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# Context

During these unprecedented times, ensuring the safety and wellbeing of our staff, pupils and visitors against the risks posed by COVID-19 is paramount. This guidance document provides an outline to support and manage the safe remobilisation of school estates and facilities in both primary and secondary settings. It is supplementary to the Toolkit and should be used alongside it. The Principal and any members of the Senior Leadership Team responsible for overseeing key areas will need to review the areas highlighted within the guidance and implement measures to minimise the risks.

Schools continue to have a statutory duty and responsibility to guarantee the health, safety and welfare of staff, pupils and visitors. This includes making certain that proportionate and reasonable measures are in place to ensure everyone is safe during the COVID-19 outbreak. The Health and Safety Executive (HSE) has confirmed there is still a requirement for statutory inspection of plant and equipment.

# Reopening essentials

* **Get the school building ready**: there is no relaxation on a duty-holder’s legal responsibility to maintain the work environment and equipment, but there is acknowledgment of the difficulties of carrying out thorough examinations and inspections in current circumstances. Written schemes of examination and statutory inspections therefore need to be managed on a risk/priority-based approach and adapted as outlined in this guidance. It is essential to continue maintaining critical building services such as water systems and fire/intruder checks.
* **Devise a social distancing plan**: careful consideration needs to be applied to key areas which include pupil circulation, catering services, welfare arrangements, cleaning during the school day, entrances and exits and the operation of teaching and learning areas. All of this must be considered in light of the latest government guidance surrounding social distancing. Please refer to the Toolkit for further guidance on how to apply social distancing guidance to the partial reopening of schools.
* **Consider access arrangements**: procedures should be put in place to screen any visitors prior to entering the premises and require all individuals entering the building to wash their hands at entry. External visitors to schools should be limited where possible.
* **Prepare staff, pupils and parents**: there will be anxiety amongst both staff and pupils surrounding the return to school. Clear and frequent communication via briefing sessions is therefore key. Schools should ensure that staff receive induction and on-going training pre and post opening (e.g. health and safety, fire safety, food safety, infection prevention and control, medical, safeguarding). Please refer to the Toolkit for further guidance on communication strategies for key stakeholders.

The **estates and facilities** **remobilisation checklist** included belowcovers:

* Health and safety, review of fire procedures and setting up of teaching and learning areas including circulation of pupils around school.
* Key areas of servicing maintenance and checks by the site team to ensure effective and safe operation of the school building along with meeting statutory requirements.
* Arrangements with transport providers to ensure social distancing measures are in place and are effectively implemented.
* Cleaning supplies and Personal Protective Equipment (PPE) stocks, which need to be maintained and replenished regularly. Cleaners and site teams need to wear appropriate PPE whilst carrying out activities.
* The daily cleaning schedule, detailing which surfaces and key areas need to be prioritised during the school day.

This checklist is not exhaustive and should be implemented alongside government and HSE guidance and with reference to the Toolkit.

A COVID-19 operational risk assessment for the reopening of schools has also been devised as part of the Toolkit and should be read in conjunction with this checklist.

# Estates and facilitiies remobilisation checklist

Schools should ensure all checks are complete. Please be aware this is a guide only and not an exhaustive list for remobilisation to support operational delivery. Schools may wish to add additional key actions which are specific to their own context.

For reference please refer to DfE general guidance regarding management of premises during coronavirus outbreak.

https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#preparing-for-the-wider-opening-of-schools

|  |  |  |  |
| --- | --- | --- | --- |
| Health and safety school set up | | | |
| **No.** | **Key actions** | **Lead** | **Yes/No** |
|  | Risk Assessments for COVID-19 remobilisation are in place, reviewed and communicated to staff. | Principal |  |
|  | Reconfiguration of classrooms, chairs and desks has been undertaken to allow for compliance with government guidance on social distancing.  Seating arrangements for staff and pupils are clearly marked, communicated and any superfluous furniture, fixtures and equipment has been removed and stored. | Site team |  |
|  | Class sizes and timetables/staffing have been amended allowing for reduced numbers in each classroom to enable social distancing. | Senior Leadership Team (SLT) |  |
|  | Entrances/exits and circulation routes are clearly planned and marked for staff and pupils. The number of entrances and exits has been reviewed to support social distancing. One-way circulation routes are in place where feasible with clear signage. | SLT/Site team |  |
|  | Rooms which are not being used have been locked or access to them restricted. | SLT/Site team |  |
|  | Guidance on social distancing rules in car parks when getting in and out of cars have been issued to staff and parents and are reinforced with signage. | Staff and visitors |  |
|  | Liaison with transport companies has been undertaken to ensure social distancing on school transport is in place where possible. Capacity has been reviewed and, if required, repeat journeys have been arranged. Assurances have been received that cleaning and hygiene arrangements are in place. | School Business Manager (SBM)/bus operator |  |
|  | COVID-19 signage for hygiene, social distancing and any new circulation routes is displayed throughout the school. Consider one way systems and document why if not utilised.  Hygiene signage is conspicuous in prominent areas and circulation routes. | Site team |  |
|  | Dining area layouts are configured to ensure separation in line with government guidance on social distancing.  Tables/chairs are cordoned off where this is not possible. Floor markings are used to manage queues and enable social distancing.  Where possible and appropriate, additional arrangements have been put in place, such as staggering lunch times, delivering grab bags to and/or eating in classrooms. | Site team |  |
|  | Pupils are encouraged and supported to wash their hands more frequently than normal. For example, on arrival at school, breaktimes, lunchtime, and before and after eating and on departure from school. | Duty rota |  |
|  | Queuing zones for toilets and handwashing have been established and are monitored. Floor markings have been provided to enable social distancing.  Turn off hand driers and replace with hand towels and bins. | Site team |  |
|  | Medical rooms have been reconfigured to ensure social distancing provisions are met. Additional rooms close to reception have been designated for isolating pupils with suspected COVID-19 whilst collection is arranged. | Site team |  |
|  | A plan to manage external play areas is in place, incorporating social distancing, staggering of breaks and lunch times, designated areas for different groups, signage and increased levels of supervision. | SLT/Site team |  |
|  | In line with the net capacity exercise set out in the Toolkit, there is a clear plan for how large spaces/communal areas are to be configured for teaching with maximum numbers of pupils clearly specified. | SLT |  |
|  | PE lessons have been planned to observe social distancing during activities. | SLT |  |
|  | Assemblies and other large gatherings (e.g. staff meetings/ training/briefings) are avoided.  E-platforms are used to deliver live (or recorded) assemblies and staff/student briefings directly into classrooms. | Site team |  |
|  | Social distancing in Reception is reinforced through floor marking and signage. | Site team |  |
|  | Visitors to school are kept to a minimum. Visitors are checked for symptoms in advance (where possible) and on arrival. There is a designated waiting area/meeting room for visitors and their movement around school is limited. | SBM |  |
|  | Contractors are managed closely, including a contractor induction, and, where possible, supervised if attending whilst school is operational. All contractors accessing the school site have confirmed they are symptom free; and have procedures in place to address COVID-19 issues, e.g. infection control, hygiene and social distancing. This is set out clearly in the school’s Risk Assessments. | Site team |  |
|  | Deliveries to school are managed effectively in a timely manner adhering to social distancing. | Site team |  |
|  | The fire evacuation and assembly point briefing for staff includes guidance on social distancing at assembly points. A review of fire evacuation procedures has been undertaken including an assessment whether the current assembly points are sufficient to accommodate the number of pupils and additional assembly points have been designated as required. | SLT/SBM |  |
|  | Pupils are managed when entering and exiting school gates/entrances/exit doors and social distancing guidance is applied. Children and staff arriving can safely queue maintaining a 2 metre distance from each other, with access to a handwash / sanitiser station | Duty rota |  |
|  | Check safety and operation of specialist equipment for pupil’s access and mobility | SBM / Site Team |  |
| Maintenance and servicing | | | |
| **No.** | **Key actions/fire** | **Lead** | **Yes/No** |
|  | Weekly fire tests are carried out and recorded. | Site team |  |
|  | Check all escape routes for hazards and any obstructions | Site team |  |
|  | All fire doors are checked and documented. Appropriate Internal fire doors can be left open to cut down the number of hands that have to touch them.  The risk of infection is considered greater than the risk of fire at the time | Site team |  |
|  | Complete fire drill test - Refer to advice on [fire safety in new and existing school buildings](https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings) | SLT |  |
|  | Emergency lighting visual checks are carried out ensuring all lighting is fully operational. | Site team |  |
|  | Procedures are in place to ensure fire exits are clear from obstructions. | Site team |  |
|  | External gates are operational and functioning fully. | Site team |  |
|  | Servicing arrangements are in place for the fire alarm. | External contractor |  |
|  | Fire extinguishers are checked on a weekly basis. | Site team |  |
| **No.** | **Key actions/water** | **Lead** | **Yes/No** |
|  | Water outlets are flushed on a weekly basis, including during any closure periods. Including:  Flush all toilets and activate all automatic flushes on urinals.  Ensure all point-of-use electric water heaters are switched on and working correctly. Ensure they are up to temperature before flushing through hot water taps.  Flush through all taps – hot and cold – and run for 5 mins. Do not create splashing when doing this as legionella is spread through aerosol-borne droplets.  If you have percussion taps, hold down for requisite time.  Flush through showers.  Flush through all drinking water fountains.  Flush through any water coolers. If bottle type bottles should be changed. If from mains, flush through.  In both cases check with the manufacturer / supplier for best practice on flushing and cleaning. | Site team |  |
|  | If it has not been possible to maintain system throughput of water from routine flushing to all outlets or a competent person has not tested the water and provided satisfactory bacterial test results, the water may not be safe to drink. In these circumstances, you should supply bottled drinking water until a thorough flushing and chlorination can be undertaken by a water treatment specialist | SBM / Site Team |  |
|  | Turn off and cover all drinking fountains | Site team |  |
|  | Chlorinating and flushing water systems may not be necessary if the system has remained operational through routine flushing as advised in the cold water systems and domestic hot water services sections.  You should contact your school’s legionella competent person who will advise on the action required. If a full system flush is required but not immediately available seek advice from your competent person / external contractor on alternative options. | SBM / Site Team |  |
|  | Monthly water temperature monitoring is in place, with a particular focus if the school has been closed. | Site team |  |
| **No.** | **Key actions/mechanical - boiler heating services** | **Lead** | **Yes/No** |
|  | Boiler servicing certification is up to date. | SBM |  |
|  | Ensure systems are brought back on-line where they have been isolated. Check with maintenance / service contractor if there are issues /queries. | Site team |  |
|  | Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems.  Check hot water generation for functionality  If the hot water system has been left operational the hot water should be circulating as normal and regular checks should be carried out. | SBM / Site Team |  |
|  | Gas taps in science labs have been checked to ensure that they are operational. | Site team |  |
|  | Temperature and timer clock settings are set for summertime. | Site team |  |
| **No.** | **Key actions/electrical/ventilation** | **Lead** | **Yes/No** |
|  | Social distancing signage is displayed outside lifts. | Site team |  |
|  | Lift servicing is up to date. | Site team/ External contractor |  |
|  | Servicing of doors/gates and barriers is up to date. | Site team/ External contractor |  |
|  | All air conditioning systems remain energised in normal operating mode with any re-circulatory systems adjusted to full fresh air.  Servicing of air conditioning service/general ventilation certification is up to date.  As an extra precautionary measure, air conditioning providers have disinfected air filters and made a full filter change on all of the air handling units.  Other than essential units eg: server rooms these should not be used (not decommissioned). | Site team/ External contractor |  |
|  | Emergency Lighting Three Hour drop test certification is up to date. | Site team/ External contractor |  |
|  | Servicing of intruder alarms/access control and CCTV is up to date. | Site team/ External contractor |  |
|  | Good ventilation is essential at all times in classrooms and particularly during this period. Schools should ensure all systems are working in their normal operating mode.  Natural ventilation via windows or vents should be used as far as possible and where available occupied room windows should be open.  Where centralised or local mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air, if this is not possible systems should be operated as normal. Where ventilation units have filters present ensure enhanced precautions are taken when changing filters. See HSE guidance HSG53: Respiratory protective equipment at work | SLT / SBM / Site Team |  |
| **No.** | **Key actions/security** | **Lead** | **Yes/No** |
|  | Areas not being used should be locked | Site team |  |
|  | Check access control and any lockdown systems are operational | Site team |  |
| Deep cleaning and sanitising site | | | |
| **No.** | **Key actions** | **Lead** | **Yes/No** |
|  | The ‘cleaning schedule during the day’ set out below is applied rigorously on a daily basis. | Cleaners |  |
|  | Drainage systems, check traps have not dried out and ensure water seals are in place to prevent smells within the building, for example, hygiene rooms, sports hall showers | Site Team |  |
|  | Where toilets are put back into use ensure the flushing of the toilets occur with the lids down and toilet ventilation systems are working | Cleaners / Site Team |  |
|  | The site is checked regularly for any pest activity and the pest control contractor has been assigned as necessary. | SBM |  |
|  | Hygiene services have been reinstated. | SBM |  |
|  | Hand sanitisers are available in prominent areas.in the school and are regularly replenished. Eg: school entrance | SBM |  |
|  | Cleaning regimes during the school day have been stepped up, applying the ‘Cleaning schedule during the day’ set out below. | Cleaners |  |
|  | Appropriate PPE is worn by cleaning staff and there are arrangements in place for safe disposal. | Cleaners |  |
| PPE – Cleaning supplies | | | |
| **No.** | **Key actions** | **Lead** | **Yes/No** |
|  | There are sufficient supplies of gloves and aprons on site for cleaning staff. | SBM |  |
|  | There are sufficient supplies of safety goggles on site. | SBM |  |
|  | There are sufficient supplies of face masks where risk assessment identifies need. | SBM |  |
|  | There are sufficient supplies of body fluid kits available. | SBM |  |
|  | There are sufficient supplies of hand sanitiser available. | SBM |  |
|  | There is sufficient stock of cleaning materials cloths, mops, disinfectant wipes etc. available. | SBM |  |
|  | There are sufficient cleaning products available for cleaning all the required areas within school. | SBM |  |
|  | Ensure supply of disposable tissues in each classroom, regularly topped up and a lidded bin with double bagging for disposal. Along with disinfectant spray to clean ad hoc if a pupil coughs or sneezes on a piece of equipment |  |  |
|  | Where possible, separate bins for PPE disposal have been established in medical rooms; kitchens; early years area; any areas where pupils with SEND are taught /cared for (if their needs are such that PPE is required); site supervisors’ /cleaners’ base rooms and any other rooms where PPE is used. | SBM |  |
| Catering | | | |
| **No.** | **Key actions** | **Lead** | **Yes/No** |
|  | Catering Services and HSE checklists have been implemented.  See ALT TOOLKIT CATERING | SBM |  |
|  | Kitchen equipment has been checked and is working effectively. | Site team |  |
|  | Kitchen canopy cleaning schedules are up to date. | SBM |  |
| Staff training | | | |
| **No.** | **Key actions** | **Lead** | **Yes/No** |
|  | Induction and training to staff on key estates and FM related areas (e.g. health and safety awareness, infection prevention and control, fire safety, food safety, medication) has been delivered. | SBM/  Principal |  |

Cleaning schedule during the day

Please note that the schedule below sets out cleaning activities that are additional to the normal cleaning routine. These should be marked as completed for each period of the day in the columns to the right of the schedule once they have been undertaken by cleaning staff.

| Cleaning Schedule During the Day | | |  | |  | |  | |  | |  | |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Area** | **Description of task** | **Priority** | **Period 1** | **Period 2** | | **Period 3** | | **Period 4** | | **Period 5** | | **Period 6** | |
| Toilet and toilet cubicles | Clean toilets and door handles. | High |  |  | |  | |  | |  | |  | |
| Wipe down sink units, basins and taps. | High |  |  | |  | |  | |  | |  | |
| Mop up any spillages. | High |  |  | |  | |  | |  | |  | |
| Wipe down toilet flushers. | High |  |  | |  | |  | |  | |  | |
| Wipe down soap dispensers, hand dryers, hand sanitiser units. | High |  |  | |  | |  | |  | |  | |
| Wipe down mirrors. | High |  |  | |  | |  | |  | |  | |
| Corridors and circulation areas | Wipe down fob access readers. | High |  |  | |  | |  | |  | |  | |
| Photocopiers |  |  |  | |  | |  | |  | |  | |
| Wipe all door handles, glass panels, door plates and light switches. | High |  |  | |  | |  | |  | |  | |
| Wipe down push plates. | High |  |  | |  | |  | |  | |  | |
| Clean glass windows around atrium and circulation areas. | High |  |  | |  | |  | |  | |  | |
| Stairwells | Wipe down all banister rails. | High |  |  | |  | |  | |  | |  | |
| Mop/hoover all floors. | High |  |  | |  | |  | |  | |  | |
| Wipe staircase bannister and glass. | High |  |  | |  | |  | |  | |  | |
| Classrooms | Wipe all pupil desks and chairs. | High |  |  | |  | |  | |  | |  | |
| Wipe all door handles, glass panels, door plates and light switches. |  |  |  | |  | |  | |  | |  | |
| Empty bins and clear rubbish. | High |  |  | |  | |  | |  | |  | |
| Wipe shared keyboards. | High |  |  | |  | |  | |  | |  | |
| Wipe down areas and benches in PE changing room. | High |  |  | |  | |  | |  | |  | |
| Wipe teacher boards and surfaces. | High |  |  | |  | |  | |  | |  | |
| Staff room | Wipe all appliances and sinks. | High |  |  | |  | |  | |  | |  | |
| Photocopiers |  |  |  | |  | |  | |  | |  | |
| Wipe all door handles, glass panels, door plates and light switches. |  |  |  | |  | |  | |  | |  | |
| Wipe IT equipment including keyboard and mouse and telephone handsets where possible. |  |  |  | |  | |  | |  | |  | |
| Wipe all tables and chairs. |  |  |  | |  | |  | |  | |  | |
| Empty bins and clear rubbish. | High |  |  | |  | |  | |  | |  | |
| Wipe furniture down and work surfaces. | High |  |  | |  | |  | |  | |  | |
| Reception/offices | Wipe signing in system. | High |  |  | |  | |  | |  | |  | |
| Photocopiers |  |  |  | |  | |  | |  | |  | |
| Wipe all door handles, glass panels, door plates and light switches. |  |  |  | |  | |  | |  | |  | |
| Wipe IT equipment including keyboard and mouse and telephone handsets where possible. | High |  |  | |  | |  | |  | |  | |
| Empty bins and clear rubbish. | High |  |  | |  | |  | |  | |  | |
| Wipe down printers and office machinery. | High |  |  | |  | |  | |  | |  | |
| Wipe desks. | High |  |  | |  | |  | |  | |  | |
| Dining hall | Assist in cleaning surfaces before and after breaks. | High |  |  | |  | |  | |  | |  | |
| Wipe all door handles, glass panels, door plates and light switches. |  |  |  | |  | |  | |  | |  | |
| Clear up any spillages following breaks. | High |  |  | |  | |  | |  | |  | |
| Empty bins and clear rubbish. | High |  |  | |  | |  | |  | |  | |
| Waste disposal | Avoid cross-contamination when addressing body fluids spillage. | High |  |  | |  | |  | |  | |  | |
| Double-bag any cleaning waste and used PPE and store securely for 72 hours before disposal. *Where possible, establish separate bins for PPE disposal in medical rooms; kitchens; early years area; areas where pupils with SEND are taught/cared for (if their needs are such that PPE is required); site supervisors’/cleaners’ base rooms.* | High |  |  | |  | |  | |  | |  | |
| PE/play equipment | Wipe play equipment down after use. | High |  |  | |  | |  | |  | |  | |
| Wipe any PE equipment used. | High |  |  | |  | |  | |  | |  | |
| Lifts/stairlifts | Wipe interior and exterior of lift doors and key touchpoints. | High |  |  | |  | |  | |  | |  | |

Use the Action Plan below to identify and monitor:

* Any outstanding tasks from the Remobilisation Checklist above.
* Any additional tasks specific to your site.

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| --- | --- | --- | --- |
| Action Plan | | | |
| **No.** | **Action Required** | **Person responsible** | **Date to be complete by** |
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