

## 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	<b>Regular ongoing checks required.</b>			
	1.1.1	Damage to asbestos containing materials e.g. these may have been damaged by rodent activity during the summer break.	School is still operational with regular routine building and facilities inspections being undertaken	Facilities and Cleaning Co-ord	04/01/2021
	1.1.2	Damage to the building and fixtures and fittings	See above	Facilities and Cleaning Co-ord	04/01/2021
	1.1.3	Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc....	See above	Facilities and Cleaning Co-ord	04/01/2021
	1.1.4	Rodent activity and/or infestations - commissioning of pest control may be required	See above	See above	04/01/2021
	1.2	<b>Operational checks (to ensure good working order) to be carried out on :</b>			
	1.2.1	Fire alarms/smoke alarms/refuge alert systems/ panic and accessible-toilet alarms.	See above	Facilities and Cleaning Co-ord	04/01/2021
	1.2.2	Fire-door mechanisms, smoke exhaust systems and smoke curtains to ensure they function.	See above	Facilities Manager, all staff, F	04/01/2021
	1.2.3	Emergency lighting	See above	Facilities Manager, all staff, F	04/01/2021
	1.2.4	Gas supplies including science laboratories and kitchens	See above	Facilities Manager, all staff, F	04/01/2021
	1.2.5	Kitchen equipment	See above	Facilities Manager, all staff, F	04/01/2021
	1.2.6	Ventilation systems including LEV in kitchens, science labs and store rooms and classrooms	Mechanical ventilation only installed in the main school kitchens at the Boston Spa Site. The ventilation systems at the Woodhouse site are controlled via the BMS (laptop control is located in the Comms room). Facilities or Reception staff check this every school day to ensure correct operation and no flagged faults.	Facilities Manager, all staff, F	04/01/2021
	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. <a href="https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm">https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm</a>	As 1.1.1-Routine inspection schedules are in place at each site with each check logged and signed.	Facilities Manager, all staff, F	04/01/2021
	1.2.8	Water systems to look for leaks and ensure there is provision of hot water	Hot water supply systems at the Woodhouse site are controlled via the BMS, which laptop control is located in the Comms room. Facilities or Reception staff check this every school day to ensure correct operation and no flagged faults. All staff to report any signs of leaks or incorrect operation of water supply. Weekly flushing to be executed to systems in areas of infrequent use.	Facilities Manager, all staff, F	08/02/2021
	1.2.9	Windows, doors and gates including electronic gates and doors	Regular checks / jobs list updates	Facilities Manager, all staff, F	
	1.2.10	Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments.	See 1.1.1	Facilities Manager, all staff, F	04/01/2021
	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).	See 1.1.1	Facilities Manager, all staff, F	04/01/2021
	1.3	<b>Ensure Statutory Inspections are up to date for :</b>	See 1.1.1	Facilities Manager, all staff, F	04/01/2021

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1. Building Management	1.3.1	<b>Lifts and Lifting Equipment</b> (if the scheduled inspections have not taken place in the last six months);	All service schedules and inspections completed as per the usual service, inspection and maintenance contracts. This includes Zurich insurance inspections	Facilities Manager	04/01/2021
	1.3.2	<b>Pressure systems</b> (if the scheduled inspections have not taken place in the last 12 months);	All service schedules and inspections completed as per the usual service, inspection and maintenance contracts. This includes Zurich insurance inspections	Facilities Manager	04/01/2021
	1.3.3	<b>LEV</b> (if the scheduled inspections have not taken place in the last 14 months);	All service schedules and inspections completed as per the usual service, inspection and maintenance contracts. This includes Zurich insurance inspections	Facilities Manager	04/01/2021
	1.3.4	<b>Gas Appliances</b> (if the scheduled inspections have not taken place in the last 12 months);	All service schedules and inspections completed as per the usual service, inspection and maintenance contracts. This includes Zurich insurance inspections	Facilities Manager	04/01/2021
	1.3.5	<b>Fixed wiring</b> (if the scheduled tests required by the regulations have not taken place in the last 5 years);	All service schedules and inspections completed as per the usual service, inspection and maintenance contracts. This includes Zurich insurance inspections	Facilities Manager	04/01/2021
	1.3.6	<b>PAT</b> (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines)	Inspection undertaken Summer 2020. Remedial works completed October 2020	Facilities Manager	04/01/2021
	1.3.7	<b>Asbestos Management Plan</b> (if the plan has not be re-assessed in the last 12 months);	Identified items tested Summer and October 2020 at the Boston Spa Site. Woodhouse completed Christmas break 2020	Facilities Manager, Operation	04/01/2021
	1.3.8	<b>Sports Equipment</b> (if the scheduled inspections have not taken place in the last 12 months);	Up to date	Facilities Manager	04/01/2021
	1.3.9	<b>Fixed Outdoor Play Equipment</b> (if the scheduled inspections have not taken place in the last 12 months);	This inspection is due to be added to the Zurich inspection schedule Winter 2020	Facilities Manager	04/01/2021
	1.3.10	<b>Tree surveys</b> (if the scheduled inspections have not taken place in the last 12 months);	Contractor inspection schedule in place as well as Zurich Inspections	Facilities Manager	04/01/2021
	1.3.11	<b>Fire Safety</b> : 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).	Ongoing	Facilities Manager	04/01/2021
	1.4	<b>Cleaning of the premises</b>	All up to date with scheduled inspections and contract in place across the school estate. An upgrdae and new FMS due to be installed at Boston Spa February 2021.	Facilities Manager	04/01/2021
	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.	All ares of the school premises have been routinely cleanedon a daily basis. Additional cleaning routines are in place during each school day carried out by both LCC and the school staff	Facilities Manager, LCC Cleaning Team	05-Mar

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	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.	Full cleaning programme carried out prior to reopening of school site after each holiday break. Additional "deep" cleaning prioritised on Fridays on both sites. Additional daily wipe downs by LCC staff have been implemented since the end of February	Facilities and Cleaning Co-ordinator and the LCC Cleaning team	05/03/2021
	1.5	<b>Supplies</b>			
	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.	Hand sanitiser available in reception/staffroom areas with hands free operation with other hand sanitiser supplies in other congregation areas. Cleaning materials available in class spaces along with a pack of PPE for any emergency or high risk situation.	Facilities Manager	04/01/2021
	1.5.2	Ensuring you have adequate supplies of cleaning materials and any identified PPE to allow for increased cleaning and staff needs.	Present ordering system to retain a 3 week capacity of stored equipment to counter possible supply shortages	Facilities Manager with the Facilities staff	04/01/2021
	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.	Hand sanitiser available in reception and other congregation areas. Cleaning materials available in class spaces. Procedures are in place (see section 3 and 4) which are managed by the Director of Operations appropriately	Facilities Manager, Director of Operations	04/01/2021
<b>2. Assessing staff and pupil numbers to assist in plans for</b>	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. <b>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. Settings should consider how to limit interaction between pupils while they wait for their first test. 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.</b> The full risk assessment for LFD testing in schools is in Sections 3 and 4 of this document.	Pupils returned to school in September - lateral flow testing kits available for all those who wish to do so	Heads of School	03/12/2021
	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.	Families contacted to gather up to date information prior to return. Medical training in place prior to attendance for all new pupils in september. Parents/Carers updated weekly regarding and changes.	Heads of School /TLCOs/Safeguarding and Welfare Manager	6/1/2021

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September opening.	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.	All pupils can attend school whether or not they participate in the testing programme in school	Heads of School	05/03/2021
	2.4	Secondary pupils not undergoing testing should attend school in line with their school's return arrangements.	See 2.1 heads of School work closely with the Principal, TLCOS and Director of operations to ensure appropriate staffing at all times and all classes are able to function safely and appropriately.	Principal, Heads of School, Director of Operations, TLCOS	05/03/2021
	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.	See 2.1	Principal, Heads of School, Director of Operations, TLCOS	05/03/2021
		<u>Ongoing</u>			
	2.6	Review ratios, rotas, medical and first aid needs on an ongoing basis.	Reviewed as part of return to school plan, reviewed weekly/daily as necessary.	Heads of School/TLCOs	w/c 1st Sept then ongoing review
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.	Any changes to pupils' needs are communicated by parents to class teachers. Other staff made aware as appropriate. Data collection sheet sent to parents for up to date info on diet, medical, emergency contact, permissions etc.	TLCOs, Heads of School, Director of Operations	04/01/2021
	3.2	Re-assess if IPRA's or PBSPs 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 / PBSPs may need to be altered to reflect the current situation.	Updated by class lead and overseen by TLCO, these will be reviewed during the first week of a child returning to school and adapted if there are any changes to the provision a child needs.	TLCOs, Heads of School, Director of operations, Reception staff as directed	04/01/2021
	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.	This is continuously reviewed but additional measures to maintain and update this information will be stepped up/implemented; particularly at the point of re integration of additional/new students to the school sites. Educators will take a lead on this.	TLCOs, Heads of School, Director of Operations, Reception staff as directed	04/01/2021
	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.	This is continuously reviewed but additional measures to maintain and update this information will be stepped up/implemented; particularly at the point of re integration of additional/new students to the school sites. Educators will take an	TLCOs, Heads of School, Director of operations, Reception staff as directed	04/01/2021

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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. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/</a>	Parents contacted on at the start of term to inform them of arrangements in line with latest guidance from the government. Parents updated weekly (often twice weekly) via class dojo and on our Website updates page.	Heads of School/TLCOs	Ongoing
	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.	Notices in reception areas. All staff and parents advised in briefings/newsletters, On site meetings restricted to essential only where appropriate social distancing can be maintained.	Heads of School/TLCOs/Director of Operations	Ongoing
	4.3	This may be by newsletters, letters, emails, signs etc....	Communication to parents via DoJo, website, twitter, text and telephone call as appropriate. Staff instructed to check their school emails to ensure they do not miss any essential school information about the Covid procedures and actions etc. Staff are updated weekly via email (Friday).	Principal/Vice-Principal/Director of Operations, All staff	Ongoing
	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 updated as part of systems of regular briefings. Staff reminded to follow professional code of conduct. Addendum to be made to professional code of conduct. See above re accessing staff school email accounts.	Heads of School/Director of Operations	Ongoing