



SCHOOLS

Checklist for Schools, Trusts and Contractors

Caretaking services

School setting to be clear and reasonable in their expectations and provide as much notice as possible to the contractor if a service is required. School to provide clear and unambiguous requests and supportive detail about access and reporting.	
Contractor to be clear as to what they are able to provide and within what timeframe. Not to promise what they can't deliver.	
Copy of timetable and any updates provided to Contractor.	
Copy of COVID school/Trust policies and applicable risk assessments provided to the contractor.	
Contractor to provide a copy of its COVID policy and applicable risk assessments to school/Trust.	

Checklist for Schools, Trusts and Contractors

Catering services:

<p>School to be clear and reasonable in their expectations and provide as much notice and details possible to the contractor if a service is to resume and or continue.</p>	
<p>Copy of COVID school/Trust policies and applicable risk assessments provided to the contractor.</p>	
<p>Copy of timetable of class, groups, numbers and proposed lunch times and any updates or amendments provided to Contractor.</p>	
<p>Contractor to provide a copy of its COVID policies and applicable risk assessments to school/trust. For example Deliveries, preparation, service, dining room management, access, storage, staff distance measures. Pupil /Staff contact.</p>	
<p>Consideration for discussion (but not exhaustive) with both school/ trust and contractor re responsibilities and practices:</p> <ul style="list-style-type: none"> • Current scenario/starting point. • Serving screens • Hand washing in the Dining area • PPE availability and management both behind the servery and in front. • Social Distance management on service and clearance. • Possible best practice with all pupils having school lunch linked to overall budget and pre payments. • If packed lunches how infection control of boxes and food brought in from home. • Menu simplification and pre order/numbers applicable. • Cleaning arrangements • Capability short term and concerns from contractor as to whether they can meet expectations. • Costing viability. Varying scenarios but in order to maintain stability and meet governments prior notice guidance seek to resolve any financial differentials in September 2020. • Service provision • Monitor review (initially daily then weekly). • Point of contacts. • Managing numbers. • Change in Method statements and COSHH if and where applicable. 	
<p>Contractor to be clear as to what they are able to provide and within what timeframe. Not to promise what they can't deliver.</p>	
<p>Retrospective variations, modifications, amendments , extensions and financial balances to be discussed, agreed and issued at a date to be determined but initially a date unlikely to be scheduled no earlier than September 2020.</p>	

Checklist for Schools, Trusts and Contractors

Cleaning services:

<p>School to be clear and reasonable in their expectations and provide as much notice and details possible to the contractor if a service is to resume and or continue.</p>	
<p>Copy of COVID school/Trust policies and applicable risk assessments provided to the contractor.</p>	
<p>Contractor to provide a copy of its COVID policies and applicable risk assessments to school/trust.</p>	
<p>Copy of plans for use of premise and areas to be cleaned if different from current specification and any update required variation's, modification's or amendments provided to Contractor.</p>	
<p>Consideration for discussion (but not exhaustive) with both school/ trust and contractor re responsibilities and practices:</p> <ul style="list-style-type: none"> • Current scenario/starting point • Specification review • Access and times of cleaning. • Best practice re out of hours. • Capacity, capability and practicality of contractor to match expectations. • Change in method statements and COSHH if and where applicable • PPE appropriateness and use. • Chemicals (infection control etc) • Prioritisation door handles, surfaces, washrooms. • Frequencies • Staff availability and confirmed training and understanding. • Cooperative link and same safe practices infection control measures and method statements, etc with caretakers/site managers cleaning areas so as to ensure consistency. • Points of contact • Monitor, review daily/weekly. • Costing viability any specific increase to be notified if substantive (ie additional staffing). 	
<p>Retrospective variations, modifications, amendments , extensions and financial balances to be discussed, agreed and issued at a date to be determined but initially a date unlikely to be scheduled no earlier than September 2020.</p>	

Checklist for Schools, Trusts and Contractors

Grounds maintenance:

<p>School to be clear and reasonable in their expectations and provide as much notice and details possible to the contractor if a service is to resume and or continue.</p>	
<p>Copy of COVID school/Trust policies and applicable risk assessments provided to the contractor.</p>	
<p>Contractor to provide a copy of its COVID policies and applicable risk assessments to school/trust.</p>	
<p>Copy of plans if different from current specification and any update, required variation's, modification's or amendments provided to Contractor.</p>	
<p>Consideration for discussion (but not exhaustive) with both school/ trust and contractor re responsibilities and practices where applicable:</p> <ul style="list-style-type: none"> • Current scenario/starting point • Specification review • Access and times available. • Best practice re out of school opening hours. • Capacity, capability and practicality of contractor to match expectations. • Change in method statements and COSHH if and where applicable • PPE appropriateness and use. • Chemicals (infection control etc) • Prioritisation catch up. • Frequencies if changed • Staff availability and confirmed training and understanding. • Points of contact • Monitor, review daily/weekly. • Costing viability any specific increase to be notified if substantive (i.e. additional staffing). 	