

## 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.

### 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.

<b>School</b> Abbey Wood Nursery School	<b>Assessment Date</b> 26.8.2020 – Ongoing <b>Re-assessment 25.9.2020</b>	<b>Assessed by</b> Gill Crowley	<b>Approved by</b> Gill Crowley
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This Risk assessment is an update of the original which was written for the 1<sup>st</sup> 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
<b>1. Planning and Organising</b>						
<b>Existing Health and Safety compliance and building considerations</b>	<ul style="list-style-type: none"> <li>Review your current Health and Safety Plans and undertake any existing actions.</li> </ul>	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).	September 2 <sup>nd</sup> INSET meeting of all staff to go through all of Risk Assessment and cleaning procedures and health and safety before children return.	Premises Manager (PM) and Head Teacher (HT) Staff H&S rep. (SH&SR)	Before the wider opening date. Then on going through daily and weekly reviews.	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.
	<ul style="list-style-type: none"> <li>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.</li> </ul>	The school has been closed since the 20 <sup>th</sup> July. Only the cleaning staff; PM; HT; and office staff have been in this ensures that the 72 hour no contact will have been met by staff return on the 2 <sup>nd</sup> September.	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.	All staff		04.09.20 <b>25.9.2020, this is working effectively.</b>
	<ul style="list-style-type: none"> <li>Test all water systems, fire alarms, gas supply, kitchen equipment</li> </ul>	Water systems have been flushed weekly in less used/unused areas.	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.	PM & HT	10.09.20	04.09.20
				Rotas for cleaning as part of the daily planning.	10.09.20	

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	<ul style="list-style-type: none"> <li>Consider Deep Cleaning by professional cleaners</li> <li>Conduct health and safety inspection with the union health and safety representatives</li> </ul>	<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. 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 2<sup>nd</sup> September. Further cleaning than has already been carried out will not be necessary.</p> <p>PM will conduct his usual H&amp;S preparations for retuning after the summer closure.</p>		HT; PM	04.09.20	04.09.20 25.09.2020; Systems are working effectively
<b>Staff Wellbeing</b>	<ul style="list-style-type: none"> <li>Assess availability and well-being of all staff including staff who are</li> </ul>	All staff are due to return 2 <sup>nd</sup> September 2020. The Head	Regular meetings with staff to share feelings and concerns.	HT All staff	Ongoing	04.09.20 25.9.20 All staff have returned to work.

	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>self-isolating, underlying health conditions, family considerations, staff who are subject to shielding or are in a household where someone is shielding.</p> <ul style="list-style-type: none"> <li>Assess transport arrangements for all staff and parking arrangements as required.</li> <li>Availability of supply staff to cover any vacancies or long-term absences.</li> <li>Assess impact on individuals from the lockdown and any residual effects.</li> <li>Assess staff expectations and any anxiety and perceived inequalities</li> </ul>	<p>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>Bank staff being called to see if they will be available if needed for cover.</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> <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>	<p>Staff will report to HT if any changes.</p> <p>HT</p>	<p>If any concerns arise</p> <p>Ongoing</p> <p>Ongoing</p>	<p>04.09.20</p> <p>04.09.20 25.9.20 Closed all staff have been contacted and talked to.</p>
<b>Review Pupil well-being and Risk assessments</b>	<ul style="list-style-type: none"> <li>Review the circumstances of pupils who are likely to be returning – are there any new circumstances that may pose a risk.</li> </ul>	<p>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<sup>th</sup> September.</p>	<p>Discussion with head teacher if a concern arises and plan of action put in place.</p>	<p>CL &amp; Room Leads</p>	<p>Ongoing</p>	<p>04.09.20 25.9.20 Closed; all successful reintegrated to the school.</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"> <li>Risk assess individual pupils who require specific care which cannot be delivered whilst ensuring social distancing.</li> <li>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.</li> <li>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)</li> </ul>	<p>Individual children receiving 1:1 support from staff have their 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>The school has many new children starting who's needs may 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.  <b>Training to be found by HT – We have had previous training and have resources in place, until training available.</b></p> <p>Support for staff dealing with any concerns.</p>	<p>SENDco</p> <p>SENDco</p> <p>Class Teachers; HT and all staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>04.09.20</p>	<p>04.09.20 25.9.20  Ongoing most 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>

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<b>Class group and size configuration</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Vulnerable children.</li> </ul>	<p>Children to be allocated base room groupings with their staff team.</p> <p>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.</p> <p>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.</p> <p>This system was used from the 1<sup>st</sup> 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 <b>25.9.20</b> <b>System working well will continue.</b>
<b>Curriculum &amp; Transition</b>	<ul style="list-style-type: none"> <li>Balancing the need for remedial work and "catch up" with the social/emotional needs of the children &amp; young people</li> <li>Addressing gaps in learning in a structured and appropriately paced way to maximise impact of teaching without overwhelming the pupils.</li> </ul>	<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 environment with more people than at home and support them in reforming friendships with peers and relationships with adults.</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 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>	HT: SENDco & CT	10.09.20	11.09.20 <b>25.9.20</b> <b>System working well will continue. Baseline being started to assess children's development. Plans will be made from that.</b>

	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"> <li>Maximising impact of additional adults matched to those identified pupils who need the support most.</li> </ul>	Children with SEN will continue to receive support in the usual way according to nursery policy	<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"> <li>Managing transition (at all stages) to best support the next stage of learning</li> <li>Supporting the handover of critical information to best support transition (e.g.: Nursery- Recp, SEND pupils).</li> </ul>	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 and any needs addressed to support the children.	CT	10.09.20	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
Classroom and learning environment layout	<ul style="list-style-type: none"> <li>Organise classrooms and other learning environments maintaining social distancing space between seats and desks where possible.</li> </ul>	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.	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.	HT: CT & all staff	ongoing	11.09.20
	<ul style="list-style-type: none"> <li>Consider how play equipment is used, ensuring it is appropriately cleaned between groups of children and that multiple groups do not use simultaneously.</li> </ul>	Cleaning schedule – displayed in each classroom and reminders in each bathroom, kitchen, staff room, changing room.	<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 clear on what is being cleaned and a reminder of the importance in order to keep each other and the children safe.</p>			
	<ul style="list-style-type: none"> <li>Remove unnecessary items from classrooms and other learning environments.</li> </ul>	Reduced furniture in rooms in order to create more space for staff and children to move around with some distancing.	Mark up any resources that are not to be used. Consider use and cleaning of wooden bricks	PM & all Staff	10.09.20	11.09.20 <b>25.9.20</b> <b>Closed all in place</b>



	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"> <li>Remove soft furnishings, soft toys and toys that are hard to clean.</li> <li>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.</li> <li>In schools and colleges, you may want to consider seating students at the same desk each day if they attend on consecutive days</li> <li>Lunch times</li> </ul>	<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>Children to have lunch in base rooms. Tables spaced out for small groups of children.</p>	<p>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>Staff rota for getting children ready, preparing tables, serving and cleaning up after lunch.</p>	<p>CT &amp; all Staff</p> <p>CT &amp; 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>

	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"> <li>Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time.</li> </ul>	<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>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>	CT & Bubble Staff	10.09.20	11.09.20 25.9.20 System working well will continue
<b>Outdoor space</b>	<ul style="list-style-type: none"> <li>Maximise the use of outdoor space for outdoor education, exercise and breaks.</li> <li>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</li> </ul>	<p>Outdoors to be planned for and set up as usual. To be available in all weathers.</p> <p><b>Cleaning schedule</b> - 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>		CT & all staff	10.09.20	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
	simultaneously. Read <a href="#">COVID-19: cleaning of non-healthcare settings</a>	Resources to be washed at the end of each session, using hose and disinfectant spray. Or washed in bathroom sinks.				
<b>Start and end of day</b>	<ul style="list-style-type: none"> <li>Stagger drop-off and collection times</li> <li>Plan parents' drop-off and pick-up protocols that minimise adult to adult contact</li> </ul>	<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.</p> <p>25.9.20 Due to change in weather Parent /carers who are settling children are allowed in classroom if wearing a mask and socially distancing</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.</p> <p>25.9.20 Parents are struggling to keep to the planned staggered starts and finish due to clashes with other schools.</p> <p>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>	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.

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	<ul style="list-style-type: none"> <li>Plan parents' drop-off and pick-up protocols that minimise adult to adult contact</li> </ul>		<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><b>28.9.20</b>  <b>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).</b>  <b>The hope of the school is that this will minimise the lack of social distancing between 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.</b></p>	Headteacher; SENCO and PM will work together to ensure one of them is in the area at each time.	5.10.20	9.10.20
<b>2. Communicating your plans and supporting individuals</b>						
<b>Children, parents and carers</b>	<ul style="list-style-type: none"> <li>Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare</li> </ul>	Letters to parents before summer break to keep them informed about what is happening in September.	Parents wanting the office to make payments or enquiries: Signage to inform parents and deliveries what to do and social distance markers. Symbols as	HT Office Staff	10.09.20	11.09.20 25.9.20 System working well will continue

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	<p>setting if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</p> <ul style="list-style-type: none"> <li>• Parents to inform the school is anyone in the house is displaying symptoms</li> <li>• Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend</li> <li>• 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)</li> <li>• Make clear to parents that they cannot gather at</li> </ul>	<p><b>Letter to parents about changes in times. Posters to be displayed around the school.</b></p> <p><b>Covid-19 Home school agreement</b> 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>well as written. If needing change, they can make payment and be given change when collecting child.</p> <p>Notice: "Please wait in courtyard. No visitors to enter. Thank you for keeping your distance."</p> <p>Times of availability for parent enquiries or payments.</p> <p><b>Home school agreement:</b></p> <ul style="list-style-type: none"> <li>-To inform nursery if a member of their household is displaying symptoms.</li> <li>-To say only one adult to accompany child to nursery.</li> <li>-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.</li> <li>-Being patient with nursery as they implement and may adapt these new changes in order to keep everyone safe.</li> <li>-Their responsibility in helping to keep children, their families and staff safe by maintaining social distancing while their child is at nursery.</li> </ul>			

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	entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).					
<b>Children</b>	<ul style="list-style-type: none"> <li>Use age appropriate materials to explain and maintain social distancing</li> <li>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)</li> <li>Promote understanding of the different experiences for our children and young people during lockdown</li> <li>Consider how pupils with specific needs are reintegrated</li> </ul>	<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>Several with SEND have been in attendance already. Known children with specific needs returning will have 1:1 support as previously.</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> <p>During INSET on the 02.09.20 staff will be remind about the children’s needs, whole staff discussion about identifying and supporting the needs of the children.</p>	HT; CT and staff and parents	01.06.20	12.06.20 25.9.20 System working well will continue
<b>Staff</b>	<ul style="list-style-type: none"> <li>Communicate frequently</li> <li>Talk to staff about the plans (for example, safety</li> </ul>	Meetings led by head teacher before additional children are welcomed back to nursery to	Whole school INSET 02.09.20. Presentation of this RA.	HT	Wk Beg 11.05.20	12.09.20 25.9.20 System working well will continue. The

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	<p>measures, staggered arrival and departure times), including discussing whether training would be helpful.</p> <ul style="list-style-type: none"> <li>Consider the support needs of staff and put in place interventions to support everybody's mental health</li> </ul>	<p>ensure everyone knows the procedures and risk assessment in place and their role in carrying it out.</p> <p>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 meetings with staff to support their well being.</p> <p>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.</p>	<p>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> <p>RBG Health and Wellbeing Assessments to be carried out with staff. If necessary individual RA will be developed.</p>	HT	04.09.20	<p>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.</p> <p>04.09.20</p> <p>25.9.20 All staff who have returned have been spoken to. No additional RA have been necessary.</p>
<b>Contractors and suppliers</b>	<ul style="list-style-type: none"> <li>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</li> <li>Discuss with cleaning contractors or staff the</li> </ul>	<p>GS+ has contacted school do carry out a H&amp;S RA prior to Cook returning from furlough.</p> <p>Contracted cleaning to continue as usual.</p>	<p>Regular check with cleaners about their concerns and wellbeing.</p>	HT	On going	<p>04.09.20</p> <p>25.9.20</p> <p>System working well will continue</p>
				HT & PM	On going	<p>04.09.20</p> <p>25.9.20</p>

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	additional cleaning requirements and agree additional hours to allow for this if needed					System working well will continue
<b>3. Daily Arrangements when open</b>						
<b>Daily Arrangements - Keeping Cohorts Together</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>	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
	<ul style="list-style-type: none"> <li>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</li> </ul>	<p>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.</p> <p>Children will be able to free flow from their base room into the garden but not into other base rooms.</p>	<p>Any story and rhyme times to spread beyond carpet area in order to maintain some social distancing.</p> <p>Cleaning schedule displayed in every classroom. Our strict cleaning regime and handwashing aims to limit possibility of transmission of Covid 19</p>	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
		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.		SENDco	04.09.20	11.09.20 25.9.20 System working well will continue
<b>Cleaning and Hygiene</b>	<ul style="list-style-type: none"> <li>Review the arrangements for routine maintenance of the premises - follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments.</li> </ul>	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.	As we have never closed this has been on going.	HT & PM  ongoing	Ongoing	11.09.20 25.9.20 System working well will continue  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"> <li>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</li> <li>Ensure that all adults and children: <ul style="list-style-type: none"> <li>Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the <a href="#">guidance on hand cleaning</a>.</li> <li>Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing</li> <li>Are encouraged not to touch their mouth, eyes and nose</li> <li>Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul> </li> </ul>	<p><b>Cleaning schedule</b> to be displayed in each classroom.</p> <p>Children and staff washing hands hourly. Hands will be washed on entry to the building 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>Checklist as numbers of children increase, so all children will wash hands.</p> <p><b>Photos</b></p> <ul style="list-style-type: none"> <li>Of children washing hands with child friendly messages and maybe songs to sing.</li> <li>Of how to cough into arm.</li> <li>Throwing tissue in bin.</li> </ul> <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>All staff</p> <p>Staff to be designated on the day.</p> <p>HT</p>	<p>On going</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>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>

	<b>Consider the following steps and recommendations</b>	<b>Existing control measures in place</b>	<b>Additional Controls and actions required</b>	<b>Action by who?</b>	<b>Action by when?</b>	<b>Date action review date</b>
	<ul style="list-style-type: none"> <li>• Ensure that help is available for children and young people who have trouble cleaning their hands independently</li> <li>• Consider how to encourage young children to learn and practise these habits through games, songs and repetition</li> <li>• Ensure that bins for tissues are emptied throughout the day</li> <li>• Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>• 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</li> <li>• There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting.</li> </ul>	<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, 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>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 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>			

	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
<b>Reduce Mixing of Groups</b>	<ul style="list-style-type: none"> <li>Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time</li> </ul>	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. <b>Rubber spots have been purchased to enable this to happen seamlessly.</b>	All Staff	04.09.20	11.09.20 25.9.20 System working well will continue
<b>Use of Outdoor Space</b>	<ul style="list-style-type: none"> <li>For outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff</li> <li>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. <a href="#">Read COVID-19: cleaning of non-healthcare settings</a></li> </ul>	<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><b>Cleaning schedule</b> - 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>	Tick list for equipment to be cleaned in garden. General toys placed in large crates and hosed down with water and disinfectant.	All Staff on rota	04.09.20	11.09.20 25.9.20 System working well will continue
<b>Shared resources</b>	<ul style="list-style-type: none"> <li>Shared materials and surfaces should be cleaned and disinfected more frequently.</li> <li>Although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is</li> </ul>	<p>Cleaning schedule –for equipment to be cleaned, during and at the end of each session.</p> <p>Surfaces of cupboards and tables to be cleaned with disinfectant at tidy- up times, before and after lunches.</p>		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
	occupied by the same children or young people in one day, or properly cleaned between cohorts	Classroom will be cleaned by cleaning services at start of each day. Chairs to be wiped over with disinfectant daily.				
Transport arrangements	<ul style="list-style-type: none"> <li>Encouraging parents and children and young people to walk or cycle to their education setting where possible</li> <li>Making sure schools, parents and young people follow the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> when planning their travel</li> </ul>	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
Deliveries/visitors	<ul style="list-style-type: none"> <li>Not allowing additional people into the building.</li> </ul>	<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>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>	HT, SENDco and any office staff on site	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>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.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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).</li> <li>• 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.</li> <li>• If a member of staff has helped someone who was unwell with a new, continuous cough or a</li> </ul>	<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 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>	<p>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>			

	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>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 <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p>					
Testing	<ul style="list-style-type: none"> <li>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</li> </ul>	Testing is now available to under-fives, as well as adults and children, if they are showing symptoms.	<ul style="list-style-type: none"> <li>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.</li> </ul>	HT	02.09.20	11.09.20 <del>25.9.20</del> 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
	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.	Staff have been informed that testing is available to them if they show symptoms of Covid 19.	<ul style="list-style-type: none"> <li>School will be provided with a limited number of testing kits in case of suspected covid.</li> </ul> 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			
PPE	<ul style="list-style-type: none"> <li>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:</li> </ul>	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.	HT	02.09.20	11.09.20 <b>25.9.20</b> <b>System working well will continue</b>

	<b>Consider the following steps and recommendations</b>	<b>Existing control measures in place</b>	<b>Additional Controls and actions required</b>	<b>Action by who?</b>	<b>Action by when?</b>	<b>Date action review date</b>
	<ul style="list-style-type: none"> <li>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</li> <li>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.</li> </ul>	<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.</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**