

COVID19: Risk Assessment and Action Plan

SCHOOL NAME: The ACE Centre Nursery School

OWNER: Helen Ruff

DATE: Sept 2020

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the operation of the school and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including 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'

Steps to re-opening preparation;



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Preparing Buildings and Facilities	Premises & utilities have been H&S checked throughout lockdown period, both for areas in use and unused areas, & the building is compliant. Building has been in normal use since 1 June & over summer hols.	Head Teacher or Lead Administrator is unavailable	H	Source alternative suitably trained person (MW is trained - ensure AB is offered training) HR/LRS	Autumn term	In line with OCC & DfE guidance
	<ul style="list-style-type: none"> Water treatments Fire alarm testing Repairs Grass cutting PAT testing Fridges and freezers Boiler/ heating servicing Internet services Any other statutory inspections Insurance covers reopening arrangements 	Some of site was unused for prolonged period.	M	Carry out a full premises inspection. HR/LRS	Sept 2020	
		Check Covid-19 measures signage for parents is in place & does not need renewal	M	Carry out general H&S checks - -water -alarm systems -electrical checks MW/LRS	Ongoing	

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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"> 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 sufficient office staff on site. Max 2 staff in reception office at all times and 1 staff member in small offices. Internal doors to offices to remain open to eliminate touching where feasible. Office telephones wiped down regularly and always before/after use by any other staff member. 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. Contact with parents to be carried out by phone wherever possible. Perspex screen in place on reception desk. 	Measures in place and are ongoing into autumn term	In line with OCC & DfE guidance
		Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	H	<p>2-metre markers are present on floors to ensure parents & 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>	Measures in place & ongoing into autumn term. Video showing measures remains on ACE website to assist new families.	M In line with OCC & DfE guidance
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.					

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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.	Effective from 01/06/20 & ongoing into Autumn term.	In line with OCC & DfE guidance
	Consideration given to the arrangements for any deliveries.	Deliveries being dropped off into the building as would normally happen could risk 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, development 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.	Effective from 01/06/20 & ongoing into Autumn term.	In line with OCC & DfE guidance M

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Emergency Evacuations	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>	Current evacuation routes could cause multiple groups of people to come into contact. Adjustments can make appropriate alternatives are possible.	H	Revised evacuation procedure is shared with all staff and children. - allocated evacuation space for each bubble - allocated lockdown space for each bubble Fire drill and lockdown practice Evacuation procedures (fire and lockdown) updated with new procedures and relevant adults aware.	29/05/20 (staff meeting) Practice drills carried out in summer term (children) Review of all ACNS RA's for all staff (Sept 2020) Drills required Autumn term (new children)	<i>In line with OCC & DfE guidance</i>
	Consideration given to ACE Childcare – evacuation buddies (normally admin/office staff) are assigned or reassigned according to available persons. Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.	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.		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.		

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Cleaning and waste disposal	Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non-healthcare settings guidance</u> . (attached to this document)	Cleaning after a child or adult has become ill.	H	<p>Cleaning after a person has a suspected illness;</p> <ul style="list-style-type: none"> ● 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 ● 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 ● 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. ● 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 ● wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning <p>All surfaces that the symptomatic person has come into contact with will be cleaned and disinfected, including:</p>	As Required	In line with OCC & DfE guidance

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				<ul style="list-style-type: none"> • objects which are visibly contaminated with body fluids • all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells <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"> • 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 <p>or</p> <ul style="list-style-type: none"> • if an alternative disinfectant is used, this will be checked to ensure that it is effective against enveloped viruses <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>	As required	In line with OCC & DfE guidance
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		<p>General cleaning 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: there is a labelled, lidded dustbin in the cellar for this purpose. 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>General Cleaning arrangements; Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, 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 our Caretaker (MVV) 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>As required</p> <p>Effective since start of pandemic & ongoing. Different parts of our building have been used as requirements have changed. Cleaners briefed of all changes.</p>	In line with OCC & DfE guidance

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		Lack of time at the end of the day.		Enhanced cleaning of resources to be carried out daily inside and out by the ACNS team.	In place throughout pandemic. Ongoing requirement, particularly as group size increases in Autumn term.	In line with OCC & DfE guidance
	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	Sessions are to continue predominantly in the outdoors, with limited access to reduced indoor areas. Areas in use, resources & furniture have been reduced to allow for manageable additional cleaning tasks. Team's capacity to manage the additional duties diligently will be monitored. Cleaning contractors are briefed re new cleaning requirements and have adjusted their cleaning specification.	Sept 2020	In line with OCC & DfE guidance
	Additional cleaning to ensure all resources are cleaned more regularly Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	Knowing what additional cleaning needs to be carried out, as we use different learning spaces. Not enough equipment in place; ● No access to adequate hand washing facilities	H	We will be unable to stop small children sharing toys and equipment but will do all we can to keep resources as clean as possible. There will be strict cleaning regimes in place especially at the end of each day, to ensure the resources are clean and safe. Sessions will continue to be held outdoors, unless it is unsafe to do so, with limited access to well-ventilated indoor areas. Children's wellbeing will be continuously	1.06.2020	In line with OCC & DfE guidance

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		<ul style="list-style-type: none"> • No hand sanitiser for visitors to reception. • Classrooms do not have tissues. • Low supply of soap. 		<p>monitored, particularly as we progress through the Autumn and Winter or in the event of adverse weather.</p> <ul style="list-style-type: none"> • All adults and children are required to wash their hands on entering the nursery school or use hand sanitiser • Children are 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. • Strict cleaning procedures are in place, and each single group of staff and children has access to their own learning space. A deep clean of any equipment which is shared by a different group will be carried out. • Soft furnishings and resources will be limited within the setting (soft toys, blankets, dressing up clothes etc.) and those in use will be washed daily. • Sofas and other permanent soft furnishings will be sprayed regularly or covered with substantial covers which will be washed daily. • Door handles will be cleaned during the day • Bins will be emptied during the day as necessary. 		

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				<ul style="list-style-type: none"> Doors and windows will be kept open as much as is practically possible and safe to do so. External gates & entrances will be kept locked during sessions. Tables and surfaces will be disinfected 1 or 2 x per day or more regularly if required. The main nursery school bathroom will be accessed via the outdoor entrance & regularly checked & cleaned throughout the session. 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. We will ensure all items that are laundered within the setting, for example towels and bedding, are washed in line with guidance on cleaning in non-healthcare settings and that these items are not shared by children between washes. 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 staff. 		
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				<ul style="list-style-type: none"> 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 staff. It would be best to be kept at Nursery with a duplicate kept at home. 		
	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</p> <p>Nursery School - additional cleaning of resources will be carried out daily.</p> <p>Team's capacity to manage the additional duties diligently will be monitored.</p>	Sept 2020	<i>In line with OCC & DfE guidance</i>

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Classrooms	The number of staff and children that can use each room or outdoor area at any one time has been determined according to the physical capacity of the school site.	Group size becomes very large.	H	In our open plan setting with active, free-flow learning at the heart of good EY provision, we will be working as one group from Sept 2020. Our number of pupils is lowest during this term and, with approx. 35 children on roll, they can form one group, at least initially, alongside consistent staff members. To divide the group would cause difficulties in our small school both in terms of staffing & compromising the quality of education on offer.	From Sept 2020	<i>In line with OCC & DfE guidance</i>
	As all children return to a full timetable wef Sept. 2020, the nursery school staff and children will operate as one group through the Autumn term. This will support children's wellbeing, relationships and access to all areas of the learning environment.	The size of the group will be reviewed as the number of children on roll increases from January 2021.		As nursery-age children cannot adhere to social distancing, operating largely outdoors will reduce the risk of virus transmission. If weather conditions make outdoor sessions unsafe, we will operate from within the nursery school's indoor space, and the garden room. Free flow will be available within these spaces for children to play during the session. Lunches will be taken across the garden & using canopied areas and the garden room if weather is adverse. 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		

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				<p>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 staggered and parents will be advised of their allocated times before their child returns to or starts nursery school.</p> <p>The only time additional people may come into contact with the nursery school group is to ensure we are adequately staffed. By operating as one group, it is less likely that we will need to introduce new staff. Where new staff join the group, they will take appropriate precautions to social distance as much as is practicably possible. For children who attend ACE Extra sessions, it may be necessary for the staffing for these extended hours to include practitioners from our Childcare team – this will be managed in accordance with DfE Covid-19 guidance for after-school providers. Staff are to socially distance from each other, using 2m measures wherever possible.</p> <ul style="list-style-type: none"> - Children will not be discouraged from being close to each other, when playing with others in their group. - Staff will keep as much distance as possible from children where possible but will respond to their physical, emotional & learning needs. 		

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				<p>- Family members and other adults in the setting should also adhere to 2m social distancing where possible.</p> <p>Where unavoidable contact has been made between adults or adults and children, hand washing and sanitising will be carried out. Staff will be vigilant for incidents which increase the risk of contamination eg. placing objects in their mouth, fingers in mouth or nose, not using tissues when sneezing etc. – this is to be expected with nursery age children & staff will respond by reminding children & with immediate hand washing & cleaning/sanitising where necessary.</p>		
	Learning environments have been re/arranged to allow as much space between individuals as practical.	Open plan outdoor learning space, with access to the garden classroom space when necessary so that children can free flow and mix with each other. When weather conditions demand, children can access an "outdoor plus" workshop in the main nursery school indoor space.	H	<p>The Nursery School group will have access to the large nursery school garden, nursery school bathroom and the garden room and other children and adults will not access this space.</p> <p>Indoor environment will be rearranged to provide an open "atelier" space, in which practitioners will provide one in-depth experience to enhance outdoor continuous provision. In this way, a range of workshops will be experienced over the term, offered in a stripped-back indoor space, with only the resources needed to promote the intentional teaching.</p>	Sept 2020	<i>In line with OCC & DfE guidance</i>

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	Nursery School entry and exit routes have been determined and appropriate signage in place.	No opportunity to socially 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 garden. 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. ADDITIONAL MEASURES IN RESPONSE TO 2 ND NATIONAL LOCKDOWN Additional hand sanitiser provided in carpark & adults requested to use before entry onto site. Parents requested to wear masks while on site. Staff member on gate at start & end of session to wear clear visor (not mask so that practitioner visible to children to avoid anxiety)	Sept 2020 From 05.11.20	In line with OCC & DfE guidance
	Appropriate resources are available within all learning spaces. NB: sharing of equipment or stationery between children should be minimised where possible. Shared	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	Sept 2020	In line with OCC & DfE guidance

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	<p>materials and surfaces should be cleaned and disinfected more frequently</p> <p>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 range of curriculum opportunities will be provided – they will be reviewed & rotated in response to observations of learning.</p> <p>High adult to child ratios will help to maintain the cleanliness of resources during sessions.</p> <p>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 & cleaning up, under close supervision.</p> <p>Soft furnishings have been removed where necessary (more detail above).</p> <p>Social distancing signage for parents is in place to support a safe entry to the session.</p>		<p><i>In line with OCC & DfE guidance</i></p> <p><i>In line with OCC & DfE guidance</i></p>
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Staffing	Staffing numbers required for the entire cohort have been determined (EYFS ratios plus one-to-one support staff) and including support staff such as TA's, office staff etc	Appropriately qualified staff available at all time e.g. Paediatric First Aider and designated safeguarding lead.	H	Staff audit re. availability to work from start of autumn term carried out before end of summer holidays.	Sept 2020	In line with OCC & DfE guidance
		Staff not available due to illness, isolation or shielding.	H	Staff allocated as key persons and to children in receipt of additional funding for one-to-one support. Office staff to work on site from start of term. Cleaning contractors aware of new cleaning specification, procedures & requirements, especially in view of changed use of building. If there is inadequate staffing to safely run a group, then that setting will be closed until sufficient staffing is in place (EYFS ratio requirement).		

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	Ensuring staff follow procedures for safe practices.	Free flow of staff movement around the setting & wider building. All staff using staff room facilities.	H	Designated space for staff breaks (nursery school staff room for up to 2 staff at a time, Rainbow Room for up to 6 staff) Each designated staff room has a maximum limit 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. Rota to ensure as fair distribution of staff as possible. In general staff groups from the different ACE settings should be kept apart. Brief, transitory contact, such as passing in a corridor or when moving to a different part of the building, is low risk.	In place & ongoing from Sept 2020	In line with OCC & DfE guidance
	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. If there is inadequate staffing to safely run a setting, then parents and carers will be contacted by phone as soon as possible to advise that the session cannot run. Staff absence must be notified to admin. team to ensure it is recorded and any notification requirements are met.	In place and ongoing	In line with OCC & DfE guidance

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	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 guidance on getting tested .	Staff attend who are ill or symptomatic.	H	<p>We 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.</p> <p>We 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 guidance on getting tested.</p> <p>We 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 & 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>	May 2020 & ongoing	<i>In line with OCC & DfE guidance</i>
	Arrangements for staff who are working from home are in place (including those who may need to shield, who are clinically vulnerable and/or living with someone in these groups).	When working at home: staff unclear about what their role and responsibility is. Staff do not have required equipment to do the job.	L	<p>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.</p> <p>Staff member's line manager will regularly keep in touch via phone, e-mail and online meetings.</p>	April/May 2020. From Sept. 2020 staff will be working on-site unless guidance changes or they need to self-isolate.	<i>In line with OCC & DfE guidance</i>

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	Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.					
	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.	Not enough staff to work with the nursery school group	H	By operating as one group in the Nursery School, it is less likely that we will need to introduce new staff. The only time additional people may come into contact with the nursery school group is to ensure we are adequately staffed. Where new staff join the group, they will take appropriate precautions to social distance as much as is practicably possible. In the event that we cannot provide adequate staffing, the Nursery School will close until sufficient staffing is available.	Sept 2020	In line with OCC & DfE guidance
	Approaches for meetings and staff training in place.	Large groups of adults meeting together	H	Where possible, staff meetings and training sessions are conducted virtually and staff remain at a safe distance from each other during any interactions, including in staff rooms or other staff areas in the setting.	From 1.6.2020 and ongoing	In line with OCC & DfE guidance

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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 groups rather than their usual 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 ACE Centre and in groups that may be different to their usual groups, although we will make every effort to keep groups separate.</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 ACE Centre. We appreciate and thank staff for the flexibility and commitment already shown to keep the school working effectively throughout the pandemic.</p>	From 1.6.2020 & ongoing	In line with OCC & DfE guidance
	<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>	M	<p>Staff are aware of available support and advice for schools and pupils available from OCC: http://schools.oxfordshire.gov.uk/cms/schoolsnew/s/guidance-bereavement-and-loss</p> <p>We are creating a new Bereavement Policy to ensure it reflects current circumstances and arrangements.</p>	From June 2020 & ongoing	In line with OCC & DfE guidance
	<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. Children can visit our garden with one parent or carer, one-to-one with their key worker & maintaining a 2 metre social distance between the adults. Parents are requested to wear a face mask</p>	Sept Home Visit Day	In line with OCC & DfE guidance

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				during this visit. Visits are timed to avoid contact between families. Children may come for short settling visits without parents during normal session times (parents to be readily contactable).		
	Return to school procedures are clear for all staff.	Staff unaware of new procedures especially new starters, those furloughed or off due to illness.	H	All staff to read risk assessments and other documentation. Staff to join online meetings to discuss risk assessments and policies.	Sept. 2020	<i>In line with OCC & DfE guidance</i>
	Arrangements to return any furloughed staff (ACE Charity) in place.					
Group Sizes	ACE Centre groups have been determined on the basis of consistent, as small as possible groups of pupils, that can remain separate from other people and groups.	Groups are larger than recommended sizes and children come into contact with too many others.	H	Groups have been organised for consistent children with allocated staff. Sessions will be held with as much time as possible in our large outdoor space to minimise risk of cross-infection (see above for detail). Staff allocations will remain consistent within each ACE Centre group, unless redeployment is required to keep services open (see above for detail).	Sept 2020	<i>In line with OCC & DfE guidance</i>

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Social Distancing	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> Staggered school drop off/pick up times Limited amounts of moving around the school/ corridors Break and lunch times - plans for social distancing during these times in place, such as small lunch & snack groups Toilet arrangements 	<p>Crowding occurs which prevents social distancing.</p> <p>Cross over of staff and children between groups.</p>	H	<p>Children are dropped off and collected from the nursery garden, with staggered drop-off times. 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.</p> <p>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.</p> <p>One way system through ACE site in place.</p> <p>Staff room arrangements allow for distancing (see above for detail)</p> <p>Parents requested not to use ACE toilets but the disabled toilet is designated when use is unavoidable. Staff have allocated toilets, to minimise number of users. All toilets have anti-bac spray.</p>	Sept 2020	In line with OCC & DfE guidance
	<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>	H	<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>	ongoing	In line with OCC & DfE guidance

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				Those that do not comply with procedures, despite reminders, will be asked to remain off the premises and the LADO will be informed. 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.		
Catering	Arrangements in place to provide food to pupils on site, including drinks, fruit & packed lunch.	Nursery School sessions will be largely 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.	From April 2020 and ongoing	In line with OCC & DfE guidance
	Fruit, milk & water available for children's snacks	Potential contamination from fruit & snack donations	H	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.	01/06/20 and ongoing	In line with OCC & DfE

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				Our usual self-service, apprenticeship snack area & practice will be suspended & an adult-prepared, closely supervised snack procedure used (see detailed RA)		guidance
	Arrangements for when and where the group will take lunch (and snack time) are in place so that hygiene and supervision is maintained while eating and drinking.	Children in contact with each other and/or each others' food & drink. Hand washing before & after eating is not carried out.	H	Children and staff eat their lunches in small group in their allocated places. If it is not safe to eat outside, then a place will be allocated at a table, in small groups, in the garden classroom and cleaning will be carried out immediately after eating and between small groups. Snack arrangements – see separate RA	Sept 2020	In line with OCC & DfE guidance

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<p>PPE</p> <p>Personal Protective Equipment</p>	<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>	H	<p>Working within a consistent group with a system of controls in place, means 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 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 facemask should be worn. If a risk assessment determines there is a risk of splashing to the eyes,</p>	<p>Sept 2020 & ongoing</p>	<p><i>In line with OCC & DfE guidance</i></p>

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				for example from coughing, vomiting or spitting, then eye protection should also be worn. Grab and go kits for dealing with a sick child are in place in nursery school & other ACE Centre settings.		

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Response to suspected/ confirmed case of COVID19 in school	<p>Approach to confirmed or suspected COVID19 cases during school day</p> <ul style="list-style-type: none"> Which staff member/s should be informed/ take action? Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated Cleaning procedure in place Arrangements for informing parent community in place 	Children or staff becoming unwell during a session	H	<p>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.</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>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.</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>	May 2020 & ongoing	In line with OCC & DfE guidance

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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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Home learning & support for children not attending Nursery School	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	M	<p>Nursery school will continue to support families remotely who are not attending. This will be through;</p> <ul style="list-style-type: none"> Weekly keeping in touch emails with suggested ideas for home learning Access to videos posted by nursery school staff – stories, songs, activities Parent teacher consultations by phone Access to key person via phone call or e-mail as needed by families <p>We have also signposted families to the Department for Education's Hungry Little Minds campaign which features tips and practical activities that parents and carers can do at home with children to support their child's development. Parents are also directed to the BBC's Tiny Happy People campaign and the National Literacy Trust's Family Zone for more ideas and content. The Department for Education has published further guidance on how to help children aged 2 to 4 to learn at home during the coronavirus outbreak</p>	In place summer term 2020. To be offered as necessary from Autumn term onwards.	In line with OCC & DfE guidance
<p>Transition into new year groups</p> <p>What will need to be different this</p>	Online/ website support for families and young children around transition. Plan for transitions from ACE Childcare or Pre-School into nursery school & between	Face to face meetings with families, new teachers etc to support transitions may be difficult	H	<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 & shared with children.</p>	From June 2020 and in Sept 2020	In line with OCC & DfE guidance

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year because of COVID19?	nursery school and primary school. <ul style="list-style-type: none"> • Vulnerable children • Children with SEND • Physical and sensory needs 	children will be limited or not possible.		<p>Video tour & 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 practice.</p>		
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Staff not following safeguarding procedures or unaware of updated procedures.	H	<p>Staff refresher training session on processes and procedures and the revised wellbeing materials developed by OCC.</p> <p>Inset day on 02.09.2020 includes KCSIE 2020; OCC & ACE Centre Covid Awareness & Safeguarding Update.</p> <p>Safeguarding team, including safeguarding governor & trustee, met virtually to discuss ongoing concerns/families throughout lockdown period. Staff to be briefed on information re individual children and families on a need-to-know basis.</p>	Sept 2020	In line with OCC & DfE guidance
	Updated Child Protection Policy in place.	Existing policy does not reflect the extraordinary	H	Adopted COVID19 Child Protection Policy as appendix to full Child Protection Policy 2019-20. All staff to re-read and sign policies including CP Policy.	March 2020 Sept 2020	In line with OCC & DfE

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		circumstances of the pandemic				<i>guidance</i>
	Work with other agencies has been undertaken to support vulnerable pupils and families.	Contact is remote rather than face to face	M	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 any vulnerable children who are not attending.	March 2020 and ongoing from Sept onwards	<i>In line with OCC & DfE guidance</i>
	Consideration given to the safe use of physical contact in context of managing behaviour.	New staff need training in emotion coaching	M	Behaviour policy, physical intervention policy and individual management plans will be reviewed by staff to ensure they include protective measures. Clear staff team focus on effective use of emotion coaching with all children on return after their extended absence.	Sept 2020	<i>In line with OCC & DfE guidance</i>

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Curriculum / learning environment	<p>DfE expectation is for return to funded hours and a full curriculum for all pupils from Sept 2020.</p> <p>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>Focus on children's wellbeing is a national priority & vigilance re. any safeguarding concerns.</p>	<p>Balancing health & hygiene measures with access to resources and equipment for learning.</p> <p>Family and child anxieties re. return to full hours & larger group.</p>	M	<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 & a lower risk of infection.</p> <p>New approaches that include:</p> <ul style="list-style-type: none"> • minimising the sharing of resources – this is not fully possible in an active early years learning environment but we have reduced risk by sanitising outdoor sandpits daily, adapting the use of malleable materials (clay & playdough – see detailed RA), some resources have been removed. • high adult to child ratios to allow supervision and additional cleaning when required eg. woodwork tools can be wiped clean between different children. • cooking activities will not be offered. • our usual self-service snack provision will be adapted to facilitate effective hygiene. • deep cleaning of equipment between groups of children. <p>Clear, shared team focus on wellbeing and involvement, emotion coaching and protective behaviours to support children's re-settling into</p>	<p>Provision in place for summer term has been reviewed in light of updated guidance for Sept 2020</p>	In line with OCC & DfE guidance

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	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>nursery school community & to support their social integration. Lead Teacher to undertake virtual Protective Behaviours Workshop re. how to apply this framework to staying safe during pandemic (both children & staff).</p> <p>Outdoor learning environment has been refreshed & consideration given to all 7 areas of learning and the characteristics of effective learning.</p> <p>Team to work with HR, LT & LJ to reflect on 3 key pedagogies by end of autumn term, & to observe how these are most effectively embedded in our provision & practice.</p> <p>Planning will be informed by information from parent teacher consultation phone conversations and from parent contributions to weekly newsletters, as well as from support outcome & review strategies 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>	Sept 2020	
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Pupils with SEND	Providing 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. Challenge of providing for high number of children with 1:1 support needs.	H	Our EHCP learners were well supported during lockdown – both remotely and by attending sessions. Annual reviews completed – carried out online where needed. “Reasonable Endeavours during Covid-19” return made to OCC which detailed our provision for EHCP children & families. Liaison with EYSENIT, re current learners’ transitions to special & primary schools & new starters to nursery school for Sept 2020, including funding applications for additional support where needed. Liaison with SENCo at primary school re transition of K funded and additional-funding children. Planning was 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 & review strategies during Covid for SEND learners. These were added to the children’s learning journals to provide continuity of their learning journey. New 1:1 staff recruited. Induction & training req’d.	Summer 2020	In line with OCC & DfE guidance

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Attendance	Approach to supporting attendance	Building confidence of all families, including all vulnerable learners or those with poor attendance to return to full attendance for the Autumn term	H	We will maintain regular phone contact to any families who do not return at the start of term or whose attendance is low & encourage participation. We may be able to offer some flexibility re. am or pm sessions if there is a barrier. Keeping in Touch letters will continue weekly. These will include a summary of the week's learning in nursery school adapted into home learning ideas. Regular safeguarding phone calls to vulnerable families will continue, as will links to online learning	Sept 2020	In line with OCC & DfE guidance

Communication	Information shared with staff around our Autumn term provision, revised in line with new guidance. Staff confident re. covid system of controls and their role in its implementation and monitoring.	Ensuring all staff have received and understood communications in a timely way.	H	Ensuring staff are ALL aware of all risk assessments and procedures for the start of the new school year: <ul style="list-style-type: none"> Inset Day on 02.09.2020 for all staff (see above for detail) Inset includes new staff and inductions continues during 1st week of term Weekly virtual staff meetings to discuss & continuously review new procedures and understand consequences if not adhered to. Non-contact time in Sept for all staff to read & sign RA's, policies & other updates 	Sept 2020	In line with OCC & DfE guidance
	Plans for return to full provision shared with governors.	Timescale between updated DfE guidance	M	HT & governors in discussion over summer term & holidays. H&S Committee and P&S Committee	By Sept 2020	In line with OCC

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		& start of term is very tight.		have scheduled meetings early in term to review & evaluate first sessions. Chair of Governors very proactive		& DfE guidance
	Communications with parents: <ul style="list-style-type: none"> Plan for full re-opening Social distancing plan & system of controls Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning Support for new starters 		M	Ongoing communication is in place. Communication regarding full reopening has included: <ul style="list-style-type: none"> questionnaire to gather parents' views on their child's experiences in summer term for returners detailed communication regarding the system of controls in place confirmation to parents of new children re revised visits & settling in process, including a video to share with children. 		In line with OCC & DfE guidance
	Pupil communications around: <ul style="list-style-type: none"> Changes to arrival Social distancing arrangements Staggered start times 		M	A video has been 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.		In line with OCC & DfE guidance

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Governors/ Governance	<ul style="list-style-type: none"> Changes to the learning environment Travelling to and from school safely 					
	Meetings and decisions that need to be taken prioritised.	Timescale to plan for full re-opening is very tight.	M	Virtual governing body meetings policy written and adopted. Committee mtgs planned early in Autumn term	May 2020 Sept 2020	In line with OCC & DfE guidance
	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.	Difficult to ensure all governors have received and understood communications when we are all remote from each other	M	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. Draft Governor Action Plan to be presented by Chair for discussion at first FGB meeting alongside HT's draft of SDP.	From March 2020 & ongoing Sept 2020	In line with OCC & DfE guidance
	Certain aspects of governance are on-hold in order to deal with the immediate situation,	Requirements for social distancing & shielding reduces opportunities for face-	H	Governor monitoring visits into nursery school will still be difficult during Autumn term. Some socially distanced, focused visits will be arranged. Virtual meetings will be used to	Autumn term – to be reviewed Dec 2020	In line with OCC & DfE

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	these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated.	to-face meetings & visits to school		maintain frequent contact and, for some governors & staff, facilitate a higher level of participation. School Strategy meetings scheduled for summer were postponed until Autumn term. HR to liaise with OCC colleagues re their resumption Committee meetings will be held virtually, unless there is a specific need to attend site eg. H&S site visits, which will be socially distanced.	New date tba	<i>guidance</i>
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.	Not known for how long additional costs will be incurred or the ongoing impact of the pandemic eg. reduced number of children on roll	M	Additional cleaning costs, supplies, PPE etc Costs to ACE Centre of remaining open during lockdown period for critical workers & vulnerable families (loss of furloughing opportunity, building costs, resources etc). LR-S is monitoring costs & reporting to HT and governors School Strategy process with LA is ongoing & impact of Covid-19 on existing deficit needs to be clearly understood by all parties	From March 2020 & ongoing By Sept 2020	<i>In line with OCC & DfE guidance</i>
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for vulnerable families	Difficult to foresee all additional costs	M	LR-S is maintaining overview of costs incurred Communication with OCC detailing all costs is ongoing and required into the new school year	From March 2020 & ongoing	<i>In line with OCC & DfE guidance</i>
	Any loss of income understood, including the impact of lettings	We need to also consider the impact on the ACE Centre	H	Loss of breakfast and lunch club income during busiest summer term. LR-S has calculated.	From March 2020 & ongoing	M

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	and the financial implications of possibly not restarting.	Charity's reserves and sustainability		Impact on applications for Sept 2020 starters difficult to predict & has the potential to reduce funding into & throughout new school year. Marketing campaign to recruit new starters is needed. Lettings of Rainbow Room suspended. Loss of income from CN Literary Festival. We are continuing to charge NHS for health suite (this may be disputed)	Autumn term 2020	
	Insurance claims, including visits/trips booked			Visits and trips - not applicable		

Risk Assessment Completed by (Name):	Helen Ruff	Job Title:	Headteacher	Date:	02.09.2020
Authorised by Line Manager (Name):	Kate Barlow	Job Title	Chair of Governors	Date:	09.09.2020
Reviewed by:	Lexy Tuckwell	Job Title	Lead Teacher	Date:	09.09.2020
Reviewed by:	Leigh Roscoe-Styler	Job Title	Lead Administrator	Date:	09.09.2020