



School premises guidance and checklist

- This guidance provides general information on actions you will need to take to safely resume for all children in March 2021.
- The premises checklist completed in advance of the Autumn Term should be reviewed and updated. Once this is done, it should be submitted to Tom Louvre by 8 March 2021.
- Schools should also review their Health and Safety Policy and ensure that staff are aware of their responsibilities.
- For further general information and guidance on March re-opening, refer to [Schools coronavirus \(COVID-19\) operational guidance \(publishing.service.gov.uk\)](#)
- For technical advice in relation safely reoccupying buildings, see the Chartered Institute of Building Services Engineers' [CIBSE - Emerging from Lockdown](#)

Statutory maintenance

Schools should be fully compliant with Health and Safety legislation.

Please ensure that all statutory testing is in date. This includes:

- Gas installations
- Heating systems
- Water systems
- Ventilation
- Electrical installations
- Catering equipment
- Fire Alarm system
- Emergency Lighting
- Sprinkler system
- Lightning Protection
- Lifts and lifting equipment

Water systems and management – control of legionella bacteria

- A valid Legionella Risk Assessment should be in place, this should be reviewed and necessary actions completed. Legionella Risk Assessments should be undertaken every 2 years.
- The normal maintenance control regime outlined in your Legionella Risk Assessment should continue.
- All hot and cold water outlets should be opened and flushed through for 2 minutes to reduce the risk of stagnated water which could result in legionella manifesting.
- Schools are obliged to keep a record of such work, and this should be reviewed by the school's responsible person. **If there have been lapses in flushing regimes,**



systems may need to be cleaned and disinfected (by your specialist water monitoring contractor) prior to building reoccupation.

Monthly water monitoring should continue as required by HSG274 "The Control of Legionella Bacteria in Hot and Cold Water Systems".

Toilets and other water outlets should be flushed regularly to avoid drains becoming dried out. As a precaution, it is recommended that toilets are flushed with the seat down.

If significant parts of your school (or particular buildings have not been in use) advice should be sought before resuming normal operation in March. It may be necessary to commission a water treatment specialist to chlorinate and flush hot and cold water systems (including drinking water) and certify the water system is safe before being reoccupied. <https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>

Fire safety

This guidance covers the key potential fire safety systems likely to be present in your buildings, it is not a comprehensive list of all measure that may exist in your buildings. Fire safety management plans should be reviewed and checked in line with operational changes. Ensure arrangements are in place to continue to maintain and test both life safety and property protection systems. Failure to maintain some of these systems may invalidate insurance provisions. Refer to [Fire safety in new and existing school buildings - GOV.UK \(www.gov.uk\)](http://www.gov.uk) for more information.

- Fire doors should be inspected and operational. Fire doors should not be held open unless interfaced with the fire alarm system
- Evacuation routes should not be blocked
- Carry out emergency drills as normal
- Fire alarm systems and emergency lighting are subject to periodic testing and inspection by specialist contractors as well as weekly and monthly operational testing, to ensure no faults and to ensure they work in the event of power
- Fire extinguishers should have in date inspection and testing records
- Manual call points should be tested weekly
- Emergency procedures should be up to date and relevant persons trained. Reallocate responsibilities and ensure training in place where sickness absence requires.

Cleaning

Clean and disinfect all areas within the building that are to be occupied (particularly surfaces) prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas.

- There should be a high standard of cleanliness
- Frequently used surfaces and WCs require regular cleaning throughout the school day to limit surface contamination using standard products, such as detergents and bleach
- Clean frequently used surfaces and equipment that children and young people more regularly – such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters. Consider equipment for use only by particular groups of children ("bubbles"), and clean between use.



- Bins should be emptied more frequently and throughout the day (particularly those used for discarded tissues).
- There should be sufficient and adequate cleaning materials. Get in touch with your usual supplier or public sector buying organisations (for example ESPO, YPO, NEPO) to get supplies of soap, anti-bacterial gel and cleaning products if needed.
- Schools should review their cleaning schedule and frequency to provide resources throughout the school day where possible.
- It is good practice to deep clean the kitchen prior to reopening before food preparation resumes. The need to do this will depend on the date of the last deep clean and usage during the recent lock-down period.

For further advice relating to cleaning, please refer to [COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)

Cleaning a space after the case has left the setting or area

- Cleaning an affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people
- Wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
- Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning
- For further advice relating to **cleaning**, please refer to <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Hygiene

- There should be adequate cleaning materials, soap/hand gels available to maintain safe hygiene practices.
- Staff and pupils should wash hands more frequently through the school day, but particularly before eating and when entering and leaving the school premises.
- Water fountains where pupils/staff drink directly from the outlet should be put out of use to maintain hygiene standards. Children should bring individual water bottles to ensure they remain hydrated. Schools should provide disposable cups for children who do not have a bottle.
- Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments



- Outdoor play equipment (including climbing frames), and internal apparatus should be more frequently cleaned.
- It is recommended that children limit the amount of equipment they bring into school each day to essentials such as lunch boxes, hats, coats, books, stationary and mobile phones.

Key holder

We advise that you continue to liaise with your neighbouring schools in order to be able to share Premise Management and/or cleaning staff in the event of your own Premises Team are unable to attend the school at short notice. It would also be advisable to ensure that key holder arrangements are known and protocols put into place in case of staff unavailability, and for outside of normal school hours.

Ventilation systems

This guidance provides detailed information and recommendations about ventilation during the autumn and winter months. The way in which this guidance is applied will differ from school to school, as buildings and systems are all different. This information should be made available to your Premises Team and Business Manager, and measures should be incorporated into your Risk Assessments, following consultation with staff and unions.

For more details, refer to: <https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown#1>. This is under continual review.

The following advice and guidance is based on the latest CIBSE publication. The key actions are:

- Understand your ventilation system(s) and understand where you may have poorly ventilated spaces or areas
- Increase the ventilation rate as much as reasonably possible; this may require changes to CO2 set points (for both mechanical ventilation and automated windows)
- Avoid recirculation/transfer of air from one room to another unless this is the only way of providing a sufficient rate to all occupied rooms
- Recirculation of air within a single room where this is complemented by an outside air supply is acceptable as this helps to provide more outside air to occupants and can help to maintain thermal comfort
- A competent engineer/technician should check that heat recovery units are correctly configured

Ventilation during the heating season

The amount of outside air that can be reasonably provided during winter is likely to be less than in the summer due to the impacts on indoor air temperature and occupant comfort. Poorly ventilated spaces are highly likely to increase the risk of transmission via aerosols at distances greater than 2m. It is therefore important that all reasonable steps are taken to avoid poor ventilation of indoor spaces as far as possible.

For naturally ventilated spaces, windows and vents are often the mechanism for providing outside air. In the colder months, the natural forces that drive air through these openings, wind and indoor/outdoor temperature difference are greater, so they do not need to be opened as wide as in summer. Opening just the high level vents can enable more mixing of the outside air with air in the space and also warms the incoming air before it reaches the occupied zone. This allows colder outside air to be introduced to the space without causing



significant discomfort. It is better to open all the windows or vents a small amount to aid mixing and warming. If natural ventilation openings are the only mechanism for delivering outside air into a space it is important not to completely close them when the spaces are occupied as this can result in very low ventilation rates and increased risks of airborne viral transmission.

What follows provides guidance for adjusting various ventilation openings to deliver adequate outside airflows whilst minimising occupant discomfort. Adjusting ventilation openings can be complimented with purging a space by opening windows or ventilators fully for several minutes during unoccupied periods, such as during breaks or between meetings.

Schools should implement the following advice in order to help control the spread of coronavirus:

1. Windows and vents should be opened more than usual (as far as reasonably possible) with consideration to security, safety and thermal discomfort. Relaxing dress codes could be considered so that warmer clothes may be worn.
2. It is important that windows are kept open, even if only by a small amount, when it is cooler outside. It is important to balance the need to minimise the risk of airborne infection against the need for occupants to be comfortable. In cooler weather, even a small opening can deliver significant ventilation flows.
3. If it is windy, cold or raining then it may not be practical to fully open the windows/vents, however they should be open as far as reasonably possible without causing discomfort.
4. Where there are both high and low level windows, it is recommended that high level windows are opened in the first instance (to reduce drafts). Where drafts are not a concern, both high and low level windows should be opened.
5. Where possible, windows should be opened at least 15 minutes prior to room occupation.
6. During colder weather, it may be necessary to have heating on more than normal. During warmer weather, and on bright sunny days it may not be appropriate to have heating on in the cooler mornings as this may lead to overheating in the afternoon.
7. Some spaces may not have an identifiable ventilation system. For example, it is common for there to be no ventilation in corridors or staircases as these are deemed to be transient spaces and they rely on air infiltration from neighbouring spaces. Where staircases, lobbies or common areas are used by a significant number of occupants or bubbles and have no obvious continuous ventilation then it is important to purge these areas regularly. How this is done will need to be considered on a building by building basis taking account of the school's fire strategy. More frequent cleaning regimes for these locations should be implemented.
8. Rooms or zones that are occupied routinely without any obvious ventilation strategy are going to be a significant risk and the ventilation provision should be addressed. Until adequate ventilation is provided it may not be appropriate to use the room or zone other than for very short durations.
9. Where safe to do so (bearing in mind fire safety (the school's fire strategy) and safeguarding), doors should be propped open to limit use of door handles and aid natural ventilation. Fire doors should not be kept open unless fitted with approved automatic closers so that they function as fire doors in the event of an alarm or fire.
10. Ventilation systems that normally run with a recirculation mode should be set up to run in fresh air mode.





11. Airborne contaminants can be minimised by proper and effective regular maintenance and by cleaning of ventilation systems. If your systems have not been serviced and cleaned in the last 6 months, this should be organised. Old ventilation filters, should be carefully bagged and disposed of safely.
12. It is suggested that buildings increase their air supply and exhaust ventilation, change clock timers to start ventilation at nominal speed at least an hour before building usage and switch to lower speed one hour after building usage.
13. In demand-controlled ventilation systems, change the CO₂ setpoint to a lower value if this assists in maximising the flow of outside air. Refer to manufacturer's guidance.
14. If windows are the only means of ventilating toilets, they should be left open. In toilets with mechanical exhaust, ventilation systems should remain constantly on, with windows and toilet doors closed.
15. Supply and extract ventilation (in kitchens) should remain constantly on 24/7 where possible. CO₂ set points should be set to 400ppm to increase the delivery of outside air.
16. Where kitchens are only equipped with extract canopy systems, windows should be left open to allow a fresh air supply, although fly screens should be fitted.
17. Avoid recirculation/transfer of air from one room to another unless this is the only way of providing adequately high ventilation to all occupied rooms
18. Recirculation of air within a single room where this is complemented by an outdoor air supply is acceptable as this helps enable more fresh air to be provided, get more fresh air to all occupants, and it can make an environment more comfortable. Systems which recirculate air should not be used unless complemented by an outdoor air supply.
19. In poorly ventilated spaces with a high occupancy and where it is difficult to increase ventilation rates it may be appropriate to consider using air cleaning and disinfection devices. The most appropriate devices are likely to be local HEPA filtration units. Limitations are noted in the guidance.

Refer to <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm> for guidance on air conditioning and ventilation during the coronavirus outbreak.

Refer to <https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown> for more information. This contains information on ventilation and more general guidance about "emerging from lockdown and safely re-occupying buildings.



MARCH 2021 RE-OPENING CHECKLIST

School Name:	Gillespie Primary School
Head Teacher Name:	Mark Owen
Signature:	
Chair of Governors Name:	Claire Bolderson
Signature:	

TASK	Yes	Date	No	N/A	Comments
<u>Statutory Requirements</u>					
Electrical Fixed Wire Test – in date (usually required every 5 years but refer to previous inspection to check when next due). Any code 1 and code 2 actions should be completed.	✓	21/11/2016			
Electrical safety checks are required where electrical systems are to be re-started				✓	
Portable Appliance Testing (PAT) – should be in date. A visual inspection of appliances should be undertaken to identify any signs of damage. Any damaged appliances should be taken out of use.	✓	03/12/2020			
Gas Safety Inspections and maintenance – in date and any remedial works completed.	✓	20/07/2020			
Heating system – annual pre-heating season service checks should be undertaken prior to restarting the system	✓				
Ventilation Systems – in date inspection/servicing and any remedial works completed.				✓	



Local Exhaust Ventilation (LEV) is subject to periodic examination and test once every 14 months). Routine checks are required to keep the LEV systems running properly.				✓	
Catering Equipment Safety check – to be maintained in accordance with manufacture’s guidance (normally annually). Liaise with your catering contractor regarding any other safety measures required before restarting use of kitchen.	✓	19/02/2020 including gas check Safety upgrade & service of kitchen completed			
Lifts and Lifting Equipment – passenger lifts, platform lifts or lifting equipment (note, if lifts and lifting equipment has not been checked and tested in accordance with Lifting Operations and Lifting Equipment Regulations (LOLER), they should not be used until such time as this has been done). Note usage should be discouraged wherever possible and limited to single occupancy where possible.				✓	
Fire Alarm System – fully operational and inspected, ensuring testing of cause and effect	✓	21/11/2020			
Fire Door Inspection – visual inspection of integrity, and to ensure operating mechanisms still operate correctly	✓	03/03/2021			
Fire Risk Assessment – up to date and actions completed	✓	02/11/2020			
Fire extinguishers – should have up to date maintenance and inspections (annual requirement). A periodic visual inspection should be done to ensure correctly located, full and not obviously damaged	✓	Full test/service 12/05/20- checked monthly			
Sprinkler System – fully operational and inspected				✓	
Emergency Lighting Inspection – must be tested and demonstrated to work fully and effectively, and batteries checked by conducting a full 3 hour test	✓	Full test 17/01/2020 – checked monthly			Next test due March '21
Lightning Protection System Inspection and Testing (normally required annually)	✓	Aug 2020			



Water Monitoring and Flushing Regime in place (complete with log)	✓	Ongoing			
Legionella Risk Assessment – up to date and actions completed	✓				
Premises Actions					
Premise manager duties completed, including daily and weekly checks	✓	Ongoing			
Routine maintenance activities completed	✓	Ongoing			
Re-issue keys to staff as necessary and maintain a record	✓				
Ensure all emergency escape routes and doors are fully operational.	✓				
Ensure intruder alarm and CCTV system fully operational	✓				
Ensure external/security lighting operational	✓				
Playground equipment – ensure inspection by competent person	✓	Regular scheduled checks by ISEP quarterly			
Cleaning					
Undertake cleaning of areas to be used (and whole school where possible) prior to 2 September 2020	✓	Organised for summer holiday			
Undertake a deep clean of the kitchen and servery area before food preparation resumes. Note: this is <u>not</u> the responsibility of the LBI catering contract	✓	Deep clean carried out 5/9/2020			
Utilise pest control for infestations, particularly in the kitchen or food preparation areas	✓				
Cleaning activities and schedule updated to reflect latest government guidance (expected to be issued prior to the end of the summer term)	✓				Full time cleaner with schedule of activities employed during school hours
Ventilation					
Ensure all windows can be opened safely in spaces that are to be occupied. Windows should be left open (where	✓				



safe) during the school day to improve ventilation					
Doors should be held open, <u>unless</u> they are fire doors with "keep shut" signage. This is to improve natural ventilation and to minimise the need for surface contact.	✓				

