

School Daily Opening Checklist

By Checklister

☐ Opening round details

☐ Identify the site and approved route

Record the site reference and route label from the school's current opening plan. Detailed security arrangements remain in the approved system.

☐ Record the opening round time

Use today's actual start date and time.

☐ Identify the person completing the round

Record the responsible staff member or role.

☐ Identify the duty leader

Record the leader or role authorized to decide opening restrictions or alternatives.

☐ Review current site notices

Check today's approved opening plan and changes with the duty leader. Record the current plan or notice reference in Comments.

☐ Review unresolved issues from the previous day

Carry forward unfinished work. Confirm who owns each issue before assuming the affected area is available.

☐ Walk the named opening route

Replace starter labels with actual locations. Each required location and condition needs its own result.

☐ Check the arrival path for obstructions

Rename with the designated path. Observe objects obstructing the approved walking route from permitted safe access.

☐ Check the arrival path for visible surface damage

Rename with the same path or relevant segment. Observe visible damage without entering traffic or unstable ground.

☐ Check the designated entrance is available

Use the school's approved opening procedure. Do not test security vulnerabilities or share entry details.

☐ Check the designated step-free route

Observe whether the approved route is available. Refer a blockage to the duty leader instead of improvising an alternative.

☐ Check the classroom floor for obstructions [starter room]

Rename with the actual classroom. Observe the walking area for stored items or other obstructions. Duplicate for every required room.

☐ Check the classroom for visible water [starter room]

Rename with the actual classroom. From normal access, look for visible leaks or standing water. Do not diagnose the source or enter pooled water.

☐ Check the classroom furniture for visible damage [starter room]

Rename with the classroom and relevant furniture. Observe visible damage without load-testing or attempting repairs; duplicate if separate items need separate results.

☐ Check essential teaching resources are available [starter room]

Name the classroom and the specific opening resource, such as the required lesson pack or functioning class display. Replace this example with the school's defined requirement and duplicate it for independently checked resources.

☐ Check the common-area walking route for obstructions

Rename with the shared space. Observe its walking route for obstructions and follow existing restrictions.

☐ Check the designated washroom is open for use

Rename with the approved washroom. Confirm availability from authorized access; do not enter an occupied, unsafe or restricted area.

☐ Check washroom soap supplies [starter example]

If included in the school plan, check the named handwashing point for its specified soap supply. Adapt the example to the actual facility and site responsibilities.

☐ Check washroom hand-drying provision [starter example]

If included in the school plan, check the named handwashing point for its specified hand-drying provision, such as paper towels. Adapt the example to the actual facility.

- ☐ **Check the outdoor arrival area for visible obstructions**
Rename with the approved outdoor arrival area. Observe visible objects obstructing the route from safe access; do not inspect or certify play equipment.
- ☐ **Confirm people and communications**
 - ☐ **Confirm duty coverage**
Check required roles with the duty leader using the approved roster. Keep detailed personal rosters out of this checklist.
 - ☐ **Confirm substitute coverage**
Where a duty holder is absent, confirm the replacement has accepted the role. A name on a draft roster alone is not confirmation.
 - ☐ **Test the reception phone [starter example]**
Adapt to the school's approved communications test. Confirm the ordinary work contact path functions without making test calls to emergency services.
 - ☐ **Test the staff radio [starter example]**
Use only the school's approved radio test if radios are part of the opening plan. Rename/remove this example for the actual staff communication device; keep channel and security details in the approved system.
 - ☐ **Confirm reception staff coverage**
Check that an authorized person has accepted the reception role for the opening period.
 - ☐ **Confirm reception staff have current visitor instructions**
Check the current approved visitor-handling procedure is available to reception staff. Keep expected visitor identities in the authorized system.
- ☐ **Record the opening decision**
 - ☐ **Record unresolved opening issues**
If an area or duty is unavailable, record the operational issue and its accepted owner. Escalate urgent concerns immediately rather than waiting for this field.
 - ☐ **Record the responsible leader's opening decision**
The named duty leader reviews unresolved route, room and coverage gaps. Record the authorized decision here and its time/reference in Comments. A recorded answer does not certify building safety.
 - ☐ **Record the approved restriction or alternative**
Where the leader approved a change, record a permitted decision reference and the practical instruction staff need. Keep sensitive security details in the official plan.
 - ☐ **Confirm affected staff received the opening change**
If the opening plan changed, use the approved staff communication route and confirm the responsible staff received it. The checklist does not send messages.