

Phased re-opening of the school following lockdown

For all school premises, complete this building health and safety assessment prior to re-opening. Then complete the assessment in the Health & Safety tab

Persons at risk	All users			
Hazard - What can cause harm	Is this risk applicable? Yes / Not Applicable	Required control measures	Control measures in place? Yes / No	Comments
Asbestos – Asbestos elements in unsafe condition - People exposed to fibres (pre-2000 buildings)	Yes	Check asbestos elements in relevant buildings to ensure that they have not deteriorated or been damaged during the vacancy.	Yes	Existing controls and register in place
Fire – Fire detection / alarm systems not working – People not warned of fire	Yes	Fire detection / alarm systems to be checked for correct operation (may involve informing or consulting with external providers / alarm receiving centres). Checks should include detector / alarm heads, manual alarm activation points and alarm sounders / beacons.	Yes	Regular checks, including external, have taken place.
Fire – Not enough portable fire extinguishers or not in place – People unable to fight minor fire	Yes	Check all portable firefighting appliances are in place as designed.	Yes	OK
Fire – Fixed firefighting installations faulty or decommissioned – Fire not suppressed automatically	Not Applicable	Check any installed, fixed firefighting systems are available, as designed.		n/a
Fire – Fire doors faulty – Fire not contained	Yes	All fire doors must be checked as operating correctly, as designed, including hold-back devices.	Yes	Staff told to ignore 'covid' no-entry signs if fire alarm sounds. Automatic doors stops to be used as much as possible
Fire – Fire safety signage missing – People not given fire safety information	Yes	Check all necessary fire safety signage is in place, as designed.	Yes	Staff told to ignore one way system if fire alarm sounds
Fire – Emergency escape appliances missing – Affected people unable to exit upper stories	Not Applicable	Check all emergency escape appliances (e.g. evacuation chairs) are in place as designed.		n/a
Fire – Emergency escape routes are blocked – People unable to exit building safely	Yes	Check all emergency escape routes are clear and lead to a safe place away from buildings.	Yes	All fire exits are clear and unlocked
Fire – Muster points no longer available – People unable to muster after emergency exit	Yes	Check all school emergency muster points are still accessible / available.	Yes	Bubbles to line up in usual place where classes would line up on Fir Tree playground

Fire – Flammable materials kept in an unsafe condition – Increased fire risk	Yes	Check all flammable and combustible materials, e.g. flammable gases / liquids etc, are stored in a safe condition (i.e. secure stowage, in sealed containers, correctly labelled.	Yes	OK
Fire – External waste bins incorrectly stored – Available to arsonists	Yes	Check external waste bins are stored in secure storages, away from buildings.	Yes	OK
Electricity – No supply to premises – Fire alarms, lighting etc inoperative	Yes	Check electricity supply is connected to the school. Check fixed wiring checks have been completed according to maintenance schedules.	Yes	Yes
Electricity – Lighting not working – People unable to see to work or circulate safely	Yes	Check all lighting, both within buildings and externally, is working as designed. Includes all internal and exterior emergency lighting.	Yes	OK
Electricity – Ventilation not working – Air quality is poor within buildings	Yes	Check all powered ventilation systems and installations are working as designed. Includes extractor fans set into windows and ceilings (e.g. in WCs).	Yes	OK
Electricity – Electrical equipment unsafe – Electrical shocks / burns and fire	Yes	Staff to conduct user-checks on all items of electrical equipment used in buildings. Re-establish Portable Appliance Testing and inspection routines. Some equipment (e.g. printers) may require servicing.	Yes	PAT recently done
Electricity - Alarm systems - Intruder / panic / accessible toilet alarms not working	Yes	Alarm systems to be checked for correct operation (may involve informing or consulting with external providers / alarm receiving centres). Checks should include detector / sensors, manual alarm activation points and alarm sounders / beacons.	Yes	OK
Gas safety – Gas supply disconnected – Unable to heat the building etc	Yes	Check gas supply is safely connected, especially that which is needed for heating the school or cooking (where applicable).	Yes	OK
Gas safety – Gas appliance annual check has lapsed during vacancy – Gas appliance is unsafe	Yes	Check all gas appliances are in-date for annual statutory service / examination / inspection.	Yes	OK
Water supply and drains – Water supply not connected – Toilets unable to be flushed, sinks and showers not available for washing, sprinkler systems unavailable	Yes	Check hot and cold water systems (and drainage systems if applicable) are connected and available, especially if the school has a sprinkler system.	Yes	OK
Water supply – Legionella bacteria – People at risk of infection	Yes	Check all water systems (testing / maintenance) according to school's legionella risk assessment, especially aerosol-generating systems (e.g. showers) where aerosol-free flushing will be required prior to use. Consider pasteurising and flushing hot water systems.	Yes	Water system has been regularly flushed
Lifting equipment – Equipment statutory examination and servicing has expired – Equipment is unsafe to use	Not Applicable	Check all lifting equipment (e.g. hoists, changing tables etc) are in-date for service / examination / inspection if their statutory examination / maintenance date has expired during the vacancy.		Changing tables are fixed, not drop down
Lifting equipment – Equipment not functioning correctly	Not Applicable	Check all lifting equipment to ensure that it is functioning as designed.		

Passenger, goods and wheelchair lifts - Lift statutory examination and servicing has expired – Lift is unsafe to use	Yes	Check all lifts are in-date for service / examination / inspection if their statutory examination / maintenance date has expired during the vacancy.	Yes	OK
Passenger, goods and wheelchair lifts - Lift not functioning correctly	Yes	Check all lifts to ensure that they are functioning as designed, including lift failure devices and procedures.	Yes	ok
Workplace - Classrooms, offices, corridors, stairs etc, unclean and defective	Yes	Check all classrooms, offices, corridors, stairs etc, are clean and free from defects. Thoroughly clean all touchable surfaces.	Yes	ok
Workplace - Doors, windows and skylights etc are defective and affecting circulation and ventilation	Yes	Check all doors (inc. manual, powered, revolving, roller shutter etc), windows and skylights etc, to ensure that they open and close as designed and are free from defects.	Yes	ok
Workplace - WCs and washing facilities are unclean – people unable to practise personal hygiene	Yes	Check all WCs and washing facilities are clean, free from defects and stocked with relevant essential items (e.g. toilet rolls, soap, towels etc).	Yes	Refer to cleaning guidance. Additional cleaning is in place
Workplace - Classrooms, offices, corridors, stairs, toilets etc, unclean and unclean surfaces	Yes	Check all classrooms, offices, corridors, stairs, toilets etc, are clean. Thoroughly clean all touchable surfaces. If there has been cases of COVID 19 on the premises during lockdown, a deep clean should be undertaken in the affected area.	Yes	See separate cleaning rota and guidance
First Aid - 1 st aid kits missing or poorly stocked – People not having access to 1 st aid	Yes	Check all 1st aid kits are in place as designed and the kits are fully stocked.	Yes	All bubbles have 1st Aid kit, medical report forms and first room / isolation rooms. Staff can ring office for advice. Ice packs and covers to be allocated/stored/labelled according to bubble where possible. Parents do not need to physically sign re bumped heads etc. See separate guidance
First Aid – 1 st aid signage missing – People not given 1 st aid information	Yes	Check all necessary 1 st aid signage is in place, as designed.	Yes	OK
'Sharps' - Broken glass, discarded needles etc left in the premises grounds – pupils at risk of cuts etc	Yes	Check the grounds for any 'sharps' that may have been left by vandals etc.	Yes	OK
Gates – Not operating correctly – People unable to circulate	Yes	Check all gates (manual and powered) to ensure that they open and close as they are designed to do. Includes pedestrian gates and vehicle gates.	Yes	OK

Rodent / pest infestations – Infestations have occurred during vacancy - Health hazard to pupils and staff	Yes	Inspect premises for any signs of infestation (e.g. rodents, insects). Local Authority Pest Control may be able to advise.	Yes	ok