### Reoccupation Checklist

INSTRUCTIONS

Use this template to record important checks of your premises before returning to work after lockdown. Stay alert to government announcements on return to work and complete **before** full reoccupation.

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| **Building Re-occupation Checklist** |
| Statutory Checks | Yes  | No  | N/A | Action Required |
|  |
| Is the five-yearly fixed wiring (electrical installation condition report) within date and rated as satisfactory? |  |  |  |  |
| Is the gas safety certificate(s) in date for annual review (including gas cookers in Food Technology and main school buildings)? |  |  |  |  |
| Plant rooms: Has all plant and equipment been suitably serviced? |  |  |  |  |
| Has PAT testing been completed where relevant? |  |  |  |  |
| Have all pressure vessels been examined as per the scheme of examination (including autoclaves, pressure cookers and steam engines)? |  |  |  |  |
| Fire Safety |  |
| Have you reviewed your Fire Risk Assessment (FRA)? |  |  |  |  |
| Are boiler rooms and electrical cupboards free from combustible storage? |  |  |  |  |
| Are skips and bins a safe distance away from your school building(s)? |  |  |  |  |
| Have you informed your Alarm Receiving Centre (ARC) of your re-occupation (where necessary)? |  |  |  |  |
| Has the fire alarm system been serviced (within the last six months)? |  |  |  |  |
| Has the fire alarm been tested weekly during the lockdown period? |  |  |  |  |
| Is the fire alarm functioning correctly? |  |  |  |  |
| Have all fire doors, maglocks, acoustic closing mechanisms and other associated equipment been checked for functionality? |  |  |  |  |
| Are all fire extinguishers in place and free from defects? |  |  |  |  |
| Have all fire suppression / sprinkler systems been suitably maintained and checked for sufficient pressure (where appropriate)? |  |  |  |  |
| Have fire dampers been maintained (within the last 12 months)? |  |  |  |  |
| Have the automatic smoke vents been maintained (within the last 12 months)? |  |  |  |  |
| Has the lightning protection been tested and maintained (within the last 12 months)? |  |  |  |  |
| Have the solar panels been maintained (within the last 12 months)? |  |  |  |  |
| Emergency Lighting |  |
| Has the emergency lighting system been serviced (within the last 12 months)? |  |  |  |  |
| Has the emergency lighting been tested monthly during the lockdown period? |  |  |  |  |
| Is the emergency lighting system fully functional? |  |  |  |  |
| Building Security |  |
| Has your Security Risk Assessment been reviewed? |  |  |  |  |
| Is there any damage to the structure, roof, windows or fixtures? |  |  |  |  |
| Is the CCTV system functioning correctly? |  |  |  |  |
| Is the intruder alarm functioning correctly? |  |  |  |  |
| Contractors |  |  |  |  |
| Have contractors been re-engaged (where possible)? |  |  |  |  |
| Can contractors be controlled on site? |  |  |  |  |
| Have measures been put in place to ensure contractors (and other visitors) with identified symptoms are not permitted entry to your school(s)? |  |  |  |  |
| Water Safety |  |
| Has your Legionella Risk Assessment been reviewed? |  |  |  |  |
| Is there a re-commissioning plan (where necessary)? |  |  |  |  |
| Has weekly flushing of all unused/little-used outlets (including external taps) been completed during lockdown? |  |  |  |  |
| Have temperatures been checked against acceptable ranges? |  |  |  |  |
|  | Recorded temperature |  |  |
| *Cold water storage tank (maximum 20oC)* |  |  |  |
| *Hot water storage tank (minimum 60oC)* |  |  |  |
| *Sentinel tap (furthest tap from the boiler – minimum 50oC)* |  |  |  |
| Have all spray fittings been removed, descaled and replaced? |  |  |  |  |
| Is Thermostatic Mixing Valve (TMV) maintenance up to date? |  |  |  |  |
| Has the system been disinfected/chlorinated (including water tanks) where necessary? |  |  |  |  |
| Utilities  |  |
| If any utilities have been temporarily shut off, have these been turned back on? |  |  |  |  |
| Where installed, have back-up generators been tested and maintained (annually)? |  |  |  |  |
| Equipment |  |
| Are all first aid kits in place, in date and fully stocked?  |  |  |  |  |
| Has the defib(s) been checked for safe operation? |  |  |  |  |
| Has all equipment been switched on and checked for correct function? |  |  |  |  |
| Are all necessary guards in place and are undamaged? |  |  |  |  |
| Has equipment been serviced or maintained as necessary by a competent person (i.e. Art, D&T etc.)? |  |  |  |  |
| Have all LEVs been tested, such as fume cupboards and extraction systems within workshops? |  |  |  |  |
| Have the annual services been completed on all oil / electric boilers? |  |  |  |  |
| Have all six-monthly LOLER checks been completed by a competent person? |  |  |  |  |
| Have kitchen canopies and filters been adequately cleaned? |  |  |  |  |
| Has radiation leak testing been completed within the last 12 months? |  |  |  |  |
| Has all playground equipment had an annual check by a competent person (including sports equipment used by PE)? |  |  |  |  |
| Have items used for outdoor play and learning been checked to ensure they are safe? |  |  |  |  |
| Have all window restrictors been checked to ensure they are in place and safe? |  |  |  |  |
| Have all anchor points and fixings (i.e. fall arrest systems) been suitably tested? |  |  |  |  |
| Minibuses |  |  |  |  |
| Is the minibus MOT in date? |  |  |  |  |
| Is your minibus operating safely under a Section 19 permit (where applicable)? |  |  |  |  |
| Is the first aid kit and fire extinguisher in place? |  |  |  |  |
| Swimming Pools (where applicable) |  |  |  |  |
| Has your Pool Safe Operating Procedures (PSOP) been reviewed? |  |  |  |  |
| Has your Legionella Risk Assessment been reviewed? |  |  |  |  |
| Is there a risk assessment for re-opening in place? |  |  |  |  |
| Are poolside alarms working? |  |  |  |  |
| Is the pool hall ventilation and heating at a suitable temperature for reoccupation? |  |  |  |  |
| Have balance tanks been inspected within the last 12 months? |  |  |  |  |
| Has chemical/microbiological testing of pool water been carried out? |  |  |  |  |
| Has sufficient dosing been completed and recorded? |  |  |  |  |
| Is the annual fixed wiring (electrical installation condition report) within date and rated as satisfactory? |  |  |  |  |
| Staffing |  |
| Have risk assessments and plans been reviewed and agreed with vulnerable persons? |  |  |  |  |
| Has your Lone Working Risk Assessment been reviewed? |  |  |  |  |
| Are there sufficient staff on site to undertake safety-critical roles e.g*.* first aiders, maintenance, fire wardens? |  |  |  |  |
| Is there sufficient supervision and support of staff? |  |  |  |  |
| Is there sufficient staff to be able to manage the safe ratios of staff to pupils? |  |  |  |  |
| Does re-occupation need to be staged to maintain social distancing? |  |  |  |  |
| General |  |
| Has a pest control contractor visited the premises recently and are suitable controls in place? |  |  |  |  |
| Is any asbestos likely to have been disturbed during lockdown? |  |  |  |  |
| Has the insurance company been informed of the recommencing of activities in the school(s)? |  |  |  |  |
| Has re-occupation been considered within the Business Continuity Plan? |  |  |  |  |
| Can social distancing measures of at least two metres be observed, where reasonable, at all times? |  |  |  |  |
| Has a COVID-19 Re-occupation Risk Assessment been completed to ensure controls are implemented to protect staff? |  |  |  |  |
| Has the risk assessment been communicated to all staff to ensure their awareness of requirements? |  |  |  |  |
| Have all areas to be occupied been deep cleaned? |  |  |  |  |
| Do you have sufficient cleaning staff, stock, processes in place to ensure that your school(s) is safe? |  |  |  |  |
| Are there sufficient hand-cleaning facilities made available, such as soap and hot water or hand sanitiser? |  |  |  |  |
| Do trees and boundary walls within your school grounds appear visually safe? |  |  |  |  |
| Have classroom checks been conducted prior to the re-occupation by children? |  |  |  |  |
| Have you reviewed your last General Risk Assessment (GRA)? |  |  |  |  |

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| **Action required** | **By** | **Priority** | **Time scale** | **Completed** |
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