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**Implementing Protective measures in education and childcare settings for the continuation of education provision for vulnerable children and children of critical workers and the phased return of Nursery, Reception, Year 1 and Year 6 to Primary school from 1 June 2020**

**This Risk Assessment and Planning document should be carried out with reference to Government guidance and existing Health and Safety Guidance.**

**The aim of the document is to minimise the potential risks of Covid – 19 and ensure that the health, safety, social and educational needs of children, families and staff are met as far is possible during this next recovery phase.**

**The following principles underpin all planning and actions:**  Draft –14.05.2020; Updated 18.05.2020; 22.05.2020;

12/06/2020; **19/06/2020;**

* Children’s needs are paramount
* Staff physical and emotional well-being must be considered at all stages of planning and implementation
* Ensuring effective infection protection and control and preventing the spread of coronavirus -e.g. dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces).
* Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
* Cleaning hands more often than usual
* Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
* Cleaning frequently touched surfaces often using standard products, such as detergents and bleach
* Maintaining social distancing and minimising contact as much as is possible with pre-school children.

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| **School**  **Abbey Wood Nursery School** | **Assessment Date**  **14.05.2020 - Ongoing** | **Assessed by**  **Yvonne Sharp** | **Approved by**  **Gill Crowley** |

The Governors have asked me to make clear that this risk assessment has been made in consultation with staff and after a Governing Board meeting by zoom to approve it on 05/06/2020.

I have been asked to make some changes to the Risk assessment and to open the with a contextual statement.

We have never closed during this pandemic and have had varying numbers of children attending each day to a maximum of 17, (over the course of the day). We have divided the school up into 3 ‘bubbles’. The bubbles will enable us to limit the number of contacts that can be made between children and adults and parents/carers through-out the day. As far as possible staff will remain in their bubbles with the children of that bubble. There is no expectation that the children of this age will social distance. As a school we have taken the decision that the children can ‘free flow’ in the garden but they will not go into any of the other classrooms. As a staff we explored other options. However, in the end the staff felt that this was how they would feel most comfortable and safe with the growing numbers of children. We were also influenced by the information that it is safer to be outside than to be in a building, using the information given by the Government that these is a decreased chance of catching Covid-19 in the outside. The outside is part of the hourly cleaning rota that we have instigated throughout the school.

We recognise that Black Asian and Minority Ethnic people are at more risk at this time. We will follow any guidance given to the school by the Government in order to keep our BAME staff, children and their families safe. All BAME will meet with the head teacher to discuss their individual needs and to fill in an individual risk assessment. If anyone is concerned about their individual circumstances, then this can be discussed with the Headteacher.

|  | **Consider the following steps and recommendations** | **Existing control measures in place** | **Additional Controls and actions required** | **Action by who?** | **Action by when?** | **Date action review date** |
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| 1. **Planning and Organising** | | | | | | |
| **Existing Health and Safety compliance and building considerations** | * Review your current Health and Safety Plans and undertake any existing actions. * Ensure health and safety compliance checks have been undertaken in required timescales. This is particularly important if the school premises have been closed to pupils and staff for any periods of time since 23 March 2020 * Test all water systems, fire alarms, gas supply, kitchen equipment * Consider Deep Cleaning by professional cleaners * Conduct health and safety inspection with the union health and safety representatives | Follow existing fire safety/emergency evacuation procedures. Refresh with children as they may be in a different base room and therefore some will go to a new meeting point in garden. (Meeting points are spaced out along garden and so children are used to the area they evacuate to).  School has been in continued use. No closure. Also open during Easter holidays.  Water systems have been flushed weekly in less used/unused areas.  Fire alarms checked 12.05.2020  Fire drill planned for 15.06.2020  Other systems have been in use.  Cleaning of classrooms carried out by staff as part of general duties during initial lockdown then as daily routine while nursery open for keyworker and vulnerable children.  School has close for the half term week; given that the virus does not live longer than 72 hours on surfaces this would mean that any residual bugs would have died out before staff and children return on the 1st June. Further cleaning than has already been carried out will not be necessary.  School governor – in the absence of premises manager. With head teacher and management team.  Premises manager to have walk through when staff and children not present to assess.  **Reviewed with Gov & staff H&S rep.**  **12.06.20** | INSET DAY to go through all of Risk Assessment and cleaning procedures and health and safety before children return. Maybe in two groups if Keyworker children in on same day.  **Cleaning schedule Displayed in all rooms**  Continued daily cleaning of surfaces/furniture and bathrooms/toilets/staff kitchen.  Check list to be developed so that anyone, who is cleaning as part of the hourly rota, knows where they should be cleaning.  **Discussed at meeting of 12.06.20 School will be deep cleaned as usual during the summer holidays in preparation for resuming in September.**  **No longer an action closed.**  Encourage staff to raise any concerns they have so these can be reviewed. | Premises Manager (PM) and Head Teacher (HT)  Staff H&S rep. (SH&SR)  All staff  PM & HT  Rotas for cleaning as part of the daily planning.  HT; PM & SH&SR | Before the wider opening date.  Then on going through daily and weekly reviews.  15.06.20  **Wk. b 12.6 two ed. drills held**  01.06.20  01.06.20 | This is a dynamic doc. And will be reviewed on going. A formal review will take place each Friday between HT and Staff H&S rep.  12.06.20  **19.06.20**  **26.06.20**  12.06.20  CLOSED 19.06.20  12.06.20  **19.06.20**  **26.06.20** |
| **Staff Wellbeing** | * Assess availability and well-being of all staff including staff who are self-isolating, underlying health conditions, family considerations, staff who are subject to shielding or are in a household where someone is shielding. * Assess transport arrangements for all staff and parking arrangements as required. * Availability of supply staff to cover any vacancies or long-term absences. * Assess impact on individuals from the lockdown and any residual effects. * Assess staff expectations and any anxiety and perceived inequalities | Head teacher is talking to each member of staff either face to face when on staff rota and talking to staff who are shielding on the phone.  Most staff travelling by car or walking with no concerns.  Member of staff using public transport, using face mask.  Bank staff being called to see if they will be available if needed for cover.  Greenwich to provide signage for hand washing and social distancing.  **Closed 12.06.20** | Regular meetings with staff to share feelings and concerns.  Regular phone calls with other staff who are shielding.  Staff have contact details of Greenwich support if they have further concerns.  Monitor safety of travel for member of staff on public transport and wellbeing in relation to this.  Bank staff to be informed of health and safety procedures over the phone before coming into nursery.  Induction on first visit to go through risk assessment. | HT  All staff  HT | Ongoing  If any concerns arise  Ongoing  Ongoing | 12.06.20  12.06.20  **19.06.20** |
| **Review Pupil well-being and Risk assessments** | * Review the circumstances of pupils who are likely to be returning – are there any new circumstances that may pose a risk. * Risk assess individual pupils who require specific care which cannot be delivered whilst ensuring social distancing. * Risk assess pupils with behaviour issues or who may be potentially violent especially those with a known risk of spitting and or requiring physical restraint. * Assess pupils who may be worried about returning to school or who have been in challenging home circumstances or experienced bereavement during the pandemic (covid19 related or not) | Phone calls made to all parents of children returning.  Individual children receiving 1:1 support from staff have their own risk assessment relating to covid 19 safety of themselves and staff.  Phone calls to parents – to assess feelings about returning to nursery.  Staff informed and sensitive to child’s needs and offering familiarity and routine for child to be settled. 1:1 time if needed. | Discussion with head teacher if a concern arises and plan of action put in place.  Discussions about the use of PPE equipment for staff with a child who spits.  Strategies to be put in place to manage child so PPE does not need to be worn. On risk assessment.  Training for staff in working with children who have had a bereavement.  **Training to be found by HT – We have had previous training and have resources in place, until training available**.  Support for staff dealing with any concerns. | CL & Room Leads  SENDco  SENDco  Class Teachers; HT and all staff | Ongoing  Ongoing  01.06.20  01.06.20 | 12.06.20  **19.06.20**  12.06.20  **19.06.20**  12.06.20  **19.06.20**  12.06.20**19.06.20** |
| **Class group and size configuration** | * For pre-school children in early years settings, the staff ratios within the early years foundation stage continue to apply and used to group these children. * Vulnerable children. | Children to be allocated base room groupings with their staff team.  Staff teams to be allocated to one base room. These will be referred to as ‘bubbles’. Bubbles will be capped at 16.  Initially ‘30 hours’ children will be invited to return. (We know that these are children of working parents). Any additional vulnerable children and those already in attendance because of their individual needs/keyworker children, in order to manage social distancing as far as is possible for children at this age.  No. of children in attendance will also take into account staff who are shielding. | Children will only access their base room and outside. Children will not go into other base rooms in order to keep any mixing of children in a larger space outside where they can spread out at a safer distance.  Update risk assessment when it is considered possible to accommodate a higher number of children.  Bank staff have been contacted to see when they would be available to work. | HT; SENDco and CT | Ongoing | 12.06.20  **19.06.20**  Review on 19.06. with a view to opening PT attendance for leaving children.  19.06.20 3rd bubble will open on 22.06 |
| **Curriculum & Transition** | * Balancing the need for remedial work and “catch up” with the social/emotional needs of the children & young people * Addressing gaps in learning in a structured and appropriately paced way to maximise impact of teaching without overwhelming the pupils. * Maximising impact of additional adults matched to those identified pupils who need the support most. * Managing transition (at all stages) to best support the next stage of learning * Supporting the handover of critical information to best support transition (e.g.: Nursery- Recp, SEND pupils). | Planning will continue as usual, for all levels of ability.  Initially staff will be re-establishing routines and familiarity along with nurturing to reduce any anxieties they may present. Staff will ensure there are opportunities for children to talk about their experiences away from nursery and to get used to an environment with more people than at home and support them in reforming friendships with peers and relationships with adults.  Children with SEN will continue to receive support in the usual way according to nursery policy. Weekly contact and support to those not returning.  Meeting for sharing information arranged with Alexander McLeod Primary where the majority of children are transitioning to.  Phone other schools to discuss children transitioning and what their plans are for meeting children transferring to them. | Emphasis to be on children’s well-being and feeling safe in the environment through the support we provide for them and their families. Parents are likely to need reassurance that their children are safe while in our care and be able to feel their child is going to be happy as they hand them over at the door rather than coming into nursery to settle and say goodbye to them.  Prime focus on making routines easy to follow and clear simple rules and as much familiarity as possible with the things we are doing.  When appropriate, staff will plan for and evaluate children’s levels of learning and provide activities at relevant level to support their learning. Interventions will take place if children need some additional support because they have regressed while in lockdown.  Staff need to be aware that children who are anxious will not learn and it is important that a child’s wellbeing comes before any learning.  Discussion ongoing about how/when children can visit their transitioning school.  Reassure parents that transition will be talked through with them and procedures put in place.  **Transition reports and attendance to be sent to new schools** | HT: SENDco & CT  **CT**  **HT & Office staff** | 01.06.20  **On going**  **Commenced wk. beg. 22.06** | 12.6.20 **19.06.20**  **19.06.20**  **26.06.20** |
| **Classroom and learning environment layout** | * Organise classrooms and other learning environments maintaining social distancing space between seats and desks where possible. * Consider how play equipment is used ensuring it is appropriately cleaned between groups of children and that multiple groups do not use simultaneously. * Remove unnecessary items from classrooms and other learning environments. * Remove soft furnishings, soft toys and toys that are hard to clean. * Ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. * In schools and colleges, you may want to consider seating students at the same desk each day if they attend on consecutive days * Lunch times * Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time. | Activities to be spread across room and outdoors to limit numbers of children at one activity. If when inside more than 4 children congregate at an activity with an adult, then other adults are to entice children to other activities.  Cleaning schedule – displayed in each classroom and reminders in each bathroom, kitchen, staff room, changing room.  Reduced furniture in rooms in order to create more space for staff and children to move around with some distancing. **Closed completed 12.06.202**  Soft furnishings and soft toys put into storage. Use Rainbow carpet area for storage.  Classrooms and outdoor set up with several activities and resources so children can be spread out in order to use them. Continue to allow children to select from the resources provided.  Staff to encourage minimal number of children at an activity. Redirect children if too many children wanting to use certain activities.  As above.  Children to have lunch in base rooms. Tables spaced out for small groups of children.  Children can free flow into the toilet of their ‘Bubble’ as and when they need to.  Lunch times; children will be toileting two children at a time.  Hourly hand washing and prior to washing hands 20 seconds. Adult to monitor this.  One adult handle food tins and serve.  Picture symbols of the routine to help all children understand.  Children will only use the toilets in their bubble. When through the routine of the day children are using the toilet or washing hands staff will be in the bathroom to ensure that numbers remain low. | Reduce the amount of some resources or have two small areas with a duplicate popular activity so there are not too many children at one activity at a time.  A bucket in each room for resources to be put as necessary during the session, (talk to staff about using common sense and give examples), eg. Scissors, toy a child mouths, a toy that is popular and has quite a lot of handling in a short space of time.  Run through cleaning schedule with all staff so everyone is clear on what is being cleaned and a reminder of the importance in order to keep each other and the children safe.  Mark up any resources that are not to be used. Consider use and cleaning of wooden bricks and if we need to reduce amount.  Outdoor equipment to be sprayed with detergents and hosed down and left to drain overnight.  Holes have been drilled in the plastic baskets so they can be stood on struts to drain.  Staff to all be aware of their duties in this.  Staff rota for getting children ready, preparing tables, serving and cleaning up after lunch.  **It was observed by a member of staff that they bathrooms were becoming congested when it was the hourly hand washing. Spots have been placed on the floor to enable children to space themselves out and to line up at this time. Presently they are being put down and taken up each day so that the floors can be effectively cleaned.**  **Purchase to be made of rubber spots as the present ones are slippery when wet.** | HT: CT & all staff  PM & all Staff  CT & all Staff  CT & Bubble Staff  CT & Bubble staff  **HT** | 01.06.20  01.06.20  01.06.20  01.06.20  01.06.20  **22.06.20** | 12.06.20  **19.06.20**  12.06.20  12.06.20  **19.06.20**  12.06.20  **19.06.20**  12.06.20  **19.06.20**  **26.06.20** |
| **Outdoor space** | * Maximise the use of outdoor space for outdoor education, exercise and breaks. * Ensure that if used outdoor equipment is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read [COVID-19: cleaning of non-healthcare settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) | Outdoors to be planned for and set up as usual. To be available in all weathers-use of raincoats provided when wet.  Each child to be provided with a labelled raincoat that they use in the event of rain. Which will then be washed.  **Unable to be washed daily as the coats will fall apart. They will be sprayed with disinfectant.**  **Wellington boots will be sprayed with disinfectant at the end of each day.**  **Cleaning schedule** - main parts of climbing equipment cleaned by member of staff, middle and end of sessions with disinfectant, eg. Bars the children hold to climb.  Resources to be washed at the end of each session, using hose and disinfectant spray. Or washed in bathroom sinks. |  | CT & all staff | 01.06.20 | 12.06.20  **19.06.20** |
| **Start and end of day** | * Stagger drop-off and collection times * Plan parents’ drop-off and pick-up protocols that minimise adult to adult contact | Inform parents of their start and pick up time and need to social distance. Dropping off and meeting at class doorway when called.  One-way system in place.  No parents/carers in building.  Issue of children and/or siblings playing with or on outdoor equipment while waiting in garden. | Signs/notices to remind parents to social distance and to wait to be called. One way arrows to show entrance and exit. To be provided by Greenwich Council.  (Made by staff as non provided).  If a child is upset, the adult can come to courtyard and use main entrance with support from staff member – or take child home if very distressed.  **Third Bubble to be opened on 22.06.20 in Space Room. Parents have been sent Covid HAS and welcome from the staff. This will follow the same RA as the other bubbles when they started.** | HT, CL & all staff  **HT Space room bubble staff** | 01.06.20  **22.06.20** | 12.06.20**19.06.20**  **26.06.20** |
| 1. **Communicating your plans and supporting individuals** | | | | | | |
| **Children, parents and carers** | * Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)) * Parents to inform the school is anyone in the house is displaying symptoms * Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend * Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) * Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). | Letter to parents to keep them informed about what is happening re-reopening.  **Covid-19 Home school agreement** for parents to understand their role in keeping their children, other children, staff and themselves safe.  **HT will check that this has been done for all children.**  Agreement to be returned before child comes back to nursery.  Deliveries to be brought to main reception. Packages left at doorway. | Parents wanting the office to make payments or enquiries:  Signage to inform parents and deliveries what to do and social distance markers. Symbols as well as written.  If needing change, they can make payment and be given change when collecting child.  Notice: “Please wait in courtyard. No visitors to enter. Thank you for keeping your distance.”  Times of availability for parent enquiries or payments.  **Home school agreement:**  -To inform nursery if a member of their household is displaying symptoms.  -To say only one adult to accompany child to nursery.  -Protocol for dropping off or collecting and what to do if they are running early or late. Social distancing from staff and other parents and children.  -Being patient with nursery as they implement and may adapt these new changes in order to keep everyone safe.  -Their responsibility in helping to keep children, their families and staff safe by maintaining social distancing while their child is at nursery. | HT Office Staff | 22.05.20 | 12.06.20  **19.06.20** |
| **Children** | * Use age appropriate materials to explain and maintain social distancing * Support pupils who are worried about returning to school or who have been in challenging home circumstances or experienced bereavement during the pandemic (covid19 related or not) * Promote understanding of the different experiences for our children and young people during lockdown * Consider how pupils with specific needs are reintegrated | Children are of an age to find social distancing difficult. It will be the responsibility of staff to redirect children in a motivating way if they are beginning to group at certain activities so large groups are not using the same space in close proximity.  In line with Government and Public Health England recommendations the outdoors is to be used as much as possible. It is a large space and the recommendations are that outdoor spaces are safer than contained spaces in reducing the spread of Covid 19.  Several with SEND have been in attendance already. Known children with specific needs returning will have 1:1 support as previously. | Staff to remain vigilant with regard to their own hygiene, and to remember that even though the children would struggle to social distance they can.  **Concerns are being expressed that although the children are adjusting to the new routines staff are finding it harder to social distance. All staff to be reminded.**  Families to be informed that they must keep their child at home and inform us if they have any symptoms of Covi-19.  During INSET on the 01.06.20 remind staff about the children’s needs, whole staff discussion about identifying and supporting the needs of the children.  **Children in new bubble to be assessed when they return and any needs addressed** | HT; CT and staff and parents  **HT & all staff**  HT & SENDco  22.06.20 | 01.06.20  **22.06.20**  01.06.20 | 12.06.20  **19.06.20**  **26.06.20**  12.06.20**19.06.20**  **26.06.20** |
| **Staff** | * Communicate frequently * Talk to staff about the plans (for example, safety measures, staggered arrival and departure times), including discussing whether training would be helpful. * Consider the support needs of staff and put in place interventions to support everybody’s mental health | Meetings led by head teacher before additional children are welcomed back to nursery to ensure everyone knows the procedures and risk assessment in place and their role in carrying it out.  Also for staff to raise any concerns they have and any discussion about adapting any safety measures if unforeseen issues arise.  Head teacher available for 1:1 meetings with staff to support their well being.  Weekly meetings led by head teacher-or as needed with all staff to check on well being and any support that might be needed with this. | Discussions with all staff in pairs, contact to be made with staff who are shielding.  Whole school INSET 01.06.20. Presentation of plan to bring back more children into the school, which will commence 08.06.20.  Discussions with staff about support available to them and general discussions about how they feel about extending the numbers. All staff have said that they do not want to wear PPE with the children. **Staff had made it clear in discussions with the HT that they do not want to wear PPE when working with the children.**  Covid-19 BAME Risk Assessments to be carried out with staff. | HT  HT | Wk Beg 11.05.20  WK Beg  08/06/20 | 12.06.20  12.06.20  **19.06.20** |
| **Contractors and suppliers** | * Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers * Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this if needed | Need to find out when or if cook will return to prepare lunches.  **At the moment numbers remain low and we have the capacity to provide lunches with the staff that we have. To be reviewed if the Cook is no longer to be furloughed.**  Alternatives for feeding children if no cook available.  Contracted cleaning to continue as usual. | Arrange staffing to prepare food.  Only staff with food hygiene certificates to prepare food  Have food delivered from another school? **NO**  Regular check with cleaners about their concerns and wellbeing. | HT | On going | 12.06.20**19.06.20** |
| 1. **Daily Arrangements when open** | | | | | | |
| **Daily Arrangements - Keeping Cohorts Together** | * Ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days. * Ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. In schools and colleges, you may want to consider seating students at the same desk each day if they attend on consecutive days | Children to start and end the session in their base rooms so parents restricted to doorway of one class.  The start and end of session will be when there are the most children in one classroom, so children will be kept in class groups at this time with their own base room.  Staff will remain in class teams for each base room.  Children will be able to free flow from their base room into the garden but not into other base rooms.  Staff supporting children with additional needs will want to access areas they feel calm in eg. By the fish tank.  However only one bubble has access to the fish tank. SENDco will buy a sensory fish tank that can be put in the sensory room.  Awaiting PM to PAT test it so it can be used. | Discussion about ‘Bubbles’ at in the context at the start of the document.  **Review to be made on the 19.06.20 to ensure that we are confident to allow another bubble to open.**  **Going ahead.**  All existing KW and vulnerable children to be put into ‘Bubbles’ from 02.06.20, New children will be added to the bubble starting from the week of the 08.06.20 until the maximum of 16 children is reached.  New bubbles will be added e.g. for the PT leavers, as and when it is assessed safe to do so.  Any story and rhyme times to spread beyond carpet area in order to maintain some social distancing.  Cleaning schedule displayed in every classroom.  Our strict cleaning regime and handwashing aims to limit possibility of transmission of Covid 19 | HT & all staff  HT  SENDco | 02.06.20  08.06.20  22.06.20  08.06.20 | 12.06.20**19.06.20**  **26.06.20**  12.06.20  12.06.20  12.06.20  **19.06.20** |
| **Cleaning and Hygiene** | * Review the arrangements for routine maintenance of the premises - follow the [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) * Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments. * Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal * Ensure that all adults and children: * Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the [guidance on hand cleaning](https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public). * Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing * Are encouraged not to touch their mouth, eyes and nose * Use a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’) * Ensure that help is available for children and young people who have trouble cleaning their hands independently * Consider how to encourage young children to learn and practise these habits through games, songs and repetition * Ensure that bins for tissues are emptied throughout the day * Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units * Get in touch with public sector buying organisation partners (for example ESPO, YPO, NEPO) about proportionate supplies of soap, anti-bacterial gel and cleaning products if needed * There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting. | Three areas available to children for handwashing.  Additional areas for staff handwashing.  Sanitiser at main reception entrance, and other points around the school. However, RBG Infection control has made it clear that this is a last resort and only needs to be used if hand washing is unavailable.  **Cleaning schedule** to be displayed in each classroom.  Children and staff washing hands hourly. Hands will be washed on entry to the building and prior to the children leaving to go home.  Staff washing hands on arrival and on leaving to go home.  Staff supporting children to wash their hands when they arrive, before snacks and lunch and after any coughing or sneezing.  Children reminded how to cough into elbow and to put tissues into bins.  Visual symbols to reinforce good hygiene.  Washing hands song.  Tissues in the bin, song.  End of session-bins cleared.  Doors of rooms open throughout free flow. Windows also open for ventilation unless very cold.  Cleansing supplies ordered by premises manager. Staff to report if stocks are running low, in time for fresh stock to be ordered.  Children to bring in a change of clothes from home to use if they need changing due to soiling or messy from activities-so nursery clothes do not need to be used.  (To be in letter to parents) | As we have never closed this has been on going.  Checklist as numbers of children increase, so all children will wash hands.  **Closed 19.06.20– this is a whole school activity all children stop what they are doing and they children and adults all wash hands.**  **Photos**   * Of children washing hands with child friendly messages and maybe songs to sing. * Of how to cough into arm. * Throwing tissue in bin.   **No longer felt to be needed as children are understanding the routine and there is information over load at the present time with too many posters.**  Need more to be made for all around the nursery (INSET day)  INSET 01.06.2020  Staff to go over songs/jingles we can sing to remind children of washing hands, bin tissues, cough into your arm.  Contact premises manager by phone to make order (working from home).  **PM returned to working normal hours on 15.06.20**  Staff advised to bring in a change of clothes in case there is an incident where they may end up with bodily fluids from a child being changed, ill or from a bleeding injury.  Normal PPE i.e. when changing a child, should be worn, but change of clothes are an extra precaution to be used if needed.  **PPE from RBG has not arrived. Head email Tracy Russell who will ensure we have it week of the 15.06.20**  **17.06.2020 PPE delivered by Tracey Russell to the school.** | HT & PM  All staff  Staff to be designated on the day.  HT | Ongoing  On going  01.06.20  **19.06.20** | 12.06.20**19.06.20**  12.06.20  **19.06.20**  12.06.20**19.06.20**  **19.06.20** |
| **Reduce Mixing of Groups** | * Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time | Staff to monitor use of bathrooms, eg. Children washing their hands after activities and general use of toilets, to ensure only a limited number of children using facilities at one time. | Staff team rota to include this.  **Rubber spots have been purchased to enable this to happen seamlessly.** | All Staff | 08.06.20 | 12.06.20**19.06.20** |
| **Use of Outdoor Space** | * For outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff * Although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read [COVID-19: cleaning of non-healthcare settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) | Outdoor space will be used in all weathers (unless unsafe winds or torrential rain). Children will be encouraged to use this space and activities spread out so children have some distancing while playing.  **Cleaning schedule** - climbing equipment cleaned hourly by member of staff, and end of sessions with disinfectant, as part of the hourly clean. eg. Bars the children hold to climb. | Tick list for equipment to be cleaned in garden.  General toys placed in large buckets and hosed down with water and disinfectant.  **19.06.20 buckets have been changed to crates as they have proved more effective.** | All Staff on rota | 08.06.20 | 12.06.20**19.06.20** |
| **Shared resources** | * Shared materials and surfaces should be cleaned and disinfected more frequently. * Although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts | **Cleaning schedule** –for equipment to be cleaned, during and at the end of each session.  Surfaces of cupboards and tables to be cleaned with disinfectant at tidy- up times, before and after lunches.  Classroom will be cleaned by cleaning services at start of each day.  Chairs to be wiped over with disinfectant daily. |  | All Staff | 08.06.20 | 12.06.20**19.06.20** |
| Transport arrangements | * Encouraging parents and children and young people to walk or cycle to their education setting where possible * Making sure schools, parents and young people follow the [Coronavirus (COVID-19): safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) when planning their travel | Talk to staff and parents of children using public transport to keep updated on how safe they feel. | Alter time of attendance if transport overcrowded at usual time of travelling.  **HT has been in discussions with Gary Buten from RBG – a pro forma is awaiting permission to be sent out. HT to wait until then before any more formal meetings with staff – however the HT continues to have informal meetings giving staff an opportunity to voice any concerns.**  **HT to chase up.** | HT | 01.06.20 | 12.06.20**19.06.20**  **26.06.20** |
| Deliveries/  visitors | * Not allowing additional people into the building. | Deliveries will be received at the main reception entrance as usual. Social distancing will be kept by delivery person after ringing school bell for attention and delivery left near entrance for staff to take into building.  Visitors (eg. Making enquiries or collecting workpacks for nursery children) will be spoken to at 2m social distance at the doorway. They will not enter the building. | If a signature is needed paperwork will be signed using staff’s own pen and passed back.  Hands must be washed immediately after dealing with delivery and/or signing paperwork. | HT, SENDco and any office staff on site | 01.06.20 | 12.06.20**19.06.20**  **26.06.20** |
| 1. **Individual care if anyone becomes unwell** | | | | | | |
| Confirmed case of coronavirus in a setting | * If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance). * If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. * If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. * PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). * In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. * If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see ‘What happens if there is a confirmed case of coronavirus in a setting?’ below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings). | If staff show symptoms of Covid 19 they will be sent home immediately.  If a child shows signs of Covid 19 they will be taken to Rainbow Room or Sunshine Room where they can be isolated and a phone call made for them to be collected. Staff supervising child at this time may choose to wear PPE if it is inappropriate to socially distance.  Make sure the space is well ventilated by opening door and/or windows.  Call 999 if child is seriously ill or their life is at risk. Then phone parents to inform.  If child needs the toilet, ensure no one else apart from their supporting adult is in the area and clean immediately after wearing appropriate PPE.  Staff member supporting child can remain at work after the incident. They must wash their hands thoroughly and may feel they would like to change clothes and will be given time to do so. If they develop symptoms they need to go home. A test is available for any staff displaying signs of Covid 19.  The area where the child showing symptoms has been should be disinfected to reduce the risk of transmission of infection. | Procedures in line with Government and NHS to be followed and these procedures to be talked through with staff by head teacher, so staff will support each other but all be clear on procedure.  COVID 19 guidance to be at hand for all staff to access or have a copy.  It can be downloaded from the government site. Gov.uk | HT  HT | 01.06.20  01.06.20` | 12.06.20**19.06.20**  **26.06.20**  12.06.20**19.06.20**  **26.06.20** |
| Testing | * When settings open to the wider cohort of children and young people, all those children and young people eligible to attend, and members of their households, will have access to testing if they display symptoms of coronavirus. This will enable them to get back into childcare or education, and their parents or carers to get back to work, if the test proves to be negative. Access to testing for teachers and other staff available to all essential workers. This includes anyone involved in education. Education settings as employers can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal. | Not yet applicable – await more information from government.  Testing is now available to under-fives, as well as adults and children, if they are showing symptoms.  Staff have been informed that testing is available to them if they show symptoms of Covid 19. | * When available- To access testing parents will be able to use the 111 online coronavirus service if their child is 5 or over. Parents will be able to call 111 if their child is aged under 5.   Education settings as employers can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal.  Ensure staff have access to information about this.  See-‘Getting Tested’ on Gov.uk | HT | 08.06.20 | 12.06.20**19.06.20**  **26.06.20** |
| PPE | * Check availability and supply of PPE. The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including: * Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way * If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. | Supplies checked daily by staff.  Ordered by premises manager.  RBG has also offered a starter pack of PPE. Tracy Russel has said that it should be with us by the 12.06.20  Staff to consider having a change of clothes in school if they feel more reassured after supporting a child with an illness. Or if they want to change their clothes before heading home. | Staff to be aware everyone is responsible for this and if they know something is running low they must tell head teacher.  Premises manager to do regular checks.  Training supplied by Infection Control PHE has said that the number of children infected is very low. However it is important that all staff understand their individual responsibility to keep themselves and each other safe. | HT | 12.06.20 | 12.06.20**19.06.20**  **26.06.20** |

**LOG of meetings held re. this document.**

**12 June 2020**

**Present Gill Crowley (HT) 7 Ann Vietch GOV & representative of the School H&S committee.**

**Every point on the risk assessment was discussed and some changes made which are in purple throughout the document.**

**Format for documenting the meeting agreed and date for the next meeting agreed which is 19.06.2020.**

**Daniel Gbasai (PM) is returning to work on the 15.06.2020. All meetings to be held on a Friday with the PM; HT and AV. Review of the present document and any new concerns to be added.**

**19 June 2020**

**Present Gill Crowley (HT) 7 Ann Vietch GOV & representative of the School H&S committee. Daniel Gbasai Premises Manager (PM)**

**Each point that remains open was discussed, any changes were added to the document in Orange. The feeling is that it is a good venue for the RA review and that most issues are being addressed as they arise by staff. E.g. HT observed staff leaving to go home. It was realised that staff were passing parents who were coming in to collect their children and so were not observing the one-way system. It was greed with all staff that if staff are leaving when children are arriving or leaving then they will observe the one-way system.**

**HT and SENDco will be interviewing for a teaching post on the 24th June. We will be able to social distance through-out and she will always have a staff member when she is with the children. RA to be written prior to the interview.**

**Next meeting 26.06.2020**