised to ensure social distancing measures can be adhered to. • Small groups of pupils are taken to outdoor public spaces, e.g. parks, following the completion of a risk assessment that demonstrates they can stay at least two metres from people outside of their group at all times. This is done in line with wider government guidelines on the number of people who can meet in outdoor public places. • Pupils are supervised when washing hands or using hand sanitiser and are taught how to do it effectively. • A good supply of disposable tissues is available throughout the premises and 'catch it, bin it, kill it' is encouraged through signage. • An enhanced cleaning schedule is put in place. • Surfaces, such as toys, books, doors, sinks, toilets and light switches are cleaned more regularly, using disinfectant. • All items that are laundered are washed in line with government guidance ('COVID-19: cleaning of non-healthcare settings') and are not shared by pupils between washes. • Clear procedures are put in places to ensure stringent cleaning processes are followed for food preparation areas, dining areas and table coverings.
Reopening to be established following Government review – Next review 18/01/21	

Premises reopening after a period of non use	- The **site manager** checks all exterior windows, doors, locks, and other access points to ascertain security and integrity, including any signs of water ingress. - The **site manager** identifies any signs of access, arson, vandalism or anti-social behaviour on the premises. - A suitably trained individual checks that external electrical equipment (e.g. CCTV cameras) is in working order. - The **site manager** checks all areas of the school grounds, including car parks and walkways, for any potential hazards. - The **site manager** checks all trees and shrubbery to ensure they do not pose a risk, e.g. there are no broken or overhanging branches. - The **site manager** checks all security systems for integrity and that they are in working order. - The **office manager** makes insurers aware of the building's state of use. - The **headteacher** ensures that the insurer's risk mitigation requirements are enacted and observed. - All keyholder information is updated in accordance with the insurer's instructions, where required. - The **site manager** checks for any signs of pests, and any damage or loss of supplies as a result of pest activity. - External signage is visible to show that access to the school premises is restricted. - Any hazards found during checks on the premises are reported to the **headteacher** as soon as possible and issues are resolved prior to the school reopening to more pupils. - The **headteacher**, in conjunction with the **governingcathc board**, ensures the school opens only when it is safe and advisable to do so, in line with local and national advice. - The **headteacher** identifies which areas of the school may be used for school activity, and by which pupils, and communicates this to staff, pupils and volunteers accordingly. - Areas of the premises which remain closed or are one way are adequately secured and clearly identifiable. - The **site manager** arranges for any changes to the premises to be made to account for social distancing measures. - The **headteacher** limits access to the school for all non-essential visitors.
Gas supply, systems and equipment	- A suitably qualified technician checks the gas mains supply and any gas systems for integrity, leaks and safety. - Where the gas supply or any gas systems have been switched off or isolated, a suitably qualified technician switches them back on, where required. - A suitably trained technician checks that all gas detection systems, including carbon monoxide detectors, are in working order. - A suitably trained technician checks all gas cylinders, e.g. butane and liquid petroleum gas (LPG), for integrity. - The **site manager** checks that all mandatory inspections of gas equipment are up-to-date and arranges any required inspections as soon as possible.
Electrical supply, systems and equipment	- A suitably qualified technician checks the electrical mains supply and any electrical systems for integrity and safety. - Where the electrical mains supply or any electrical systems have been switched off or isolated, a suitably qualified technician switches them back on, where required. - The relevant staff check that all phone and broadband connectivity is in working order. - A suitably trained technician checks that the main and emergency lights are in working order. - The relevant staff perform visual checks on all electrical equipment, e.g. computers and plug sockets. - The **site manager** ensures that any mandatory inspections of electrical equipment are up-to-date and arranges any required inspections as soon as possible.
Fire safety and evacuation routes	- A suitably trained individual checks that all fire detection, alarm systems, fire extinguishers and sprinklers are in working order. - The **site manager** and **headteacher** ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed.

	• The **headteacher** identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers, pupils, parents and contractors.
Water storage, drainage systems and sanitary appliances	• A suitably trained individual checks all hot and cold water systems, including air conditioning units, for legionella or other harmful build-ups. • All water systems are thoroughly flushed, e.g. toilets and taps, and the **site manager** commissions a water treatment specialist to chlorinate water systems where required. • All equipment that uses water is run through a cycle, e.g. dishwashers and washing machines, to flush limescale and bacteria build-up. • A suitably trained individual checks that any swimming pools or other indoor bodies of water are safe for use. • A suitably trained individual checks all sanitary appliances, including drainage, for blockages, adequate hygiene and that they are in working order. • Where necessary, a suitably trained individual switches on any drainage or sanitary systems that were turned off or isolated during closure.