**Falkirk route map through and out of the crisis: A framework for reopening schools, early learning and childcare provision in Falkirk**

**Local Phased Recovery and Delivery Plan to support the reopening of schools**

**Reopening of schools - building checklist**

* **Part 1 & 2 must completed prior to reoccupation of building**
* **Part 3 to be completed by the Head of Establishment (Premises Manager) prior to full reoccupation of the building**

**Version history**

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| **Version** | **Date** | **Summary of Changes** |
| V0.1 | 08/06/20 | First draft for C19 Response team |
| V0.2 | 09/06/20 | FINAL draft for C19 Response team |
| V1.0 | 10/06/20 | For issue |

* **Part 1 – Statutory Property Checks completed by Development Services**

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| **Statutory Maintenance**  |
| 1. Portable Appliance Testing (PAT)
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| 1. Electrical Inspection Condition Report (EICR)
 |  |
| 1. Fire Alarm Servicing
 |  |
| 1. Fire Extinguisher Servicing
 |  |
| 1. Hoist Servicing
 |  |
| 1. Lift Servicing
 |  |
| 1. Legionella
 |  |
| 1. Emergency lighting
 |  |
| 1. Gas Servicing
 |  |
| 1. Affray/loop system
 |  |
| 1. Fall Arrest system
 |  |

**These property checks have been completed by the Facilities Management Team, Development Services. Based on assessment of these checks this building complies with statutory requirements.**

* **Part 2 – Other property checks organised centrally and undertaken locally**

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| **Building Safety & Security** |
| 1. All door and windows secure and operating normally.
 |[ ]
| 1. External lighting is still operating appropriately.
 |[ ]
| 1. Intruder alarms / CCTV are working.
 |[ ]
| 1. Walk round:
* All areas of the building checked; inside and out.
* All heating/cooling plant and machinery returned to normal operation.
 |[ ]
| **Fire Safety** |
| 1. Fire alarm checked and working.
 |[ ]
| 1. Emergency lighting checked and working.
 |[ ]
| 1. Fire doors (internal and external) are opening/closing correctly.
 |[ ]
| 1. Fire escape routes and exits are free from obstruction and in working order.
 |[ ]
| 1. All fire extinguishers still in allocated positions.
 |[ ]
| 1. Fire exit/escape signage is in place.
 |[ ]
| **Legionella** |
| 1. Checked cold water temperature at the sentinel taps is below 20oC after running the cold water for up to two minutes.
 | [ ]  |
| 1. Checked hot water temperature at sentinel taps is at least 50oC after running hot water for one minute.
 | [ ]  |
| 1. Checked calorifier(s) (hot water cylinders) temperature outflow is at least 60ºC and return at least 50oC.
 |[ ]
| 1. If a weekly flushing regime for all taps/outlets has not been maintained during closure the hot and cold water system have been recommissioned (i.e. thoroughly flushed, cleaned and disinfected).
 |[ ]

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| **Cleaning** |
| 1. Cleaning Services confirm that staff are in place to undertake regular and enhanced cleans for the building reopening.
 |[ ]
| 1. All fridges & freezers have been cleaned before turning on.
 |[ ]
| 1. Hand sanitizer available for use by employees and visitors.
 |[ ]
| 1. Consumables – sufficient stock of toilet rolls, paper towels and soap.
 |[ ]
| **External Areas** |
| 1. All footpaths, car parks, drop off points & playgrounds are safe fit for use.
 | ☐ |
| 1. All perimeter fencing, walls & gates are safe and secure.
 | ☐ |
| 1. The external areas of the school have been inspected and had all litter removed.
 | ☐ |
| 1. All external play equipment (including MUGAs are cordoned off to prevent use.
 | ☐ |
| 1. Waste bins are available and have been returned to their “normal” location.
 | ☐ |
| 1. Arrange uplift of the waste bins if required.
 | ☐ |
| 1. Visual inspection carried out of external area to identify any potential hazards i.e. trees, flagpoles, gutters, signage
 | ☐ |
| 1. An inspection of the school (internal & external) has been undertaken and there is no evidence of pest activity.
 | ☐ |

**These property checks have been completed on behalf of the Head of Establishment (Premises Managers) by the Asset Team, Children’s Services. Based on assessment of these this building can reopen.**

* **Part 3 - Checks carried out directly by the Head of Establishment (Premises Manager) prior to full reoccupation of the building**

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| **Localised building checks** |
| 1. Fire Risk Assessment reviewed and updated as required.
 |[ ]
| 1. Fire escape routes and exits are free from obstruction and in working order.
 | ☐ |
| 1. First aid needs assessment reviewed to ensure there is adequate cover.
 |[ ]
| 1. First aid boxes checked to ensure supplies are in date.
 |[ ]
| 1. Any new Personal Emergency Evacuation Plans (PEEPs) completed.
 | ☐ |
| 1. Emergency Evacuation Plan reviewed and updated as required. Particular attention to be paid to fire warden cover to account for occupancy levels. Any newly appointed Fire Wardens to complete the Fire Warden training module on Olle.
 | ☐ |
| 1. Employees briefed on any changes to Emergency Evacuation Plan.
 | ☐ |
| 1. Update emergency contacts details and emergency key-holder.
 | ☐ |

* **These local property checks have been completed and the building reopened.**
* **The Head of Establishment is advised to review this checklist with staff representative(s) in advance of full reoccupation.**
* **The Head of Establishment should email** **cspropertyteam@falkirk.gov.uk** **to confirm completion of this checklist.**