

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.
July 2020

Group/Service Area: CYP

Work Activity

Working in the Schools during Covid19 Pandemic

Workplace/Team Woodlands

Date of Assessment: 3rd July 2020

Date for Re-assessment 10th September 2020

Name of Assessors: BC, LD
Manager: Jules Taylor

Signature:
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
5	Very likely / Almost certain	Event is expected to occur in most circumstances
4	Likely	Event will probably occur in most circumstances
3	Fairly likely / Possible	Event could occur at some time
2	Unlikely	Event is not likely to occur in normal circumstances
1	Very unlikely	Event may occur only in exceptional circumstances

Score	Consequence/Severity	Description
5	Catastrophic / Severe / Fatality	Death or permanent disability to one or more persons
4	Major injury / ill health	Hospital admission required, e.g., broken arm or leg
3	Moderate (over 7-day injury)	Medical treatment required, over 7-day injury
2	Minor injury / ill health	First aid is required
1	Insignificant / no injury	Injuries not requiring first aid treatment

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	When
Catching or spreading Coronavirus – General considerations	Staff, pupils Parents, guardians, neighbours	<p>Ensure suitable levels of staff are maintained</p> <p>Staff who are asymptomatic can remain at work or return to work immediately as long as they remain asymptomatic</p> <p>Staff availability to be reviewed daily. Supply staff have been identified who are available to support if required</p>	High	<p>Staffing needs for September have identified adequate staffing levels.</p> <p>No further actions required currently</p>	Low		
		<p>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</p> <p>Temperatures to be taken of staff and pupils on arrival. Any pupil measuring 37.8 or above will be removed to an isolated room to await collection by parents.</p> <p>Staff measuring 37.8 or above will be refused entry and sent home.</p>		<p>Temperature testing on arrival to remain for the autumn term.</p> <p>Parents to be advised that pupils should not be sent to school if they or anyone in the household has symptoms.</p> <p>Parents and staff to be advised that testing should be undertaken for all that display symptoms, isolation to be implemented until a negative test is received.</p> <p>Isolation to be undertaken if contacted by test and trace.</p>			

Engage with the NHS test and trace process

School will have a limited number of home test kits which can be sent home with pupils.

Managing confirmed cases of coronavirus amongst the school community

Once school becomes aware that someone who has attended has tested positive, school should contact the local health protection team.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate – school will endorse this totally.

The health protection team will advise school who should be sent home and told to self-isolate for fourteen days.

A template letter will be provided by the health protection team to be sent to parents.

Household members of those contacts that are sent home do not need to self-isolate themselves unless the person sent home subsequently develops symptoms.

If school has 2 or more confirmed cases within 14 days, we may have an outbreak, and will work with the local health protection team who will advise if further action is required.

Staff and pupils who develop symptoms or who report symptoms will be helped to organise a test. Individuals must isolate for 10 days from the onset of symptoms or until a negative test result is obtained. Members of the same household must self-isolate for 14 days or until a negative test result is obtained. Staff and pupils must share test results with school as soon as they are obtained. If someone tests positive they should follow the stay at home guidance (www.gov.uk/government/publications/covi-19-stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)

Where an outbreak is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person that has tested positive.

Protecting the wider school community & neighbours

It is essential that every care is taken to safeguard the community around the school, especially our immediate neighbours which is a community of residential properties and small businesses.

We know that on occasion, our pupils will attempt to and will access neighbouring properties

Pupils should be closely supervised by a member of staff at all times.
Pupils needing some cooling off time outside should be directed to outside DT and outside the pastoral office.

Neighbours to be provided with contact phone number, email addresses etc so that regular contact can be maintained if necessary



		<p>All areas used in school have been re-organised to allow for 2m social distancing to be facilitated. Reminder posters / arrows One-way system (demarked with stickers)</p> <p>This has led to reduced capacity; The dining hall is currently not in use. Pupils will collect their lunches and then eat them in their classroom bubbles. Pupils will go straight to tutor rooms at the beginning of each day in order to maintain bubbles.</p> <p>Classrooms –10 people (8 students, 2 staff) (Wem)</p>		<p>2 metre distancing signage will remain in place (Wem) and staff and pupils will be encouraged to remain 2 metres apart where possible.</p>			
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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. Risk assess children who may not be able to perform this action separately

Pupils will be required to wash or sanitise hands;

- On entry into school
- At the start and end of each lesson
- After using the toilet
- Before and after eating food
- Pupils will be supervised wherever practicable



Hand washing regimes to be maintained in the autumn term. Pupils should be supervised to do this wherever possible.



		<p>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. Risk assess children who may not be able to perform this action separately</p> <p>Pupils will be required to wash or sanitise hands;</p> <ul style="list-style-type: none">• On entry into school• At the start and end of each lesson• After using the toilet• Before and after eating food• Pupils will be supervised wherever practicable		<p>Hand washing regimes to be maintained in the autumn term. Pupils should be supervised to do this wherever possible.</p>			
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ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach – lidded bins and double bagging

Tissues will be provided in every room used. Two bins will be provided, one for 'normal' waste, one for potential Covid waste



Two bins will continue to be provided in every classroom together with gloves, cleaning materials, hand sanitiser and tissues.



cleaning frequently touched surfaces often using standard products, such as detergents and bleach. Ensure products have a COSHH risk assessment

Cleaning materials will be available in every room used. Desks and computer keyboards will be wiped down at the start and end of each session



Cleaning regimes between lessons to be maintained



minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

Pupils will be taught in group sizes maximum 8

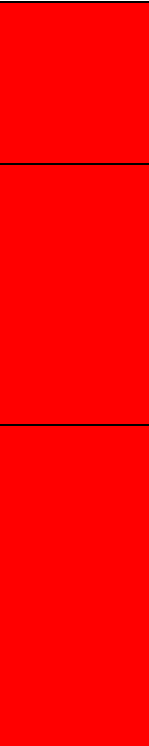



Classroom layout to be altered to allow for a maximum of 8 pupils all facing forwards.

Tutor groups will be organised by year group, ensuring 'bubbling' within year groups, and lunches will be eaten in classrooms.



		<p>Review fire safety arrangements including emergency evacuation routes to maintain social distancing where practicable.</p> <p>Fire evacuation procedure has been revised to allow for pupils to maintain social distancing</p>		<p>Fire evacuation procedure has been revised (see appendix protocols and procedures document)</p>			
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<p>Maintaining Social Distancing at School</p>	<p>Staff including cleaning and catering staff, pupils, Visitors. Contractors</p>	<p>organise small class groups, as described in the 'class or group sizes'</p> <p>Pupils have been organised into teaching groups of 8 pupils and 2 staff</p>		<p>Class sizes to be 8 maximum</p>			
		<p>organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible</p> <p>Practical areas have been re-arranged to allow for 1m+ social distancing.</p> <p>Posters / floor stickers in classrooms and corridors etc. to remind</p> <p>Office space try to minimise or prevent hot desking – designate separate spaces where practicable.</p>		<p>Food tech and DT classes to be 4 pupils maximum.</p>			
		<ul style="list-style-type: none"> Office-based staff will be in school on a rota basis as shared offices are too small to allow for more than two-person occupancy. Other offices are to have only one-person occupancy with the exception of the pastoral office which is large enough to allow for 2m distancing 		<p>Admin staff will continue to work from home with two members of the admin team in school each day for support.</p> <p>Staff to keep 1m+ distancing in offices at all times, desks have been re-organised to ensure 1m+ distancing.</p>			

refresh the timetable:

Measures put in place;

- Staff on corridor to support transitions
- Lessons to be held outdoors wherever practicable
- Wide corridors allow for safe movement of pupils
- One-way system marked out on corridor
- Assemblies will be held infrequently and via Microsoft Teams
- Drop off and collection is already well-organised with taxis lining up and pupils being dropped off one at a time, and collected one at a time in the afternoons
- All students will be offered face to face support in addition to on line and learning packs
- No parents pick up or drop off (Wem). Only one parent picks up and drops off at Oswestry.

Tutor time and lessons will be delivered in year groups to maintain year group 'bubbles' wherever possible. Assemblies will be once fortnightly – one for KS3 one week and one for KS4 the following week and will take place over Microsoft Teams

Blended learning will continue to be offered for pupils requiring 'Hive' tuition where appropriate.

		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					
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- All pupils arrive by taxi.

Pupils will be transported together from local areas.

<p>Reduce mixing within education or childcare setting by:</p>	<p>Staff, pupils,</p>	<ul style="list-style-type: none"> ○ Direct access from outside is not possible for any classrooms ○ Wide corridors allow for social distancing. All staff and pupils will be instructed to walk on the left-hand side of the corridor ○ Low pupil numbers will allow for limited numbers of pupils in circulation areas ○ Only one person will be allowed in a toilet at any time. ○ Pupil to staff ratios will allow for close supervision of pupils to ensure that measures can be followed ○ Staff room remains available to all staff – additional staff room facilities could be made available in AP classrooms <p>Use outside space:</p> <ul style="list-style-type: none"> ○ outside area will be used for breaks (weather permitting) ○ lessons will be conducted outside wherever possible ○ Outdoor equipment to be wiped clean after use where practicable <p>For shared rooms:</p> <ul style="list-style-type: none"> ○ Dining hall capacity has been reduced to 12) staff / pupils) Gym capacity is 8 pupils maximum (2 staff) ○ Break time will not be staggered ○ Staff room use to be staggered 		<p>On arrival in the morning, pupils will go straight to their tutor groups;</p> <p>Lunches will be eaten in classrooms to maintain the year group 'bubbles'</p>			
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		<ul style="list-style-type: none">○ Offices to be occupied by only one person at a time (with the exception of the pastoral and general offices) <p>Reduce the use of shared resources:</p> <ul style="list-style-type: none">○ No resources will be taken home○ Shared resources will be kept to a minimum○ Pupils have stationery packs○ Keeping class sizes to 8 pupils and two staff allows for equipment to be wiped down after use					
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<p>Managing Customers, Contractors and visitors</p>	<p>Staff including cleaning and catering staff, pupils, Visitors. contractors</p>	<p>Contractors</p> <ul style="list-style-type: none"> ○ If remote connection/working is possible this will be encouraged ○ Site guidance will be available in written form for all contractors, supplemented by information posters ○ Maximum of two contractors will be allowed on site at any time ○ As is current practice, contractors are only allowed on site outside of school hours ○ Record of signing in will be maintained ○ Signing in system is electronic and can be wiped clean between visitors (Wem) <p>Customers and Visitors-</p> <ul style="list-style-type: none"> ○ Site guidance will be available in written form for all visitors, supplemented by information posters. ○ Guidance on how visitors should be dealt with will be given to all staff ● Currently single-entry point for visitors ● Visitors to be restricted to times outside pick up and drop off times 		<p>Visitor protocols will remain in place with the addition of; Contact details for all visitors will be taken on arrival, so that contact can be made in the event of an outbreak.</p> <p>The main regular visitor is the music therapist from Nordoff Robbins. Music therapy will continue to take place in the Mac suite which allows for adequate social distancing. Surface cleaner, gloves, tissues and hand sanitiser will be available in the Mac suite and masks will be made available should the therapist choose to wear them. (Music therapist not attending during autumn term)</p>			
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<p>Workplace and furniture Contamination</p>	<p>Staff including cleaning and catering staff, pupils, Visitors. contractors</p>	<ul style="list-style-type: none"> ○ All soft furnishing items have been removed from classrooms and offices <p>Hygiene: handwashing, sanitation facilities and toilets</p> <ul style="list-style-type: none"> ○ Posters indicating good handwashing technique have been installed ○ Pupils will wash and/or sanitise their hands; ○ On entry into school ○ At the start and end of each lesson ○ Before and after eating food ○ After visiting the toilet ○ Tissues are available in each classroom together with a dedicated bin for 'Covid' waste in each class ○ Hand sanitiser is available in strategic places throughout school and in every classroom ○ ○ Only one person will be allowed in a toilet at any one time. Cleaning will be increased ○ Paper towels will be made available in all toilets ○ In the primary setting, pupils handwashing will be supervised where possible ○ Bin emptying will take place throughout the day ○ All rooms to have windows open for ventilation (unless weather does not allow) ○ All doors to be propped open (except for toilet doors) ○ Bins to be regularly emptied 					
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Handling goods, merchandise and other materials, and onsite vehicles if appropriate.

- All deliveries to be made at the front entrance to school.
- Unless urgently required, all deliveries to remain in the main reception area until they can be dealt with by the site manager who will wear gloves to deal with all incoming deliveries

- Minibuses to be used as per guidance contained in protocols and procedures document.
- Minibus only to be used in exceptional circumstances and to be cleaned thoroughly after use.

<p>Use of Personal protective equipment (PPE) in School settings against COVID -19</p>	<p>Staff including cleaning and catering staff, pupils, Visitors, contractors</p>	<ul style="list-style-type: none"> • PPE will be made available for all staff should they feel the need to access it. • Staff administering first aid will be required to wear PPE. • Pupils requiring physical intervention are risk assessed as being unable to attend at this stage • Pupils who regularly abscond into the community are risk assessed as being unable to attend as this stage • Pupils who spit (at others or generally as a habit) risk assessed as being unsafe to attend at this stage • If a pupil or member of staff becomes ill during the day then full PPE should be worn if anyone needs to be in close contact. • Should closer contact with pupils be required e.g. a science experiment, then staff may require pupils to wear face masks. <p>Visors purchased for greater protection if social distancing is not possible for longer periods of time</p>		<p>Pupils risk assessed as having been unable to attend during the summer term will be re-introduced into school gradually.</p> <p>Where social distancing is difficult – e.g corridors and mac suite, pupils and staff should wear face coverings.</p> <p>Face coverings should also be worn when collecting lunch in the dining hall.</p>			
<p>Catering facilities</p>		<ul style="list-style-type: none"> ○ Catering staff are employed by school ○ Protocols have been written (see separate guidance) around the practical measures to be followed during breakfast and lunch times • 		<p>Both members of kitchen staff will work in the kitchen each day observing 1m+ distancing, and 2m where possible Masks and gloves to be worn during food service.</p>			
<p>First Aid</p>		<ul style="list-style-type: none"> ○ Additional training to be provided to first aiders in safe use of PPE ○ No PEEPS currently in place – to be reviewed fortnightly • Staff rota to be reviewed weekly to ensure adequate first aid coverage 		<p>Additional training for first aid for staff to be implemented</p>			

Accidents\ Incidents		<ul style="list-style-type: none"> ○ Accident reporting will continue as at present via Business World, and then to Governors termly. ○ Any cases of Covid19 to be reported to the Health & Safety team by the Business Manager ● No high-risk activities currently undertaken on site 					
Emotional distress of the staff - including anxiety Emotional distress of the pupils		<p>Rota currently ensures at least one member of SLT on site every day</p> <p>Subject to union advice, staff have and will be consulted on all decision making and risk assessments</p> <p>All rooms have been reviewed to allow for social distancing</p> <p>Counselling service details displayed in staff room</p> <p>Educational Psychologist available for distance / virtual “surgeries”</p> <p>Emotional “safe and well” check posters in every classroom</p> <p>Risk assessment conducted for anyone who has previously suffered from work related stress</p>		<p>Staffing will no longer be on a rota basis. 2 members of SLT to be available on site each day.</p>			

<p>Transport arrangements</p>		<p>Current arrival/departure arrangements allow for one pupil at a time to be welcomed into school.</p> <p>Staff should transport pupils in the minibus following the guidance on how seating should be organised contained in our wider opening protocols.</p> <p>Non-contact delivery already in place</p> <p>Employees do not unload vehicles</p> <p>No shared equipment</p> <p>Hand sanitiser available throughout school</p> <p>If pupils become unwell during the day, we will not be able to send them home via taxi.</p>		<p>Protocol has been written and shared with staff as to how pupils should be admitted to the building. Pupils will be required to wear face coverings in taxis. Pupils will be directed to sanitise their hands on arrival using the wall mounted dispenser. Pupils will keep their masks with them, and they will be worn in areas where social distancing is difficult e.g. mac suite, practical rooms, corridors.</p> <p>Pupils displaying symptoms on arrival to school will be taken to the medical room to await collection by a parent.</p>			
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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:

Actions Taken/planned

- Staff briefing session to be held on 2nd September 2020
- Clinically vulnerable children and adults have been identified
- Risk assessments to be reviewed weekly
- Premise checklist to be completed by BC w/c 24th August 2020
- All statutory checks have continued
- Water temperature checks have continued
- Letter to be sent to all parents outlining procedures w/c 24th August
- Week commencing 31st August all pupils to be briefed on changes

- 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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E. Circulation List

Please list people who have been informed of the assessment.

NAME	DESIGNATION	SIGNATURE	DATE
Jules Taylor	Headteacher		
Cat Shepherd	Deputy Headteacher		
Niki McGarvey	Pastoral Manager		
Katherine Edmonds	Head of Outreach		
Dave Clarke	Teacher		
Claire McGuinness	Teacher in Charge		
Holly Wainwright	Teacher in Charge		
Debbie Jones	Teacher		
Kevin McGarvey	Teacher		
Hannah Matthews	Teacher		
Hannah Laux	Teacher		
Lowri John	Teacher		
Martyn Foden	Teacher		

Mel Ayres	Teacher		
Maja Janson	Teacher		
Anne Haubenschmid	Teacher		
Alison Hinton	Teacher		
Elly Downing	Teacher		
Maddy Evans	TA		
Suzanne Hollinshead	TA		
Trisha Smith	TA		
Kate Williams	TA		
Skye Magill	TA		
Ceri Broomhall	TA		
Vince Harry	TA		
Paul Kenyon	TA		
Hollie Magill	TA		
Oliver Morris	TA		

Ian Roberts	TA		
Glyn Thomas	Alternative Provision Manager		
Wendy Pulford	HLTA		
Gareth Lewis	HLTA		
Helen Petrie	HLTA		
Victoria Gleave	Pastoral Assistant		
Jackie Clorley	Office Manager		
Mary Garbett	Clerical Assistant		
Christine Humphries	Clerical Assistant		
Mike Foden	ICT Manager		
Sean Lythe	ICT apprentice		
James Ritch	ICT Technician		
Caroline Peate	Cook		
Caroline Harvey	Kitchen Assistant		

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 	BC	Daily and weekly checks have continued uninterrupted since 23 rd March
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.) • 	BC	Daily and weekly checks have continued uninterrupted since 23 rd March
Interior: <ul style="list-style-type: none"> • Ceilings • Walls 	<ul style="list-style-type: none"> • No defects or damage likely to affect building users 	BC	Daily and weekly checks have continued uninterrupted since 23 rd March

<ul style="list-style-type: none"> • • 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"> • Fire Doors checked for fit and opening • No slip or trip hazards 		
<p>Infrastructure:</p> <ul style="list-style-type: none"> • Gas (turned on, no leaks) • Electricity (CB / RCD checks, sockets) • Water system • Heating (boiler etc.) • Ventilation • Kitchens 	<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 • 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 	BC	<ul style="list-style-type: none"> • No mains gas supply in school • Circuit breakers checked • Water temperature checks and flushing have continued • Boiler checked and operational • Kitchen has been in use – deep clean to be undertaken w/c 24th August 2020

<ul style="list-style-type: none"> • Toilets / showers • Swimming pools / hydrotherapy pools 	<p>for inspects / vermin; dispose of food past sell-by date; enhanced cleaning</p> <ul style="list-style-type: none"> • 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 	BC	<ul style="list-style-type: none"> • Fire detection and alarm system has been maintained – engineer last on site 30th May 2020 • Emergency lighting checks have continued regularly since 23rd March • Phone lines are operational • Wifi is checked regularly • All statutory checks have continued
<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. 	<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 	BC	<ul style="list-style-type: none"> • ICT daily/weekly checks undertaken • Fire extinguishers maintained in line with statutory requirements • Pat testing up to date • Lift service undertaken 3/6/2020

<ul style="list-style-type: none"> Lifts (see below) / lifting equipment 	<ul style="list-style-type: none"> 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 (electricity) Water (temperature, flushing, cleaning, disinfecting etc.) – see below 	<ul style="list-style-type: none"> Gas safe certificate within date EIRC within date; PA tests completed according to schedule 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. 	BC	<ul style="list-style-type: none"> No mains gas on site EIRC and PAT testing in date Legionella controls undertaken according to schedule
<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. 	BC/MF/AH	<ul style="list-style-type: none"> General H&S checks undertaken by Brian. Specific equipment checks to be undertaken during w/c 1/6/2020