

## Re-opening Risk Assessment and Action Plan

NAME: The ACE Centre Nursery School

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### Content of this document:

COVID-19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school and ensure the school can safely operate in a safe way.

Other policies and guidance continue to apply alongside the actions within this document, but not limited to:

Health and Safety Policy

First Aid Policy

Child Protection Policy

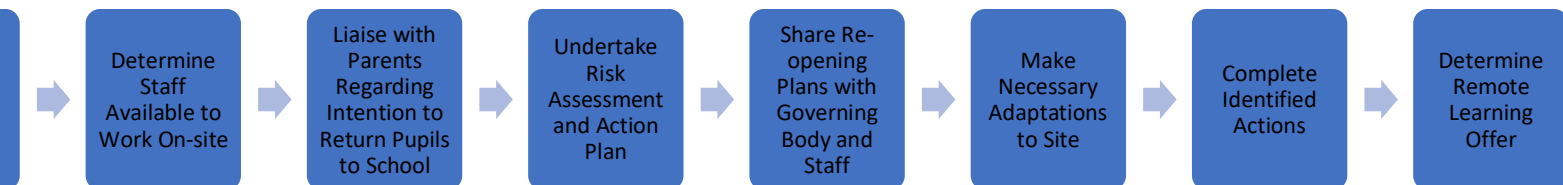
DFE Guidance relating to COVID19

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

The Health Protection (Notification) Regulations 2010

Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

### Re-opening preparation;



**Assessment/ Action Plan Sections:**

<b>Buildings and Facilities</b>	3
<b>Emergency Evacuations</b>	4
<b>Food and waste disposal</b>	5
<b>Incidents</b>	7
<b>Insurance</b>	8
<b>IT</b>	12
<b>First Aid</b>	13
<b>Fire</b>	14
<b>Health and Safety</b>	15
<b>Response to suspected/ confirmed case of COVID19 in school</b>	16
<b>Re-opening</b>	17
<b>Return of children into new year group</b>	18
<b>Travel</b>	19
<b>Learning / learning environment</b>	20
<b>Support for children with SEND</b>	21
<b>Staff</b>	22
<b>Communication</b>	22
<b>Health and Safety / Governance</b>	23
<b>Events, including trips</b>	24
	24

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made/person responsible	A C D
<p>Premises and utilities have been health and safety checked throughout lockdown period, both for areas in use and unused areas, and the building is compliant.</p> <ul style="list-style-type: none"> <li>● Water treatments</li> <li>● Fire alarm testing</li> <li>● Repairs</li> <li>● Grass cutting</li> <li>● PAT testing</li> <li>● Fridges and freezers</li> <li>● Boiler/ heating servicing</li> <li>● Internet services</li> <li>● Any other statutory inspections</li> <li>● Insurance covers reopening arrangements</li> </ul>	<p>Head Teacher or Lead Administrator is unavailable</p> <p>Some of site has been unused for prolonged period</p> <p>Food remains in the freezer (Childcare &amp; Pre-School)</p>	<p>H</p> <p>M</p> <p>M</p>	<p>Source alternative suitably trained person (MW is trained - ensure AB is offered training) HR/LRS</p> <p>Carry out a formal / recorded full pre-opening premises inspection. HR/LRS</p> <p>Carry out general H&amp;S checks- -water -alarm systems -electrical checks HR/LRS</p> <p>Determine with staff in ACE Childcare &amp; Pre-School how left-over frozen food should be dealt with and action as appropriate.</p>	<p>W/B 1.06. all tas this s be ca over week</p>

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Office spaces & their use reviewed to allow office-based staff to work safely.	Offices do not allow for adequate space between staff members. Office staff desks cannot easily be repositioned.	M	<ul style="list-style-type: none"> <li>● Where office staff desks are positioned close together, only one desk at a time should be used to maintain social distancing. Staff working from home if able.</li> <li>● Only essential cover on site.</li> <li>● Max 2 staff in reception office at all times and 1 staff member in small offices.</li> <li>● Internal doors to offices to remain open to eliminate touching where feasible.</li> <li>● Office telephones wiped down regularly and always before/after use by any other staff member.</li> <li>● Office staff not to share office equipment where necessary eg. staplers. Where sharing is necessary, equipment needs to be wiped with anti-bac between users. Packet of antibac surface wipes to be placed on each desk.</li> <li>● Contact with parents to be carried out by phone wherever possible.</li> </ul>	1.06.
Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	H	<p>2-metre markers are present on floors to ensure parents &amp; children wait to come through the gate</p> <p>One-way system in place to enter and exit the school. Signage in place.</p> <p>Parents will be required to drop off in the garden areas and not be allowed to enter the building other than to exit by front door.</p>	1.06.

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Consideration given to premises lettings and approach in place.	Rainbow Room repurposed as a staff area. Cannot be let and reassembled with enough time for cleaning in between and can't guarantee safety if open to families.	M	Room arranged for staff room with social distancing measures in place and will also be used for children who may be sick. Deep cleaning will be required after this before staff can use it again. No lettings until further notice.	01/06
Consideration given to the arrangements for any deliveries.	Deliveries being dropped off into the building as would normally happen could risk of bottlenecks & lack of social distancing.	H	We will limit external visitors to the setting and ensure they only come into the building when strictly necessary, for example if providing an essential service or essential support for a child's health and wellbeing.  Where possible deliveries will be dropped off outside the building.  Large deliveries may be dropped off inside if there is no one else around, delivery people use sanitizer when they enter the building and liaise directly with office staff only.	01/06

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<p>Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <p>Consideration given to ACE Childcare – evacuation buddies (normally admin/office staff) are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>Current evacuation routes could cause multiple groups of people to come into contact. Adjustments can make appropriate alternatives are possible.</p> <p>Staff who are currently evacuation buddies may be working from home or be reassigned to working with nursery school children and so reassignment is necessary.</p>	H	<p>Revised evacuation procedure is shared with all staff and children.</p> <ul style="list-style-type: none"> <li>- allocated evacuation space for each bubble</li> <li>- allocated lockdown space for each bubble</li> </ul> <p>Fire drill and lockdown practice</p> <p>Evacuation procedures (fire and lockdown) updated with new procedures and relevant adults aware.</p> <p>Access to the building for those with reduced mobility remains the same and evacuation buddies will be in place to support those identified with additional requirements.</p>	<p>29/05 meet</p> <p>Week comm 01/06 (child</p>

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<p>Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non-healthcare settings guidance</u>. (attached to this document)</p>	<p>Cleaning after a child or adult has become ill.</p>	<p>H</p>	<p><b>Cleaning after a person has a suspected illness;</b></p> <ul style="list-style-type: none"> <li>● clean areas with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left to reduce the risk of passing the infection on to other people</li> <li>● wear disposable or washing-up gloves and aprons for cleaning. These will be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</li> <li>● using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products we normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.</li> <li>● If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron</li> <li>● wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</li> </ul> <p>All surfaces that the symptomatic person has come into contact with will be cleaned and disinfected, including:</p>	<p>As F</p>



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			<ul style="list-style-type: none"> <li>● objects which are visibly contaminated with body fluids</li> <li>● all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells</li> </ul> <p>Use disposable cloths or paper roll, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, using;</p> <ul style="list-style-type: none"> <li>● a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>● if an alternative disinfectant is used, this will be checked to ensure that it is effective against enveloped viruses</li> </ul> <p>Avoid creating splashes and spray when cleaning.</p> <p>Any cloths and mop heads used will be disposed of and should be put into waste bags as outlined below.</p> <p>When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning will be used.</p>	

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	<p><b>General cleaning</b> and disposal using normal practices could cause contamination</p>		<p>Items will be securely stored until this can be arranged.</p> <p>Any items that are heavily contaminated with body fluids and cannot be cleaned by washing will be disposed of.</p> <p>Waste will be stored safely and kept away from children. Waste will not be put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</p> <p><b>General Cleaning arrangements;</b> Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Paper hand towels and hand wash are to be checked and replaced as needed by the appointed cleaners and general staff if required to do so.</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> <p>Enhanced cleaning of resources to be carried out in between bubbles using the spaces, inside and out.</p>

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Capacity of cleaning staff is adequate to enable an enhanced cleaning regime.	Current staff have limited time in their current contracts to take on additional duties.	M	Session times have been adjusted to allow for additional time for cleaning tasks. Staff hours have been adjusted and are sufficient to manage the additional duties diligently. This will be monitored. Cleaning contractors to be briefed re new cleaning requirements and to adjust their cleaning specification.	1.0
<p>Additional cleaning to ensure all resources are cleaned more regularly</p> <p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p>Knowing what additional cleaning needs to be carried out, especially in between bubbles using learning spaces</p> <p>Not enough equipment in place;</p> <ul style="list-style-type: none"> <li>● No access to adequate hand washing facilities</li> <li>● No hand sanitiser for visitors to reception.</li> <li>● Classrooms do not have tissues.</li> <li>● Low supply of soap.</li> </ul>	H	<p><b>We will be unable to stop small children sharing toys and equipment within their bubbles but will do all we can to keep resources as clean as possible.</b> There will be strict cleaning regimes in place especially when bubbles change over, to ensure the resources are clean and safe for a new group of children to use.</p> <p><b>Sessions will be held outdoors, unless it is unsafe to do so, with limited access to well-ventilated indoor areas.</b></p> <ul style="list-style-type: none"> <li>● All adults and Children will be required to wash their hands on entering the nursery school or use hand sanitiser</li> <li>● Children will be taken regularly to wash their hands using the techniques taught to them and asked to make additional washes if required eg- after nose blowing. Outdoor hand washing stations have been created.</li> <li>● Strict cleaning procedures will be put in place, especially between different groups of staff and</li> </ul>	1.0

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			<p>children accessing the setting; a deep clean of equipment will be carried out between days when different bubbles are accessing the same space.</p> <ul style="list-style-type: none"> <li>● Soft furnishings and resources will be initially removed from the setting such as soft toys, blankets, dressing up clothes etc</li> <li>● Sofas and other permanent soft furnishings will be sprayed regularly.</li> <li>● Door handles will be cleaned during the day</li> <li>● Bins will be emptied during the day</li> <li>● Doors and windows will be kept open as much as is practicably possible and safe to do so. External gates &amp; entrances will be kept locked during sessions.</li> <li>● Tables and surfaces will be disinfected 1 or 2 x per day or more regularly if required.</li> <li>● The main nursery school bathroom will be accessed via the outdoor entrance &amp; regularly checked &amp; cleaned throughout the session.</li> <li>● We will endeavour to remove soft toys, and any toys that are hard to clean, such as those with intricate parts. Where practicable, we will also remove soft furnishings, for example pillows, bean bags and rugs.</li> <li>● We will ensure all items that are laundered within the setting, for example towels and</li> </ul>	

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			<p>bedding, are washed in line with guidance on <a href="#">cleaning in non-healthcare settings</a> and that these items are not shared by children between washes.</p> <ul style="list-style-type: none"> <li>● We will ensure that there are clear procedures for maintaining stringent cleaning processes for food preparation areas, dining areas and table coverings. Crockery and cups and all kitchen items will be washed in the dishwasher, food/snack will be prepared only by the bubble staff.</li> <li>● Items from home will only include the child's packed lunch and a change of clothes. If a child requires a transition toy this will be in negotiation with the bubble staff. It would be best to be kept at Nursery and a duplicate is kept at home.</li> </ul>	
Enough time is available for the enhanced cleaning regime to take place.	Reduced staffing or additional duties do not allow new regimes to be completed	M	<p>Cleaning will be carried out at the end of the day  <b>Nursery School</b> - additional cleaning of resources on Tuesdays, Wednesdays and Fridays, between bubbles.  <b>ACE Childcare</b> - additional cleaning of resources will be carried out daily.</p>	1.0

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<p>The number of staff and children that can use each room at any one time has been determined according to the physical capacity of the school site. NB: up to maximum of 16 per group</p>	<p>Children and staff meeting other children and staff that are not in their bubble</p>	<p>H</p>	<p>We will be working with the recommended 'bubble' framework. This means that children will be allocated a small group to join and they will remain in that bubble for the foreseeable future, alongside consistent staff members. This is the only feasible way to ensure social distancing works for children in this age group. There will be 3 bubbles in total across the Nursery School and these bubbles will not mix at all. The only time additional people may come into contact with a new bubble is to ensure we are adequately staffed. New staff joining a bubble will take appropriate precautions to social distance as much as is practicably possible. By operating entirely outdoors, the risk of virus transmission is reduced where children and staff are unable to maintain social distancing. If weather conditions make outdoor sessions unsafe, we will operate from within the ACE Pre-school and Hall indoor space.</p> <ul style="list-style-type: none"> <li>- Staff to social distance, using 2m measures where possible</li> <li>- <b>Children will not be discouraged from being close to each other, when playing with others in their group.</b></li> <li>- Staff will keep an appropriate distance from children where possible but will</li> </ul>

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			<p>respond to their physical and emotional needs where required.</p> <ul style="list-style-type: none"> <li>- Family members and other adults in the setting should also adhere to 2m social distancing where possible.</li> </ul> <p>Where unavoidable contact has been made between adults or adults and children, hand washing and sanitising will be carried out.</p> <p>Each bubble will be allocated one or two 6-hour days per week in our outdoor learning space with access to the outdoor classroom.</p> <p>Free flow will be available within these spaces for children to play during the session.</p> <p>Lunches will be taken in small groups, across the garden &amp; using canopied areas and outdoor classroom if weather is adverse.</p> <p>Drop off and collection of children will take place at the nursery gate and no adults will be able to enter the nursery. Where a child finds transition stressful, a parent will be able to settle their child into play in the garden, while ensuring that they maintain social distancing between themselves and staff and other children. Drop off and collection times are likely to be staggered and parents will be advised of their allocated times before our extended sessions begin.</p>	

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Learning environments have been re/arranged to allow as much space between individuals as practical.	Open plan outdoor learning space, with access to the outdoor classroom space when necessary so that children can free flow and mix with each other	H	Each group will have access to the large nursery school garden, nursery school bathroom and the outdoor classroom and other children and adults will not access this space until a change of group is in place.	Wef
Nursery School entry and exit routes have been determined and appropriate signage in place.	No opportunity to social distance at drop off and collection times with many adults in the building at once.	H	Children will be dropped off and collected from the nursery gardens. No adults will be permitted to enter the nursery school, unless to settle a distressed child. Parents may be required to wash their hands or use hand sanitiser on entry to the nursery garden. Only one parent/carer will be able to drop-off and collect children. Parents and other members of the community will not be able to enter the nursery grounds. Parents will stay 2m apart from each other and staff at drop-off and collection time.	wef
Appropriate resources are available within all learning spaces. NB: sharing of equipment or stationery between children should	Inadequate range of resources to support the whole curriculum	L	Outdoor-only sessions are planned as the virus remains contagious for reduced time & is less easily transmitted in the open air.  It will not be possible to clean every surface that children may touch but we will use our best	



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<p>be minimised where possible. Shared materials and surfaces should be cleaned and disinfected more frequently Resources which are not easily washable or wipeable have been removed.</p> <p>Information posters are displayed in every area, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>	<p>Soft toys, cushions and beanbags are not easily washable.</p> <p>No COVID19 information posters/signage currently in place. Limited reminders/awareness for children.</p>	<p>M</p> <p>L</p>	<p>endeavours to regularly clean frequent contact points.</p> <p>Resources have been reviewed and selected to ensure a mix of curriculum opportunities will be provided.</p> <p>High adult to child ratios will help to maintain the cleanliness of resources during sessions. Wherever possible, antibac surface wipes and cleaning materials will be used when children have finished using equipment. Children will be encouraged to participate in clearing &amp; cleaning up, under close supervision.</p> <p>Soft furnishings have been removed where necessary (more detail above)</p> <p>Social distancing signage for parents will be in place to support a safe entry to the session</p>	

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<p>Staffing numbers required for the entire eligible cohort have been determined including support staff such as TA's, office staff etc</p>	<p>Appropriately qualified staff available at all time e.g. Paediatric First Aider and designated safeguarding lead.</p> <p>Bubble staff not available due to illness or shielding.</p>	<p>H</p> <p>H</p>	<p>Staff audit re. availability to work on-site from 1st June carried out.</p> <p>Staff allocated to their bubble.</p> <p>Office staff rota agreed.</p> <p>Cleaning contractors aware of new cleaning specification, procedures &amp; requirements, especially in view of changed use of building.</p> <p><b>If there is inadequate staffing to safely run a bubble, then that bubble will be closed until staffing is in place.</b></p>	<p>1.6.2</p>

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Ensuring staff follow procedures for safe practices	Free flow of staff movement around the setting  All staff using staff room facilities	H	Designated space for staff breaks (outdoor classroom for staff working with their group, Rainbow Room for non-contact staff) Each designated staff room limited to ensure staff members remain socially distanced at all times Staff rooms may be used for drinks and for warming food. Risk Assessment re. hot drinks/food safety remains in place. Staff to release each other for breaks as outlined above. Where necessary additional, distanced supervision may be provided by a non-contact member of staff to allow for comfort breaks. Rota to ensure as fair distribution of staff as possible. In general groups should be kept apart, brief, transitory contact, such as passing in a corridor or when moving to a different part of the setting, is low risk.	1.6.2
Approach to staff absence reporting and recording in place. All staff aware.	Staff calling the office at 8am or later on day of absence. Staff reporting late to inform us of non attendance	M	Staff to report to their supervisor and office staff as soon as possible to ensure a plan can be put in place for their absence. This should be by phone, ideally between 7am and 7.15am.  <b>If there is inadequate staffing to safely run a bubble, then parents and carers will be contacted by phone as soon as possible to advise that the session cannot run.</b>	1.0

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			Staff absence must be notified to admin. team to ensure it is recorded and any notification requirements are met.	
Ensure that all staff understand that those who have coronavirus symptoms, or who have someone in their household who does, should not attend the setting in any circumstances. Ensure staff understand that if they develop coronavirus symptoms, they are entitled to a test, and are encouraged to organise one in this scenario following government <a href="#">guidance on getting tested</a> .	Staff attend who are ill or symptomatic.	H	<p>We will ensure that all staff understand that those who have coronavirus symptoms, or who have someone in their household who does, <b>should not attend</b> the setting in any circumstances.</p> <p>We will ensure staff understand that if they develop coronavirus symptoms, they are entitled to a test, and are encouraged to organise one in this scenario following government <a href="#">guidance on getting tested</a>.</p> <p>We will encourage all staff to participate in the track and trace system and any future notification systems that are rolled out.</p> <p>We also encourage parents and families to participate in these control &amp; notification systems so that we can have an increased awareness of local cases and take appropriate advice if there are cases within our community.</p>	Ma
Arrangements for staff who are working from home are in place (including those shielded, clinically vulnerable and/or living	When working at home: staff unclear about what their role and responsibility is.	L	SLT will support home workers to ensure they know what is required and that they have the right equipment to do the job. e.g- ICT equipment.	Ap 2

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<p>with someone in these groups).</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>	<p>Staff do not have required equipment to do the job.</p>			
<p>Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.</p>	<p>Not enough staff to work with a bubble</p>	H	<p>The bubble will close until adequate staffing is available.</p>	1.6
<p>Approaches for meetings and staff training in place.</p>	<p>Large groups of adults meeting together</p>	H	<p>Where possible, staff meetings and training sessions will be conducted virtually and staff will remain at a safe distance from each other during any interactions, including in staff rooms or other staff areas in the setting.</p>	1.6.2

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<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>	<p>Some staff are moved to support other bubbles rather than their previous key group.</p> <p>TA s may be required to lead some groups if there are not enough teachers on site to cover numbers.</p>	M	<p>Staff are required to be flexible to work across the setting and in bubbles that may be different to their usual groups.</p> <p>As far as is practicable staff hours and days will be matched to their contracted days and hours but staff may need to be flexible where this is not possible to uphold due to staffing requirements across the bubbles. <b>We appreciate and thank staff for the flexibility and commitment already shown to keep the school working effectively throughout the pandemic.</b></p>	1.6.2
<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support.</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>	<p>Support required for staff children and families</p>		<p>Staff are aware of available support and advice for schools and pupils available from OCC: <a href="http://schools.oxfordshire.gov.uk/cms/schoolsnews/guidance-bereavement-and-loss">http://schools.oxfordshire.gov.uk/cms/schoolsnews/guidance-bereavement-and-loss</a></p> <p>We are creating a new Bereavement Policy to ensure it reflects current circumstances and arrangements.</p>	June
<p>The approach for inducting new starters has been reviewed and updated in line with the current situation.</p>	<p>Face to face induction with families and children</p>	H	<p>Video call home visits will be offered.</p> <p>Children can visit setting with one parent or carer when no one else is in nursery school except one member of staff.</p> <p>Children may come for short settling visits without parents during normal session times into their</p>	When requi

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<p>Return to school procedures are clear for all staff.</p> <p>Arrangements to return any furloughed staff (ACE Charity) in place.</p>	<p>Staff unaware of new procedures especially those furloughed or off due to illness.</p>	H	<p>bubble (parents to be readily contactable). For known summer term starters, they have been allocated to bubbles with familiar Preschool staff.</p> <p>Staff to read risk assessments and other documentation. Staff meeting on 29/05/20 to review risk assessments &amp; new procedures before extension of places on 01/06/2020.</p> <p>Staff to join online meetings to discuss new formats.</p>	by 1st 2020
<p>Class groups have been determined on the basis of small, consistent groups of pupils, that can remain separate from other people and groups. .</p>	<p>Groups are larger than recommended sizes and children come into contact with too many others.</p>	H	<p>Bubbles have been organised for a maximum of 16 children with allocated staff. Sessions will be held in our large outdoor space to minimise risk of cross-infection. ACE Childcare bubbles will remain separate from the children attending nursery school sessions. Staff allocations will remain consistent within each bubble.</p>	1.6.2

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ng	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> <li>● Staggered school drop off/pick up times</li> <li>● Limited amounts of moving around the school/ corridors</li> <li>● Learning environment design</li> <li>● Break and lunch times are staggered. Plans for social distancing during these times in place, such as small lunch &amp; snack groups</li> <li>● Toilet arrangements</li> </ul>	Cross over of staff and children from bubble to bubble	H	<p>Whilst the government have stated that young children cannot be expected to respect social distancing, they have published guidance to help us keep children apart as much as possible. We also need to carefully consider how to ensure that our staff are able to socially distance from each other in line with current government advice for returning to work.</p> <p>We will be working with the recommended 'bubble' framework. This means that children will be allocated a small group to join and they will remain in that bubble for the foreseeable future, alongside consistent staff members. This is the only feasible way to ensure social distancing works for children in this age group. There will be 3 bubbles in the Nursery School and these bubbles will not mix at all. The only time additional people may come into contact with a new bubble is to ensure we are adequately staffed, although initially we will take a cautious approach and so may need to cancel a session. New staff joining a bubble will take appropriate precautions to social distance as much as is practicably possible.</p> <ul style="list-style-type: none"> <li>- Staff to socially distance, using 2m measures where possible</li> </ul>	1.6.2



Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made/person responsible	A C D
			<ul style="list-style-type: none"> <li>- <b>Children will not be discouraged from being close to each other, when playing with others in their group.</b></li> <li>- Staff will keep an appropriate distance from children where possible, but will respond to their physical, safety and emotional needs where required.</li> <li>- Family members and other adults in the setting will be kept to a minimum &amp; should also adhere to 2m social distancing.</li> </ul> <p>Where unavoidable contact has been made between adults or adults and children, hand washing and sanitising will be carried out.</p>	
<p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.</p>	<p>Potential breaches from staff, children and parents</p>	<p>H</p>	<p>Parents will be required to follow procedures during drop off and collection times. These will be communicated via e-mails, video and notices on site. We will talk to parents to remind them of these requirements.</p> <p>Those that do not comply with procedures, despite reminders, will be asked to remain off the premises and the LADO will be informed.</p> <p>Staff who do not adhere to safe procedures will be reminded of procedures and may be warned if it is a minor, but if repeated lapses put pupils at risk they will be subject to appropriate disciplinary procedures.</p>	<p>ongo</p>

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made/person responsible	A C D
Arrangements in place to provide food to pupils on site, including drinks, fruit & packed lunch.	Nursery School will be in the garden and our normal rolling self-service snack area and routines will not be used.	M	Children and staff to bring packed lunches in their own lunch boxes/containers. On arrival child or parent will place lunch box on trolley and trolley will be stored out of reach of children during session. Children will be encouraged to handle their own lunch box and packaging wherever possible. Parents are requested to consider packaging to help their child to be as independent as possible eg. foil wrappings. Staff who need to help children with their lunch, will ensure hands are sanitised between assisting each child. Children will place their lunchbox onto the trolley after lunch and parents will pick up their child's lunchbox at the end of the session, to minimise staff contact with multiple containers.	April
Fruit, milk & water available for children's snacks	Potential contamination from fruit & snack donations		Fruit and vegetables for snack will be provided by nursery school rather than by parental donations. Milk & water will be provided by nursery school as usual. Our usual self-service, apprenticeship snack area & practice will be suspended & an adult-prepared, closely supervised snack procedure used (see detailed RA)	01
Arrangements for when and where each group	Children sitting all together to eat lunch	H	Children and their key staff to eat their lunches in small groups in their allocated outside areas.	April

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	will take lunch (and snack time) are in place so that children do not eat in a large group, in close proximity to each other.			If it is not safe to eat outside, then a place will be allocated at a table, in small groups, in the outdoor classroom and cleaning will be carried out immediately after eating and between small groups.	

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<p>PPE could in some instances reduce the risk of infection however the guidance says that PPE is not required in general use in early years settings</p> <p>Long term approach to obtaining adequate PPE supplies in place.</p>	<p>PPE required for supporting sick children is not available</p>	<p>H</p>	<p>Working within the bubble format will mean that PPE is not required during the normal running of the session. However, we will respect staff personal wishes to wear a face covering, in line with government advice that 'face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops, despite the DfE guidance stating, 'This does not apply to schools or other education settings.' As we plan to operate in the outdoors for the vast majority of the time, we hope that this will offer some reassurance about personal safety.</p> <p>Gloves and aprons will be worn when changing children who are wet or soiled, in line with our normal practice. Appropriate removal of PPE will be carried out – all staff to watch online training video.</p> <p>A facemask should be worn if a distance of 2 metres cannot be maintained from a child who is symptomatic and awaiting collection and if contact is necessary, then gloves, an apron and a</p>	<p>ongo</p>

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				facemask should be worn. If a risk assessment determines there is a risk of splashing to the eyes, for example from coughing, vomiting or spitting, then eye protection should also be worn	

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<p>Approach to confirmed or suspected COVID19 cases during school day</p> <ul style="list-style-type: none"> <li>• Which staff member/s should be informed/ take action?</li> <li>• Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>	<p>Children and staff becoming unwell during a session</p>	<p>H</p>	<p><b>All staff and children who are attending a childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.</b></p> <p>If anyone has a cough/temperature/feels unwell at school, they must be sent home. They will need to self-isolate for 14 days, or until tested negative.</p> <p>If a child begins to show symptoms of being unwell parents will be notified and they will need to be collected as quickly as possible.</p> <p><b>If a child appears unwell in any way on arrival at nursery school, they will not be admitted to the session. We may appear to be over-cautious on this matter at this time, but this approach is in the best interests of our community.</b></p> <p>If a child is waiting to be collected, they will be cared for in the Rainbow Room or another separate room with the door closed and a window open. If this child/adult needs to go to the toilet before being collected, they will use a separate toilet that will be thoroughly cleaned/disinfected afterwards before anyone else can use it.</p> <p>Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation</p>	<p>May</p>

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			<p>If a child or adult shows symptoms and tests positive for Covid-19, then the whole group that the child was in must be sent home and they must self-isolate for 14 days.</p> <p>If other cases are then also confirmed at the school, then Public Health England will advise the school on next steps/possible closure.</p> <p>PPE should be worn by staff working with children displaying symptoms.</p> <p>Staff and children who become ill outside of the session will follow the same guidance above and must inform the nursery school as soon as possible.</p>	

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e- g	Blended approach between physical and remote learning developed, including support for those pupils who are shielding/clinically vulnerable.	Ensuring all our children have access to learning		<p>Nursery school will continue to support families remotely who are not attending. This will be through;</p> <ul style="list-style-type: none"> <li>● Weekly keeping in touch emails with suggested ideas for home learning</li> <li>● Access to videos posted by nursery school staff – stories, songs, activities</li> <li>● Parent teacher consultations by phone</li> <li>● Access to key person via phone call or e-mail as needed by families</li> </ul> <p>We have also signposted families to the Department for Education’s <a href="#">Hungry Little Minds</a> campaign which features tips and practical activities that parents and carers can do at home with children to support their child’s development at home. Parents are also directed to the <a href="#">BBC’s Tiny Happy People</a> campaign and the <a href="#">National Literacy Trust’s Family Zone</a> for more ideas and content. The Department for Education has published further guidance on how to <a href="#">help children aged 2 to 4 to learn at home during the coronavirus outbreak</a></p>	
	Intelligence around parents intending to take up provision for their child.	Increased numbers of children attending means greater pressure on places.	M	Creating another bubble has been explored but having sufficient staffing is a difficulty. Initially 62% of children are returning & we may not have capacity to extend the number of places further if more requests are received before the end of the summer term. We will keep provision under continuous review as guidance is updated.	



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<p>on near s</p> <p>o be is se g?</p>	<p>Online/ website support for families and young children around transition. Plan for transitions from ACE Childcare or Pre-School into nursery school &amp; between nursery school and primary school.</p> <ul style="list-style-type: none"> <li>● Vulnerable children</li> <li>● Children with SEND</li> <li>● Physical and sensory needs</li> </ul>	<p>Face to face meetings with families, new teachers etc to support transitions may be difficult</p> <p>Visits to new school settings and to the nursery for new children will be limited or not possible.</p>	<p>H</p>	<p>Home visits and other liaison with families will be carried out via a phone call or online meeting.</p> <p>Reception class teachers will be invited to have video meetings with their new children while they are at nursery.</p> <p>Photos of new schools to be requested from primary schools &amp; shared with children.</p> <p>Video tour &amp; introduction to nursery school to be sent out for new children and video showing the new arrangements (arrival, collection, one-way system, outdoor play areas) for all children returning to nursery school after extended absence.</p> <p>Virtual tour of Nursery School to be added to website to encourage applications from new families for Sept 2020.</p> <p>Staff to discuss other ideas to support children with evolving ideas.</p>	<p>Fro :</p>

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ing	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Staff not following safeguarding procedures or unaware of new procedures.	H	Staff refresher training session on processes and procedures and the revised wellbeing materials developed by OCC.  Safeguarding team, including safeguarding governor & trustee, have met virtually to discuss ongoing concerns/families throughout lockdown period. Staff will be briefed on information re individual children and families on a need-to-know basis.	April
	Updated Child Protection Policy in place.			Adopted COVID19 Child Protection Policy as appendix to full Child Protection Policy 2019-20.	Marc
	Work with other agencies has been undertaken to support vulnerable pupils and families.			Ongoing dialogue with social workers, EYSENITs and Early help workers for identified children-carried out by DSL's for nursery school and ACE Centre charity. Records and chronologies kept in safeguarding folders. This regular keeping in touch procedure will continue for vulnerable children who are not yet planning to return for the summer term.	Marc and c
	Consideration given to the safe use of physical contact in context of managing behaviour.			Behaviour policy, physical intervention policy and individual management plans will be reviewed by staff to ensure they include protective measures.	

	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made/person responsible	A C D
				Clear staff team focus on effective use of emotion coaching with all children on return after their extended absence.	

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m / g ent	<p>Current learning plans, revised expectations and required adjustments have been considered.</p> <p>Settings should use reasonable endeavours to deliver the EYFS learning and development requirements as far as possible in the current circumstances, as set out in <a href="#">guidance on the temporary changes to the EYFS requirements in light of coronavirus</a>. This means continuing to provide an environment that invites learning across all 7 areas as far as is practicable during this time and helping children to socialise and resettle into familiar everyday routines.</p>			<p>The learning environment has been reorganised, deep cleaned and reviewed to provide an effective balance between supporting well-being, a positive educational experience and the necessary infection control measures needed.</p> <p>An outdoor-only session will offer children the closest possible experience to the normality they will be seeking when they return &amp; a lower risk of infection.</p> <p>New approaches that will be needed include:</p> <ul style="list-style-type: none"> <li>• minimising the sharing of resources – this is not fully possible in an active early years learning environment but we have reduced risk by closing sandpits initially (in line with PHE advice), adapting the use of malleable materials (clay &amp; playdough – see detailed RA), some resources have been removed.</li> <li>• high adult to child ratios to allow supervision and additional cleaning when required e.g. woodwork tools can be wiped clean between different children.</li> <li>• cooking activities will not be offered.</li> <li>• our usual self-service snack provision will be adapted to facilitate effective hygiene.</li> <li>• deep cleaning of equipment between groups of children.</li> </ul> <p>Clear, shared team focus on wellbeing and involvement, emotion coaching and protective behaviours to support children’s re-settling into</p>	<p>Revi use o san be ca dur v Sani sand the bub be in</p>

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<p>Plan how children can learn in age-appropriate ways about how they can keep themselves safe, including regular handwashing and using tissues. Consider how to encourage children to learn and practise these habits through games, songs and repetition.</p>			<p>nursery school community &amp; to support their social integration. Lead Teacher to undertake virtual Protective Behaviours Workshop re. how to apply to staying safe during pandemic (children &amp; staff). Outdoor learning environment has been refreshed &amp; consideration given to all 7 areas of learning and the characteristics of effective learning. Team to work with HR, LT &amp; LJ to reflect on 3 key pedagogies by end of summer term, &amp; to observe how these are most effectively embedded in our provision &amp; practice. Planning will be informed by information from parent teacher consultation feedback forms gathered during lockdown and from parent contributions to the keeping in touch newsletters, as well as from support outcome &amp; review strategies during Covid for SEND learners. These will be added to the children's learning journals to provide continuity of their learning journey.</p> <p>We will reintroduce children to the "sneeze station" which was in use before lockdown and to the effective hand washing techniques that we taught. Books on germ control, our bodies and staying safe will be shared. Video on handwashing to be sent out to all families.</p>	

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th	Best support for children with SEND including: Approach to provision of the elements of the EHCP including health/therapies. Annual reviews. Requests for assessment.	Ongoing provision for SEND – ensuring continuity and high quality individual programmes		<p>Our EHCP learners have been well supported during lockdown – both remotely and by attending sessions.</p> <p>Annual reviews completed - carried out online where needed.</p> <p>“Reasonable Endeavours during Covid-19” return made to OCC which details our provision for EHCP children &amp; families.</p> <p>Liaison with EYSENIT, re current learners’ transitions to special &amp; primary schools &amp; new starters to nursery school for Sept 2020, including funding applications for additional support where needed.</p> <p>Liaison with SENCo at primary school re transition of K funded and additional-funding children.</p> <p>Planning will be informed by information from parent teacher consultation feedback forms gathered during lockdown and from parent contributions to the keeping in touch newsletters, as well as from support outcome &amp; review strategies during Covid for SEND learners. These will be added to the children’s learning journals to provide continuity of their learning journey.</p>	
ce	Approach to supporting attendance	Not all vulnerable learners or those with poor attendance have taken up the extended offer for the summer term		<p>Wherever we can, we will prioritise the access of poor attenders to sessions later in the term. We will maintain regular phone contact &amp; encourage participation in sessions. This may become increasingly difficult due to capacity/group size. Keeping in Touch letters will continue weekly. These will include a summary of the week’s</p>	

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				learning in nursery school adapted into home learning ideas. Regular safeguarding phone calls to vulnerable families will continue, as will links to online learning	
atio	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.	Hard to ensure all staff have received and understood communications when we are all remote from each other	H	Ensuring staff are ALL aware of the new risk assessments and procedures when beginning to re open: <ul style="list-style-type: none"> <li>• Meeting on 29.05.20 for all staff</li> <li>• Staff emails to be read</li> <li>• Weekly virtual staff meetings to discuss &amp; continuously review new procedures and understand consequences if not adhered to.</li> </ul>	1.6.2
	Re-opening plans shared with governors.	Timescale to plan for safe re-opening is very tight.		Reopening discussed at FGB meeting 11.05.20  Extraordinary meeting to be held on 04.06.20 to evaluate and review first sessions.	
	Communications with parents: <ul style="list-style-type: none"> <li>• Plan for partial re-opening</li> <li>• Social distancing plan</li> <li>• Wellbeing/pastoral support/support and</li> </ul>			Ongoing communication is in place. Communication regarding reopening has included: <ul style="list-style-type: none"> <li>• initial questionnaire to gather parents' views on their child returning</li> <li>• more detailed communication regarding the proposed plan</li> <li>• confirmation to parents for children in each bubble to inform final arrangements and</li> </ul>	

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acknowledgement to parents of home learning			<p>details, including a video to share with children.</p> <ul style="list-style-type: none"> <li>Letter to families who have decided not to take up a place for their child, confirming arrangements for continued home learning support, availability of staff for individual advice and support, provision of a parent/teacher phone consultation, arrangements to support children's transitions to primary school.</li> </ul>	
<p>Pupil communications around:</p> <ul style="list-style-type: none"> <li>Changes to arrival</li> <li>Social distancing arrangements</li> <li>Staggered start times</li> <li>Changes to the learning environment</li> <li>Travelling to and from school safely</li> </ul>			<p>A video will be made and sent to children to show new arrival procedures and other routines and to ensure that they know where that will be playing and learning on their return.</p>	



	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made/person responsible	A C D
rs/ nce	Meetings and decisions that need to be taken prioritised.	Timescale to plan for safe re-opening is very tight.		Virtual governing body meetings policy written and adopted. Reopening discussed at FGB meeting 11.05.20	Ma
	Governors are clear on their role in the planning and re-opening of the school, including support to leaders.  Approach to communication between Leaders and governors is clear and understood.	Hard to ensure all governors have received and understood communications when we are all remote from each other		Chair of Governors has been in frequent contact and discussion with HT and other key staff, offering effective support as well as fulfilling the role of critical friend.  Extraordinary meeting to be held on 04.06.20 to evaluate and review first sessions & agree most effective approach to governance during the summer term	From 2 or  04.
	Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated.	Requirements for social distancing & shielding reduces opportunities for face-to-face meetings & visits to school		Governor monitoring visits into nursery school will be difficult during summer term  School Strategy meeting scheduled for 01.06.2020 has been postponed until autumn term  Committee meetings will be held virtually	Sum — review 2  New