

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 as possible during this next recovery phase.

6th January 2021

This RA is being up dated in line with the changes and the present ‘Lockdown’. It also recognises that the Government is giving conflicting messages to EY providers in particular the MNS. In writing this RA I have considered how the school is compliant with the requirement of the Government to open, whilst ensuring the safety of the children and staff, and their families. One of the main ways that we are proposing to do this is by limiting the number of adults and children that are on site. We will limit each class to a bubble of 15 children and the same staff. Professor Callum Semple (Member of SAGE) has said “under current circumstances, every opportunity to remove social mixing and work mixing of human beings is vitally important”. The infection rate nationally is estimated at 1 in 50 people, in London it’s 1 in 30. It is imperative that we keep everyone, children; staff; families and the wider community safe.

<p>School Abbey Wood Nursery School</p>	<p>Assessment Date 26.8.2020 – Ongoing Re-assessment 25.9.2020 RE-Assessment 17.11.2020 Re-Assessment 04.01.2021</p>	<p>Assessed by Gill Crowley</p>	<p>Approved by Gill Crowley</p>
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The following principles underpin all planning and actions:

- 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.

This Risk assessment is an update of the original which was written for the 1st June 2020 reopening.

	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
1. Planning and Organising						
Existing Health and Safety compliance and building considerations	<ul style="list-style-type: none"> • 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 	<p>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).</p> <p>The school has been closed since the 20th July. Only the cleaning staff; PM; HT; and office staff have been in this</p>	<p>September 2nd INSET meeting of all staff to go through all of Risk Assessment and cleaning procedures and health and safety before children return.</p> <p>Continued daily cleaning of surfaces/furniture and bathrooms/toilets/staff kitchen.</p>	<p>Premises Manager (PM) and Head Teacher (HT) Staff H&S rep. (SH&SR)</p> <p>All staff</p>	<p>Before the wider opening date. Then on going through daily and weekly reviews.</p>	<p>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.</p> <p>04.09.20 25.9.2020, this is working effectively.</p>

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	<p>is particularly important if the school premises have been closed to pupils and staff for any periods of time since 23 March 2020.</p> <ul style="list-style-type: none"> Test all water systems, fire alarms, gas supply, kitchen equipment Consider Deep Cleaning by professional cleaners 	<p>ensures that the 72 hour no contact will have been met by staff return on the 2nd September.</p> <p>Water systems have been flushed weekly in less used/unused areas.</p> <p>Fire alarms checked checks will restart 2.09.2020 Fire drill planned within the first half term of the children returning.</p> <p>Other systems have been in use.</p> <p>During the Summer holidays the school has been deep cleaned by the usual cleaning staff. 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.</p>	<p>Check list to be developed so that anyone, who is cleaning as part of the hourly rota, knows where they should be cleaning.</p> <p>Encourage staff to raise any concerns they have so these can be reviewed. A 'Box' has been placed in the staff room so that staff are able to raise and concerns anonymously. This will be checked daily.</p>	<p>PM & HT</p> <p>Rotas for cleaning as part of the daily planning.</p> <p>HT; PM</p>	<p>10.09.20</p> <p>10.09.20</p> <p>04.09.20</p>	<p>04.09.20 04.01.2021 Discontinued as no concerns brought to leadership in this way.</p> <p>04.09.20 25.09.2020; Systems are working effectively</p>

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	<ul style="list-style-type: none"> Conduct health and safety inspection with the union health and safety representatives 	<p>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 2nd September. Further cleaning than has already been carried out will not be necessary.</p> <p>PM will conduct his usual H&S preparations for retuning after the summer closure.</p>				
<p>Existing Health and Safety compliance and building considerations.</p> <p><u>17/11/2020</u> This appears to be working well. Although as the numbers of children increased it became more challenging to carry out the cleaning, PM was also able to help in some of the communal areas. The 'Box in the staff room is regularly checked and there has been nothing submitted through that method. Staff have been coming to see the HT directly if there has been anything that they have worried about.</p> <p><u>04/01/2021</u> School is partially closed, only open to Keyworker and vulnerable children. PM will continue to conduct normal routine H&S checks. Cleaning of the school continued during the school holidays. We will return to our previous cleaning schedule as it has appeared to be effective.</p>						
Staff Wellbeing	<ul style="list-style-type: none"> 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. 	<p>All staff are due to return 2nd September 2020. The Head teacher will have individual meetings with all staff.</p> <p>Most staff travelling by car or walking with no concerns. Member of staff using public transport, using face mask.</p>	<p>Regular meetings with staff to share feelings and concerns.</p> <p>Staff have contact details of Greenwich support if they have further concerns.</p> <p>Monitor safety of travel for member of staff on public transport and wellbeing in relation to this.</p>	HT	All staff	Staff will report to HT if any changes.

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	<ul style="list-style-type: none"> 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 	Bank staff being called to see if they will be available if needed for cover.	<p>Bank staff to be informed of health and safety procedures over the phone before coming into nursery.</p> <p>Induction on first visit to go through risk assessment.</p>	HT	Ongoing	
					If any concerns arise	
					Ongoing	
					Ongoing	
					04.09.20	
					25.9.20	All staff have returned to work.
<p>Staff Wellbeing</p> <p>17/11/20 At this time we have had no occurrence of COVID in the school with the staff or children. However, the country is on a second lockdown as there 'R' rate is high. This is having an impact on the wellbeing of the staff. We are no longer having whole staff 'staff meetings' these are being carried out in base room teams. We are attempting to cover any staff absences with known adults and ensuring that we keep the 'bubble' as tight as possible, by introducing as few new adults as is possible. We continue with as many small ways to show that we appreciate the work that the staff are doing, as we can.</p> <p>04/ 01/2021 There was one incident of COVID in the school on the last day of the Autumn term. The school is now partially closed until at least the 18th January. HT will meet with all staff to re-evaluate their personal safety. This will also enable the HT to discuss with them any concerns that they may have. RBG has arranged for all staff to have 'Lateral Flow testing' if they would like. Staff will also be reminded about their access to the RBG wellbeing service for support. Staff are presently concerned about the increase in infections. On the 6th January 2021 it was announced that London infection rate is 1 in 30. Part of the changes to the RA must include ensuring the safety of the staff.</p>						
Review Pupil well-being and Risk assessments	<ul style="list-style-type: none"> Review the circumstances of pupils who are likely to be returning – are there any new circumstances that may pose a risk. 	Parents of all returning children were written to prior to summer closure. They will all be contacted by telephone prior to the school re opening to children on the 10 th September.	Discussion with head teacher if a concern arises and plan of action put in place.	CL & Room Leads	Ongoing	04.09.20 25.9.20 Closed; all successful reintegrated to the school.
	<ul style="list-style-type: none"> Risk assess individual pupils who require specific 	Individual children receiving 1:1 support from staff have their	The school has many new children starting who's needs	SENDco	Ongoing	04.09.20 25.9.20 Ongoing most

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	<p>care which cannot be delivered whilst ensuring social distancing.</p> <ul style="list-style-type: none"> 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) 	<p>own risk assessment relating to covid 19 safety of themselves and staff.</p> <p>Staff informed and sensitive to child's needs and offering familiarity and routine for child to be settled. 1:1 time if needed.</p>	<p>my not have been able to be fully assessed or to have been evident prior to them starting. SENCO will work with CT to address any concerns as they arise.</p> <p>Training for staff in working with children who have had a bereavement.</p> <p>Training to be found by HT – We have had previous training and have resources in place, until training available.</p> <p>Support for staff dealing with any concerns.</p>	<p>SENDco</p> <p>Class Teachers; HT and all staff HT had training in Nov 20. To be disseminated to staff through staff meetings.</p>	<p>Ongoing</p> <p>04.09.20</p>	<p>children had the risk assessment in place; new children being added as needed. SENCO is working with the support staff to implement.</p> <p>04.09.20 As above</p> <p>04.09.20 25.9.20 Children now being supported through usual settling systems. Head teacher booked on training. Will disseminate to all staff through a staff meeting.</p>
<p>Review Pupil well-being and Risk assessments 17/11/2020 SENCO continues to review the RA for individual children and to write new ones when it has been decided that this needs to be done. HT training on bereavement is 18/11/2020.</p>						

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<p>04/01/2020 Only Vulnerable and children of key workers to attend until at least the 18th January. RA will be undertaken by HT and SENCO depending on if children are in school or have returned. HT did online Bereavement training, this will be cascaded during the next term or as needed.</p>						
<p>Class group and size configuration</p>	<ul style="list-style-type: none"> 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. 	<p>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'</p> <p>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. This system was used from the 1st June and worked very successfully.</p> <p>Bank staff have been contacted to see when they would be available to work.</p>		HT; SENDco and CT	Ongoing	04.09.20 25.9.20 System working well will continue.
<p>Class group and size configuration</p> <p>17/11/2020 System working very well. Children have adapted very easily to not going into other classroom.</p> <p>04/01/2021 We have returned to the Spring term to conflicting responses from the Government re the closure of the school. This may mean that this element needs to be revisited. In March when we had the 'Lockdown' we combined the classes so that we could develop rotas to reduce the amount of time that adults came into school. With the length of this lockdown being unknown we may be fully open again in two weeks. That would mean the return to pre lockdown bubbles, too soon for bubbles to be popped in anyway. This may mean that staff have to spend more time in school, as we will not move staff between the bubbles. We will endeavour to look at the needs of the children and try to ensure that there are not excessive adults on site at any one time.</p>						
<p>Curriculum & Transition</p>	<ul style="list-style-type: none"> 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. 	<p>Planning will continue as usual, for all levels of ability.</p> <p>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</p>	<p>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</p>	HT: SENDco & CT	10.09.20	11.09.20 25.9.20 System working well will continue. Baseline being started to assess children's development. Plans will be made from that.

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	<ul style="list-style-type: none"> Maximising impact of additional adults matched to those identified pupils who need the support most. 	<p>environment with more people than at home and support them in reforming friendships with peers and relationships with adults.</p> <p>Children with SEN will continue to receive support in the usual way according to nursery policy</p>	<p>nursery to settle and say goodbye to them.</p> <p>Prime focus on making routines easy to follow and clear simple rules and as much familiarity as possible with the things we are doing.</p> <p>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. All children will be baselined within first three weeks of their return or them starting school.</p> <p>Staff need to be aware that children who are anxious will not learn and it is important that a child's wellbeing comes to support any learning.</p>	CT	On going	11.09.20 25.9.20 System working well will continue
	<ul style="list-style-type: none"> Managing transition (at all stages) to best support the next stage of learning Supporting the handover of critical information to best support transition 	Usual procedures are in place to support children with home/school transitions.	Reassure parents that transitions for children returning to new classrooms or with new class teams will be discussed with the children will be talked through with them	CT	10.09.20	11.09.20 25.9.20 System working well will continue

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	(e.g.: Nursery- Recp, SEND pupils).		and any needs addressed to support the children.			
<p>Curriculum & Transition</p> <p><u>17/11/20</u> Baselineing on all children is now completed. Initial scrutiny would confirm the staff anecdotal concerns about the children's Emotional and social difficulties being the highest concern. We are initially looking at supporting individual children and parents. This will be reviewed in the teachers meeting before the Christmas break to see if we need to have any additional approaches. We will continue our close work with the children's centre in order to support children and parents. Having discussed with other settings both inside RBG and in other LA, we have reintroduced some of our malleable activities; Dough; shaving foam; sand; cornflour; we have added precautions e.g. only use with one session children washing their hands.</p> <p><u>04/01/2021</u> Inset on the 4th postponed so that each class can have a full Pupil progress meeting. Each child to be discussed and any key needs to be identified. Generic Home working packs will be sent out the first week and then more targeted work will be arranged for each child. This will be supported with phone calls home from the key person for each child.</p>						
Classroom and learning environment layout	<ul style="list-style-type: none"> 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. 	<p>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.</p> <p>Cleaning schedule – displayed in each classroom and reminders in each bathroom, kitchen, staff room, changing room.</p>	<p>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.</p> <p>A boxes 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.</p> <p>Run through cleaning schedule with all staff so everyone is</p>	HT: CT & all staff	ongoing	11.09.20

	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
	<ul style="list-style-type: none"> 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 	<p>Reduced furniture in rooms in order to create more space for staff and children to move around with some distancing.</p> <p>Soft furnishings and soft toys put into storage.</p> <p>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.</p> <p>Staff to encourage minimal number of children at an activity. Redirect children if too many children wanting to use certain activities. As above.</p>	<p>clear on what is being cleaned and a reminder of the importance in order to keep each other and the children safe.</p> <p>Mark up any resources that are not to be used. Consider use and cleaning of wooden bricks and if we need to reduce amount.</p> <p>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.</p>	<p>PM & all Staff</p> <p>CT & all Staff</p>	<p>10.09.20</p> <p>10.09.20</p>	<p>11.09.20 25.9.20 Closed all in place</p> <p>11.09.20 25.9.20 System working well will continue</p>

	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
	<ul style="list-style-type: none"> 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. 	<p>Children to have lunch in base rooms. Tables spaced out for small groups of children.</p> <p>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 for 20 seconds. Adult to monitor this.</p> <p>One adult handle food tins and serve food.</p> <p>Picture symbols of the routine to help all children understand.</p> <p>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.</p>	<p>Staff rota for getting children ready, preparing tables, serving and cleaning up after lunch.</p> <p>Rubber Spots have been purchased on are placed on the floor so that bathrooms do not become too congested. Presently they are being put down and taken up each day so that the floors can be effectively cleaned.</p>	<p>CT & Bubble Staff</p> <p>CT & Bubble Staff</p>	<p>10.09.20</p> <p>10.09.20</p>	<p>11.09.20 25.9.20 System working well will continue</p> <p>11.09.20 25.9.20 System working well will continue</p>
<p>Classroom and learning environment layout <u>17/11/20</u> All systems seem to be working well, children and staff have slipped into the new routines easily. <u>04/01/2021</u> Most of the systems are established. All unnecessary equipment has been removed. Any new or unforeseen issues will be addressed with the teams in each bubble as they happen.</p>						

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Outdoor space	<ul style="list-style-type: none"> 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 	<p>Outdoors to be planned for and set up as usual. To be available in all weathers.</p> <p>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.</p> <p>Resources to be washed at the end of each session, using hose and disinfectant spray. Or washed in bathroom sinks.</p>		CT & all staff	10.09.20	11.09.20 25.9.20 System working well will continue
<p>Outdoor space 17/11/2020 System continues to work well; all areas of the garden are able to remain open at the moment due to the mild weather. Children are enjoying being able to see each other outside. 04/01/2021 At the moment there does not appear to a need to alter these arrangements. Weather is very cold and it is unlikely that many of the children will venture out for long periods. Staff will be required to maintain social distancing when outside unless there is an emergency. This will continued to be regularly reviewed and will be reviewed prior to the increase in numbers of children, whenever the partial closure finishes.</p>						
Start and end of day	<ul style="list-style-type: none"> Stagger drop-off and collection times Plan parents' drop-off and pick-up protocols that minimise adult to adult contact 	<p>Inform parents of their start and pick up time and need to social distance. Dropping off and meeting at class doorway when called.</p> <p>One-way system in place.</p> <p>No parents/carers in building. 25.9.20 Due to change in weather Parent /carers who are settling children are allowed in</p>	<p>Signs/notices to remind parents to social distance and to wait to be called. One way arrows to show entrance and exit.</p> <p>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. 25.9.20 Parents are struggling to keep to the planned staggered starts</p>	HT, CL & all staff	10.09.20	11.09.20 25.9.20 This is not working at all. It is a very poor use of SLT time.

	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
	<ul style="list-style-type: none"> Plan parents' drop-off and pick-up protocols that minimise adult to adult contact 	<p>classroom if wearing a mask and socially distancing</p>	<p>and finish due to clashes with other schools. Consultation with staff about possible remedies. Has led to us now having a flexible start and finish to each session. This will be over 15 mins and we anticipate will stop the congregation of adults outside the school gate whilst they wait for their start time. It will also stop some of our children having to wait 45 mins between dropping a child off and their time starting.</p> <p>25.9.20 We have asked that anyone over the age 11 who is on the school site to wear a mask. This is in addition to reinforcing social distancing.</p> <p>28.9.20 We will have four flexible start and finishes to the sessions. Between 9-9.15 (Start of the morning); 11.15-11.30 (end of the morning); 12.30- 12.45 (Start of the afternoon session); 2.45-3pm (End of the day). The hope of the school is that this will minimise the lack of social distancing between</p>	<p>Headteacher; SENCO and PM will work together to ensure one of them is in the area at each time.</p>	<p>5.10.20</p>	<p>9.10.20</p>

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			parents as they wait on the street for their child's start times. It will work more easily with the other local schools. Parents will be required to socially distance and to wear masks, unless they are exempt for doing so, whilst on site.			
<p>Start and end of day <u>17/11/2020</u> The changes that we made re. start and end of the day have been successful. Parents for the most part are maintaining social distancing. They often apologise if they have forgotten their mask and we have very few parents who are not supporting this change. In early October as the new tier system was announced I asked that staff all wear masks when they are greeting or saying goodbye to the children. This was in recognition of the difficulties that staff have, when talking to parents about an accident that their child might have had, in maintaining social distancing. During the half term break the PM painted permanent white lines across the verandas to the class rooms so that the parents do not cross into the classroom space. <u>04/01/2021</u> The school was proactive in assessing and making changes as we were presented with challenges during the last term. Parents were very supportive of anything introduced to keep them and their children safe. The new ramp, that has been built to facilitate the exit of parents with buggies, has made the end of the sessions run more smoothly. However, if any 'bottle necks develop as numbers increase then this will be addressed.</p>						
2. Communicating your plans and supporting individuals						
Children, parents and carers	<ul style="list-style-type: none"> 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) 	Letters to parents before summer break to keep them informed about what is happening in September. Letter to parents about changes in times. Posters to be displayed around the school.	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.	HT Office Staff	10.09.20	11.09.20 25.9.20 System working well will continue

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	<ul style="list-style-type: none"> 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). 	<p>Covid-19 Home school agreement for parents to understand their role in keeping their children, other children, staff and themselves safe, to be re issued in Spetember. HT will check that this has been done for all children.</p> <p>Agreement to be returned before child comes back to nursery.</p> <p>Deliveries to be brought to main reception. Packages left at doorway.</p>	<p>Home school agreement:</p> <ul style="list-style-type: none"> -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. 			

Children, parents and carers

17/11/2020 We have found that texting is a very good way of keeping in touch with the parents. We will often have responses within minutes of sending a text out. Recently we have had parents who are reluctant to take their child home if they are unwell. The next newsletter will contain information for parents about why we might be sending children home but also remind parent of their responsibilities to keep everyone safe.

This RA is published on the website.

04/01/2021 We are continuing to use texting as the preferred form of contacting parents as we know there are some parents without email access. However, the Admin Assistant has started to develop a list of parents emails so that they can be contacted that way also. A newsletter will go out in the first home learning pack with updates

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and contact emails for parents. This will be published on the website as well. Pupil progress meetings are being held instead of the postponed INSET, these will be used in order to develop an individualised and targeted offer for home learning.						
Children	<ul style="list-style-type: none"> 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 	<p>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.</p> <p>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.</p>	<p>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.</p> <p>Families to be informed that they must keep their child at home and inform us if they have any symptoms of Covi-19.</p>	HT; CT and staff and parents	01.06.20	12.06.20 25.9.20 System working well will continue
	<ul style="list-style-type: none"> Consider how pupils with specific needs are reintegrated 	<p>Several with SEND have been in attendance already. Known children with specific needs returning will have 1:1 support as previously.</p>	<p>During INSET on the 02.09.20 staff will be reminded about the children's needs, whole staff discussion about identifying and supporting the needs of the children.</p>	HT & SENDco	04.09.20	11.09.20 25.9.20 System working well will continue. New children are being identified and strategies/support being put in place.
<p>Children <u>17/11/2020</u> The children have returned or started school and settled in as they would normally do. They seemed to accept parents not coming into classrooms unless they had a mask on without question. The concern as has already been mentioned at the moment is their Personal, Social and Emotional development. We are assessing strategies that might need to be put in place on an individual basis. We have also been working with the Children's Centre to access CAMHS when that might be of benefit.</p>						

	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
<p>04/01/2021 After the first generic pack that will be given out, more individualised ideas will be given to parents about how they can support the children. We will continue to explore ways that we can support parents and children particularly with their social and emotional needs.</p>						
Staff	<ul style="list-style-type: none"> Communicate frequently Talk to staff about the plans (for example, safety measures, staggered arrival and departure times), including discussing whether training would be helpful. 	<p>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.</p> <p>Head teacher available for 1:1 meeting's with staff to support their wellbeing.</p> <p>Weekly meetings led by head teacher-or as needed with all staff to check on wellbeing and any support that might be needed with this.</p>	<p>Whole school INSET 02.09.20. Presentation of this RA. Discussions with staff about support available to them and general discussions about how they feel about returning after the summer. All staff said, prior to the summer holidays, that they do not want to wear PPE with the children.</p>	HT	Wk Beg 11.05.20	12.09.20 25.9.20 System working well will continue. The power point from David Pinson shared with staff as an update in briefing and printed out multiple copies in the staff room and one in the office.
	<ul style="list-style-type: none"> Consider the support needs of staff and put in place interventions to support everybody's mental health. 		<p>RBG Health and Wellbeing Assessments to be carried out with staff. If necessary individual RA will be developed.</p>	HT	04.09.20	04.09.20 25.9.20 All staff who have returned have been spoken to. No additional RA have been necessary.
<p>Staff 17/11/2020 All staff are being spoken to informally as necessary, support is being put in place as required. All staff are reminded about the Employee Assistance programme. 04/01/2021 All staff will have a meeting with the HT to review and changes that they may require a RA for. Staff who are not in for the first week will be contacted so that arrangements can be made to start the assessment as soon as they return. Information about the employee assistance programme will be offered again.</p>						

	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
Contractors and suppliers	<ul style="list-style-type: none"> 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. 	GS+ has contacted school do carry out a H&S RA prior to Cook returning from furlough.		HT	On going	04.09.20 25.9.20 System working well will continue
		Contracted cleaning to continue as usual.	Regular check with cleaners about their concerns and wellbeing.	HT & PM	On going	04.09.20 25.9.20 System working well will continue
<p>Contractors and suppliers <u>17/11/2020</u> Work has been carried out in the school since September. All contractors have been happy to comply with any requests that we have re: COVID-19. Cleaning staff have now been asked to wear masks whilst on site by GS+ <u>04/11/2021</u> Whenever possible work has been carried out when the school is closed e.g. weekends and school holidays. If this is not possible then contractors are asked to come after 3pm when there are no children on site. All deliveries are left in the court yard until the PM is able to put them away or give them to the correct person.</p>						
3. Daily Arrangements when open						
Daily Arrangements - Keeping Cohorts Together	<ul style="list-style-type: none"> 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, 	Children to start and end the session in their base rooms so parents restricted to doorway of one class.	Discussion about 'Bubbles' in the context at the start of the document. All existing Key Workers and vulnerable children to be put into 'Bubbles' from 02.09.20, New children will be added to the bubble starting from the week of the 14.09.20.	HT & all staff	04.09.20	11.09.20 25.9.20 System working well will continue
		The start and end of session will be when there are the most children in one classroom, so	Any story and rhyme times to spread beyond carpet area in order to maintain some social distancing.	HT	02.09.20	12.06.20 25.9.20 System working well will continue

	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
	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	<p>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.</p> <p>Children will be able to free flow from their base room into the garden but not into other base rooms.</p> <p>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. Needs will be assessed on individual biases for any other equipment.</p>	<p>Cleaning schedule displayed in every classroom.</p> <p>Our strict cleaning regime and handwashing aims to limit possibility of transmission of Covid 19</p>	SENDco	04.09.20	11.09.20 25.9.20 System working well will continue

Daily Arrangements - Keeping Cohorts Together

17/11/20 The system appears to be working at the moment. Staff and parents are working to keep the children and staff safe. We are having as little cross over between the bubbles as possible. This has become more challenging as we have more children who have been identified as requiring support. We are trying to keep that to the minimum though.

04/01/2021 During the present 'Lockdown' the class bubbles will remain constant. As much as possible we will cover from existing staff moved within bubbles rather than any supply staff from outside. However, if staffing levels are greatly impacted by sickness or self-isolation then we will close a bubble rather than spread staff too thinly through-out the school.

	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
Cleaning and Hygiene	<ul style="list-style-type: none"> Review the arrangements for routine maintenance of the premises - follow the COVID-19: cleaning of non-healthcare settings guidance 		As we have never closed this has been on going.	HT & PM	Ongoing	11.09.20 25.9.20 System working well will continue
	<ul style="list-style-type: none"> Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments. 	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.		ongoing		11.09.20 25.9.20 System working well will continue
	<ul style="list-style-type: none"> 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 	Cleaning schedule to be displayed in each classroom.	Checklist as numbers of children increase, so all children will wash hands.	All staff	On going	11.09.20 25.9.20 System working well will continue
	<ul style="list-style-type: none"> Ensure that all adults and children: 	Children and staff washing hands hourly. Hands will be washed on entry to the building				

	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
	<ul style="list-style-type: none"> ➤ Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning. ➤ 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') <ul style="list-style-type: none"> • 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 	<p>and prior to the children leaving to go home.</p> <p>Staff washing hands on arrival and on leaving to go home.</p> <p>Staff supporting children to wash their hands when they arrive, before snacks and lunch and after any coughing or sneezing.</p> <p>Children reminded how to cough into elbow and to put tissues into bins. Visual symbols to reinforce good hygiene.</p> <p>Washing hands song.</p> <p>Tissues in the bin, song.</p> <p>End of session-bins cleared.</p> <p>Doors of rooms open throughout free flow. Windows also open for ventilation unless very cold.</p> <p>Cleansing supplies ordered by premises manager. Staff to report if stocks are running low,</p>	<p>Photos</p> <ul style="list-style-type: none"> • Of children washing hands with child friendly messages and maybe songs to sing. • Of how to cough into arm. • Throwing tissue in bin. <p>INSET 02.09.2020 Staff to go over songs/jingles we can sing to remind children of washing hands, bin tissues, cough into your arm.</p> <p>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.</p> <p>Normal PPE i.e. when changing a child, should be worn, but</p>	<p>Staff to be designated on the day.</p> <p>HT</p>	<p>04.09.20</p> <p>02.09.20</p>	<p>11.09.20 25.9.20 System working well will continue</p> <p>04.09.20 25.9.20 System working well will continue</p>

	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
	<ul style="list-style-type: none"> • 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. 	<p>in time for fresh stock to be ordered.</p> <p>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)</p>	<p>change of clothes are an extra precaution to be used if needed.</p> <p>Government has provided extra PPE equipment. (Arrived 28.08.20)</p>			
<p>Cleaning and Hygiene</p> <p><u>17/11/2020</u> Children are now very used to coming in and washing their hands, they have adapted quickly to the stopping of play midsession so that they can wash their hands. We are now in the cold and cough weather and we have children with runny noses, we have increased the availability of tissues and are re-enforcing how children should cough and sneeze into their elbows with very mixed results. All classrooms have sanitiser in the rooms if water and soap are not available.</p> <p><u>04/01/2021</u> Cleaning has been effectively maintained during the last term and will be easier to do now that we have fewer children. PM will ensure that we always have surplus supplies of any cleaning and sanitising products needed.</p>						
Reduce Mixing of Groups	<ul style="list-style-type: none"> • Ensuring that toilets do not become crowded by limiting the number of children or young people 	Staff to monitor use of bathrooms, eg. Children washing their hands after activities and general use of toilets, to ensure only a limited	Staff team rota to include this. Rubber spots have been purchased to enable this to happen seamlessly.	All Staff	04.09.20	11.09.20 25.9.20 System working well will continue

	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
	who use the toilet facilities at one time	number of children using facilities at one time.				
<p>Reduce Mixing of Groups 17/11/2020 Children all use the toilets associated with their classroom. Staff know which changing room they can use for their class. This enables mixing of children to be reduced. 04/01/2021 No changes required.</p>						
Use of Outdoor Space	<ul style="list-style-type: none"> 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 	<p>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.</p> <p>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.</p>	<p>Tick list for equipment to be cleaned in garden. General toys placed in large crates and hosed down with water and disinfectant.</p>	All Staff on rota	04.09.20	11.09.20 25.9.20 System working well will continue
<p>Use of Outdoor Space 17/11/2020 System continuing, seasonal changes have been made e.g. no water outside. System is working well. 04/01/2021 As always in Early years' children will continue to have 'free flow' access to the outside. The advice is that outside is the best place for the children to be. Many of the children are not having access to the outside in the way that they did in pre Covid times so it is important that we maintain the access to the outdoors as much as possible. The established cleaning system will continue.</p>						
Shared resources	<ul style="list-style-type: none"> Shared materials and surfaces should be cleaned and disinfected more frequently. 	Cleaning schedule –for equipment to be cleaned, during and at the end of each session.		All Staff	04.09.20	11.09.20 25.9.20 System working well will continue

	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
	<ul style="list-style-type: none"> 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 	<p>Surfaces of cupboards and tables to be cleaned with disinfectant at tidy- up times, before and after lunches.</p> <p>Classroom will be cleaned by cleaning services at start of each day. Chairs to be wiped over with disinfectant daily.</p>				
<p>Shared resources</p> <p><u>17/11/2020</u> Staff are working hard to ensure that this is maintained. Additional resources have been purchased so that each class is able to have their own resources without sharing. Other equipment is washed and quarantined for 72 hours before being reused.</p> <p><u>04/01/2021</u> Present systems are working well and will continue. We are planning on introducing book borrowing again, we will trial this whilst the numbers are low. Books will be given out in a bag on a Monday and returned on a Friday. They will be placed into boxes by parents/children outside the classroom. These boxes will be placed in quarantine over the weekend and on the Monday the books will be removed and cleaned before new ones are given out.</p>						
Transport arrangements	<ul style="list-style-type: none"> 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 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	10.09.20	11.09.20 25.9.20 System working well will continue
Transport arrangements						

	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
<p><u>17/11/20</u> Majority of parents walking or driving. We are having individual conversations as necessary to support parents.</p> <p><u>04/01/2021</u> We will continue as above; we will discuss with individual parents if they are using public transport. We will identify parents who maybe travelling from outside RBG and discuss with them any additional safety concerns.</p>						
Deliveries/ visitors	<ul style="list-style-type: none"> Not allowing additional people into the building. Visitors to the site. <p>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.</p> <p>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.</p> <p>Discussion with staff, that professional visitors (i.e. School IP/ tutors to assess students; School EP) should now be allowed on site. Following government guidelines re social distancing and wearing of masks etc.</p>	<p>If a signature is needed paperwork will be signed using staff's own pen and passed back.</p> <p>Hands must be washed immediately after dealing with delivery and/or signing paperwork.</p>	<p>If a signature is needed paperwork will be signed using staff's own pen and passed back.</p> <p>Hands must be washed immediately after dealing with delivery and/or signing paperwork.</p>	<p>HT, SENDco and any office staff on site</p> <p>HT and all staff</p>	<p>02.09.20</p> <p>18.9.20</p>	<p>11.09.20 25.9.20</p> <p>System working well will continue</p>
<p>Deliveries/ visitors</p> <p><u>17/11/2020</u> System for deliveries and enrolling new children working well. Office staff are working with parents socially distanced in the court yard to do registrations. We have had successful visits from tutors; School IP; and Governors.</p>						

	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
<p>05/01/2021 All visits to the school will be suspended during the Spring 'Lockdown'. All visits to collect work packs will be pre-arranged and booked so to minimise contact between adults.</p>						
<p>4. Individual care if anyone becomes unwell</p>						
<p>Confirmed case of coronavirus in a setting</p>	<ul style="list-style-type: none"> 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. 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 	<p>If staff show symptoms of Covid 19 they will be sent home immediately.</p> <p>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.</p> <p>Make sure the space is well ventilated by opening door and/or windows.</p> <p>Call 999 if child is seriously ill or their life is at risk. Then phone parents to inform.</p> <p>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.</p> <p>Staff member supporting child can remain at work after the incident. They must wash their</p>	<p>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.</p> <p>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</p> <p><u>17.9.20 CHANGE IN GOVERNMENT ADVICE TO SCHOOLS.</u> Call 0800 046 8687 this number is a dedicated advice service. This number should be called if the school is informed of a confirmed case of COVID-19. See leaflets re ACTIONS for EY and childcare providers' guidance available in the HT office; The school office; SENDCO office; Staff Room; and stored with PPE equipment.</p>	<p>HT</p> <p>HT</p>	<p>02.09.20</p> <p>02.09.20`</p>	<p>11.09.20 25.9.20 System working well will continue</p> <p>11.09.20 25.9.20 New system</p>

	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
	<p>use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <ul style="list-style-type: none"> • 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 	<p>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.</p> <p>The area where the child showing symptoms has been should be disinfected to reduce the risk of transmission of infection.</p>				

	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
	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 .					
<p>Confirmed case of coronavirus in a setting <u>17/11/2020</u> We have had to isolate and send home 4 children whom all had a continuous cough. The system worked well and staff felt safe. All children who have been tested have come back negative. THE SCHOOL HAS HAD NO CASES OF COVID-19 to date. <u>05/01/2021</u> We had a confirmed case on 22nd December 2020. All contacts were traced and contacted by the HT. To the best of our knowledge no further cases happened as a result of the case. However as this was in the School holidays there was no further action needed to be taken re, extra cleaning.</p>						
Testing	<ul style="list-style-type: none"> 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 	<p>Testing is now available to under-fives, as well as adults and children, if they are showing symptoms.</p> <p>Staff have been informed that testing is available to them if they show symptoms of Covid 19.</p>	<ul style="list-style-type: none"> 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. School will be provided with a limited number of testing kits in case of suspected covid. 	HT	02.09.20	11.09.20 25.9.20 System working well (Some staff have or their family members have been tested) will continue.

	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
	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.		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			
<p>Testing <u>17/11/2020</u> Testing is now much more easy to get and we have local walk-in sites that are easy for families without transport to access. We have only give out one of our tests that were issued in September. <u>05/01/2021</u> All staff were offered ‘Lateral Flow Testing’ by RBG prior to the re-opening of schools after the Christmas break. Of the staff who took up the offer they were all negative. HT will continue to forward any information to staff about testing. Families who have been asked to get their child tested have not reported any difficulties and they have all been negative.</p>						
PPE	<ul style="list-style-type: none"> 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 	Supplies checked daily by staff. Ordered by premises manager. Government has provided an emergency pack of PPE	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.		02.09.20	11.09.20 25.9.20 System working well will continue

	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
	<p>small number of cases including:</p> <ul style="list-style-type: none"> • 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. 	<p>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.</p>	<p>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</p> <p>Masks to be worn in all communal areas.</p>		<p>04.01.2021</p>	<p>Ongoing.</p>

	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
PPE	<p>17/11/2020 PPE is used as necessary. PM has order extra supplies in case deliveries are disrupted due to Brexit.</p> <p>04/01/2021 Masks are to be worn in all communal areas. Staff have the option to wear them if they want to with the children. However; this is not compulsory and will be an individual's choice. School will source masks that have a 'window' for staff who would prefer to wear masks with the children.</p>					

LOG of meetings held re. this document.

02.09.2020

Draft RA shared with all staff at INSET.

25.09.2020

Reviewed and changes annotated in red. Systems seem to be working well and those that are not have been amended or changed completely.

Actions by HT

- **Share with the PM and the Governor with H&S responsibility.**
- **Send to RBG as there have been changes made.**
- **Copy to be available in the school office.**
- **Copy to be available in the staff room**
- **To be posted on to the website once approved by PM & H&SG**

17.11.2020

RA reviewed and changes added in Purple throughout the document. Rather than each point being discussed, each area has reviewed and comments for the area made.

Actions for the HT as above (25.09.202)

If there are no significant announcements or changes by the Government, then the next review will be when school returns in January 2021. It will then be reviewed half termly.

05.01.2021

RA updated by the HT before being shared with H&S committee. Any amendments will be made prior to sending it to staff; Governors and RBG and being publishing on the website.

11.01.2021 – RA shared with staff