

Summary of Checklist Questions for Reps to Answer

**Overall**

Have you been consulted on the risk assessment for extended re-opening of

your school? Yes / No

Are you satisfied that it addresses all key issues? Yes / No

**Step 1 – Preparing the Site**

Health and Safety Check of the Building

Are you satisfied that these checks will be complied with in time for extended

opening? Yes / No

*Cleaning and hygiene*

Are you satisfied with the cleaning and hygiene arrangements that will operate

from when extended re-opening begins? Yes / No

*Movement around the school to reduce contact*

Are you satisfied that staff and children can move safely through the

corridors and up and down stairs from the date when the school re-opens

more widely? Yes / No

*Site Examination*

Are you satisfied that these arrangements will be in place in time for extended

opening and they will work on a practical level? Yes / No

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**Step 2 – Reviewing staff for availability in school**

*Audit of staff*

Are you satisfied that safe staffing levels will be in place from when the school

starts to open more widely? Yes / No

If there is no head/deputy, DSL, SENCO, caretaker/cleaning staff available

Will the school close if any of these key staff are unavailable? If not, are you

satisfied that a safe environment can be maintained from when the school

starts to open more widely? Yes / No

**Step 3 – Familiarise yourself with the maximum safe group size**

Are you satisfied that adequate arrangements for group sizes, social

distancing and PPE where necessary will be in place when extended opening

begins? Yes / No

**Step 4 – Creating and staffing your temporary teaching groups**

Are you satisfied that the arrangements to operate from when the school

opens more widely are safe and fair and will be acceptable to both teachers

and teaching assistants/LSAs? Yes / No

**Step 5 – Practical steps to reduce risk**

Are you satisfied that these issues have been resolved to your satisfaction in

time for the start of extended opening? Yes / No

**Step 6 – External Support for SEND and Behaviour**

Are you satisfied that these issues have been considered and that measures

covering these areas will be in place in time for extended opening? Yes / No

**Step 7 – Changes to Routines for Staff and Pupils**

Are you satisfied that these issues have been adequately addressed before

extended opening begins? Yes / No

**Step 8 – Communicating with Staff**

Are you satisfied that this issue has been adequately addressed before

extended opening begins? Yes / No

**Step 9 – Communicating with Parents**

Are satisfied that parents are aware of what is expected of them? Yes / No

**Step 10 – Managing pupil and staff wellbeing and mental health**

Are you satisfied that appropriate measures will be in place when the school

begins to open more widely? Yes / No

**Step 11 – Planning what to teach, and how**

Are you satisfied that these issues will be adequately addressed by the time

extended opening begins? Yes / No

**Step 12 – Remote Education during wider opening**

Are you satisfied that the school can operate on both levels with the

staffing available and without increasing the pressure on staff, when extended

opening begins? Yes / No