**Evergreen Primary school**

**Coronavirus (COVID-19): Reopening the school premises after temporary closure checklist**

Following the period of temporary closure due to the coronavirus (COVID-19) pandemic, it is important to take steps to ensure all areas of the school premises are safe for pupils and staff to return to when the school reopens.

This checklist should be completed by school leaders, in liaison with the site manager and any other suitably qualified personnel, to ensure all the necessary actions have been taken. Beside each action, use the tick box to mark its completion and use the ‘Notes/further action required’ column to record any further observations or steps required.

Schools should adapt the following actions to meet their requirements, where necessary. Schools should also apply any necessary actions to areas of the premises that will remain temporarily closed, or partially closed, in the case of a phased reopening or deep clean.

Schools can use this checklist to help address any issues and form a reopening action plan. Please note that schools should work with the necessary qualified personnel or insurers to address any issues, e.g. fire and gas safety checks, identified as a result of completing this checklist.

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| **Action** | **🗸 / ** | **Notes/further action required** |
| **School premises** | | |
| **Exterior, grounds and roofs** | | |
| Check all exterior windows, doors, locks, and other access points to ascertain security and integrity, including any water ingress. |  |  |
| Identify any signs of unauthorized access, arson, vandalism or anti-social behaviour. |  |  |
| Arrange for a suitably trained individual to inspect all roofs, lofts and elevated access points for integrity and signs of water ingress. |  |  |
| Arrange for a suitably trained individual to check that external electrical equipment (e.g. CCTV cameras) is in working order. |  |  |
| Check all areas of the school grounds, including car parks and walkways, for any potential hazards. |  |  |
| Check all trees and shrubbery to ensure they do not pose a risk, e.g. there are no broken or overhanging branches. |  |  |
| **Safeguarding the building** | | |
| Check all security systems for integrity and that they are in working order. |  |  |
| Make insurers aware of the building’s state of use and ensure that their risk mitigation requirements are observed. |  |  |
| Update keyholder information in accordance with the insurer’s instructions, where required. |  |  |
| Check for any signs of pests, and any damage or loss of supplies as a result of pest activity. |  |  |
| **Electrical mains supply and electrical systems** | | |
| Have a suitably qualified technician check 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, have a suitably qualified technician switch them back on, where required. |  |  |
| Check that all phone and broadband connectivity is in working order. |  |  |
| Have a suitably trained technician check the main and emergency lights. |  |  |
| Check any electrical meter readings, where required. |  |  |
| Perform visual checks on all electrical equipment, e.g. computers and plug sockets. |  |  |
| Check that any mandatory inspections of electrical equipment are up-to-date. |  |  |
| **Fire safety and evacuation** | | |
| Check that all fire detection, alarm systems, fire extinguishers and sprinklers are in working order. |  |  |
| Check that the fire management plan is up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. |  |  |
| Identify how social distancing measures are to be observed at evacuation points. |  |  |
| **Gas supply and systems** | | |
| Have a suitably qualified technician check 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, have a suitably qualified technician switch them back on, where required. |  |  |
| Check that all gas detection systems, including carbon monoxide detectors, are in working order. |  |  |
| Have a suitably trained technician check any gas cylinders, e.g. butane and liquid petroleum gas (LPG), for integrity. |  |  |
| Check any gas meter readings, where required. |  |  |
| Check that any mandatory inspections of gas equipment are up-to-date. |  |  |
| **Heating** | | |
| Adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is reached before the school reopens. |  |  |
| Where heating has been switched off or energy supplies for heating have been isolated, have a suitably trained individual switch them back on, as required. |  |  |
| **Ventilation** | | |
| Check that all ventilation system, including fume extraction systems, are in working order and that there are no blockages present in both external and internal vents. |  |  |
| **Lifts and automatic doors** | | |
| Check that lifts, stairlifts and automatic doors are in working order. |  |  |
| Check that any mandatory inspections for lifts, stairlifts and automatic doors are up-to-date. |  |  |
| **Water storage and distribution** | | |
| Have a suitably trained individual check all hot and cold water systems, including air conditioning units, for legionella or other harmful build-ups. |  |  |
| Thoroughly flush any water systems, e.g. flush toilets and run taps, and commission a water treatment specialist to chlorinate water systems where required. |  |  |
| Run all equipment that uses water, e.g. dishwashers and washing machines, through a cycle to flush limescale and bacteria build-up. |  |  |
| **Sanitary appliances and drainage** | | |
| Have a suitably trained individual check all sanitary appliances, including drainage, for blockages, adequate hygiene and that they are in working order. |  |  |
| Where necessary, have a suitably trained individual switch on any sanitary systems that were turned off or isolated during closure. |  |  |
| **Other** | | |
| Have a suitably trained technician check the integrity and working order of any plant equipment, and that any mandatory inspections are up-to-date. |  |  |
| Check that any swimming pools or other indoor bodies of water are safe for use. |  |  |
| **Infection control** | | |
| **Cleaning** | | |
| Have the necessary areas of the school deep-cleaned before reopening, where required, with suitable cleaning agents and in line with COSHH requirements. |  |  |
| Check that any areas that have been cleaned are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. |  |  |
| Clearly signpost all areas that remain temporarily closed or partially closed for cleaning or infection control purposes. |  |  |
| **Social distancing** | | |
| **We recognise that social distancing measures can be very challenging to implement in school settings. The points below are designed to help schools start thinking about what social distancing measures could be implemented when they begin to reopen to more pupils. The government has not yet released details on what schools will be expected to do in relation to social distancing; however, when the government does release guidance, we will update this template to ensure schools are supported to implement these measures as best as they can in their settings.** | | |
| Use visual aids to display social distancing measures, e.g. floor tape to mark two-metre spacing. |  |  |
| Set up infection control stations, where necessary, using soap and water, and alcohol-based hand sanitiser. |  |  |
| Provide enough soap, tissues, and bins in the relevant areas. |  |  |
| Plan any phased reopening in line with any local and national advice. |  |  |
| Identify which areas of the school are subject to high people traffic and put a plan in place to maximise infection control during busy periods, e.g. staggered breaktimes. |  |  |
| Make PPE available to members of staff who require it to carry out their role. **Current government advice states that school staff do not require PPE; however, many schools have highlighted that a lack of PPE is making it challenging for staff to carry out their roles safely. If the government changes its stance on PPE in schools, we will update this template.** |  |  |
| **Community wellbeing** | | |
| **Community sentiment** | | |
| Send out pupil surveys to assess how they feel about the school reopening and to act on any concerns they may have. |  |  |
| Send out parent surveys to assess how they feel about the school reopening and to act on any concerns they may have. |  |  |
| Send out staff and volunteer surveys to assess how they feel about the school reopening and to act on any concerns they may have. |  |  |
| **Safeguarding health and wellbeing** | | |
| Liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. |  |  |
| Arrange for line managers to hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place. |  |  |
| Check that the school can be adequately and safely staffed when it reopens. |  |  |
| Consider the implications on staff and pupil workload when the school reopens and put a plan in place to minimise the risk of stress. |  |  |
| 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. |  |  |
| Put provision 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. |  |  |
| **Communication** | | |
| Liaise with the LA about reopening the school and include any local guidance into the reopening action plan, where required. |  |  |
| Update the school’s website with any information regarding reopening, e.g. dates, local arrangements. |  |  |
| Inform parents of the relevant information regarding reopening the school, including any pick-up and drop-off arrangements. |  |  |
| Inform staff and volunteers of the relevant information regarding reopening, including any changes to the workday, e.g. staggered lunchtimes and social distancing. |  |  |
| Liaise with those responsible for governance about possible arrangements for reopening the school, where necessary. |  |  |
| Inform pupils with the relevant information regarding reopening, e.g. social distancing measures, how lessons will be delivered. |  |  |
| Communicate with suppliers regarding reopening the school and reinstating or suspending the supply of any required goods. |  |  |
| Inform staff and those responsible for governance 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. |  |  |