

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
	1.1	Regular ongoing checks required.			
	1.1.1	Damage to asbestos containing materials e.g. these may have been damaged by rodent activity during the summer break .	Mitie - school has been operational throughout the summer and all PPM checks have been completed as usual.	Mite after discussion with JBE	Sep-21
	1.1.2	Damage to the building and fixtures and fittings	Mitie - school has been operational throughout the summer and all PPM checks have been completed as usual.	Mite after discussion with JBE	Sep-21
	1.1.3	Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc....	Mitie - school has been operational throughout the summer and all PPM checks have been completed as usual.	Mite after discussion with JBE	Sep-21
	1.1.4	Rodent activity and/or infestations - commissioning of pest control may be required	Mitie - school has been operational throughout the summer and all PPM checks have been completed as usual.	Mite after discussion with JBE	Sep-21
	1.2	Operational checks (to ensure good working order) to be carried out on :	Mitie - school has been operational throughout the summer and all PPM checks have been completed as usual.	Mite after discussion with JBE	Sep-21
	1.2.1	Fire alarms/smoke alarms/refuge alert systems/ panic and accessible-toilet alarms.	Mitie - school has been operational throughout the summer and all PPM checks have been completed as usual.	Mite after discussion with JBE	Sep-21
	1.2.2	Fire-door mechanisms, smoke exhaust systems and smoke curtains to ensure they function.	Mitie - school has been operational throughout the summer and all PPM checks have been completed as usual.	Mite after discussion with JBE	Sep-21
	1.2.3	Emergency lighting	Mitie - school has been operational throughout the summer and all PPM checks have been completed as usual.	Mite after discussion with JBE	Sep-21
	1.2.4	Gas supplies including science laboratories and kitchens	Mitie - school has been operational throughout the summer and all PPM checks have been completed as usual.	Mite after discussion with JBE	Sep-21
	1.2.5	Kitchen equipment	Mitie - school has been operational throughout the summer and all PPM checks have been completed as usual.	Mite after discussion with JBE	Sep-21
	1.2.6	Ventilation systems including LEV in kitchens, science labs and store rooms and classrooms	Mitie - school has been operational throughout the summer and all PPM checks have been completed as usual.	Mite after discussion with JBE	Sep-21
	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	Mitie - school has been operational throughout the summer and all PPM checks have been completed as usual.	Mite after discussion with JBE	Sep-21
	1.2.8	Water systems to look for leaks and ensure there is provision of hot water	Mitie - school has been operational throughout the summer and all PPM checks have been completed as usual.	Mite after discussion with JBE	Sep-21
	1.2.9	Windows, doors and gates including electronic gates and doors	Mitie - school has been operational throughout the summer and all PPM checks have been completed as usual.	Mite after discussion with JBE	Sep-21

1. Building Management

1.2.10	Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments.	Mitie - school has been operational throughout the summer and all PPM checks have been completed as usual.	Mite after discussion with JBE	Sep-21
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).	Mitie - school has been operational throughout the summer and all PPM checks have been completed as usual.	Mite after discussion with JBE	Sep-21
1.3	Ensure Statutory Inspections are up to date for :	Mitie - school has been operational throughout the summer and all PPM checks have been completed as usual.	Mite after discussion with JBE	Sep-21
1.3.1	Lifts and Lifting Equipment (if the scheduled inspections have not taken place in the last six months);	Mitie - school has been operational throughout the summer and all PPM checks have been completed as usual.	Mite after discussion with JBE	Sep-21
1.3.2	Pressure systems (if the scheduled inspections have not taken place in the last 12 months);	Mitie - school has been operational throughout the summer and all PPM checks have been completed as usual.	Mite after discussion with JBE	Sep-21
1.3.3	LEV (if the scheduled inspections have not taken place in the last 14 months);	Mitie - school has been operational throughout the summer and all PPM checks have been completed as usual.	Mite after discussion with JBE	Sep-21
1.3.4	Gas Appliances (if the scheduled inspections have not taken place in the last 12 months);	Mitie - school has been operational throughout the summer and all PPM checks have been completed as usual.	Mite after discussion with JBE	Sep-21
1.3.5	Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last 5 years);	Mitie - school has been operational throughout the summer and all PPM checks have been completed as usual.	Mite after discussion with JBE	Sep-21
1.3.6	PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines)	Mitie - school has been operational throughout the summer and all PPM checks have been completed as usual.	Mite after discussion with JBE	Sep-21
1.3.7	Asbestos Management Plan (if the plan has not be re-assessed in the last 12 months);	Mitie - school has been operational throughout the summer and all PPM checks have been completed as usual.	Mite after discussion with JBE	Sep-21
1.3.8	Sports Equipment (if the scheduled inspections have not taken place in the last 12 months);	Mitie - school has been operational throughout the summer and all PPM checks have been completed as usual.	Mite after discussion with JBE	Sep-21
1.3.9	Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months);	Mitie - school has been operational throughout the summer and all PPM checks have been completed as usual.	Mite after discussion with JBE	Sep-21
1.3.10	Tree surveys (if the scheduled inspections have not taken place in the last 12 months);	Mitie - school has been operational throughout the summer and all PPM checks have been completed as usual.	Mite after discussion with JBE	Sep-21
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).	Mitie - school has been operational throughout the summer and all PPM checks have been completed as usual.	Mite after discussion with JBE	Sep-21
1.4	Cleaning of the premises			
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 September , it is recommended a thorough clean of these areas is undertaken in line with existing cleaning procedures before they are occupied.	Mitie - school has been operational throughout the summer and all PPM checks have been completed as usual.	Mite after discussion with JBE	Sep-21
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 September unless it has been required by Public Health Authorities as regular thorough cleaning should have been taking place.	Mitie - school has been operational throughout the summer and all PPM checks have been completed as usual.	Mite after discussion with JBE	Sep-21
1.5	Supplies			

	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.	Mitie - school has been operational throughout the summer and all PPM checks have been completed as usual.	Mite after discussion with JBE	Sep-21	
	1.5.2	Ensuring you have adequate supplies of cleaning materials and any identified PPE to allow for increased cleaning and staff needs.	Mitie - school has been operational throughout the summer and all PPM checks have been completed as usual.	Mite after discussion with JBE	Sep-21	
	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.	All classrooms have hand sanitiser in them and this will remain from September. Staff notify the Office Manager when these need replenishing.	Office Manager and all teaching staff.	Sep-21	
2. Assessing staff and pupil numbers to assist in plans for September opening.	2.1	All pupils are expected to attend schools in September unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend. Secondary settings (and SILC settings undertaking pupil testing) - secondary pupils should undertake one test on-site at the start of term in their school asymptomatic test site (ATS) followed by one LFD self-test at home 3-4 days after their on-site test. They should then continue to test in line with government guidelines. Secondary settings have the option to stagger the return to school for the first week to accommodate on-site testing. Schools have the flexibility to consider how best to deliver the one test on return according to their circumstances. . Staff in all education and childcare settings (and FE College students) should take one LFD self-test at home either the evening or morning before they return to their school/college followed by one LFD self-test at home 3-4 days after. They should then continue to test in line with government guidelines. The full risk assessment for LFD testing in schools is in Sections 3 and 4 of this document.	All staff and students will be reminded that they should take a test at home before returning after the school holidays. Onsite testing will be set up for 4 January and students will return on 5 January. Parents/Carers will receive a letter on 17 December and again on 3 January to remind them of any changes to guidance and arrangements for the beginning of term.	JBE/MTR	Jan-21	
	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.	All parents/carers were written to in week beginning 9 August and this letter includes reminders about updating student detailed including medical needs. Staff who may require a risk assessment will meet with a member of SLT during the training day.	JBE	Sep-21	
	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.	AHT in charge of alternative provision has been in constant communication with all alternative providers to ensure students are safe in both settings.	MHA	Sep-21	
	2.4	Secondary pupils not undergoing testing should attend school in line with their school's phased return arrangements.	Students who are not taking part in the testing will be invited to attend from Wednesday 8 September.	JBE	Sep-21	
	2.5	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 plans.	Remote learning policy in place which takes staff time into consideration whilst still ensuring students who require remote learning	JBE	Sep-21	
		Ongoing				
	2.6	Review ratios, rotas, medical and first aid needs on an ongoing basis.	Staffing reviewed by 7.30am each day and cover is put in place. Ratio of first aid staff to students is high and monitored to ensure the school can safely open. Remote learning for some or all students may be necessary but this would be a last resort.	JBE/TBE/KNi	Sep-21	

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.	Letters to parents/carers are sent during week beginning 9 August asking parents/carers to update any student details. Staff will be reminded to ensure their details are correct during the training day on 6 September.	JBE	Sep-21
	3.2	Re-assess if IPRA's or PBSP's are needed or need to be altered given the changes to Covid measures on 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.	Year teams will review IPRA's and PBSP's and update staff during the training day and signpost through e-briefing.	JBE	Sep-21
	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 pens and inhalers should be available wherever the pupil is. Ensure staff are trained in their use.	Staff briefing will ensure staff are reminded about students with medication conditions. First aid training for staff is up to date, including Epi pen training.	MHA	Sep-21
	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 in September and catering arrangements may have changed.	Up to date information about allergies will be shared with Chartwells prior to September.	HRA	Sep-21
4.Information to pupils, staff, parents / carers, visitors and contractors.	4.1	Clear communication with parents / carers is essential from the school and the LA so they understand what schools can offer safely to their children and the amended control measures in place. 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. https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/	Letter to parents/carers are sent during week beginning 9 August informing parents/carers about the details of students' return, including testing programme and our up to date control measures.	JBE	Sep-21
	4.2	All persons likely to come onto the school grounds must be informed they must not attend if they are displaying any symptoms of Covid-19, if they are self isolating or if they are required to quarantine. They should also be informed they will be asked to take a LFD test before entering the school building.	Mitie will inform all contractors. Staff will inform any visitors they invite in and reception staff will check with visitors when they arrive. Parents/Carers will be informed through the letter in the summer holidays and reminded through the Headteacher's update on a regular basis. Signage will also be available in reception.	JBE	Sep-21
	4.3	This may be by newsletters, letters, emails, signs etc....	As above.	JBE	Sep-21
	4.4	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 self isolating outside of the school is not being followed and this places other persons in the school at increased risk.	Staff will be reminded of the behaviour policy during the training day. Students will be reminded of the expectations during the assembly on the first day back. Students who are not following the school's expectations will have an IPRA completed and extra control measures put in place as necessary. Staff code of conduct will be updated to include steps taken to remind staff and the possible consequences of not adhering to social distancing.	JBE	Sep-21