

Section 1 - Pre - opening checks and assessments

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| Area of control | Control Measures | Additional / altered measures / notes | Implemented by : Initial | Date Completed | |
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| 1. Building Management | 1.1 | Regular ongoing checks required. | Amended | LC | 03/01/2021 |
| | 1.1.1 | Damage to asbestos containing materials e.g. these may have been damaged by rodent activity during the closure | | LC | 03/01/2021 |
| | 1.1.2 | Damage to the building and fixtures and fittings | | LC | 03/01/2021 |
| | 1.1.3 | Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc.... | | LC | 03/01/2021 |
| | 1.1.4 | Rodent activity and/or infestations - commissioning of pest control may be required | | LC | 03/01/2021 |
| | 1.2 | Operational checks (to ensure good working order) to be carried out on : | | LC | 03/01/2021 |
| | 1.2.1 | Fire alarms/smoke alarms/refuge alert systems/ panic and accessible-toilet alarms. | Serviced recently plus weekly checks | LC | 03/01/2021 |
| | 1.2.2 | Fire-door mechanisms, smoke exhaust systems and smoke curtains to ensure they function. | Work being done currently | LC | 03/01/2021 |
| | 1.2.3 | Emergency lighting | Serviced March 2020 | LC | 03/01/2021 |
| | 1.2.4 | Gas supplies including science laboratories and kitchens | Boiler serviced May 2020 | LC | 03/01/2021 |
| | 1.2.5 | Kitchen equipment | Leeds catering checks carried out | LC | 03/01/2021 |
| | 1.2.6 | Ventilation systems including LEV in kitchens, science labs and store rooms and classrooms | N/A | LC | 03/01/2021 |
| | 1.2.7 | Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy. Where buildings have been limiting attendance to just vulnerable children and children of critical workers or have reduced occupancy, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. Advice on this can be found in the guidance on legionella risks during the coronavirus outbreak. https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm | Regular running of taps | LC | 03/01/2021 |
| | 1.2.8 | Water systems to look for leaks and ensure there is provision of hot water | Weekly checks - Year 1 boiler newly fitted | LC | 03/01/2021 |
| | 1.2.9 | Windows, doors and gates including electronic gates and doors | Weekly checks - working being done on main gate | LC | 03/01/2021 |
| | 1.2.10 | Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments. | Daily checks of PPE equipment | LC | 03/01/2021 |
| | 1.2.11 | Equipment used on site e.g. floor cleaners, photocopiers, whiteboards (servicing should be in line with the manufacturer's/provider's requirements). | All fine | LC | 03/01/2021 |
| | 1.3 | Ensure Statutory Inspections are up to date for : | | LC | 03/01/2021 |
| | 1.3.1 | Lifts and Lifting Equipment (if the scheduled inspections have not taken place in the last six months); | Inspected in last 8 months (bed and lift) | LC | 03/01/2021 |
| | 1.3.2 | Pressure systems (if the scheduled inspections have not taken place in the last 12 months); | N/A | LC | 03/01/2021 |
| | 1.3.3 | LEV (if the scheduled inspections have not taken place in the last 14 months); | N/A | LC | 03/01/2021 |
| 1.3.4 | Gas Appliances (if the scheduled inspections have not taken place in the last 12 months); | Done | LC | 03/01/2021 | |
| 1.3.5 | Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last 5 years); | All up to date | LC | 03/01/2021 | |
| 1.3.6 | PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines) | Booked in for 3rd September | LC | 03/01/2021 | |
| 1.3.7 | Asbestos Management Plan (if the plan has not be re-assessed in the last 12 months); | Done | LC | 03/01/2021 | |
| 1.3.8 | Sports Equipment (if the scheduled inspections have not taken place in the last 12 months); | Done | LC | 03/01/2021 | |

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| | 1.3.9 | Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months); | Booked in for summer holidays | LC | 03/01/2021 |
| | 1.3.10 | Tree surveys (if the scheduled inspections have not taken place in the last 12 months); | N/A | LC | 03/01/2021 |
| | 1.3.11 | Fire Safety : contractor testing of the fire alarm (if this has not taken place in the last 6 months), fire extinguisher maintenance (if this has not taken place in the last 12 months), emergency lighting (if this has not taken place in the last 12 months), sprinkler systems (school weekly test & contractor 12 monthly tests), smoke exhaust and smoke curtains (contractor testing if it has not taken place in the last 12 months or in line with manufacturer's guidance on testing). | All up to date | LC | 03/01/2021 |
| | 1.4 | Cleaning of the premises | | LC | 03/01/2021 |
| | 1.4.1 | If the school has been partially open i.e not using all the rooms / spaces that will need to be used on the 8th March, it is recommended a thorough clean of these areas is undertaken in line with existing cleaning procedures before they are occupied. | Thorough cleaning on 5th March | LC | 03/01/2021 |
| | 1.4.2 | If the school has been using all the premises, a full deep clean of the premises should not be necessary prior to the 8th March unless it has been required by Public Health Authorities as regular thorough cleaning should have been taking place. | Thorough cleaning on 5th March | LC | 03/01/2021 |
| | 1.5 | Supplies | | LC | 03/01/2021 |
| | 1.5.1 | Ensuring you have adequate supplies of hand sanitiser, soap and hand towels / drying facilities in kitchens, toilets and at sinks to allow for the numbers of students and staff on site and the increased amounts of cleaning required. | Ordered hand sanitiser, hand sanitising wipes, soaps, hand towels | LC | 03/01/2021 |
| | 1.5.2 | Ensuring you have adequate supplies of cleaning materials and any identified PPE to allow for increased cleaning and staff needs. | Sanitising sprays, disposable cloths, gloves, masks ordered | LC | 03/01/2021 |
| | 1.5.3 | Identify if you have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly and action where necessary. | In every classroom and in corridor and entrance and staff rooms. | LC | 03/01/2021 |
| | 2.1 | <p>All pupils can attend schools from the 8th March.</p> <p>Early Years settings - If there is a need to prioritise places (for example, where a nursery is oversubscribed, or unable to operate at full capacity), priority should be given to vulnerable children and children of critical workers, then 3- and 4-year-olds, in particular those who will be transitioning to reception, followed by younger age groups.</p> <p>Secondary settings (and SILC settings undertaking pupil testing) have the flexibility to consider how best to deliver the in school pupil LFD testing on a phased basis from Monday 8th March. This will depend on a schools circumstances and local arrangements. Priority should be given to vulnerable children and children of critical workers, and year groups 10 to 13. After 8th March secondary pupils should return to face-to-face education following their first negative test result. Schools may start testing pupils before Monday 8th March if they would like to do so. This is voluntary and at the discretion of each school. If a school chooses to start testing before Monday 8 March, they should still follow the schools operational guidance and must ensure pupils maintain social distancing and go home after their test result if the test is before Monday 8 March. Pupils will still need to do 3 tests on-site, each 3 to 5 days apart, before moving to home-testing. If you have pupils or students in school from 22 February such as vulnerable children or children of critical workers, then you can begin testing them before the rest of your pupils return to help to manage the flow of pupils through on site testing. They will need to continue testing on-site until the test at home kits arrive for pupils. For the remainder of pupils schools should not start home testing pupils before the week beginning Monday 15th March. Schools will need to consider the transport implications of testing pupils before Monday 8th March.</p> <p>The full risk assessment for LFD testing in schools is in Sections 3 and 4 of this document.</p> | All children returning on 8th March | NS | 03/01/2021 |

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| 2. Assessing staff and pupil numbers to assist in plans for partial opening | 2.2 | Contact parents / carers of pupils, and staff, to ascertain if there are any changes to / new medical or SEND needs so that staff rotas, ratios, medical, SEN and first aid needs etc. can be assessed. This will include re-assessing any staff or pupil needs / issues already identified on an individual staff or pupil risk assessment that may affect their ability to return or require further adjustments to be made. | | NS | 03/01/2021 |
| | 2.3 | Where pupil routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, the settings should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver the curriculum for the pupil. Pupils should be able to continue attending both settings. While some adjustment to arrangements may be required, pupils in this situation should not be isolated as a solution to the risk of greater contact except when required by specific | N/A | NS | 03/01/2021 |
| | 2.4 | Secondary pupils not undergoing testing should attend school in line with their school's phased return arrangements. Vulnerable children and children of critical workers in secondary schools should continue to attend school throughout, unless they receive a positive test result. | N/A | NS | 03/01/2021 |
| | 2.5 | Identify which / how many staff will be able to return on the 8th March taking into account current illness and the recent extension of the numbers of people classed as CEV and advised to shield. This will help determine what staff are available and how pupils and staff can be grouped. Where possible, it remains the case that wider government policy advises those who can reasonably work from home do so, however, school leaders are best placed to determine the workforce that is required in school. Some roles, such as some administrative roles, may be conducive to home working, and schools should consider what is feasible and appropriate. The expectation is that those staff not attending school who are still able to work should do so from home | Explored staffing | NS | 03/01/2021 |
| | 2.6 | Consider that staff may still be supporting remote learning of pupils and that additional PPA time may be needed on staffing rotas to support this or support amended learning | Remote learning set up using school website or directed to Oak Academy | NS | 03/01/2021 |
| | | Ongoing | | | |
| | 2.7 | Review ratios, rotas, medical and first aid needs on an ongoing basis. | Plenty of first aiders. All classes have appropriate ratios. | NS | 03/01/2021 |
| 3.Updating pupil and staff details | 3.1 | Obtain up to date medical, allergy and emergency contact details from pupils and staff prior to coming back on site wherever possible. | All parents contacted for up to date information in summer term and told to update as required. Information on system. | KP | 13/7/20 |
| | 3.2 | Re-assess if IPRA's or PBSP's are needed or need to be altered given the full return to school and any altered nature of the school use, day, timetable, staffing, medical needs, SEN adaptations etc....Control measures and risk ratings in those IPRA's / PBSP's may need to be altered to reflect the current situation. | Ongoing | SLT | 13/7/20 |
| | 3.3 | Staff should be made aware of any / reminded of medical conditions / needs of the pupils they are caring for e.g. allergies, asthma etc. and devices such as epi pins and inhalers should be available wherever the pupil is. Ensure staff are trained in their use. This is especially important at this time as many staff and pupils have been out of the setting for a considerable time. | New child with type 1 diabetes. VW arranging training. Teachers will all given up to date information for their classes. | VW | 13/7/20 |
| | 3.4 | Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of. It is recommended that the information school holds regarding pupils allergies / intolerances is cross checked with catering staff to ensure the correct / up to date information is available for both parties as schools return to full opening. | Done by KP. | KP | 13/7/20 |
| | 4.1 | There is activity / subject specific and shared resources guidance in sections 31 to 35 on the following tab - Section 2. | | NS | 13/7/20 |
| | 4.2 | It is still recommended that children and young people limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. | Parents have been informed through parentmail. | NS | 13/7/20 |

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| 4. Assess activities / lessons which can take place | 4.3 | Amend / stagger timetables for activities using halls or classrooms where activities cannot be done elsewhere e.g. D&T, practical science, art, so that groups of pupils can move around safely. | Art room being cleaned between groups. Halls will be used but never at the same time by different bubbles. Children to have own equipment. | NS | 13/7/20 |
| | | | | NS | 13/7/20 |
| | | Ongoing | | NS | 13/7/20 |
| | 4.4 | Review how pupils and staff are interacting, numbers on site, how equipment is being used and cease or re-instate activities / equipment as necessary. | Bubbles are all being kept separate. Every class has their own outside equipment. | NS | 13/7/20 |
| 5. Information to pupils, staff, parents / carers, visitors and contractors. | 5.1 | Clear communication with parents / carers is essential from the school and the LA so they understand what schools can offer safely to their children. This should include informing parents / carers about any LFD testing programmes being undertaken in school for their children and the access to home testing kits for parents / carers / support and childcare bubbles. https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff?priority-taxon=774cee22-d896-44c1-a611-e3109cce8eae | Parentmail. | NS | 13/7/20 |
| | 5.2 | All persons likely to come onto the school grounds must be informed they must not attend if they are displaying any symptoms of Coronavirus, if they are self isolating following Government Guidance for households with family members displaying symptoms, if they have been in close contact with someone who has tested positive for COVID-19, or if they are required to quarantine having recently visited countries outside the common travel area . | Parentmail. | NS | 13/7/20 |
| | 5.3 | This may be by newsletters, letters, emails, signs etc.... | Regular reminders sent. | NS | 13/7/20 |
| | 5.4 | Update behaviour and staff policies to reflect the new rules and routines necessary to reduce risk in your setting and agree how to communicate this to staff, pupils and parents. The behaviour policy should include steps to be taken if pupils fail to follow the new rules and routines or deliberately put themselves or others at risk e.g. deliberately coughing or spitting on another person. Both staff and pupil policies may include the steps that could be taken if government guidance on social distancing and self isolating outside of the school is not being followed and this places other persons in the school at increased risk. | Done. | NS | 13/7/20 |