

# RISK ASSESSMENT

eaEducational Setting	Great and Little Shelford CE (A) Primary School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Chris Grey, Headteacher – 10 <sup>th</sup> July 2020
Review Date	September 2020

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
<a href="#">Prevention</a>	<i>Risk of transmission between / to any member on-site</i>	<ol style="list-style-type: none"> <li>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</li> <li>2. <a href="#">clean hands thoroughly more often than usual</a></li> <li>3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>4. <a href="#">introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</a></li> <li>5. <a href="#">minimise contact between individuals and maintain social distancing wherever possible</a></li> <li>6. <a href="#">where necessary, wear appropriate personal protective equipment (PPE)</a></li> </ol>	<p>Additional isolation room needs to be created / identified.</p> <p>Ensure staff are reminded of protocols for isolating people showing symptoms.</p> <p>Ensure staff are named and trained to look after pupils waiting for collection.</p> <p>Ensure the PPE stock continues to be sufficient and levels checked regularly.</p> <p>Ensure sufficient stocks of soap, paper towels and/or hand sanitizer available in all required locations .</p> <p>Ensure sufficient stocks of suitable cleaning products available and the enhanced cleaning schedule remains in-place.</p>	<p>CG / CW</p> <p>CG</p> <p>CG</p> <p>CW/DOB/CH</p> <p>Cleaning Staff, Caretaker and CW/DOB/CH</p> <p>Cleaning Staff, CW/DOB/CH , CG</p>	<p>2/9/20</p> <p>17/7/20 &amp; ongoing 2/9/20</p> <p>15/7/20 &amp; ongoing</p> <p>17/7/20 &amp; ongoing</p> <p>17/7/20 and ongoing</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

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			Consider reviewing the cleaning schedule with the premises team.  Brief staff, parents and pupils on the expectations in class settings, outdoors and in staff rooms, etc.	CG / CW  CG	11/9/20  17/7/20	  ✓
<a href="#">Response to any infection</a>	<i>Risk of transmission between / to any member who has come into contact</i>	<ol style="list-style-type: none"> <li><a href="#">engage with the NHS Test and Trace process</a></li> <li>manage confirmed cases of coronavirus (COVID-19) amongst the school community</li> <li>contain any outbreak by following local health protection team advice</li> </ol>	Ensure clear messages about expectations for staff, pupils and parents are communicated (Formal letter to parents, meeting with staff)	CG	Letter to pupils and parents – by 17/7/20  Meeting with staff – 15/7/20	✓  ✓
Contingency planning for a further outbreak	<i>Delay to provision if clear plan not in place.</i>	<ul style="list-style-type: none"> <li>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.</li> </ul>	<p>Where possible plan staffing in class bubbles from September to ensure there is a bubble-ready plan.</p> <p>Alert staff that Home Learning provision would resume if required. (Systems are already in place for this.)</p> <p><a href="#">expectations for schools in lockdown</a></p>	SLT  CG	13/7/20  15/7/20	✓  ✓
Social Distancing in school	<i>Incorrect distancing could increase the likelihood of transmission.</i>	<ul style="list-style-type: none"> <li>Minimise contact between individuals and maintain social distancing wherever possible</li> <li>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals.</li> </ul>	<p>Continued distancing between adults of 2m.</p> <p>Continued distancing of bubbles of 2m (pupil and parent briefing)</p> <p>Staff in consistent bubbles where possible.</p>	All staff  All staff  SLT	17/7/20  17/7/20  13/7/20	✓  ✓  ✓

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Cleaning	<i>Inadequate cleaning could allow the virus to be transmitted via surfaces.</i>	<ul style="list-style-type: none"> <li>The school should consult with their in-house cleaning team to arrange a deep clean may be appropriate before staff and pupils return to school.</li> <li>More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> <li>Taps and washing facilities,</li> <li>Toilet flush and seats,</li> <li>Door handles and push plates,</li> <li>Handrails on staircases and corridors,</li> <li>Lift and hoist controls,</li> <li>Machinery and equipment controls,</li> <li>All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices,</li> <li>Telephone equipment,</li> <li>Keyboards, photocopiers and other office equipment, classroom desks and chairs.</li> </ul> </li> </ul>	<p>Deep cleaning of every room during Summer Term.</p> <p>Deep cleaning of every room during Summer holiday.</p> <p>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.</p> <p>Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn.</p> <p>Large play equipment to be used by one class only. Wipeable equipment for bubbles can be used and cleaned regularly. (Not to be shared between bubbles)</p>	<p>Cleaning staff, Caretaker Cleaning staff,</p> <p>Caretaker Cleaning staff</p> <p>CW / CG</p> <p>Class Teachers</p>	<p>31/5/20</p> <p>1/9/20</p> <p>As required</p> <p>21/7/20</p> <p>17/7/20</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<a href="#">Lunchtime Catering facilities</a>	<i>Surfaces, food and contact pose a risk of transmission.</i>	<ul style="list-style-type: none"> <li>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"> <li>Serving food</li> <li>Queing</li> <li>Different lunch periods</li> </ul> </li> </ul>	<p>Plan lunch logistics with the catering team, reflecting on the current bubble system.</p> <p>Plan staggered times for entry.</p> <p>Plan staffing to reduce staff crossing bubbles.</p>	<p>CG and Catering Team</p> <p>CG</p> <p>CG</p>	<p>17/7/20</p> <p>21/7/20</p> <p>4/9/20</p>	<p>✓</p> <p>✓</p> <p>✓</p>
Fire Safety	<i>Evacuation may reduce distancing,</i>	<ul style="list-style-type: none"> <li>Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue</li> </ul>	Review Fire Safety Policy with regards evacuation areas and how this can be achieved with whole school.	CG and CW	2/9/20	

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	<i>which could increase transmission</i>	<p>to work in the school and any pupils that access the school site.</p> <ul style="list-style-type: none"> <li>Ensure all emergency escape routes / doors are fully operational and kept clear.</li> <li>Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing from other bubbles when at the evacuation point.</li> </ul>				
Access/Egress of school building	<i>Transmission by contact</i>	<ul style="list-style-type: none"> <li>One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings.</li> <li>Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to).</li> <li>Wipes and sanitiser available at both sides of doors.</li> <li>Increased cleaning of handles and touch plates.</li> <li>Allocated drop off and collection times</li> </ul>	<ul style="list-style-type: none"> <li>Plan school arrival times and routes to reduce congestion.</li> <li>Priority must be given to disabled users and those identified as having health related issues.</li> <li>Provide relevant guidance to parents on drop off and pick up arrangements.</li> </ul>	<p>SLT</p> <p>CG</p> <p>CG</p>	<p>17/7/20 and review by 14/9/20</p> <p>17/7/20 and ongoing</p> <p>20/8/20</p>	<p>✓</p> <p>✓</p> <p>✓</p>
First Aid	<i>Close contact required to conduct First Aid increases the possibility of transmission</i>	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Review of the First Aid policy to include consideration of the risk of infection of covid-19.</li> </ul>	Remind staff about the location of PPE and the donning and doffing of PPE guidance.	CG and CW	17/7/20 and again on 4/9/20	✓

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Waste	<i>Risk of transmission by infected items in waste containers.</i>	<ul style="list-style-type: none"> <li>Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely</li> <li>Bins should be emptied daily.</li> </ul>	<ul style="list-style-type: none"> <li>Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. (Brief and monitor cleaning staff)</li> <li>Lidded bins in each class and other areas for higher risk items like tissues.</li> </ul>	CG / CW	17/7/20 and monitor w/c 7/9/20	✓
Break/Lunch times	<i>Number of pupils in one area at the same time could reduce distance and increase risk of transmission.</i>	<ul style="list-style-type: none"> <li>The school will stagger breaks/lunchtimes to achieve the social distancing.</li> </ul>	Set times and consult /amend and agree with staff	SLT	17/7/20	✓
Staff/Pupils within the shielded group	<i>Certain members of the community are at higher risk of infection.</i>	<ul style="list-style-type: none"> <li>Any member of staff or pupil that is within the <a href="#">Clinically extremely vulnerable group</a> must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace.</li> <li>Staff/pupils that meet the criteria as <a href="#">clinically vulnerable people</a> e.g. diabetics, those who are <a href="#">pregnant</a>, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school.</li> </ul>	Clinically vulnerable and clinically extremely vulnerable Staff and pupils returning to school in September require an individual risk assessment that identifies specific risks to them for all activities and events that could / will take place. A specific focus on distancing will be included.	CG	2/9/20	Local Authority advice as of 1/9/20, states this risk assessment is

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						sufficient
Contractors	<i>Visitors may have had contact with other people – this increases the risk of transmission .</i>	<ul style="list-style-type: none"> <li>All <a href="#">contractors</a> must provide a suitable and sufficient risk assessment for the activities they carry out which must <a href="#">include covid-19</a>.</li> <li>All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.</li> </ul>	Ensure office staff, Premises Secretary and Caretaker are aware of these requirements.	CG	17/7/20	✓
Property Compliance	<i>Restrictions and guidance could reduce the capacity to complete statutory checks, putting members of the community at risk from an unsafe site.</i>	<ul style="list-style-type: none"> <li>The school has ensured that relevant property statutory compliance checks have been completed and records updated.</li> <li>Daily and weekly checks have been reinstated and pre-opening checklist completed.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>	CG and CW	17/7/20 and ongoing	✓

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Hygiene	<i>Surfaces touched by unclean hands increase the risk of transmission.</i>	<ul style="list-style-type: none"> <li>The school has a suitable supply of soap and access to warm water for washing hands.</li> <li>Appropriate controls are in place to ensure the suitable sanitisation of staff, visitor and pupil's hands on arrival, before breaks, following breaks, before meals, following the use of toilets, before leaving.</li> </ul>	Continued communication with parents, pupils, staff and visitors on expectations.	CG	17/7/20 and ongoing	✓
Accident reporting Covid-19 incidents	<i>Non-reporting of an accident or hazard would increase the risk of a further accident or hazard – including exposure to Covid-19.</i>	<ul style="list-style-type: none"> <li>The Health &amp; Safety Executive have recently updated <a href="#">the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)</a> 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.</li> <li>For further advice and guidance you should contact your competent Health &amp; Safety Adviser.</li> </ul>	Ensure HSE advice and RIDDOR followed as necessary.	CG and CW	ongoing	ongoing
Administrative Staff	<i>Staff contact could increase the risk of transmission</i>	<ul style="list-style-type: none"> <li>Staff shift rota to be in place so as to keep social distances and allow school office to function.</li> </ul>	Rota in place for September	CG and CW	20/8/20	✓
Personal Protective Equipment	<i>PPE could reduce people's vigilance around</i>	<ul style="list-style-type: none"> <li>Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution.</li> <li>Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the</li> </ul>	Ensure all staff have the PPE donning and doffing guidance available.	CG & CW  CG & CW	Re-issued by 20/8/20	✓



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	<i>distancing and other measures.</i>	<p>need to issue employees with appropriate Personal Protective Equipment.</p> <ul style="list-style-type: none"> <li>Re-usable PPE should be thoroughly cleaned after use and not shared between staff.</li> </ul>	<p>Ensure all staff have access to PPE in various locations.</p> <p>Ensure all staff are aware that PPE should not reduce vigilance around distancing, hygiene and cleaning measures.</p>	CG	<p>Ongoing but monitored by 4/9/20</p> <p>17/7/20</p>	<p>In progress</p> <p>✓</p>
Behaviour	<i>Pupils with additional needs that affect their behavioural choices could pose a risk of transmission by reduced contact or by entering another "bubble".</i>	<ul style="list-style-type: none"> <li>Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls.</li> <li>School will carry out inductions to inform staff and pupils of the changes.</li> <li>Encourage staff to cooperate with government plans for contact tracing.</li> </ul>	<p>Transition materials for key SEND learners.</p> <p>Team around the Child meetings for the most vulnerable pupils in school to take place on 4/9/20 (to ensure consistency of approaches).</p>	<p>CG &amp; HP</p> <p>CG &amp; HP</p>	<p>15/8/20</p> <p>4/9/20</p>	<p>✓</p> <p>In progress</p>
School Staffroom	<i>Adult to adult transmission could take place in higher risk areas where there are more adults and surfaces</i>	<ul style="list-style-type: none"> <li>Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff.</li> </ul>	<p>Continue with the staffroom and resources room person limit and name system.</p> <p>Consider plans and suggestions for lunch.</p> <p>Ensure staff wipe down surfaces touched after use.</p>	<p>CG &amp; CW</p> <p>CG</p> <p>CG</p> <p>CG</p>	<p>4/9/20</p> <p>4/9/20</p> <p>17/7/20 – and ongoing</p> <p>17/7/20</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>



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	<i>that will be touched.</i>		Brief staff to clean hands before and after using the staff room.			
Infection Control	Staff Pupils Handwashing	<ul style="list-style-type: none"> <li>Staff and pupils have access at all times to water and soap for hand washing.</li> <li>Removal of shared items eg. utensils</li> </ul>	No additional actions			
Equality Impact Assessment	Staff & Pupils	<ul style="list-style-type: none"> <li>A equality impact assessment has been completed and circulated to staff via email on 4/6/20.</li> </ul>	To be circulated again taking account of any new pupils and staff.	CG	4/9/20	
Lack of staff	Pupils	<ul style="list-style-type: none"> <li>Assessment of availability of staff for all activities during the school day, including break and lunchtimes</li> <li>The extent to which existing planning, schemes of work will need to be adapted</li> </ul>	Further planning into staffing of Breakfast Club and Lunch supervision.	SLT	4/9/20	✓
Increased risk of transmission	Staff and Pupils social distancing	<ul style="list-style-type: none"> <li>Ensure availability of staff is adequate</li> <li>Ensure that social distancing measures can be maintained at all times</li> <li>Review activities that can be carried out</li> <li>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.</li> <li>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</li> </ul>	<p>Ensure all staff and pupils know how the school will be avoiding contact between groups (class bubbles)</p> <p>Where possible, arranging classrooms with forward facing desks.</p> <p>Staff and pupils know that staff and pupils should continue to maintain distance from pupils and other staff as much as possible</p>	<p>CG</p> <p>CG, Caretaker and Class Teachers</p> <p>CG</p>	<p>17/7/20</p> <p>4/9/20</p> <p>17/7/20</p>	<p>✓</p> <p>✓</p> <p>✓</p>

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		in the planning for it to be sanitised daily. No equipment should be taken home.				
Dedicated school transport, including statutory provision	<i>Distance restrictions and shared use of transport could increase the risk of transmission</i>	It is important to consider: <ul style="list-style-type: none"> <li>how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school</li> <li>use of hand sanitiser upon boarding and/or disembarking</li> <li>additional cleaning of vehicles</li> <li>organised queuing and boarding where possible</li> <li>distancing within vehicles wherever possible</li> <li>the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet</li> </ul>	If transport to be used, risks will be identified (as per <i>left</i> ). Measures will be identified (as per <i>left</i> ) to eliminate or reduce the risk posed by using transport.	CG & DOB	As required	
Learning outside the classroom (day trips, etc.)	<i>Children moving around the site and beyond the site could increase the likelihood of transmission</i>	<ul style="list-style-type: none"> <li>keeping children within their consistent group, and the COVID-secure measures in place at the destination</li> <li>Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum.</li> </ul>	For more information contact <a href="#">Stephen Brown (Outdoor Education Adviser)</a>  Risks to be identified, measures to eliminate or reduce risks for individual trips will be in place on risk assessments for each visit.	CG	As required	

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Extra-curricular activities (coaches, tutors, after school)	<i>Visitors may have had contact with others. This could increase the chances of transmission.</i>	<ul style="list-style-type: none"> <li>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 to do so. Schools should consider carefully how such arrangements can operate.</li> </ul>	<p>Music tuition planned for a larger room. Hygiene measures and plans to be shared with staff, music tutors, parents and pupils.</p> <p>General advice with respect to plans required for clubs, music tuition etc.: Distance must be observed, hygiene measures must be observed, pupils' bubbles must be observed.</p>	CG	17/7/20	✓
Physical activity	<i>Use of equipment and internal spaces during sporting activity could increase the likelihood of contact / transmission via surfaces.</i>	<ul style="list-style-type: none"> <li>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</li> <li>Pupils should be kept in consistent groups</li> <li>Sports equipment thoroughly cleaned between each use by different individual groups</li> <li>Contact sports to be avoided.</li> </ul>	<p>For more information contact <a href="#">Ian Roberts (Specialist Adviser - Physical Education and School Sport)</a></p> <p>No further actions</p>			
Signage	<i>Members of the community may not remember the different measures in place to protect.</i>	<ul style="list-style-type: none"> <li>What signage is provided to inform staff and pupils regarding social distancing, hand cleaning etc.</li> </ul>	Remind all about the signage in place and the messages the signs convey.	CG	17/7/20	✓

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Singing	<i>Singing could act as an aerosol that would increase the risk of transmission.</i>	<ul style="list-style-type: none"> <li>Singing is discouraged and not taking place.</li> </ul>	<p>Ensure all staff and pupils are aware that:</p> <p>If singing were to take place:</p> <ul style="list-style-type: none"> <li>It should take place outside ideally.</li> <li>Pupils must distance 2m from each other.</li> <li>Groups of 15 pupils maximum.</li> <li>Adults must be 5m from pupils.</li> </ul>	CG	4/9/20	✓
Collective Worship	<i>Gatherings of different bubbles would pose a significant risk of transmission.</i>	<ul style="list-style-type: none"> <li>Collective Worship takes place by pre-recorded video and resources on the school's website.</li> </ul>	<p>All staff are aware that Collective Worship will not take place in the hall in the traditional format.</p> <p>Staff aware that CG will provide at least two weekly Collective Worship sessions by pre-recorded video – Diocese of Ely materials and Celebration Worship.</p> <p>Staff aware of the use of Picture News resources and planning to lead one weekly class reflection.</p>	<p>CG</p> <p>CG</p> <p>CG</p>	<p>17/7/20</p> <p>15/7/20</p> <p>15/7/20</p>	<p>✓</p> <p>✓</p> <p>✓</p>

## 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](#)