

<b>Educational Setting</b>	<b>Old Fletton Primary School</b>
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)
<b>Completed by &amp; Date</b>	July 2020
<b>Review Date</b>	3rd September 2020 Training Day, Monday 7th Sept (1st day of full opening), <b>As needs dictate</b> plus Friday 11th Sept (first full week of opening)  Friday each week in the first month as routine and then as needs require

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	All stakeholders due to contracting COVID-19	<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. clean hands thoroughly more often than usual</li> <li>3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> <li>5. minimise contact between individuals and maintain social distancing wherever possible</li> <li>6. where necessary, wear appropriate personal protective equipment (PPE)</li> </ol>	<ol style="list-style-type: none"> <li>1. After school club to be used as designated space for potential COVID-19 cases and ND to be named first aider who has been trained in the use of PPE.</li> <li>2. Train additional staff member on use of PPE.</li> <li>3. Order for soap, tissues and paper towels to ensure sufficient supply for all classrooms.</li> <li>4. Order cleaning materials (detergent and blue roll) to ensure there is sufficient for all rooms.</li> <li>5. Brief staff on cleaning requirements for classrooms (Appendix 1)</li> <li>6. Brief staff on cleaning requirements for shared spaces (adult) (Appendix 2)</li> </ol>	<p>ND</p> <p>ND</p> <p>RW</p> <p>RW</p> <p>ND/SL</p> <p>ND/SL</p>	<p>09.07.20</p> <p>04.09.20</p> <p>13.07.20</p> <p>13.07.20</p> <p>17.07.20 &amp; 03.09.20</p> <p>17.07.20 &amp; 03.09.20</p>	<p>✓</p>

# RISK ASSESSMENT

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Response to any infection	All stakeholders due to contracting COVID-19	<ol style="list-style-type: none"> <li>engage with the NHS Test and Trace process</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>	<ol style="list-style-type: none"> <li>Share PHE flow chart with staff so that they are aware of what is required if there is a suspected COVID-19 case.</li> <li>Brief staff on Old Fletton protocol and process if there is a suspected COVID-19 space including who to contact and where to take the pupil/adult. (Appendix 3)</li> </ol>	<p>ND</p> <p>ND/SL</p>	<p>17.07.20</p> <p>17.07.20 &amp; 03.09.20</p>	
Contingency planning for a further outbreak	All stakeholders due to contracting COVID-19	<ol 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> </ol>	<ol style="list-style-type: none"> <li>In the event of a local outbreak and advice given to temporarily close: <ul style="list-style-type: none"> <li>Staff will Marvellous Me and call all parents to inform them of the need to collect their child from their designated entrance at a given collection window.</li> <li>Classes will remain in their classroom until collection (except use of the toilet).</li> <li>Children will be taken to their designated entrance at collection window with younger children being dismissed last.</li> <li>SL and ND will log any decisions made and the rationale that underpins them.</li> </ul> </li> </ol>	<p>RW/JW</p> <p>All staff</p> <p>All staff</p> <p>SL/ND</p>	As required	

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Social Distancing in school	All stakeholders due to contracting COVID-19	<ol style="list-style-type: none"> <li>1. Minimise contact between individuals and maintain social distancing wherever possible</li> <li>2. 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> </ol>	<ol style="list-style-type: none"> <li>1. Children to be organised in year group bubbles.</li> <li>2. Brief all adults in school of their need to maintain a minimum 1m+ distance wherever possible from each other and 2m ideally.</li> <li>3. Adults who work 1:1 with pupils will do so side by side and not face to face.</li> <li>4. Purchase tables (Yr2-6) to enable children to sit side by side during lessons.</li> <li>5. Reception and Yr 1 pupils to have minimal furniture in the classroom and designated carpet spaces to maximise distance between them and ensure side by side working.</li> <li>6. Children will be briefed on maintaining personal space with adults and friends where possible this will be completed through PSHE lessons.</li> <li>7. <b>School will provide Children with own set of basic equipment at their table (pencil or pen, ruler, rubber, whiteboard and pen).</b></li> <li>8. No parents in school. parent communication will be via email and phone and if it is absolutely necessary to have a conversation an appointment can be made for a socially distant meeting</li> <li>9. To reduce the pinchpoint of cloakrooms children to not bring bags or other resources from home, coats, packed lunches and book bags can be kept at their table. On PE days children to wear kit all day.</li> <li>10. <b>Staff Meetings and Training days - Staff remain in bubbles and TEAMS used to deliver training.</b></li> <li>11. <b>Staff instructed to bring in beverages to avoid unnecessary crowding in staff room</b></li> </ol>	<p>ND/SL</p> <p>ND/SL</p> <p>ND/SL</p> <p>RW</p> <p>CH</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>09.07.20</p> <p>17.07.20 &amp; 03.09.20</p> <p>17.07.20&amp; 03.09.20</p> <p>03.07.20</p> <p>03.09.20</p> <p>07.09.20</p> <p>07.09.20</p> <p>07.09.20</p>	<p>✓</p> <p>✓</p> <p>✓</p>

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Cleaning	All stakeholders due to contracting COVID-19	<ol style="list-style-type: none"> <li>Deep clean undertaken during half-term of the summer term.</li> <li>More frequent cleaning procedures should be in place across the site, this has been achieved through the appointment of a full-time cleaner on site between 9:30-2:30, their focus is: 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> </ol>	<ol style="list-style-type: none"> <li>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.</li> <li>Cleaning contractor ensures all training for the onsite cleaner including use of PPE has been undertaken.</li> <li>Year 1 to be allocated access to the trim trail no other bubble to use this space. Children will wash their hands on returning to class. Year 4 to be allocated access to the outdoor gym no other bubble to use this space. Children will wash their hands on returning to class.</li> <li>Draw up staff cleaning requirements for classrooms. (Appendix 1)</li> <li>Enable access for the daily cleaner as required and to request support from the cleaner if needed.</li> <li>Draw up a cleaning protocol for staff to follow for shared equipment. (Appendix 1)</li> </ol>	<p>ND/SL</p> <p>Easy Clean</p> <p>ND/SL</p> <p>ND</p> <p>All staff</p> <p>ND</p>	<p>As needed</p> <p>07.09.20</p> <p>09.07.20</p> <p>09.07.20</p> <p>07.09.20</p> <p>09.07.20</p>	<p></p> <p>✓</p> <p>✓</p>

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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
Lunchtime Catering facilities	All stakeholders due to contracting COVID-19	<ol 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> </ol>	<ol style="list-style-type: none"> <li>Menus to be decided upon to enable easy service / carrying and to reduce the amount of preparation time meaning staff don't have to be in an enclosed space for as long.</li> <li>Cleaning protocols and rota to be made for the hall between groups getting their lunch.</li> <li>A lunchtime protocol to be developed to ensure minimised contact between bubbles, cleaning and transfer of plates and cutlery (Appendix 4)</li> <li>One bubble to collect pre-served dinner at a time.</li> <li>Removed salad bar.</li> <li>School dinners to be paid for through remote payment method.</li> <li>Kitchen windows and doors to be opened at the start of the day to ensure good ventilation.</li> </ol>	SL/KD  KD  ND/SL  ND/SL  KD  RW  KD	10.07.20  07.09.20  13.07.20  07.09.20  07.09.20  07.09.20  07.09.20	✓
Fire Safety	Children and staff due to fire on the premises &/or contracting COVID-19.	<ol style="list-style-type: none"> <li>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, which should include lifts.</li> <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 try to maintain 1M+ if possible.</li> </ol>	<ol style="list-style-type: none"> <li>Return Fire Safety Policy to pre-COVID version.</li> <li>Each bubble to complete own fire drill separately to minimise interactions with other bubbles.</li> </ol>	RW  Teachers	07.09.20  Sept 2020	✓

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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
Access/Egress of school building and site	All stakeholders due to contracting COVID-19	<ol style="list-style-type: none"> <li>One way traffic through external gates to avoid face to face passing.</li> <li>Allocated door or one way system so that each year group bubble avoids face to face passing with another bubble.</li> <li>All doors to be propped open to reduce the need for touch whilst taking into account fire protection measures.</li> <li>Increased cleaning of handles and touch plates.</li> <li>All stakeholders to wash hands on entry to classroom.</li> <li>Allocated drop off and collection times</li> </ol>	<ol style="list-style-type: none"> <li>Year group bubbles to be allocated specific entrances that must be used and specific staggered entry / exit times. (Appendix 5)</li> <li>Year group bubbles to be allocated staggered lunchtimes. (Appendix 4) and their own dedicated space for break-time.</li> <li>A child (physical need) to have own entry and access point to year 6 to take into account mobility need.</li> <li>Parents to be informed of new start and end of day arrangements by MM and website letter. This will include entry point, time and the fact that the parents cannot enter the building and must be 1m+ apart whilst waiting.</li> </ol>	<p>ND/SL</p> <p>ND/SL</p> <p>ND</p> <p>RW</p>	<p>17.07.20</p> <p>17.07.20</p> <p>17.07.20</p> <p>17.07.20 &amp; again on 04.09.20</p>	
First Aid	All stakeholders due to contracting COVID-19	<ol 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> </ol>	<ol style="list-style-type: none"> <li>ND/SL to be named as nominated staff for dealing with potential COVID-19 pupils.</li> <li>First Aid (non COVID) will be dealt with primarily in the bubble if possible and adults have appropriate qualifications - but if not, then ND is a designated paediatric first aider and will deal with more significant events using ASC as a base.</li> <li>All first aiders to use gloves to reduce skin to skin contact.</li> <li>Office to provide updated list of medical needs for bubbles, this to be shared with school staff and stored in line with GDPR requirements.</li> </ol>	<p>ND/SL</p> <p>All staff</p> <p>First aiders</p> <p>RW/FR</p>	<p>07.09.20</p> <p>07.09.20</p> <p>07.09.20</p> <p>07.09.20</p>	
Waste	All stakeholders due to contracting COVID-19	<ol 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> </ol>	<ol style="list-style-type: none"> <li>Onsite cleaner empties waste bins throughout the day and follows guidance from the cleaning contractor regarding PPE.</li> </ol>	Cleaner	07.09.20	

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Break/Lunch times	All stakeholders due to contracting COVID-19	1. The school will stagger lunchtimes and have allocated spaces during break times to achieve the social distancing.	1. Year group bubbles to be allocated staggered lunchtimes (Appendix 4) and break-time space.	ND	17.07.20	
Staff/Pupils within the shielded group	All stakeholders due to contracting COVID-19	1. 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. 2. 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.	1. 2 risk assessments need to be carried out on two members of staff who are extremely clinically vulnerable. 2. 6 risk assessments need to be carried out on two members of staff who are clinically vulnerable.	ND/SL  ND/SL	03.09.20  03.09.20	
Contractors	All stakeholders due to contracting COVID-19	1. All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. 2. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.				
Property Compliance	All stakeholders due to unsafe building.	1. The school has ensured that relevant property statutory compliance checks have been completed and records updated. 2. Daily and weekly checks have been reinstated and pre-opening checklist completed.	1. 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.	RW	Ongoing	

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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
Hygiene	All stakeholders due to contracting COVID-19	<ol 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 pupil's hands following breaks, before meals and following the use of toilets.</li> </ol>	1. Hand washing protocol to be developed and shared with staff to enable social distancing whilst washing hands. (Appendix 6)	ND	09.07.20	✓
			2. High need pupils have additional adult support to enable them to wash their hands following the school protocol.	ND	07.09.20	
			3. Adequate supplies of hand soap and paper towels to be ordered.			
			4. Teachers to model and ensure children follow respiratory hygiene (catch it, bin it, kill it). (Appendix 7) Provide children with individual tissues at workstation to facilitate this.	RW	17.07.20	✓
			5. In EYFS and Yr 1 children to wash hands or use hand gel as they transition between areas of continuous provision this will enable access to a range of resources (pg14 Guidance for Full Opening).	ND	09.07.20	
			*separate appendix of continuous provision activities on offer and the mitigations of risk for each one to be agreed on the training day with all EYFS staff (for clarity: Sand is NOT on offer and playpough is individually portioned)	CH	17.07.20	
			6. To ensure good natural ventilation open classroom windows at the start of each day. And prop non fire doors open.	All staff	07.09.20	
7. To remove soft furnishings from shared areas.	All staff	17.07.20				
Accident reporting Covid-19 incidents	All stakeholders due to contracting COVID-19	<ol style="list-style-type: none"> <li>The Health &amp; 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.</li> <li>For further advice and guidance you should contact your competent Health &amp; Safety Adviser.</li> </ol>	1. To have copies available of: Stay at home guidance for households with possible (COVID-19) infection in a variety of languages.	RW	03.09.20	



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Administrative Staff	Office staff due to contracting COVID-19	1. Staff shift rota to be in place so as to keep social distances and allow school office to function.	1. Purchased perspex screen to ensure a barrier between admin staff who share an office where 1m+ social distancing is only just achieved. 2. Head and Deputy to work in separate office spaces to ensure that they are not part of the same 'bubble' 3. Head and PA seated 2M+ apart in a well ventilated office.	RW  ND/SL  SL/JL	08.07.20  08.07.20  08.07.20	✓  ✓  ✓
Personal Protective Equipment	All stakeholders due to contracting COVID-19	1. Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. 2. 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. 3. Re-usable PPE should be thoroughly cleaned after use and not shared between staff.	1. 1:1 staff have been informed that they may use a face covering / mask when working with a child closely for more than 15 min. All other stakeholders are not permitted to wear a face covering or mask. 2. There is also a face shield available for the designated COVID responders.	ND/SL	03.09.20	
Behaviour	All stakeholders due to contracting COVID-19	1. Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. 2. School will carry out inductions to inform staff and pupils of the changes. 3. Encourage staff to cooperate with government plans for contact tracing.	1. PSHE lessons to be delivered as part of curriculum during the first fortnight of school that will focus on a range of areas including the need to respect personal space. 2. Staff to be briefed on expectations that they maintain 2m social distancing from one another where possible.	Teachers  ND/SL	07.09.20  03.09.20	
School Staffroom	All staff due to contracting COVID-19	1. Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff.	1. Staggered start times, end times, lunch and break times to ensure no over crowding. 2. Cleaning materials and protocol for shared spaces. (Appendix 2) 3. Additional cleaner. 4. Furniture socially distanced. 5. Provided a socially distanced space to eat lunch away from children.	ND  ND  RW ND/SL ND/SL	17.07.20  09.07.20  In place In place In place	✓
Infection Control	Staff Pupils Handwashing	1. Staff and pupils have access at all times to water and soap for hand washing. 2. Removal of shared items eg. utensils	1. Cutlery to be provided to pupils when they eat their lunch to avoid them handling this shared resource.	KD	07.09.20	

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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
Equality Impact Assessment	Staff & Pupils	1. A equality impact assessment has been completed and can be found on the school website and as Appendix 8.		SL/ND	09.07.20	✓
Lack of staff	Pupils	1. Assessment of availability of staff for all activities during the school day, including break and lunchtimes 2. The extent to which existing planning, schemes of work will need to be adapted	1. See appendices for rotas and time tables and supply staff and peripatetic staff will be used as required.	SL/ND	17.07.20	✓
Increased risk of transmission	Staff and Pupils social distancing	1. Ensure availability of staff is adequate 2. Ensure that social distancing measures can be maintained as much as possible. 3. Review activities that can be carried out 4. 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. 5. 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 apart from reading books.	1. Indoor PE and singing have been removed from the current timetable. 2. Brief staff on the use of urgent cards to deal with incidents of deliberate spitting and coughing. 3. Reading books returned to school need to be placed in a box for 72 hours before being added to bookshelf. 4. Children placed in year group bubbles of 60. 5. Avoiding contact between bubbles 6. Arranging classrooms with forward facing desks (Y2-6) 7. Staff maintaining distance from pupils and other staff as much as possible	SL/ND SL/ND Teachers ND/SL All staff ND/SL All staff	09.07.20 03.09.20 07.09.20 09.07.20 07.09.20 07.09.20 Ongoing	✓  ✓
Learning outside the classroom (day trips, etc.)	All stakeholders due to contracting COVID-19	1. Keeping children within their consistent group, and the COVID-secure measures in place at the destination 2. Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum.	1. No trips planned and no trip will go ahead without contacting Stephen Brown.	ND/SL	Ongoing	
Extra-curricular activities (coaches, tutors, after school)	All stakeholders due to contracting COVID-19	1. 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.	1. None planned due to lack of appropriate space due to the movement of wrap around care.	ND/SL	09.07.20	✓

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Physical activity	All stakeholders due to contracting COVID-19	<ol style="list-style-type: none"> <li>1. 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>2. Pupils should be kept in consistent groups</li> <li>3. Sports equipment thoroughly cleaned between each use by different individual groups</li> <li>4. Contact sports to be avoided.</li> </ol>	<ol style="list-style-type: none"> <li>1. All PE lessons to take place outside following guidance from PCC as the indoor space is not large enough to distance pupils.</li> <li>2. Trim trail and gym allocated to specific bubbles only.</li> </ol>	Teachers  ND/SL	07.09.20  17.07.20	
Signage	All stakeholders due to contracting COVID-19	1. What signage is provide to inform staff and pupils regarding social distancing, hand cleaning etc.	1. Signage ordered for: hand washing, respiratory hygiene and distancing.	RW	09.07.20	✓

## 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.

## RISK ASSESSMENT

- 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](#)

Model Risk Assessment