

Educational Setting	QUEEN'S DRIVE INFANT SCHOOL
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	SARAH SKINNER July 2020
Review Date	November 2020 then fortnightly or following new guidance

This Model Risk Assessment has been used and modified to suit the school setting

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Prevention		<p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. Procedure for dealing with symptoms, trained group of staff. PPA room for isolation. Office admin maintains stock of PPE / checks packs regularly.</p> <p>2. <u>Clean hands thoroughly more often than usual.</u> This is built into class planning and on arrival, signage to be used. Focus on increased washing. Station near hall. The school has a suitable supply of soap and access to warm water for washing hands in every classroom. Additional stocks ordered weekly. Each class to have suitable products and steps for children etc.</p>	<p>1. PPA room to be labelled up as isolation room. Additional office staff (returning) trained to look after pupils waiting for collection.</p> <p>2. New freestanding automatic hand sanitiser station to be purchased and set up outside hall from playground.</p>	SS	End of July	√
				JT	End of July	√

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		<p>3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. All classes and additional rooms to have lidded bin / tissues available.</p> <p>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. Areas cleaned frequently by classroom staff. Additional cleaner hours between 10am and 1:15pm to increase cleaning in classes, frequently touched surfaces, common areas and toilet blocks.</p> <p>5. Minimise contact between individuals and maintain social distancing wherever possible. 9 class bubbles to be set up with avoidance of mixing of these groups. In class children will have own work area but will also work in small groups using classroom and outside areas. Seating will be side to side. Adults will maintain 2m social distancing whenever possible and minimise time spent within 1m of anyone. During the school day, support staff should limit their movement around school. Nominated photocopying staff and communication trays to be used. Arrival at school will be staggered from</p>	<p>3. Purchase additional tissues / lidded bins for extra teaching areas to be used</p> <p>4. Set up additional 10 hours during day for cleaner. Brief midday staff on cleaning requirements for hall.</p> <p>Create updated list of cleaning expectations in class settings, outdoors and in staff rooms.</p> <p>5. Classrooms to be rearranged. (Ks1 classes to have 30 spaces at front facing tables and chairs. EYFS to make carpet spaces for 30 children and access to at least table at back of room.) Excess furniture moved to outside wooden sheds if required. Hall cleared.</p> <p>New signage for class bubbles to line up.</p>	<p>JT</p> <p>JT</p> <p>SS/ET</p> <p>Teachers</p> <p>JT / ET</p>	<p>End of July</p> <p>7th Sept</p> <p>7th Sept</p> <p>7th Sept</p> <p>7th Sept</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>

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		<p>8:30am with class bubbles arriving and waiting in allocated spaces at front of school away from each other. One way system around school playground with team outside managing flow.</p> <p>6. <u>W</u>here necessary, wear appropriate personal protective equipment (PPE). PPE stored in office at front of school / first aid stations so can be accessed quickly if required – provided by LA. As per guidance PPE is not to be worn in school by staff or children in ordinary circumstances including nappy changing. PPE only worn by cleaners accessing different rooms / areas.</p>	<p>6. PPE checked and re-stocked prior to September start.</p>	SH	22 nd July	√
Response to any infection		<p>7. Engage with the NHS Test and Trace process.</p> <p>8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community. HT / DHT / office manager know clear procedures to follow – office manager to liaise with parent / LA / Health protection team and use parentmail to inform staff / families concerned. Emergency test kits are issued to families / staff where they cannot access one.</p>	<p>7. Staff briefed on Test and Trace process before re-opening and sent out in start of term parent newsletter.</p> <p>8. Ensure team are fully up to date with procedures.</p>	SS/ET	7 th Sept	√
				SS	7 th Sept	√

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		9. Contain any outbreak by following local health protection team advice. HT / DHT / office manager have relevant contact information.				
Contingency planning for a further outbreak		<ul style="list-style-type: none"> In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need a contingency plan for this eventuality. Parentmail will be used to inform parents of closure. School will use SEESAW with the logins given out again at start of term). Home learning page on website will remain in use for directions / timetable. 	<ul style="list-style-type: none"> Procedure set up for home learning if school is closed. Training including use of Teams / zoom on INSET day. Acceptable user policy updated to reflect the above. 	SS/ET	7 th Sept	√
				ET	7 th Sept	√
Social Distancing in school		<ul style="list-style-type: none"> Minimise contact between individuals and maintain social distancing wherever possible. Adults will maintain 2m social distancing whenever possible and minimise time spent within 1m of anyone. Adults from different bubbles will not mix together in school. The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups 				

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		<p>separate (in 'bubbles') and through maintaining distance between individuals. Bubbles kept separate throughout the school day – on arrival, in classrooms, at playtimes and lunch, when using hall / outdoor areas and at home time. Staff will largely work in one bubble. Numbers of PPA staff who have to work with different groups has been limited and where they do, they will maintain social distancing – usual bubble teachers will return to see children out if required at the end of the day. PE coach will remain in hall where children can change plus TA / second adult for safeguarding. KS1 toilet blocks will be allocated for classes to reduce congestion. Shared cloakrooms will be only used by one bubble at a time.</p>				
Cleaning		<ul style="list-style-type: none"> The school should consult with their cleaning contractor or their in-house cleaning team to arrange a deep clean may be appropriate before staff and pupils return to school. Thorough holiday cleaning to take place by site manager / cleaning team. More frequent cleaning procedures should be in place across the site, 	<ul style="list-style-type: none"> Signage for isolation area (if someone has tested positive with covid-19 so that area is not accessed / secured for 72 hours then undergo a thorough clean.) Ensure the COSHH risk assessment for cleaning/caretaker 	<p>ET</p> <p>SS / SB</p>	<p>End of July</p> <p>End of July</p>	<p>√</p> <p>√</p>

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		<p>particularly in communal areas and at touch points including:</p> <ul style="list-style-type: none"> ○ Taps and washing facilities, ○ Toilet flush and seats, ○ Door handles and push plates, ○ Changing area hoist controls, ○ Machinery and equipment controls, ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. <p>Nominated photocopier users in place. Groups using the outdoor play equipment (trim trail) will wash hands thoroughly before and afterwards. Isolation room / classroom etc to be thoroughly cleaned if positive case identified. Areas cleaned frequently by classroom staff. Additional cleaner hours between 10am and 1:15pm to increase cleaning in classes, frequently touched surfaces, common areas and toilet blocks.</p>	<p>activities has identified the correct process and any PPE to be worn.</p> <ul style="list-style-type: none"> • Signage for handwashing after use of outdoor play equipment (trim trail). Children wash hands before and after using such equipment. Equipment not being used at present. • Set up additional 10 hours during day for cleaner. Brief midday staff on cleaning requirements for hall. 	<p>ET</p> <p>JT</p>	<p>End of July</p> <p>7th Sept</p>	<p>N/A</p> <p>√</p>

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Lunchtime Catering facilities		<ul style="list-style-type: none"> Consideration should be made for food service and how this will be managed and how social distancing can be achieved in the school kitchen and dining areas <ul style="list-style-type: none"> Serving food Queueing Different lunch periods <p>Staggered lunch break / sittings. 2 bubbles can be seated at separate sides of hall (over 2m apart) with own staff. Plates collected from hatch by adults to avoid queuing. One class to eat in classroom due to hall capacity / timings. Food taken to this class on trolley to door and collected and distributed by staff. All areas thoroughly cleaned after each group. Simplified menu initially for easier serving (food guidelines still in place). Children can bring in own packed lunches which will be stored in hall area in washable crate.</p>	<ul style="list-style-type: none"> Midday staff briefed and trained before first lunch service – updated lunchtime procedures. Additional midday hours to cover lunch and serve food to bubbles. Set up of 2 areas in hall including own bin, plate stacking area, cleaning products. 	<p>SS</p> <p>SS</p> <p>SS/BS</p>	<p>7th Sept</p> <p>21st Sept</p> <p>7th Sept</p>	<p>√</p> <p>√</p> <p>√</p>
Fire Safety		<ul style="list-style-type: none"> Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site. None used currently. Ensure all emergency escape routes / doors are fully operational and kept clear. Regular checks in place. 	<ul style="list-style-type: none"> Review Fire Safety Policy with regards evacuation areas and how this can be achieved with whole school. Exits will need to be final checked once furniture movements are complete. 	<p>SS/SB</p> <p>SS/SB</p>	<p>7th Sept</p> <p>7th Sept</p>	<p>√</p> <p>√</p>

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		<ul style="list-style-type: none"> Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing from other groups when at the evacuation point. Regular briefings for staff / fire drill at start of term. Children do not need to keep 2m in their bubble. 	<ul style="list-style-type: none"> Practice safe evacuation fire drill in first week and repeat at different time in week 2 	SS/SB	14 th Sept	√
Access/Egress of school building		<ul style="list-style-type: none"> One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings. Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to). Door stops used during day in classrooms, removed and door closed if alarm sounds. Wipes and sanitiser available at both sides of doors. Available at front door. Increased cleaning of handles and touch plates. In place. Allocated drop off and collection times. Bubbles allocated times 8:30-8:40, 8:40-8:50, 8:50-9:00, 9:00-9:10 and 2:40-50, 2:50-3:00, 3:00-3:10, 3:10-3:20. 	<ul style="list-style-type: none"> Staggered timings and guidance communicated to parents, identification of any disabled users and those identified as having health related issues. Split main corridor using tape on floor to keep passing groups separate 	SS / SB	End of July	√
				SS / ET	7 th Sept	x

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First Aid		<ul style="list-style-type: none"> Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. Numbers of paediatric first aiders (15) are adequate including at lunch times (displayed on mobile trolleys / each class know allocated first aider). Supplies are well stocked and adult is in place to manage this. Sick buckets in all classes. Firstaiders to avoid face to face contact. Mobile first aid stations used outside. Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. Risk assessments carried out for individuals. Review of the First Aid policy to include consideration of the risk of infection of covid-19. Updated policy in use. 	<p>Annual epipen / asthma training to be organised (online). Awaiting this from School nursing team (not yet a year since last training).</p> <p>Update main list of first aiders and add to first aid trolley / H&S board and highlight on staff timetable.</p> <p>Refresher training for 3 staff who have lapsed certificate. Either attended or booked in.</p>	<p>SB</p> <p>SB</p> <p>SB</p>	<p>7th Sept</p> <p>30rd Nov</p> <p>7th Sept</p> <p>End of Sept</p>	<p>X</p> <p>√</p> <p>√</p>
Waste		<ul style="list-style-type: none"> Relocate waste bins to key strategic positions both in school buildings and in 				

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		<p>external areas that are in use in order that waste materials can be managed safely. Bins are positioned appropriately.</p> <ul style="list-style-type: none"> Bins should be emptied daily. In place, gloves are worn by staff emptying bins. 				
Break/Lunch times		<ul style="list-style-type: none"> The school will stagger breaks/lunchtimes to achieve the social distancing. Timetable in place for playtimes / lunch play with different marked off areas of playground in use. Staff to have staggered breaks across two staffrooms and outside seating area. Staffroom will not exceed 6 adults at any one time. 	<p>Update staffroom rota to show who is allocated to each staffroom.</p>	SS	7 th Sept	√
Staff/Pupils within the shielded group		<ul style="list-style-type: none"> Any member of staff or pupil that is within the Clinically extremely vulnerable group must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace. Risk assessment in place. Staff/pupils that meet the criteria as clinically vulnerable people e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school. Risk assessments in place. 	<p>Meetings with individuals before September to update/review control measures.</p> <p>To be reviewed following any updated guidance / changes in individual health conditions / new pregnancies etc.</p>	SS SS	7 th Sept Ongoing	√

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Contractors / Visitors		<ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. In place. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. This is adhered to unless task can be completed outside and isolated. Works planned for holidays. Visitors will be limited and will wear a face covering. During lockdown (Nov-Dec) no parents in building, parents evening by telephone, new parents information on website rather than visits. 	<ul style="list-style-type: none"> Set up visitor procedures - If visitors do arrive during the day to include collecting name / number for test and trace, signage to say no symptoms upon arrival, sanitiser use etc. New parent powerpoint to be developed and put in website. 	SB	7 th Sept	√
Property Compliance		<ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated. Regular checks in place. Daily and weekly checks have been reinstated and pre-opening checklist completed. Regular checks in place. 				
Hygiene		<ul style="list-style-type: none"> The school has a suitable supply of soap and access to warm water for washing hands. In place and monitored daily by site manager. All children wash hands on arrival. 	Empty Nappy changing area to provide more room / better ventilation.	SH/SB	7 th Sept	√

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		<ul style="list-style-type: none"> • Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets. Allocated toilets for class groups and associated adults with signage. No children to go out of classroom to toilets without adults – to get into routine of going as a small group (half) at a time. Adults to spray/wipe taps after use. No use of water fountains. • Well ventilated nappy changing area where staff can safely change nappies. Changing area to be decluttered to create more space. Staff have seen advice on 'coronacast' for safe changing. Second adult (SLT / office) to be collected and oversee from outside room with door open (2 metres away). Gloves and apron worn. Area wiped down thoroughly after each use. • Procedure for any child who soils themselves. Spare clothes trolleys in use. SLT / office member to be 'second' person to oversee from distance as required. Gloves worn if handling soiled items. Double bagged soiled items. 				

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Accident reporting Covid-19 incidents		<ul style="list-style-type: none"> The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. Guidance to be adhered to and procedure in reporting incidents by office manager and monitored by SS. For further advice and guidance you should contact your competent Health & Safety Adviser. 	Guidance to be read and understood in reporting incidents.	SB / SS	7 th Sept	√
Administrative Staff		<ul style="list-style-type: none"> Staff shift rota to be in place so as to keep social distances and allow school office to function. One member of staff to work in office daily. Office manager / Admin to work different hours in the office. Finance & personnel manager to work from home. Communication through the 2 windows internal and external. 				
Personal Protective Equipment		<ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. Guidance adhered to. 	Check any relevant PPE is in plentiful supply.	SB	7 th Sept	√

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		<ul style="list-style-type: none"> Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment. Re-usable PPE should be thoroughly cleaned after use and not shared between staff. Only disposable items to be used. 				
Behaviour		<ul style="list-style-type: none"> Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. Behaviour policy has been updated and needs to be shared with all staff working with children. School will carry out inductions to inform staff and pupils of the changes. Planned in. Encourage staff to cooperate with government plans for contact tracing. 	Review of covid updated behaviour policy – shared with staff if further changes need to be made and latest version on website.	ET	7 th Sept	√
School Staffroom		<ul style="list-style-type: none"> Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff. Staffrooms will be allocated for different groups of adults and chairs will be spaced out appropriately. Outdoor wellbeing space available for staff behind hall. 				

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Infection Control	Staff Pupils Handwashing	<ul style="list-style-type: none"> Staff and pupils have access at all times to water and soap for hand washing. In place. Removal of shared items eg. Utensils Individual equipment packs in class, allocated cutlery at lunch. 	Stock to be checked and ordered regularly.	SB	Weekly	√
Equality Impact Assessment	Staff & Pupils	<ul style="list-style-type: none"> An equality impact assessment has been completed and can be found with Head teacher. 	BAME to be risk assessments completed for all relevant staff	SS	Sept 7th	√
Lack of staff	Pupils	<ul style="list-style-type: none"> Assessment of availability of staff for all activities during the school day, including break and lunchtimes Contingency staff plan in place with non bubble staff available / regular supply teacher (MANA). Daily management of this by HT / DHT. The extent to which existing planning, schemes of work will need to be adapted. Year group planning in place on shared one drive which can be accessed by other staff if absence. DH to oversee this weekly. 				
Increased risk of transmission	Staff and Pupils social distancing	<ul style="list-style-type: none"> Ensure availability of staff is adequate Ensure that social distancing measures can be maintained at all times. Interventions to be carried out with children from one bubble only at a time. 	Review plans to re start YMCA therapy in outside classroom	SS	14 th Sept	√

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		<p>Teaching area (tables in year 2 / library) to be thoroughly cleaned in between groups, Social distancing from staff member involved at all times.</p> <ul style="list-style-type: none"> Review activities that can be carried out. Timetables for areas of school in place – hall, garden area, playground. Activities with children across bubbles only via Teams online e.g assembly. No music tuition Autumn term. The behaviour policy is reviewed to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing. Pupils are prohibited from bringing any equipment into the school. They should be provided with all necessary equipment in school for the activities they are undertaking, with arrangements included in the planning for it to be sanitised daily. No equipment should be taken home. Ventilation is managed across the school, windows / doors open where possible 	<p>Include response to COVID-19 inappropriate behaviour in behaviour policy</p>	<p>ET</p>	<p>7th Sept</p>	<p>√</p>

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		including toilets. Fan heaters and ventilation fans used when rooms are unoccupied.				
Dedicated school transport, including statutory provision		<p>It is important to consider:</p> <ul style="list-style-type: none"> • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • distancing within vehicles wherever possible <p>Not applicable at this time for daily use. Guidance will be adhered to for day trips.</p>				
Learning outside the classroom (day trips, etc.)		<ul style="list-style-type: none"> • Keeping children within their consistent group, and the COVID-secure measures in place at the destination. Guidance adhered to. Day trips will be for class bubbles with consistent staff. Any additional staff to remain socially distanced. • Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. Risk assessments in place for this. 	Review zone 1 risk assessment.	SS	14 th Sept	√
Extra-curricular activities (coaches,		<ul style="list-style-type: none"> • Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe 				

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tutors, after school)		to do so. Schools should consider carefully how such arrangements can operate. No after school clubs during Autumn term.				
Physical activity		<ul style="list-style-type: none"> Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. Hall mats thoroughly cleaned between PE groups. Outside used where possible. Pupils should be kept in consistent groups. Classes stay in bubbles for PE. Sports equipment thoroughly cleaned between each use by different individual groups. Hall equipment cleaned between groups. Class playground trugs of equipment, washed regulary. Contact sports to be avoided. 	Risk assessment shared with Premier sport staff for PPA sessions.	SS/ZS	7 th Sept	√
Signage		<ul style="list-style-type: none"> What signage is provided to inform staff and pupils regarding social distancing, hand cleaning etc. Social distancing and handwashing signs in place around school, at entrances and on notice boards. 	Refresh signage around school as required.	SS/ET	End of July	√

Useful Guidance

- Guidance for full opening: schools can be found [here](#)
- Managing school premises during the coronavirus (COVID-19) outbreak can be found [here](#)
- The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)
- The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).
- CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)
- CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)
- Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)
- COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)
- Actions for early years and childcare providers during the coronavirus outbreak can be found [here](#)
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings can be found [here](#)
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) can be found [here](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)