

GL347 Guidance for D&T departments returning to school after an extended period of closure V1.1

This guidance is **additional** to all standard operating procedures across your school, any guidance from your employer, and CLEAPSS' general advice. It is based on guidance from the UK Government and Public Health England, and is intended for use from September 2020 onwards

This is a list of checks to be made when returning to school after an extended period of closure or non-use.

For guidance on the management of practical activities in a partially re-opened school, refer to CLEAPSS Guide GL344 *Guide to doing practical work during the COVID-19 pandemic; D&T, food & art.*

This guide is likely to be updated frequently. Regularly check that the version number above is the same as that in the version on the website. Details of any significant changes made are listed on the final page.

1. Local Exhaust Ventilation (LEV), and pressure cookers

These must all be within their testing cycle. If any of these have elapsed then these item(s) cannot be used until they have passed the required tests. Activities which require their use will, therefore, need to be postponed until a new test has been passed. Note, there are no exemptions for these tests, unlike those in place for car MOTs.

2. Portable mains electrical equipment

These may have missed their yearly PAT test. It is not however a legal requirement to test this equipment every year. The regulations require periodic testing, and allow employers to make a risk-based judgment about how often this should be.

After a visual inspection for any obvious damage these items can be returned back to normal use and then arrange for any items to be PAT tested as soon as possible. You should check that your employer is content to allow the equipment to be used with delayed testing before returning items back into use.

3. Fridges & freezers

Check these have not been switched off or tampered with. If you find any that have been switched off (your nose will soon tell you!), contact the CLEAPSS *Helpline* for further guidance.

4. Machine servicing

Fixed machines may have missed their annual service or maintenance check, however, this is not a legal requirement. Machines should be checked prior to use by visual inspection and test run. If they are working as expected, they can be brought back into use.

5. Water system

Run all taps for at least 10mins to run water through the system and refill drains.

6. Gas supply

Test the gas supply works in heat treatment areas and food rooms. You may find the gas system has been switched off further back in the 'system' by school maintenance teams.

7. Emergency cut-offs

Test and confirm that all emergency cut off systems work effectively.

8. Fire extinguishers

Check any fire extinguishers you have are in date, any which are out of date will need testing / replacing.

9. Eye wash

If you have eye wash bottles check these have not gone out of date. Note that CLEAPSS advises against the use of these, preferring a short length of flexible tubing which can be attached to a suitable tap.

10 Lighting

Check all lights and illuminated indicators work as expected.

11. PPE

Check all required PPE is ready for use. Clean and sanitise eye protection, check supplies of disposable gloves, check condition of re-usable gloves, check any face masks or RPE.

12 Ventilation

Open all windows and run any ventilation systems set to maximum for about an hour.

If you have time to do more

If you return to school before the pupils use this time to check over your room(s) using G79, G79A and G79B, the audit guides. These give you more things to consider when checking facilities.

If you have any queries about this guidance contact the *CLEAPSS Helpline*:
<https://dt.cleapss.org.uk/helpline/helpline.aspx>

Revision log

Version 1.1 revised in readiness for a return to school in September 2020