

## School Re-Opening Checklist

**Academy Name:**

<b>Re-Opening Checks: Administrative</b>	Yes	No	NA
Notify local police / fire service (include access arrangements / contact details).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Notify insurers / RPA & implement any specific requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Notify fire alarm monitoring centre.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notify intruder alarm monitoring centre.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notify planned / term maintenance contractors & reinstate services where appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reinstate and carry out all daily checks in Parago Compliance Module.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reinstate and carry out all weekly checks in Parago Compliance Module.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carry out all due and overdue monthly checks in Parago Compliance Module.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cancel any post re-direction and unseal letterboxes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Re issue keys to appropriate staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Re-Opening Checks: Utilities &amp; Services</b>	Yes	No	NA
Reinstate any electrical services / circuits previously isolated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure fire alarm is fully operational.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ensure intruder alarm is fully operational.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ensure CCTV is fully operational.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure external lighting / security lighting is fully operational.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Water - recommission / refill any previously drained systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water - reinstate any previously isolated systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refill and / or reinstate any oil storage tanks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boilers / heating - re-fill any boilers previously drained down.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boilers / heating - reinstate any isolated gas supplies and recommission boilers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boilers / heating - adjust plant to correct seasonal settings.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reinstate any passenger lifts / platforms previously taken out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reinstate utilities and services supplies to (and recommission) catering equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flush through taps / outlets as a conclusion to the weekly flushing regime (see notes below).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Air-Con units are working and operated as per Trust guidance and manufacturer's instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical ventilation; recirculatory systems should be set to full fresh air - if this is not possible systems should be operated as normal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check drainage traps have not dried out - ensure water seals are in place to prevent smells within the building.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Re-Opening: Practical & Security Measures	Yes	No	NA
Implement all practical measures resultant from the Schools Risk Management Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure all gates, doors & windows can be unlocked / opened - reinstate any access / egress points taken out of service.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure all emergency escape routes / doors are fully operational.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reinstate the building/s / site to resume "normal" teaching, learning and associated activities.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Natural ventilation should be used as far as possible / where available - occupied room windows / vents to be open.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrange trade waste collection prior to opening (if required) and reinstate service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrange for any remedial works resultant from recommissioning buildings and services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrange for school-wide / ongoing cleaning in line with latest Estates Guidance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Formally sign-off & record all actions below.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signed: ..... Date: .....

Actions Resultant from Re-Opening Process:		
Description	Action Owner	Deadline
1.		
2.		
3.		
4.		

Signed: ..... Date: .....

### Additional Notes on Re-Opening:

**General Recommissioning:** Once a date for re-opening the school has been established / confirmed; recommissioning will, in many ways, be a reverse of all the actions undertaken in the Pre-Closure Checks, previously issued. All utilities, services and heating plant should be recommissioned and fully operational no later than 48 hours before re-opening. All other provisions should be reinstated no later than 24 hours before re-opening.

**Security:** Schools that are only partially open should ensure that rooms / areas / buildings not required to be used are kept locked and secure (or at least access restricted) until required.

**Water Supplies:** Before resuming normal operation, consider whether it is necessary to engage a water treatment specialist to chlorinate and flush the complete hot and cold water system/s (including drinking water) and to certify all water systems are safe before the buildings are reoccupied. This is likely to be required where there has not been a suitable or sufficient weekly flushing regime in place during school closure. Where deemed necessary; allow sufficient time for this activity (approximately 1 week) before opening if possible. The weekly flushing regime should continue in rooms / areas / buildings that are not required to be used during partial opening. Where any doubt exists over the potability of drinking water; bottled water should be provided until a thorough flushing and chlorination can be undertaken by a water treatment specialist.

**Cleaning:** Clean and disinfect all accessible areas and surfaces prior to reopening and if necessary, utilise pest control for any infestations, particularly in the kitchen and / or food preparation areas. Deep clean the kitchen and servery area prior to reopening and before food preparation resumes.

**Items marked \*** are subject to the requirements of the Schools Risk Management Plan.

**Please contact the Estates Team for any advice and guidance in respect of this document.**