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| **All Saints Church School Premise Management Action Plan** | |
| **Questions** | **What needs to be done?** |
| Compliance checks must be up to date before children return – is this in place? | * Areas with hazard tape are out of bounds to all pupils and staff will only enter if essential to do so * The trim trail area is out of bounds to the children * The First Aid area will only be entered when needed, this is the outdoor classroom * The annexe will be out of bounds to all children and adults unless they have Covid-19 symptoms. * If extra cleaning products are needed during the day, they are available from the caretaker’s cupboard. LH and LB will be on site. * No children should be wandering around the premises unless they are using the toilet-challenge if you see * During the day class staff will take responsibility for class hygiene * Class ‘bubbles’ will be clearly marked**-** * Water fountains have been turned off * Social distancing is demarcated by playground dots and markings * Playground maintenance- checked and completed in May 2020 * Catering appliances- we will not be using them because we are only having cold meals and therefore they will be stored in the storage container. * PAT Testing – JA to arrange with Bowshers- June 2020 * Emergency Lighting- JA to arrange with Bowshers- June 2020 * Fire extinguishers training- Completed last in 2018, due to current restrictions this has been delayed. * Gym equipment- This will not be used during the next few months due to the hall being used as a classroom. A test will be booked in for August. * Intruder Alarm- This has been partly completed- alarm system is working and safe, however the alarm system is still not connected to Key holder phones. JA to arrange new phone line to go in June 2020. * Legionella Dantek- JA is organising for June 2020 * Hot water system check- Feb 2020 (The gentleman who completes this is not working during Covid-19- He will be scheduled to come in as soon as he starts working again.)   Please also take note of the guidance updates outlined by the DfE  <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak> |
| Have you ensured that site staff have continued with their daily, weekly and monthly checks where possible? | LH and LB continue to maintain, daily, weekly and monthly checks throughout lockdown. All compliant. |
| Do you have sufficient site staff to ensure the site is safe before children return? | LH and LB have been working throughout lockdown and half term to ensure site is ready for reopening.  School have ordered a storage container to be delivered on 28.05.20 so allow for all excess furniture to be removed from annexe and classrooms.  LH and LB to be onsite all day everyday from June 1st |
| Is all servicing up to date eg, fire extinguishers, boilers etc? | All servicing is update to date and in working order with the exceptions of   1. Boiler service is booked in for 10.06.20 2. Fire extinguisher service to be booked June 2020. 3. PAT testing- to be booked June 2020 (to be completed when no children on site) |
| Have checks been completed on the fire alarm? | LB and LH have completed fire alarm test each week throughout lockdown so we are compliant. |
| Are all fire doors operational?  Do any changes need to be made to your fire evacuation procedures? | Fire doors are normally kept shut. However due to Covid-19 and the risk to infection being higher than a fire, doors are propped open. Procedures are in place if fire alarm is set off  We will need to temporarily adjust our fire procedures to include the removal of wedges if the fire alarm sounds and at the end of each day. The table below outlines location and which class is responsible.     |  |  | | --- | --- | | Location of Doors | Responsibility | | Class 6 main door, cloakroom door and Corridor end door | JR/KM | | Class 5- Main door, cloakroom door, one between class 4, outside door and group room | KK | | Class 4- Main door, cloakroom door, outside door and one between class 5 and 3 | DH | | Class 3 Main door, cloakroom door, outside door and one between class 4 and 2 | AH/LR | | Class 2 Main door, cloakroom door, outside door and one between class 3 | JH/JD | | Class 1 Main door, cloakroom door, outside door and one between class 2 | BW/CC | | Acorn Class Main door, cloakroom door, outside door and one between toilets | GS/LS | | Intervention area outside door that leads to acorn area. | AW/SM | | Library, doors that lead to staff room and main entrance | AO | | Hall- main hall door, group room, fire exit doors | RC |   Locations on the playground have changed to accommodate social distancing. |
| Are all fire escape routes clear? | All fire escapes are clearly marked |
| Do any changes need to be made to your lock down procedures? | Live lock down procedures to remain the same when leaving the building.  Drills will only be conducted by individual groups  Please refer to lockdown procedures document for new bubble areas. |