

# Leicester Preparatory School

## School Opening Plan

1<sup>st</sup> June 2020

Dear Parents,

We are preparing to welcome pupils back to school on June 1<sup>st</sup>, assuming the five conditions are met this Thursday. Whilst no doubt the children are excited by the prospect of returning to school, we must do so cautiously to minimise the risks not only to our pupils and their families, but also to ourselves.

There is much controversy in the news now over the proposals to re-open schools. The government advice is being confused by the BMA, teachers' unions and widely in the press, closer to home our own Leicester City Council have passed the final decision to re-open state schools, to their respective Head Teachers. All this means that we as a school are working hard to ensure we can open safely, but much remains uncertain. Consequently, we are adapting our plans in response to developments and advice. A further consideration which must be made is that staff working in our school must be kept safe too, we must make plans that they themselves feel comfortable with.

It is important to note that for the **first week of our return to school, the school day is shortened, and all pupils must have left school by 1 p.m.** This is for crucial reasons, we must all be certain that the hygiene and cleaning measures put in place are working effectively and that the cleaning staff have adequate time in which to undertake these vital and potentially life saving measures. I know that parents would want us to proceed carefully and not take unnecessary risks, which is why after 1 p.m. we can provide additional time for staff to establish routines and ensure everything is as it should be before children arrive at school the following morning. If everything is working as planned, we will of course look to extend the school day beyond this point for certain year groups, please note this is **not** our current plan for Early Years and Reception. It is also for these reasons that Friday will remain a **half school day** for the duration of the term, with children leaving the site by 1 p.m.

### **Week 1: 1<sup>st</sup> June – 5<sup>th</sup> June delivery and collection times:**

- In line with government guidance, only one parent should accompany children to and from school. Furthermore, please do not congregate around the doors or stairways as this will increase the risk of adult to adult infection.
- **Nursery Drop off** between 08.30 and 08:40 please walk down to the school playground, where there will be a designated waiting area and staff will receive children individually. Collection is from the playground at 11.30.
- **Reception and Year One Drop off** between 08.45 and 09.00 please could parents deliver their children to the playground. Collection is at 11.45
- **Year Six Drop off** between 08:30 and 08:40 please deliver your children to the front door. Collection will be from the playground at 1 p.m.
- **Sibling Drop off**, if you are dropping off children who are in two of the groups above please drop off and collect at the earliest time listed above. This is to ensure that nursery aged pupils are not left at school till the later collection.
- **Late arrivals:** Please **do** try to drop off and collect your children at their designated times. Should pupils arrive late for school, please telephone the school on arrival

and report to the front door (if it is safe to do so). This is to avoid mingling with any pupils or parents who may be on the playground at this time.

- **Collection:** If parents are detained when collecting their children, please notify the school immediately as arrangements will have to be made.

The school is confident that with the safeguards we have in place and by varying the teaching styles, room composition and cleaning schedules, that we can provide a safe environment for our pupils. However, we can not guarantee anything. The school can not guarantee that children will not be exposed to covid-19 outside of our setting, neither can we guarantee that pupils will not touch another child or adult nor use something another child has used before it is cleaned. Therefore, the final decision to return children to school must rest with their parents, as is only right. Should parents, having for whatever reason decide not to send their children to school please notify the school by email, this also applies to absences during the course of the term; we must know who is due to be in school each and every day.

We have now established more firm numbers of returning pupils, staff responsible for these pupils will be writing to confirm more class specific details in due course.

In the meantime, please do get in touch with any concerns or queries you may have,

Charlie Northcote

***Headmaster***

## Introduction:

This plan is formulated following the initial government advice published on 11<sup>th</sup>, 12 & 13<sup>th</sup> May.

*From the week commencing 1 June at the earliest, we will be asking primary schools to welcome back children in nursery, reception, year 1 and year 6, alongside priority groups.... We are also asking nurseries and other early years providers, including childminders, to begin welcoming back all children.... We want to get all children and young people back into education as soon as the scientific advice allows because it is the best place for them to learn, and because we know how important it is for their mental wellbeing to have social interactions with their peers, carers and teachers. Children returning to educational and childcare settings in greater numbers will also allow more families to return to work.*

## Contents

Introduction .....	3
Risk Analysis .....	5
Risk Control .....	6
Personal protective equipment (PPE) including face coverings and face masks:.....	7
Who should attend school? .....	7
Vulnerable groups at LPS .....	8
Classrooms. ....	9
Staff when school resumes. ....	9
Early Years.....	9
Reception and Year 1: .....	10
Year 2 & 3.....	10
Years 4,5 & 6 .....	10
Pupils and staff on arrival .....	<b>Error! Bookmark not defined.</b>
Stairs: .....	11
Personal possessions .....	11
• Water bottles .....	11
• Stationery.....	11
• Tablets/laptops: .....	12
Uniform .....	12
Cleaning.....	12
Timetable .....	13
Section B: .....	14
Building Maintenance .....	14
Cold water systems .....	14
Domestic hot water services.....	14

Gas safety.....	15
Fire safety.....	15
Kitchen equipment.....	15
Security .....	16
Ventilation.....	16
Other points to consider .....	16
Preparing for the wider opening of schools .....	17
Water systems .....	17
Drinking water.....	17
Hot water services .....	17
Ventilation.....	18
Fire safety.....	18
Cleaning.....	18
Continue with:.....	18

## Risk Analysis

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- 1) minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- 2) cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- 3) ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- 5) minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

Risk Control	Description	Who is at risk	School Action	Date of review
1	<i>minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges</i>	<b>All</b>	School will establish regular and speedy communications with all stakeholders. Ensuring symptoms are understood, staff and parents are vigilant.	Daily
2	<i>cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered</i>	<b>All</b>	<ul style="list-style-type: none"> <li>• Pupils will wash hands regularly – after each teaching session.</li> <li>• Children will receive hand washing instructions.</li> <li>• Hand sanitiser will be available in each classroom.</li> <li>• Staff will be issued with personal supplies of PPE.</li> <li>• Disposable hand towels to replace roller towels and disposed of in bins provided. These are to be emptied regularly.</li> </ul>	Daily
3	<i>ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</i>	<b>All</b>	<ul style="list-style-type: none"> <li>• Staff, pupils and visitors will receive instruction.</li> <li>• Supplies of tissues available to both pupils and staff.</li> <li>• Classrooms sanitised before, during and after the day.</li> <li>• Hygiene routine established – bin emptied each hour.</li> </ul>	Daily
4	<i>cleaning frequently touched surfaces often using standard products, such as detergents and bleach</i>	<b>All</b>	<ul style="list-style-type: none"> <li>• Cleaning routine redesigned.</li> <li>• Timetable to ensure classrooms are empty for cleaning during the day.</li> <li>• Regular, hourly cleaning of communal areas – sign off sheets to ensure ease of monitoring.</li> <li>• Cleaning staff provided with training and guidance on cleaning processes.</li> </ul>	Daily
5	<i>minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)</i>	<b>All</b>	<ul style="list-style-type: none"> <li>• Timetable will be designed to ensure groups are separated.</li> <li>• Staff contact minimised to single groups.</li> <li>• Dining room and hall use to be strictly monitored.</li> </ul>	Daily
6	<i>minimising external contamination by implementing checks on entry and exit of school premises</i>	<b>All</b>	<ul style="list-style-type: none"> <li>• Staff and pupils will have their temperatures taken on entry to building. Those with raised temperatures will be sent home.</li> <li>• Water bottle/equipment/shoes to be sanitised upon entry to building.</li> <li>• Those entering the building will wash their hands/use hand sanitiser immediately upon entry and exit.</li> </ul>	Daily

## Personal protective equipment (PPE) including face coverings and face masks:

The government has advised that staff do not need to wear face masks, we will leave this decision to our staff. To deliver support to families and children staff will need to feel secure that they can attend work safely.

LPS will provide additional gloves, hand sanitiser and tissues as well as disinfectant wipes to ensure staff and pupils alike may access our school safely.

## Who should attend school?

The Government has released descriptors of the groups of people who should not attend/or are not expected to attend school. LPS is mindful of these groups and will endeavour to provide work and support for children and staff who fall into these groups. The government guidance is reproduced below, the school will assess each case on its merits and determine the risks to staff and pupils before permitting individuals who fall into these categories to attend school.

### **Shielded and clinically vulnerable children and young people**

For most children and young people, coronavirus is a mild illness. Children and young people (0 to 18 years of age) who have been [classified as clinically extremely vulnerable due to pre-existing medical conditions](#) have been advised to shield. We do not expect these children to be attending school or college, and they should continue to be supported at home as much as possible. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category.

### **Shielded and clinically vulnerable adults**

Clinically extremely vulnerable individuals are advised not to work outside the home. We are strongly advising people, including education staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work. Read [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#) for more advice.

Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the [Staying at home and away from others \(social distancing\) guidance](#) have been advised to take extra care in observing social distancing and should work from home where possible. Education and childcare settings should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.

### **Extremely clinically vulnerable people**

Some adults and young people have health conditions that mean they are more likely to get very unwell and might have to go to hospital if they catch coronavirus (COVID-19). These people are described as being [extremely clinically vulnerable](#) and include those who:

1. have had a solid organ transplant – kidney, liver, pancreas, heart, or lung
2. are having treatments for some cancers
3. have severe long-term lung disease including cystic fibrosis and severe asthma
4. have rare diseases and inborn errors of metabolism that increase their risk of infection

5. are on medication that compromises their immune system and so are much more likely to get infections and become seriously unwell from them
6. are pregnant with significant heart disease

This guidance is for all adults and young people who are most likely to become very unwell if they catch coronavirus (COVID-19), wherever they live or usually spend their time. This could be:

- in their own home
- in a care home
- at school
- at a special school (for example a school for young people with special educational needs)
- at university

### **Clinically vulnerable people**

If you have any of the following health conditions, you are clinically vulnerable, meaning you are at higher risk of severe illness from coronavirus. You are advised to stay at home as much as possible and, if you do go out, take particular care to minimise contact with others outside your household.

Clinically vulnerable people are those who are:

- aged 70 or older (regardless of medical conditions)
- under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds):
- chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
- chronic heart disease, such as heart failure
- chronic kidney disease
- chronic liver disease, such as hepatitis
- chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy
- diabetes
- a weakened immune system as the result of certain conditions, treatments like chemotherapy, or medicines such as steroid tablets
- being seriously overweight (a body mass index (BMI) of 40 or above)
- pregnant women

## **Vulnerable groups at LPS**

At Leicester preparatory school we are mindful that some staff, as well as children and their wider families may fall into the latter category, clinically vulnerable. Government advice suggests that these groups should stay at home as much as possible and minimise contact with other people. Therefore, the school will consider these groups and individuals when timetabling lessons and with social distancing.

Parents of children who are clinically vulnerable must assess for themselves the risks associated with attending school, during the current climate, and only do so should they feel safe.

Children and adults who are Severely Clinically Vulnerable should not attend school at this time.

## Classrooms.

As part of our preparations to return to school we have conducted surveys of parents to establish which children, in the prescribed year groups, will be returning to school.

LPS will establish groups of children, with a designated teacher. These groups will then arrive at school and depart at their own, pre-designated time. During the day, contact with other groups will be prohibited. Break and lunch times will be staggered, as will access to the playground. Once all the information is collated a full timetable will be published.

The school is following the government's guidance in preparing our school for a June 1<sup>st</sup> re-opening.

- *refresh your risk assessment and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed below). Also ensure that all health and safety compliance checks have been undertaken before opening.*
- *organise small class groups, as described in the 'class or group sizes' section above*
- *organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible*
- *in addition, childcare settings or early years groups in school should:*
  - *consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing*
  - *consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously*
- *remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere*
- *remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)*

Ventilation: Where possible all classroom windows will be opened and doors will be kept open. This is to ensure circulation of air and to minimise the need for pupils and staff to touch door handles.

## Staff when school resumes.

There are serious considerations to be given to the home and medical needs of our parents, pupils, and importantly, staff. Therefore, there will be unavoidable changes to our staffing once school re-opens. Mrs. Saunders and Mrs. Collins will be unavailable to return to school, at least until the wider restrictions on other pupils attending school are lifted.

- Early Years pupils will be taught by Mrs. Sidat and Miss. Zamulinskyj.
- Reception will be led by Mrs. Onyelekere.
- Year 1 will be led by Miss. Williams.
- Year 2 & 3 will be led by Mrs. Cooke
- Year 4,5&6 will be led by Mr. Northcote.

## Early Years

*We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out above:*

- *avoiding contact with anyone with symptoms*
- *frequent hand cleaning and good respiratory hygiene practices*
- *regular cleaning of settings*
- *minimising contact and mixing*

*It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.*

With this in mind, we have written to parents asking them to confirm whether their child(ren) will be attending school after June 1<sup>st</sup>. Once more definitive answers are in place, we can more precisely confirm the arrangements.

At present, based upon the initial responses to our surveys we are proposing to restrict the numbers of pupils per class in early years to 8. This will enable staff to achieve, insofar as it is possible, social distancing. We are planning to implement a phased return to school, in the first week at least we will restrict the time spent at school to a session in the morning. This will enable staff to maintain a cleaning presence as well as maintain our online presence and support those children who are unable to return to school on medical grounds.

- This will enable each child to attend school for three hours each day, with their teachers. In addition, parents can safely deliver and collect their children from school.
- These groups will be led by Mrs. Sidat and Miss. Zamulinskj.

## Reception and Year 1:

There are considerations such as class size and the physical size of each classroom to take into account, where possible the staff are keen to maintain social distancing, though we are not guaranteeing that children will observe these rules consistently.

- Reception will be Taught by Mrs. Onyelekere
- Year 1 will be taught by Miss. Williams

Reception, much like early years will be affected by the social distancing measures that must be in place. This dictates that certain activities, particularly creative play, will be restricted. On reviewing the risks to staff and pupils alike, we have concluded that it is necessary to reduce the amount of time children spend in school, this will enable them to continue to learn at home. To minimise the risks, we have also decided that across early years, where social distancing will be challenging, we will restrict the numbers of pupils in class at any one time. This will enable children to work in safety. It may be necessary to operate two groups of pupils in reception; this will be confirmed as soon as possible.

Should it be necessary to split the class into two groups, we will provide teaching for one group in the morning and one in the afternoon. Since we are closing the school early on Fridays, all of reception's teaching will be conducted online on Fridays. Therefore, in this event, reception children should not attend school on Friday.

## Year 2 & 3

Year 2 and three will continue to receive online learning, this will be delivered by Mrs. Cooke, supported by other teachers including Mr. Anderson and Mr Northcote. This will continue, in as much as is possible, in the same manner that children have become accustomed.

## Years 4,5 & 6

Year 6 will be returning to school. They will continue to be taught by Mr. Northcote. Year 4 & 5 will be joining year 6 for online lessons and collectively they will also continue to work on their coursework and other activities, including music and arts. During the first week of return, we are asking that year 6 pupils are collected from school at 1 p.m. Once the routines are established and a review of cleaning and risk protocols can be carried out, we will then extend the day to 3 p.m.

## Arriving at school.

- Please ensure that cars are parked safely and attempt, where possible, to preserve social distancing when walking to and from school.
- **Nursery Drop off** between 08:10 and 08:20 please walk down to the school playground, where there will be a designated waiting area and staff will receive children individually. Collection is from the playground at 2.20.(Monday to Thursday and 12.30 on Friday).
- **Reception and Year One Drop off** between 08:20 and 08:30 please could parents deliver their children to the playground; this is to avoid congregations of parents and pupils on the pavement. Collection is from the playground at 2:40pm (Monday to Thursday and 12.45 on Friday).
- **Year Six, 1 Drop off** between 08:30 and 08:40 please deliver your children to the front door. Collection will be from the playground at 3 p.m. (Monday to Thursday and 1 p.m. on Friday)
- **Sibling Drop off**, if you are dropping off children who are in two of the groups above please drop off and collect at the earliest time listed above. This is to ensure that nursery aged pupils are not left at school till the later collection.

In order to minimise risks to parents/staff and pupils we will implement a sanitising regime when pupils and staff enter the buildings. In the interests of safety, parents will not be permitted to enter the buildings.

Early years and year 1 parents should deliver their children to the school playground, using the side entrance. However, parents and staff are urged to ensure that social distancing rules are maintained, especially on the stairs.

### On arrival, staff using PPE equipment, will:

- Help pupils to disinfect their shoes.
- Check pupil's temperatures – using infrared thermometers to minimise contact.
- Any PPE equipment worn by pupils on arrival will be disposed of, to avoid accidental contamination.

Staff will also complete these procedures on themselves, upon arrival. PPE may be worn by pupils and staff, however we do insist that this is changed on entry to the building to avoid accidental contamination.

## Stairs:

We are implementing a one-way system in school. Therefore, the front stairs must be used for going UP and the back stairs for going DOWN.

This is to minimise the risks to all.

## Personal possessions

It is understood that the virus can remain active on certain surfaces for several hours, therefore we are attempting to understand the risks from permitting pupils to bring personal items into school. However, to minimise the risks of spreading the virus we ask that pupils bring with them:

- **Water bottles**, Children must arrive at school with their own water bottle, which should obviously be filled at home. We consider the use of cups and indeed the water fountain an avoidable risk. Water bottles can of course be re-filled, and each teacher will arrange for jugs of water to be available in the classroom. We would ask that parents ensure that water bottles are thoroughly cleaned each evening, ready for use the next day.
- **Stationery**: To minimise risks to everyone, we ask that children attend school with their own pencil cases, with equipment they will need including colouring pencils. Class teachers will provide further instruction as to the contents required. Please note this also applies to early years. These **MUST NOT** be used by any other pupil.

- **Tablets/laptops:** Certain year groups, year 6 for example, will require access to a computer or laptop. In order to proceed safely we will designate technology to specific pupils. Therefore, we pupils will be required to bring iPads or tablets with them to school. Again, these may not be used or shared with anyone else. Class teachers will confirm with relevant parents if their children should bring such devices to school.
- **Other Possessions:** Parents are asked to ensure that pupils do **NOT** bring any personal items into school other than those prescribed by the school.

**Uniform:** It is crucial that ALL uniform is washed each evening. Guidance suggests that the virus may survive over night on clothing. Whilst we would like pupils to attend school in their uniform, our risk assessment has indicated that we cannot guarantee pupils' clothing is washed each night. Therefore, **for the first week of our return we request that pupils attend school in their own clothes.** The logic behind this decision is obvious, we will notice if pupils attend school wearing the clothes they wore yesterday. This will allow parents, children, and staff to minimise risks to each other whilst we establish our routines. Once we are satisfied that collectively LPS can follow the plans we have devised, we will look to ensure that all pupils attend school in their uniform.

## Cleaning

The government has produced cleaning guidelines to enable a thorough deep clean of premises, should a suspected case of Covid-19 have been into school. To minimise the risks of infection from non-symptomatic cases, we have devised the following cleaning schedule.

Area	Frequency	Focus	By whom	Checked
Toilets & basins	Hourly	Sterilizing taps, handles, light switches, empty bins.	Cleaners	Sign sheet
Banisters	Hourly	Disinfectant wipe, rails, newel posts and landing newels.	Cleaners	Sign Sheet
Doors & Handles	Hourly	Windows, handles, finger plates and door jams	Cleaners	Sign Sheet
Toys	Daily	Those with small parts or hard to clean removed. Disinfect and ensure other groups do not have access.	Cleaners/Staff	Sign Sheet & SMT
Classroom furniture	Daily	Desk surfaces, chairs & backs, Shelves & storage boxes	Cleaners/Staff	Sign Sheet & Staff
Classroom Windows	Daily	Panes & frames	Cleaners	Sign Sheet & Staff
Kitchen		Usual cleaning protocol	Kitchen Staff	AS
Dining room		Usual Cleaning protocol + Benches	Kitchen Staff	AS

## Timetable

The timetable for this period considers specific government guidance, illustrated below:

- *decide which lessons or activities will be delivered*
- *consider which lessons or classroom activities could take place outdoors*
- *use the timetable and selection of classroom or other learning environment to reduce movement around the school or building*
- *stagger assembly groups*
- *stagger break times (including lunch), so that all children are not moving around the school at the same time*
- *stagger drop-off and collection times*
- *for secondary schools and colleges, consider how best to supplement remote education with some face to face support for students*
- *plan parents' drop-off and pick-up protocols that minimise adult to adult contact*

A final timetable will be published in due course, but please note that we intend to close early on a Friday to allow staff to deep clean all areas. School will close at 1.00pm on Friday afternoons.

## Section B:

### Building Maintenance

As the school will be operating on a reduced level, occupancy of the building will also be reduced. There are inherent risks associated with less frequently visited areas of our school, particular attention with therefore be given to ensuring the following areas are maintained and checked on a regular basis:

- hot and cold water systems
- gas safety
- fire safety
- kitchen equipment
- security including access control and intruder alarm systems
- ventilation

There are routine inspection protocols already in place, these will be maintained by the headmaster in conjunction with appropriate staff and contractors.

The government has produced specific guidance for control and maintenance of these areas during a reduced occupancy scenario:

#### Cold water systems

This includes:

- tanks
- sinks
- basins
- showers
- drinking water outlets (taps and water fountains)

Do not drain down systems.

Increase the frequency of outlet flushing and temperature monitoring to maintain water quality within the entire system.

If required, consider additional water quality testing at water outlets (closest and further from the main water source) and drinking water outlets that remain in use.

#### Domestic hot water services

This includes:

- calorifiers

- direct-fired water heaters
- sinks
- basins

Do not drain down systems, you should continue hot water generation servicing in line with manufacturers' criteria.

Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. For reference, use the [Approved Code of Practice](#) and [HSG 274](#).

Regularly check hot water generation for functionality and if required, temperature recording.

If the hot water system has been left operational the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out.

### Gas safety

Do not isolate gas supplies to boilers and hot water generation.

To avoid the risk of leaks and dangerous build-up of gases, isolate gas supplies where not in use, for example, in science labs and prep rooms, design and food technology classrooms, and school kitchens. Otherwise, gas services should remain in normal operation.

Continue planned gas safety checks including gas detection and/or interlocking

### Fire safety

You must review and if necessary, update your fire management plans and ensure any changes to fire escape routes are clearly identified and communicated.

During the reduced occupancy period you must:

- carry out weekly checks of alarms systems, call points and emergency lighting
- carry out regular hazard spotting to identify escape route obstructions
- check that all fire doors are operational

Fire drills should continue to be held as normal.

### Kitchen equipment

Equipment that holds water – for example, dishwashers, combination ovens – should be run through at least a full cleaning cycle per week. This is to remove scale build-up and standing water build-up to prevent possible bacteria growth.

## Security

All areas of the school should be kept secure.

Access to certain closed areas should only be possible by relevant staff – for example, IT rooms.

## Ventilation

All systems to remain energised in normal operating mode.

Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off.

Where possible, occupied room windows should be open.

Ventilation to chemical stores should remain operational.

## Other points to consider

Core building-related electrical systems should remain in use/energised in normal operating mode, this includes:

- internal and external lighting
- small power
- CCTV
- access control and alarm systems (fire, intruder, panic and accessible toilets)

For 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.

Update your keyholder information. Intruder alarm / lift / fire alarm companies often have remote monitoring stations (response centres) – follow advice from these providers.

Continue with:

- all regular cleaning
- enhanced disinfection appropriate for the coronavirus outbreak
- maintenance
- testing and statutory compliance activities

Continue carrying out thorough examinations and testing of lifting and pressure equipment during the coronavirus outbreak following the [updated HSE guidance](#).

## Preparing for the wider opening of schools

In advance of the term, a thorough commissioning of the site will be conducted by the headmaster, in a similar manner as in the end of the summer holidays, standard and deep cleaning will be undertaken.

The headmaster will assume direct responsibility for managing the premises, reviewing risk assessments, and implementing any measures to ensure that safety is maintained for wider opening.

The following areas will be given specific attention.

### Water systems

Schools increasing operational capacity or re-opening should follow their usual water system building management procedures as they would at the end of the summer holidays.

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 on alternative options.

### Drinking water

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.

### Hot water services

Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems.

Regularly check hot water generation for functionality and if required, temperature recording.

If the hot water system has been left operational the hot water should be circulating as normal and regular checks should be carried out.

## Ventilation

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](#).

## Fire safety

Fire safety management plans should be reviewed and checked in line with operational changes.

Check:

- all fire doors are operational
- your fire alarm system and emergency lights have been tested and are fully operational

Carry out emergency drills. You might also need to make adjustments to your fire drill and practise it in the first week when more pupils return. Refer to advice on [fire safety in new and existing school buildings](#).

## Cleaning

New cleaning arrangements in line with coronavirus preparations should also include regular systematic checks:

- on 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
- where toilets are put back into use ensure the flushing of the toilets occur with the lids down and toilet ventilation systems are working

Continue with:

- all regular cleaning
- enhanced practices appropriate for the coronavirus outbreak
- maintenance
- testing and statutory compliance activities