

COVID-19 Specific Risk Management Assessment

Educational Setting	Thongsley Fields Primary & Nursery School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings) – September 2020 onwards
Completed by & Date	David Jones (Headteacher) – 9 th July 2020 (Revised: 11/8/2020, 25/8/2020, 21/9/2020 & 8/10/2020)
Review Date	December 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
Prevention	All children and adults. Infection of the virus.	<ul style="list-style-type: none"> Contact with individuals who are unwell will be minimised by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school <ul style="list-style-type: none"> Routine testing of all staff every two weeks (beginning with mandatory testing before the beginning of term) – TBC Routine testing not available for staff – recommended in the case of a positive test with the school population resulting in a group closure. All pupils and staff will be required and encouraged to clean hands thoroughly more often than usual (and before toileting, eating, moving outside of base zone, etc.) All pupils, staff and visitors will practise good respiratory hygiene with the school promoting the ‘catch it, bin it, kill it’ approach 	<p>Review and assess the suitability of the medical room as an isolation space to look after pupils waiting for collection.</p> <p>Review the quantities of suitable PPE available to look after people displaying symptoms—especially considering the increased number of people who will be on-site.</p>	All children and adults.	1/9/2020	Further actions complete.

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		<ul style="list-style-type: none"> The school will maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach Minimise contact between individuals and maintain social distancing wherever possible Where necessary, wear appropriate personal protective equipment (PPE) See PPE section below on the use of masks and/or visors. All staff regularly briefed and reminded about the expectations in class settings, shared areas, outdoor areas and in staff rooms, etc. 	<p>Consider the quantities of soap, paper towels and/or hand sanitizer available in all required locations with increased people on site.</p> <p>Are there sufficient stocks of tissues and disposal bins available for all classrooms considering increased people on site?</p> <p>Are sufficient stocks of suitable cleaning products available and is there sufficient capacity to do the cleaning tasks?</p>			
Response to any infection	All children and adults. Spread of infection	<ul style="list-style-type: none"> All staff and parents will engage with the NHS Test and Trace process The school will manage confirmed cases of coronavirus (COVID-19) amongst the school community following agreed procedures. The school will work to contain any outbreak by following local health protection team advice. See testing above. 	Remind staff and parents what is required of them.	All adults	1/9/2020	
Contingency planning for a further outbreak	All children and adults. Spread of infection	<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. The school will communicate effectively with all parents, carers and stakeholders as appropriate. 		Headteacher Office team Class teachers	When necessary.	

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		<ul style="list-style-type: none"> The school will communicate effectively with all staff and pupils as appropriate. The school will enact remote learning and welfare monitoring protocols to continue to support children and families unable to attend school. 				
Social distancing in school	<p>All children and adults.</p> <p>Infection of the virus</p> <p>The virus is thought to spread through contact with infected bodily fluids i.e. most commonly when sneezing and coughing but also through normal mucus released when breathing and talking. Entry can be made through the eyes, nose and</p>	<ul style="list-style-type: none"> Minimising contact between individuals and maintain social distancing wherever possible. Existing mixed year group teams to operate as isolated groups or 'bubbles' with up to 90 children in each i.e. x3 Year 5/6 classes, x3 Year 3/4 classes, x2 Year 1/2 classes combined with x1 Reception class. Nursery to operate as an independent group. <ul style="list-style-type: none"> This enables flexible groupings, targeted interventions and mixing of adults across classes as appropriate to maximise learning opportunities. One set of toilets available for each independent year group with existing 'one person at a time' rule maintained – staff to monitor and control access. Fire exits will be maintained as clear spaces. Changing space in Nursery moved permanently to The Den to allow for more flexibility for staff to avoid 'face on' positioning when changing nappies, etc. Morning and afternoon sessions offered but utilising different classroom bases in order to facilitate cleaning of multiple resources between groups. <ul style="list-style-type: none"> Staff would still be required to mix between groups. Entry to and exit from Nursery rooms will be facilitated through the dedicated external Nursery door. 	<p>Classrooms to be cleared of unnecessary or inappropriate furniture, equipment and resources and as appropriate.</p> <p>Children will need prior teaching and constant reminders to maintain distancing – school staff to monitor movement of children.</p> <p>Updated signage (triangle type floor signs) to remind parents about appropriate social distancing.</p> <p>Parents must not block entrances and pathways to talk to staff.</p>	All adults	4/9/2020	

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	mouth but NOT through the skin.	<ul style="list-style-type: none"> • Different entrance and exit doors for Reception and Year 1/2 available to maintain further separation of parents during drop-off and collection times. • Separate toilet facilities available for Reception and Year 1/2. • Different entrance and exit doors for Year 3/4 and Year 5/6 available to maintain further separation of parents during drop-off and collection times. • Few Y6 parents currently collect their children and any that do will be required to wait on the KS2 playground maintaining appropriate social distancing. NO parents to wait outside Y6 classroom doors as pathway is narrow. • Two adults for each class group will enable breaks throughout the day without disrupting a group 'bubble' and therefore decreasing the potential for cross-contamination between groups. • Class furniture will need to be moved or placed in a position to reduce pinch points, ensuring that free movement is possible particularly at the entrance to classrooms when greater numbers of pupils return. • Desks are not required to be placed in rows or all facing the front. <ul style="list-style-type: none"> ○ Front facing or rows limit the space to move freely around most rooms, increasing pinch points. ○ Front facing or rows increase the movement necessary for staff working with children. ○ Seating should be arranged to maximise distance between children and adults. • School to continue closing early on Wednesday afternoons to facilitate PPA for school staff. This will avoid the introduction of other members of staff 				

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		<p>across multiple class groups and further reduce the risk of cross-contamination. It will also enable significantly reduced class sizes enabling greater social distancing to be possible, particularly for staff.</p> <ul style="list-style-type: none"> • Enrichment activities and opportunities planned in year groups initially to provide childcare and further enhance the statutory curriculum on offer. 				
Cleaning	<p>All children and adults.</p> <p>Infection of the virus</p> <p>The virus is thought to remain on textile or textured surfaces for 6-12hrs but up to 6 days on smooth, hard surfaces such as plastic and metal.</p>	<ul style="list-style-type: none"> • Cleaning procedures reviewed and communicated to all staff to prioritise more regular (twice daily) cleaning of high traffic areas and facilities particularly in communal areas and at touch points including: <ul style="list-style-type: none"> ○ Taps and washing facilities ○ Toilet flush and seats ○ Door handles and push plates ○ Handrails on staircases and corridors ○ Lift controls ○ Machinery and equipment controls ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs and tables ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. • Ensure each classroom and communal space (including spaces such as the Nest, Hive, staffroom, etc) have their own cleaning material and equipment: <ul style="list-style-type: none"> ○ Dettol type spray and sufficient supply of paper towels ○ Boxes of tissues ○ A box of gloves with spares stored centrally in the medical room for easy access. ○ Liquid soap and hot water ○ Bin and box of liners (double bagged) 	<p>In the case of a child or adult testing positive for COVID-19, their designated classroom, office or working space must be secured for 72 hrs and 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>Consider whether any additional play equipment or outside spaces (e.g. forest school) can be used and how thorough hand washing can be maintained.</p> <ul style="list-style-type: none"> • Outdoor learning is preferable to minimise virus transmission. 	All adults in addition to usual cleaning staff.	1/9/2020	

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		<ul style="list-style-type: none"> All classrooms, office spaces and communal areas must be tidy, organised and clearly labelled with surfaces easily cleared for daily cleaning. All clutter to be removed to promote good hygiene. 	Santiser bottles to be used outside.			
Lunchtime Catering facilities	<p>All children and adults.</p> <p>Infection of the virus</p>	<ul style="list-style-type: none"> Full catering to resume from 7th September. Lunchtimes staggered in 30min 'sittings' to maintain separation between year groups utilising both halls. One-way system in place to reduce congestion. Chn enter hall via KS2 courtyard doors and exit via ramp past staff room. Children bringing packed lunches to take all rubbish, wrappers and uneaten food home. All children to eat lunch in class/year specific table groups with lunchtime staff ensuring thorough cleaning between groups. All children to bring a water bottle from home – the use of drinking fountains will continue to be prohibited. 	<p>Liaison required with catering team to ascertain specific details e.g. use of PPE, plating of food, distribution of cutlery, etc.</p> <p>Cutlery, cups and water jugs to be placed on tables prior to children entering halls.</p> <p>Increased quantities of cutlery, cups and jugs required.</p> <p>Consider the purchase of plastic table coverings.</p>	All adults All children All parents	7/9/2020	Plastic table coverings not required – sufficient cleaning and segregation possible without.
Fire Safety	All children and adults.	<ul style="list-style-type: none"> Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff and any pupils that access the school site with additional needs. Ensure all emergency escape routes and doors are fully operational and kept clear. Reminders to staff and pupils that if the fire alarm is activated that their year group must still maintain 2m distancing when at their designated evacuation point. All usual evacuation procedures to be followed as per existing policies. 	<p>All staff to review evacuation procedures in light of adapted working environments.</p> <p>Staff to review procedures with children on entry as appropriate and test within</p>	All staff All children	7/9/2020	

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			the first two weeks of opening (to allow for all children to be settled in school).			
Access/egress of school buildings	All children, adults and parents. Infection of the virus	<ul style="list-style-type: none"> • One-way traffic through designated gates and external doors (for each group) to avoid face to face passing. • Where possible, external and internal doors to be propped open to reduce the need for touching (all other fire protection measures must be adhered to). • External doors to be closed as normal once gates are closed. • Sanitiser stations available (and regularly re-plenished) at each main entrance door. • All children required to wash hands thoroughly using designated facilities once inside the building. • Increased cleaning of handles and touch plates. • Staggered collection times and designated exit doors for each class or year group will reduce the concentration of parents collecting children and congestion in known pinch points around the school site. • Parents prohibited from entering the school building (see below for exception) and given clear guidance (markers on ground near to entrance doors/pathways along with appropriate signage) as to where they should drop their children off and where to collect. • Parents with children new to Nursery in September will be permitted inside the classroom space for up to 10mins when dropping off in order to support young children to settle comfortably. Parents will be reminded to avoid unnecessary contact with surfaces and resources and be required to wear a suitable mask. 	<p>Priority must be given to disabled users and those identified as having health related issues.</p> <p>Provide further relevant guidance and signage for parents about drop off and pick up arrangements and one-way system if necessary.</p> <p>Existing signage will need to be amended/refreshed ready for September.</p> <p>Additional staff required to supervise perimeter gates and ensure appropriate flow of people.</p>	All staff All parents All children	7/9/2020	

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		<ul style="list-style-type: none"> All parents will be required to wear a suitable mask inside the school gates and maintain distance between others. 	Ongoing messages to children and parents to promote appropriate social distancing beyond the school buildings.			
First Aid & medical needs	<p>All children and adults.</p> <p>Infection of the virus</p>	<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. <ul style="list-style-type: none"> ALL staff hold at least Emergency First Aid qualifications. Extremely clinically vulnerable staff returning will not be required to provide first aid unless in an absolute emergency. Access to first aid facilities is maintained and the school is suitably stocked with first aid equipment and supplies. <ul style="list-style-type: none"> ALL classroom areas have individual 'bum bag' first aid kits (hanging out of reach of younger children near sink areas) removing the need for shared equipment between class groups. Class teachers are responsible for ensuring that supplied are maintained. 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. Review of the First Aid policy to include consideration of the risk of infection of COVID-19. <ul style="list-style-type: none"> Additional COVID-19 specific guidance is available here Any child or member of staff displaying symptoms of COVID-19 to be isolated immediately (using and restricting access to the medical room) and arrangements made for them to be sent home and a test applied for. 	<p>The HSE have announced a three-month extension to the validity of the following qualifications if the first aider to requalify because of the coronavirus:</p> <ul style="list-style-type: none"> First Aid at Work Emergency First Aid at Work Paediatric First Aid Emergency Paediatric First Aid <p>Following consultation with PHE (Tel: 0300 303 8537), groups MAY be closed (pending a negative test or 14 day isolation) in the event of any member becoming symptomatic or testing positive for COVID-19.</p>	All staff	1/9/2020	

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		<ul style="list-style-type: none"> ○ School to contact PHE (Tel: 0300 303 8537 #9) for further advice. ○ In the event of a positive test result, staff and parents of other children within that group will be made aware and given the option to isolate for 14 days pending test results – see parent guide on website. ○ If sufficient members of staff choose to isolate as a result, groups may have to be closed regardless of PHE advice. 				
Waste	All children and adults. Infection of the virus	<ul style="list-style-type: none"> • Ensure all waste bins are present in key strategic positions within all designated class group and staff working areas i.e. close to hand washing facilities and entrances <ul style="list-style-type: none"> ○ both in school buildings and in external areas • Unlidded bins to be double bagged and emptied when no more than half full to avoid spillages of contaminated waste. • Chn. and adults reminded NOT to remove any item from the bins or insert hands inside. 	Staff to ensure they wear protective gloves and wash hands immediately after carrying out disposal of bins and other waste.	All staff	1/9/2020	
Break/Lunch times	All children and adults. Infection of the virus	<ul style="list-style-type: none"> • Staggered break and lunchtimes to create more space to enable promotion of appropriate distancing between children and between children and staff • Staggered break and lunchtimes to minimise cross-contamination between class groups. <ul style="list-style-type: none"> ○ Where chn from multiple groups are outside together, the full use of the field and all playgrounds will be required to provide sufficient space between chn from different groups. ○ The risk of infection when outside and face-to-face contact is fleeting is significantly reduced thus enabling Y3/4 and Y5/6 to share the same larger physical space. ○ Class teachers and lunch staff will remind chn to remain distanced from other groups. 		All staff	7/9/2020	

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		<ul style="list-style-type: none"> Reduction and isolation of equipment available for each group to avoid cross-contamination between groups and reduction of cleaning required. 				
Equipment and resources	All children and adults. Infection of the virus	<ul style="list-style-type: none"> Reading books to now be available for home use providing books returned to school are placed in a dedicated box for each class group and quarantined for 7 days before reuse. High use equipment e.g. pencils and pens will continue to be dedicated to individual pupils (Y5/6) and table groups (Y3/4) where possible. For younger children (N, R & KS1), use will be restricted to class groups. Children will be actively discouraged from bringing any items from home (except mobile phones for Y6 travelling to school independently). 		All staff	7/9/2020	
Staff/pupils within the shielded group	All children and adults. Infection of the virus	<ul style="list-style-type: none"> Any member of staff or pupil that is within the Clinically extremely vulnerable group may now attend school dependent on the outcome of an appropriate, individual risk assessment. Staff/pupils that meet the criteria as moderate risk of infection 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. 		Head SLT Safeguarding Team	1/9/2020	
Contractors	All site users	<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 and ensure site specific elements from the school's risk assessment are included. All planned/reactive maintenance to be carried out preferably out of hours unless appropriate social distancing can be maintained. 		Caretaker Office Team Head Contractors	Ongoing	
Lettings	All site users	<ul style="list-style-type: none"> All companies, organisations and individuals intending to let the school's buildings and facilities must provide a suitable and sufficient risk assessment for the activities they carry out which must include COVID-19 and ensure site specific elements from the school's risk assessment are included. All activities must consider the impact on normal school operations. 		Caretaker Office Team Head	Ongoing	

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Property Compliance	All site users Other diseases, infections and injury.	<ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks have been continued throughout the 'closure' period. 		Caretaker	Ongoing	
Hygiene	All children and adults. Infection of the virus	<ul style="list-style-type: none"> The school has a suitable supply of soap and access to warm water for washing hands. 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"> Staff aware of procedures and communicating this with children regularly Sign and poster reminders in appropriate places Staff and children required to wear suitably clean clothes every day <ul style="list-style-type: none"> Full uniform is now expected. 	Additional supplies have been increased in preparation for a fully functioning school where there remains a high level of regular cleaning required.	Caretaker Office Manager All staff and children All parents	Ongoing	
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. For further advice and guidance the school will liaise with the appropriate Trust officer. 		Office Manager Head	Ongoing	
Administrative & other office based staff	All office based staff. Infection of the virus	<ul style="list-style-type: none"> Shift rota implemented in order to facilitate social distancing whilst still allowing the school office to function effectively. Continue to encourage and provide the facilities for office based staff to work remotely or in other suitable locations within the school. Strict one-in-one-out management of visitors into the main reception area. Only parents and other visitors with pre-arranged appointments to be permitted unless in exceptional circumstances. All visitors must wear a mask within the school site and buildings. 		Office staff Office Manager Head	1/9/2020	

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Personal Protective Equipment	All children and adults. Infection of the virus	<ul style="list-style-type: none"> • Personal Protective Equipment should not be used as an alternative to social distancing and effective hygiene and cleaning routines and procedures, except where there is no other practical solution. • The use of face coverings is mandatory: <ul style="list-style-type: none"> ○ for all visitors inside the school grounds and buildings ○ for all staff when moving to other parts of the school building beyond their normal group, team or individual base • The use of clear visors or face coverings is mandatory for all staff interacting with parents and carers at drop off and collection times. • The use of clear visors is optional for staff working within their normal group, team or individual base. • The use of additional PPE will be considered as part of individual risk assessments for staff or appropriately aged pupils who fall within the extremely clinically vulnerable group. • Where close proximity working (e.g. EYFS (or other) staff supporting the intimate care of young children, or when dealing with a child or adult displaying symptoms of COVID-19) is required, the school will issue employees with appropriate Personal Protective Equipment inc. a clear visor and disposable mask. • Re-usable PPE should be thoroughly cleaned after use and not shared between staff. 	Review the position of face coverings throughout the first half term.	Office Manager All staff All visitors	Ongoing	
Behaviour	All children and adults (inc. parents and carers). Infection of the virus	<ul style="list-style-type: none"> • Staff, pupil and parental behaviour and cooperation will be the key to implementing all of the control measures. • School will carry out inductions to inform staff and pupils of the changes. • School will inform parents with suitable guidance around entry to/exit from the school site and their responsibilities for supervision of children whilst on site and when journeying to and from school. • Encourage staff and parents to cooperate with government plans for contact tracing. 	Existing Behaviour Policy covers COVID-19 related scenarios.	All staff All pupils All parents	7/9/2020	

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School Staffroom	All staff. Infection of the virus	<ul style="list-style-type: none"> • Arrangements have been made to ensure the staffroom and other staff communal working areas are not overcrowded and social distancing can be achieved e.g. staggered lunch times for staff working with class groups and alternative bases (with refreshment facilities) available for each team. <ul style="list-style-type: none"> ○ furniture and seating has been reduced ○ a maximum of 1 person may use kitchen facilities at a time. • Cleaning equipment provided for high contact items e.g. kettle, microwave oven, dining table, etc. • Staff are expected to limited their toilet use to dedicated staff facilities in their usual team, base area. 		Caretaker All staff	1/9/2020	
Additional infection control	All children and staff. Infection of the virus	<ul style="list-style-type: none"> • Staff and pupils have access at all times to water and soap to facilitate regularly hand washing. • Staff will be encouraged to wash kitchen utensils before use for their own lunches and make use of the school's central dishwasher afterwards. • Pupils' utensils will be placed on tables before use to minimise multiple contacts when picking out of a hold tray. 		All staff	1/9/2020	
Learning outside the classroom (inc. visits out)	All children and adults. Infection of the virus	<ul style="list-style-type: none"> • The integrity of each group will be maintained as far as possible when both on and off the school site. • COVID-secure measures will be maintained and assurances sought about the measures in place at all destinations and routes between. • Staff will seek to exploit and maximise opportunities for learning outside to support the delivery of the curriculum. 	For more ideas, information and advice contact Stephen Brown (Outdoor Education Adviser)	All teaching staff	Ongoing	
Extra-curricular activities (inc. the use of coaches, tutors)	All children and adults. Infection of the virus	<ul style="list-style-type: none"> • Guidance now permits external coaches, clubs, organisations, teachers and tutors to be used to support the provision for curricular and extra-curricular activities where schools are satisfied that this is safe to do so. • The school will assess the operating procedures associated with each activity in line with this risk assessment to ensure that all relevant measures are in place. 		All staff Headteacher	Ongoing	

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and peripatetic teachers)						
Wrap around care (Breakfast & Wednesday Club)	All children and adults. Infection of the virus	<ul style="list-style-type: none"> • Breakfast Club will re-open from 28/9/2020 with reduced capacity. <ul style="list-style-type: none"> ○ Although current guidance does not require children to remain in year group specific 'bubbles', the school will maintain this arrangement. ○ Resourcing and catering arrangements are aligned with other school processes for catering and resource sharing as detailed above. • Wednesday afternoon clubs will maintain year group 'bubbles' and adhere to other school processes as detailed in this risk assessment. 		All wrap around and club staff	Ongoing	
Physical Activity, PE and Sports equipment	All children and adults. Infection of the virus	<ul style="list-style-type: none"> • PE & Sport equipment will be shared where there are insufficient quantities for each isolated group to have designated items. • The school recognises that it would not be feasible to sufficiently disinfect every piece of sport equipment between use. • Staff will remain vigilant and ensure that children are given sufficient time to wash their hands both before and after use of shared equipment and resources. • Pupils will remain in their consistent class and cohort groups • Contact sports will be avoided where possible. • Outdoor sports and activities will be prioritised where possible with indoor activities avoided. Both school halls are multi use spaces as well as being active thoroughfares. 		All teaching staff.	Ongoing	

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](#).