

COVID 19: RISK ASSESSMENT

Educational Setting	Stapleford Community Primary School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings) Full reopening for all pupils September 2021-2022
Completed by & Date	C Spain 01.09.2021
Review Date	30th September 2021 October 2021 December 2021 Omicron Variant 2022

This Risk Assessment should be used and modified to suit the individual school setting. Identify hazards, mitigation and other actions as appropriate.

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-airborne virus can be passed on	Staff and pupils may pass on the infection to each other	<ul style="list-style-type: none"> All rooms will have windows and or doors open to increase ventilation Staff and pupils will not be required to attend the workplace if:- <ol style="list-style-type: none"> They are exhibiting symptoms of COVID-19 and should self-isolate; Those who have been certified by their GP as not able to attend the workplace; Those on sick leave. Minimising non essential contact with 	<ul style="list-style-type: none"> DfE issuing carbon monoxide monitors in the autumn term to help ensure levels are good. No non essential visitors at present only staff and pupils Regular use of LFT for all staff and necessary visitors 	HT/ DHT site manager CT's	INSET day 1st Sept 2021 ongoing reminders	Yes Yes

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		<p>individuals who do not need to be at SCPS</p> <ul style="list-style-type: none"> Entrance to have hand gel/sanitiser available daily for staff and visitors at sign in. All rooms have sanitising gel/soaps available , and regular washing to be encouraged Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach Additional PPE available should staff feel they need it Cleaning frequently touched surfaces often, using standard products such as detergents and bleach. Minimise contact between individuals and maintain social distancing wherever possible No whole school assemblies at present-virtual assemblies from Jan 2021 Visitors will be asked to wear a face mask on entering the building Where necessary, wear appropriate personal protective equipment (PPE) Staff to wear masks at start and end of the day if near parents to reduce risk of passing/catching virus if they prefer Staff to wear masks in all but own classroom/or area 	<ul style="list-style-type: none"> Additional stocks of cleaning equipment and sanitiser purchased in case of a ‘spike’ Additional full face masks allocated 1 per staff in addition to those in the PPE packs, in case of a pupil taken ill during the day. Posters up about wearing face masks Reminder in newsletter Email to staff Masks available if they forget Where there is an exemption- staff need to be sensitive to those who need it Have 2 or 3 classes in hall for assemblies- if space is left between groups Have staggered lunchtimes- limiting classes in the hall 	<p>Site manager/ VHS</p> <p>CS</p> <p>CS</p> <p>CS</p> <p>CS</p> <p>CS</p> <p>CS</p>	<p>ongoing</p> <p>From 1st Sept.21</p> <p>Jan 2021</p> <p>Jan 2021</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
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		<ul style="list-style-type: none"> • Staff will wear face masks if going to another classroom indoors, if this is outside of their usual work places • All meetings with parents / agencies will be by telephone where possible. • Monitoring of air quality from mid/late November. 	<ul style="list-style-type: none"> • In UKS2 the interconnecting doors can be used for small staff meetings in library/Y4/Y6/art area/kitchen if surfaces are wiped first/after 	<p>CS CB</p> <p>CB</p>	<p>Nov 21</p>	<p>YES</p>
<p>Response to any infection</p>	<p>Staff and pupils may pass on the infection to each other</p>	<ul style="list-style-type: none"> • If we are informed that someone has tested positive with Covid-19 then any area/room they have accessed will be secured for 72 hours then undergo a thorough clean • Staff reminded of process/procedures 1st Sept INSET • Follow outbreak management plan, and further advice from DsPH/PHE/AL/LA 	<ul style="list-style-type: none"> • Use of disabled toilet- all equipped with full PPE whilst child is collected. • Full deep clean of child's class and the waiting room • 5 children, pupils, or staff who are likely to have mixed closely, test positive for COVID-19 within a 10 day period • 10% of children, pupils or staff who are likely to have mixed closely test positive for covid-19 within a 10 day period or • a single hospitalisation or death due to covid-19 	<p>HT/Office</p>	<p>From 1st Sept 2021</p>	<p>YES</p>

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Contingency planning for a further outbreak	Staff and pupils may pass on the infection to each other-disrupting the education	<ul style="list-style-type: none"> ● If we are informed that someone has tested positive with Covid-19 then any area/room they have accessed will be secured for 72 hours then undergo a thorough clean ● In the event of a local outbreak, the PHE health protection team or local authority will lead on advising the school ● Remote learning available for those isolating or positive but well ● School to follow Outbreak management plan, and any further details from DsPH/ PHE/AL or the local authority if there is a surge in cases, if positive cases exceed 5 or 10% in each class/ close working group, or a single hospitalisation/ death due to covid-19 ● For major outbreaks (above) reintroduce 'bubble' working, limiting all contact with other classes. ● Use LA letter templates to request parents take all family members for a PCR ● Request daily LFT for children in classes where major outbreaks have taken place. 	<ul style="list-style-type: none"> ● Follow procedures in force before- use of disabled toilet and PPE until child is collected ● Teachers to plan high quality 'what if' day one work to have ready to issue the online learning ● Staff to prepare a daily lesson starter for all children in their class. ● Loan out chromebooks to those starting with those with no/poor previous engagement ● Have food delivered to class and limit TA working to just the class ● Adults to wear masks more frequently across the school ● Adults in contact with class with outbreak test more regularly with LFT ● Limit use of toilets do facilities are not being 	Class teachers	01.09.2021	Yes
				Teachers	2021	YES
				CS		
				CS		YES
				All teachers		
				CS	Dec 2021	YES
					Dec 2021	

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			shared by more than one class.			
Cleaning	Staff and pupils might pass on the virus to each other or take it home having touched the same surfaces	<ul style="list-style-type: none"> ● Daily clean of areas in use ● Site manager and VHS to complete more frequent cleaning visits with increased emphasis on 'pinch point' items/areas including:- <ul style="list-style-type: none"> ○ Taps and sinks, ○ Toilet flush handles and seats, ○ Door handles, locks and push plates ○ Light switches ○ Handrails in corridor to Hazel ○ Machinery and equipment controls, urn, fridge ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles ○ Telephone equipment, office key box ○ Pen/signing in book- staff use their own ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. ○ Cleaners to follow PHE cleaning guidance ○ Green push button door buttons at main entrances to school and nursery/ main corridor and KS2 block ○ Key pad for Nursery and main alarms set 	<ul style="list-style-type: none"> ● If you have been informed that someone has tested positive with covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean ● Gel sanitising resources to be added to COSHH risk assessment ● Outdoor play equipment to be used by 1 x bubble at a time and not mixed Pupils to wash their hands afterwards. ● Review cleaning hours with cleaning contractor or in house provision (check specification of areas included) ● Packets of anti bac wipes available for after 	CB site manager/ VHS In Place VHS/CB CT's enforcing HT/DHT CB site manager	In place 1st Sept	DONE YES Y Y Y DONE

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		<ul style="list-style-type: none"> ○ Outdoor play areas used by only one class at a time. Children to wash their hands after using the equipment. ○ Children have own water bottles ○ Any shared playtime equipment will be kept per class per week or cleaned regularly 	photocopier, key box, signing in pen is used	CT's		
Lunchtime Catering facilities	Catering company, staff and pupils might infect each other	<ul style="list-style-type: none"> ● Members of kitchen team social distance in the available space ● Lunch will be eaten in the hall on a rotational basis. Tables will be cleaned between use ● Children will wait outside or if wet in class, rather than queueing indoors prior to eating ● Children to be in charge of own PL box ● No salad bar or sharing serving equipment ● Caterlink staff to wear visors or mask to serve ● Staffroom to be well ventilated at all times ● Staff only making drinks, or preparing food for themselves ● Staff to load own dirty cups to dishwasher ● Dishwasher on daily at end of day 	<ul style="list-style-type: none"> ● Dining hall furniture to be left up wherever possible ● All children reminded at registration of choices and before going to hall to minimise waiting at hot trolley ● Walkie talkie in use - only used by 2 specific adults- no sharing to call people to hall ● staff put own items in dishwasher ● Staff to wash hands on entry to room 	Caterlink and CT's CT's / Office Site staff	from 2nd Sept	Yes

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Fire Safety	Staff and pupils might be unfamiliar with the rooms they are using and panic	<ul style="list-style-type: none"> Personal Emergency Evacuation Plans (PEEPs) in place for those pupils with SEND plans 	<ul style="list-style-type: none"> Fire drills on cycle as with all H&S procedures - no change to assembly points, but practice so children know in September 2021 as per usual. New pupils need swift induction 	CB/CS	Sept 2021	Y Y
Access/Egress of school building	Staff/pupils might infect each other through walking past or into each other and by touching surfaces	<ul style="list-style-type: none"> All classroom/ corridor doors to be open to avoid children touching As 196 children arrive, teachers to be waiting on playground 5 mins ahead of time, parents asked to say goodbye at the classroom door and go (EY/KS1) and gates for KS2 Staff to be aware of new arrangements regarding pick up and drop off as car park might have more pedestrians Contractors and delivery drivers to be extra alert 	<ul style="list-style-type: none"> Parents to be advised usual entrance routes/times are to be used in September Parents are asked to make a swift exit and not to congregate by any gates/doors 	CS/DHT/ Office manager/ Site manager HT / DHT/ Site manager	from 2nd Sept 2021 w/c 2nd Sept 2nd Sept	Y Y Y
Induction	Children, parents and staff might become infected, or over anxious	<ul style="list-style-type: none"> Staff to request parents have completed a LFT prior to home visit happening, wherever possible (YR Sept 2021) masks to be worn and request rooms are well ventilated- social distance as much as possible 		JH/ MC	from 3rd Sept	YES

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<p>First Aid</p>	<p>Staff might become infected when dealing with a pupil</p> <p>Staff and pupils might become infected from someone showing the symptoms</p>	<ul style="list-style-type: none"> ● First aiders always available. ● All those giving first aid to wear face coverings ● EYFS and Y1 - paediatric first aiders available. ● Each class to have first aid pack ● Freezer with ice pack available for each area. ● Office staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required, which all staff have seen the DVD on how to don/remove safely. ● First Aid policy reviewed by SLT to include consideration of the risk of infection of covid-19. ● Disabled toilet to be used to isolate a pupil who falls ill with Covid symptoms during the school day ● PPE available for use in a C19 emergency situation in disabled toilet AND nursery staff toilet ● Stocks of PPE sent from DfE are available in separate plastic zip wallets for any occurrences ● Anyone from Y4, 5 or 6 classes who fall ill during the day, to be safely escorted to disabled toilet, adult can put PPE on and supervise until child collected ● Room to be out of bounds to everyone else until safely and thoroughly disinfected. 	<ul style="list-style-type: none"> ● Each area of school to have first aiders available, and bags with face masks and gloves are in staffroom ● Spare available in first aid centre (staff room) ○ All ice packs to be disinfected after use ● Room must be deep cleaned with approved disinfectant after each use. In the event of a positive case, the room must be secured for 72hrs then undergo a deep clean ● First aider to use PPE provided ● Site manager and VHS to be informed immediately a case is suspected ● Office staff to make up new zip wallets as and when new packs are needed ● New kits due from DfE w/c 1st September 	<p>HT</p> <p>JH</p> <p>All</p> <p>CB/VHS</p> <p>VHS</p> <p>HT/DHT/SLT</p>	<p>3rd Sept ongoing</p> <p>As necessary</p> <p>As necessary</p> <p>Ongoing</p> <p>3rd Sept on</p>	<p>In place</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
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		<ul style="list-style-type: none"> Staff or pupils with medical needs have been assessed and relevant consents are in place. 		CT/ DHT/HT/ office staff		
Waste	Staff and pupils by touching infected materials/ VHS staff	<ul style="list-style-type: none"> All classrooms and staffroom have pedal bins for waste. All bins have bags in which are double bagged at the end of the day. 	<ul style="list-style-type: none"> Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. 	Site manager / VHS	Daily	In place
Break/Lunch times	Pupils and staff may infect each other	<ul style="list-style-type: none"> PE/play equipment – plentiful equipment so that children use their own and don't need to share Children reminded to play with own classes, not mixing between classes 	<ul style="list-style-type: none"> Surfaces that can be wiped will be after use. Children to wash hands before and after use 	PE SL, CT's Midday staff	Daily Sept 2021	Done Done
Staff within the shielded group	Staff and families with vulnerable family members are at greater risk	<ul style="list-style-type: none"> Any member of staff 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. Staff 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. Pregnant staff should not be in work after 28 weeks or underlying health conditions 	<ul style="list-style-type: none"> Vulnerable member of staff has own risk assessment ECV will need to stay at home if they received a letter from the NHS Shielding letters advising wait til Easter before returning 	HT /DHT CS	Sept 2021	Yes Yes YES

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Contractors	Contractors might bring the virus to school and contaminate school	<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. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. Essential works must observe 2m social distancing rule or wear a mask 	Contractors will be ID checked at the office and not made to wear a badge-verbal permission will be passed on to teachers/ staff as necessary Sanitiser available in main office	Site manager/ office manager CT's / SLT	Ongoing-2021 Ongoing	Yes
Property Compliance-staff/pupils become infected from sources coming into the school	Slippage of checks due to contractors not working-utilities fail	<ul style="list-style-type: none"> The school has ensured high risk statutory compliance checks (fire, water, gas) have been completed and records updated. All other checks to recommence as suppliers return to work Request that all visitors have completed LFT in the days prior to coming into school. Daily and weekly checks which have been undertaken Review of building projects, review contractors risk assessments to ensure in context with current government and PHE guidance Conduct Health & Safety inspections Report to the Health & Safety committee and LGB Deep Cleans have taken place since Covid 19 and daily sanitising takes place in areas in use Statutory inspections to continue by external providers for high risk areas such 	<ul style="list-style-type: none"> All serious property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants. 	Site manager Office staff	Ongoing Ongoing	DONE DONE

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		<p>as Fire, water, gas. Contractors to adhere to COVID 19 guidance, displayed at reception.</p> <ul style="list-style-type: none"> All serious property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants 				
<p>Hygiene</p> <p>Lack of hand hygiene may see virus passed on surfaces</p>	<p>Staff and pupils might become contaminated due to no supplies</p>	<ul style="list-style-type: none"> Suitable supplies of soap and access to warm water for washing hands available. Sanitiser/ hand gel available at the main entrance doors. Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets. 	<ul style="list-style-type: none"> DfE have provided some and school has stocked up on additional supplies. All to advise site manager when soap/hand towels start to run low caretaker to advise when reordering is necessary 	<p>Site manager</p> <p>CT's CT's/ TA's</p>	<p>Daily check in place-ongoing</p>	<p>DONE</p> <p>YES</p>
<p>Accident reporting Covid-19 incidents</p>	<p>Staff and pupils not aware of case of C19 and subsequently contract virus</p>	<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. For further advice and guidance you should contact your competent Health & Safety Adviser. PHE to lead on next actions to be taken following any positive cases in school 	<ul style="list-style-type: none"> Schools to ensure confirmed cases reported to Director of Operations and will seek guidance from Health & Safety adviser. If children are sent home with suspected Covid, it will be reported on 'Every' Send reminder (copy from Cambs LA or Trust) on what to do if they suspect their child is symptoms 	<p>CS/Office manager</p> <p>CE</p>	<p>As needed</p> <p>From 1st Sept 2021</p>	<p>YES</p> <p>YES</p>

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<p>Administrative Staff</p> <p>May pass virus on to each other</p>	<p>Office staff and others</p>	<ul style="list-style-type: none"> Staff seating is distanced/ facing away from each other with a timetable in place No hot desk or shared resources. Wipes available for equipment Office shutter window kept closed when visitors arrive at school. Sanitiser available to request any visitors arrive are to use. Deliveries left at main window. 	<ul style="list-style-type: none"> Timetable adjusted so staff not all in together If window needs to be opened staff stand back, or behind glass door. Staff to be reminded not to just 'walk straight into ' the main offices, but to wait at the door. 	<p>Office manager</p> <p>All office staff</p> <p>All office staff</p>	<p>In place</p> <p>Sept 2021</p> <p>ongoing</p>	<p>DONE</p>
<p>Personal Protective Equipment</p>	<p>Staff might be exposed to greater risk and pass the virus to each other/ others</p>	<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. 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. DfE supplied additional stocks of PPE available for staff, masks, aprons gloves and extra hand gel. Each member of staff to have a full face visor each should they feel the need to use it 	<ul style="list-style-type: none"> PPE packs available for first aid incidents or staff who may have close proximity working, kept in Nursery staff toilet and main school disabled toilet. All staff given the video link to watch for correct donning of PPE Staff to put name on own visor and to be responsible for it 	<p>Site manager/ HT</p> <p>All Staff</p> <p>All staff</p>	<p>1st Sept 2021</p> <p>2nd Sept</p>	<p>Yes</p> <p>YES</p> <p>YES</p>

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Behaviour	Staff and pupils might be exposed and spread the virus between them	<ul style="list-style-type: none"> Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. School will carry out inductions to inform staff and pupils of the changes. Encourage staff to cooperate with government plans for contact tracing. Any pupils new to SCPS will be assessed in case a plan is needed to help adjust behaviour 	<ul style="list-style-type: none"> Behaviour policy update and parents informed Risk reduction plans to be shared with the parents for further comment Risk reduction plans to be discussed/approved by the Trust 	HT/DHT CT's HT/DHT/S ENCO HT/DHT	1/9/2021 2021	DONE DONE DONE DONE
School Staffroom Staff spreading virus	Staff might pass on virus through touching infected surfaces	<ul style="list-style-type: none"> Windows in staffroom to be opened daily Staff asked to keep staff room limited to max 8 people and not to overcrowd the sink area. Staff to have own mugs/flasks if possible All crockery/utensils to be washed daily in dishwasher 	<ul style="list-style-type: none"> School to set out handwashing hygiene during use of staff room Staff should sit in every other seat leaving space between them and others. Pinch points such as urn to be cleaned regularly 	CT's/staff	Sept 2021	DONE DONE
Lettings on school site Spreading of the virus	Visitors might become infected	<ul style="list-style-type: none"> All groups wanting to let part of the site must complete a risk assessment to clearly show they are minimising the risks to those in their groups. Music teachers will be able to resume from Sept 2021, if double jabbed and having measures in place :- <ul style="list-style-type: none"> distancing hygiene positioning so not facing students ventilation 	<ul style="list-style-type: none"> All visitors / users to the site should be informed it is the school's preference they are to be double jabbed RA to be shared with the school 	CS CE/CB/HT HT Music teachers/ site	Sept 2nd onwards	DONE YES Yes

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		<ul style="list-style-type: none"> No wider public lettings at present except if outside cross contamination- only visiting SCPS students and not mixing schools wherever possible If small instruments, are used they are to be wiped afterwards/ only the piano which will be thoroughly wipes after use Big Band use the community room large windows are good for ventilation Visitors to wipe tables if they are used Football Club use the field and toilet, and comply with C19 RA expectations Ballet Teacher uses hall on a Saturday 	<ul style="list-style-type: none"> RA shared with HT RA shared with school, includes how toilet will be cleaned at weekend OOSC have additional 'anti bac' for a Monday morning. RA shared with HT. 	<p>manager/ Football club, Big Band</p> <p>CS/CB</p>	<p>from 2nd Sept 2021</p>	<p>YES</p> <p>YES</p>
Breakfast/ After school club	Children will be mixing more widely - and may become infected.	<ul style="list-style-type: none"> Outside play and activities should be prioritised Parents to drop at the gate and the OOSC staff will sign the children in/out Parents can ring OOSC ahead to say they are arriving for drop/collection Children adhering to good hygiene practices 	<ul style="list-style-type: none"> These rooms will not have groups of children in using them during the day Extra cleaning at end of the session to ensure tables/ equipment is wiped down 	<p>HT/ DHT/NG</p> <p>LS</p> <p>NG</p>	<p>2nd Sept on</p>	<p>YES</p> <p>YES</p> <p>YES</p>

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		<ul style="list-style-type: none"> All doors to be hooked open where safe to do so, so avoid pinch point touching of door handles As much outdoor play is to be encouraged as possible All plates/ cutlery etc used to be put on a hot rinse in the dishwasher DAILY. tea towels etc to be put in washing machine for daily wash too. 		LS/ NG/ VHS		YES
Supply teachers / PPA cover/sports coaches / music teachers/ volunteers/ student teachers	Visitors / Staff / pupils might become infected.	<ul style="list-style-type: none"> Masks to be worn in corridors and rooms other than teaching rooms They need to have a regular consistent commitment to cover a particular group, lesson or activity Supply/PE/Music Teachers must sanitise on entering the school They should sit next to students, in a well ventilated room Instruments will be wiped down, sanitised is shared (like the piano) 	<ul style="list-style-type: none"> Regular Supplies/ external visitors to have LFT to use prior to visiting We shall follow the advice of the Student settings, Homerton or ARU as to arrangements for student 	HT/ office staff CS/Music teachers	2nd Sept onwards	YES Yes
Curriculum	Staff and pupils may become infected	<ul style="list-style-type: none"> Subjects like science, DT, art will be carefully planned to avoid the need to share materials and equipment Children to arrive in PE kit on the days they have PE 	<ul style="list-style-type: none"> Equipment that is shared will be cleaned / wiped after use Reminders to parents in September 2021 	HT/ subject leaders	2nd Sept From Sept 2021 ongoing	YES YES YES

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			<ul style="list-style-type: none"> Hand hygiene will be maintained pre and post lessons where shared equipment is used. 			
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Useful Guidance

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](#)

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](#)