

COVID-19 LOCKDOWN AND REOCCUPATION CHECKLIST

ACTIONS PRIOR TO REOCCUPATION

COMPLIANCE	GENERAL	<p>Appoint a member of staff for managing premises</p> <p>Review all statutory compliance. Recommissioning programme - phased approach.</p> <p>Allow time for remedial works, don't assume everything will work again first time.</p> <p>Specialist attendance for some systems.</p> <p>Bring forward scheduled items from early in the term to reduce footfall in term time</p> <p>Carry out risk assessments and communicate/publicise</p> <p>Implement process for checking updates to guidance</p> <p>See USEFUL LINKS for HSE Guidance</p>
	HOT AND COLD WATER SYSTEMS	<p>Ensure all maintenance & testing is brought up to date. If maintenance regimes have been reduced, plan additional testing/recommissioning.</p> <p>Legionella is a significant risk on systems that haven't been used. Prior to occupation embark on regular flushing regimes and water temperature checks. Specialist testing may be appropriate on problematic systems.</p> <p>See USEFUL LINKS for HSE/CIBSE guidance</p>
	GAS SAFETY	<p>Ensure all maintenance & testing is brought up to date. If maintenance regimes have been reduced, plan additional testing/recommissioning</p>
	FIRE SAFETY	<p>Review FRA - implement actions – especially open fire doors, movement controls</p> <p>Full test of fire detection and safety systems prior to reoccupation.</p> <p>Arrange fire drill within first week of reoccupation</p> <p>Provide guidance and training to all staff on implemented changes</p>
	KITCHEN EQUIPMENT	<p>Allow for deep clean and recommissioning programme</p>
	SECURITY	<p>Allow for planned recommissioning and testing.</p> <p>Review CCTV footage.</p> <p>Consider the need for changes if different entrances, exits or timings are used through full opening.</p>
	VENTILATION	<p>Ensure all maintenance & testing is brought up to date. If maintenance regimes have been reduced, plan additional testing/recommissioning.</p> <p>Replace filters/check for leaks.</p> <p>Important to maintain or improve ventilation rates. Where possible increase flow rates</p> <p>Understand what ventilation, air conditioning systems and controls are in place as actions and recommendations vary. It may be necessary to consult with an HVAC Engineer.</p> <p>Turn off air re-circulating systems</p> <p>See USEFUL LINKS for CIBSE/HSE guidance</p>
ESTATE MANAGEMENT	INSURANCE	<p>Review insurance/RPA terms for full re-use of buildings. Suggest recording visual checks have taken place – following same check list for closed.</p>
	STRATEGY	<p>Opportunity to implement provisions of Good Estate Management for Schools guidance.</p> <p>Review PPM - check backlog tasks, predict issues/resources shortages following reoccupation</p>
	CONTRACTS	<p>Review upcoming contracts/amend if required - seek advice</p> <p>Can contractors attend outside school hours?</p>
	INTERNAL OCCUPANCY PROTOCOLS	<p>Review and formalise access/egress procedures for building occupants (staff/pupils). Formalise and communicate.</p> <p>Similarly internal movements to keep bubbles separate – times, one way systems</p> <p>Provide guidance and training to all staff on implemented changes</p>
	3RD PARTY PROTOCOLS	<p>Review and formalise access/egress procedures for visitors.</p> <p>Initial checks for RAMS - gateway process.</p>
FACILITIES MANAGEMENT	CLEANING	<p>Deep clean prior to reoccupation.</p> <p>Specific attention on commonly touched surfaces ie door handles, signing in screens etc.</p> <p>Review and implement new (enhanced) cleaning regimes.</p> <p>Remove un-necessary items or cordon off to reduce amount to clean</p>
	PPE	<p>Review requirements/supplies of PPE.</p> <p>Set up sanitising stations throughout site particularly around entrance/exit/WC facilities</p>
	ESTATES AND GROUNDS	<p>Final site tidy/checks. Remove temporary works/hoardings etc if used.</p> <p>Cordon off outdoor play equipment that cannot be appropriately cleaned. Put in place barriers or other separation to allow different bubbles to use different equipment as required.</p>
	LIFTS	<p>Test and recommissioning.</p> <p>LOLER Certificates in place.</p> <p>Assess if these can be used safely – restrict use to thDDA needs only</p>
	MATERIALS	<p>Ensure availability of essential supplies from current suppliers and investigate alternatives as a fallback</p>

USEFUL LINKS

- Government Guidance; Managing school premises during the coronavirus (COVID-19) outbreak**
<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Government Guidance for full opening: schools (last updated 7th August)**
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- CIBSE Guidance: Emerging from Lockdown**
<https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown>
- CIBSE Guidance: Coronavirus and HVAC systems**
<https://www.cibse.org/coronavirus-covid-19/coronavirus-covid-19-and-hvac-systems>
- HSE Guidance: Legionella during coronavirus outbreak**
<https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>
- HSE Guidance: Air conditioning and ventilation during the coronavirus outbreak**
<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.html>
- HSE Guidance: Working safely during the coronavirus outbreak (incl Risk Assessments)**
<https://www.hse.gov.uk/coronavirus/working-safely/index.html>