



Oxspring Primary School

Premises Risk Assessment Checks for wider phased reopening of schools

Caretaker Action Plan – Established 19th May 2020 (reference to DFE Guidance Managing School Premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>)

Area	Risks	Control Measures	Actions required Target Date – 1 st June 2020 for all actions	Comments / Notes	Date Completed with initials
Schools Premise	Personal injury	<ul style="list-style-type: none"> Undertake a workplace inspection to ensure adequate working environment, equipment, fire safety and emergency arrangements are in place. 	<p>Check and note any damage to the building fixture and fittings in all areas. Note any issues or next steps needed in the next column.</p> <p>Check and note any damage to the grounds, playground, outdoor play equipment (Class 1), fencing, trees, paths, stairs</p> <p>Clear all weeds and debris from outdoor areas:</p> <ul style="list-style-type: none"> Outside all classrooms Class 1 outdoor area All paths, ramps and stairs The large playground areas The shelter Bins area Area at front of school gates Area at back school gates Paths next to The Green <p>Check for rodent activity / infestations – advise RL if pest control is required.</p> <p>Carry out operational checks to ensure good working order as follows:</p> <ul style="list-style-type: none"> Fire alarms/smoke alarms/panic and accessible-toilet alarms. Fire-door mechanisms Emergency lighting Gas supplies including science laboratories and kitchens Kitchen equipment Ventilation systems including LEV in kitchens and classrooms Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy Water systems to look for leaks and ensure there is provision of hot water Windows, doors and gates including electronic gates and doors Equipment used on site e.g floor cleaners, photocopiers, whiteboards (servicing should be in line with the manufacturer's/provider's requirements). 		

		<ul style="list-style-type: none"> • Electrical, gas and ventilation systems checks are up to date. 	<p>Ensure Statutory Inspections are up to date for – Liaise with RL as required:</p> <ul style="list-style-type: none"> • Pressure systems (if the scheduled inspections have not taken place in the last 12 months); • LEV (if the scheduled inspections have not taken place in the last 14 months); • Gas supplies (if the scheduled inspections have not taken place in the last 12 months); Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last 5 years); • PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines) • Asbestos Management Plan (if the plan has not be re-assessed in the last 12 months); • Sports Equipment (if the scheduled inspections have not taken place in the last 12 months); • Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months); • Tree surveys (if the scheduled inspections have not taken place in the last 12 months); <ul style="list-style-type: none"> • As above – check Fire alarms/smoke alarms/panic and accessible-toilet • Check Fire-door mechanisms • Ensure Fire log book is up to date – report any issues to SI / RL 		
Fire		<ul style="list-style-type: none"> • Fire Risk Assessment to be reviewed and the Fire log-book is up to date. 			
Legionella		<ul style="list-style-type: none"> • Legionella checks are to be up to date. 	<ul style="list-style-type: none"> • Liaise with RL is legionella testing is needed – see attached email from Richard Waterhouse 		
Infection of coronavirus		<ul style="list-style-type: none"> • Increased cleaning regime. 	<ul style="list-style-type: none"> • Thorough deep cleaning of all classrooms areas, Hall, staffroom, toilets, kitchen (catering staff), offices • Audit adequate supplies of soap, hand sanitiser and hand towels / drying facilities in kitchens, toilets and at sinks – inform RL of needs • Ensuring you have adequate supplies of cleaning materials – inform RL of needs • Use the range of empty hand soap bottles and fill with hand sanitiser. Place hand sanitisers at all entrance points and in classrooms / staffroom near photocopier and kettles. <p>General cleaning:</p> <ul style="list-style-type: none"> • Cleaning should be carried out using standard cleaning chemicals/disinfectant and / or anti-viral wipes and sprays. 		

			<ul style="list-style-type: none"> • Set up a dedicated provision of cleaning products in each classroom / work area in use containing hand sanitisers, anti – viral wipes / sprays, paper towels, soap, tissues e.g in a container like a storage box, workbox etc so it is easy to pick up and move around the space as required (se RL / JC for storage) These should be stored out of reach of pupils in stock cupboards. • Ongoing cleaning - Cleaning should be prioritised to cover regularly touched surfaces e.g. door handles, tables, chairs, toilets, wash basins etc. and should be done with hot soapy water and disinfectant. • Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. • Shared materials and surfaces should be cleaned and disinfected more frequently. • Staff undertaking wider cleaning should wear disposable gloves and aprons and change these after cleaning each separate area – check PPE for Nick and Jane with RL / JC . MUST WEAR. • Class 1 disabled toilet - intimate care facilities should be cleaned between pupils including slings and hoists, control panels– need cleaning equipment in room out of way of the children and PPE for staff • Wipes needed for toilet handles for the children – see RL / JC • Need additional door stops for open doors – see RL / JC • Water fountains in Hall MUST be taken out of use. • A separate toilet facility should be identified for the sole use of visitors whilst on site as close as possible to the meeting / letting area and cleaned after their meeting has ceased and before being used by the school again – new toilet near Wood House to be used – needs signage (JC to do – VISITORS ONLY) • Daily cleaning of all areas / surfaces. Bins MUST be emptied AT LEAST each day. • Weekly deep clean of all areas to be completed and checked – cleaning schedule for JS / ND to be agreed. 		
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