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| Educational Setting | Heltwate School |
| Activity / Task | COVID-19 Risk Management Assessment (Educational Settings) |
| Completed by & Date | A.Ashworth, M.Nelson 28/02/2022 Note: |
| Review Date | 24/03/2022 |

| 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 |
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| Workforce contracting Covid-19 / testing | | <p>Staff are encouraged to take up the vaccine and enabled to attend vaccine appointments where practical. Further details here https://www.thevaccinators.co.uk/</p> <p>Staff are encouraged to notify the school when they have completed their vaccine course (to enable long term planning)</p> <p>Staff/children that meet the criteria of clinically vulnerable, clinically extremely vulnerable or pregnant should follow the advice for the general public unless otherwise advised by a specialist.</p> <p>Staff to continue to test twice-weekly, and for 7 days if in contact with a positive case.</p> <p>Staff to maintain good personal/hand hygiene at all times either using soap and water or hand sanitiser</p> | <p>Links to further guidance</p> <p>https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do</p> <p>Protect Vulnerable Workers during the Coronavirus (Covid-19) Pandemic</p> <p>guidance for pregnant employees</p> | All Staff | On going | N/A |

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| Symptoms of Covid-19 / Positive cases / isolation rules | Pupils Staff Visitors | <p>Staff to be aware of the symptoms of Covid-19</p> <ul style="list-style-type: none"> A high temperature – this means the child feels hot to touch on their chest or back (you do not need to measure their temperature) A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if a child usually has a cough, it may be worse than usual) Loss or change to sense of smell or taste – they cannot smell or taste anything, or things smell or taste different to normal <p>Pupils/Staff who demonstrate the above symptoms or have a positive test should stay at home and avoid contact with other people for at least 5 full days, and then continue to follow the guidance until they have received 2 negative test results on consecutive days.</p> <p>At the Headteachers discretion the school may ask staff/pupils not to attend school to protect other pupils and staff from possible infection with Covid-19, this may be due to</p> <ul style="list-style-type: none"> Staff/pupil vulnerabilities (i.e CEV/Pregnancies etc) Ability to social distance in setting Ventilation levels in area of work <p>Close contacts are no longer required to self-isolate, however should continue to do 7 day testing.</p> | <ul style="list-style-type: none"> Inform Transport of suspected or confirmed case Cases are to be reported to both the Local Authority and DfE. Staff to social distance 2m from person with symptom until they are collected, if not possible a face mask is to be worn. | All staff | On going | N/A |

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| Remote Learning | | <p>If a pupil is having self isolate, or group sent home, teachers are to provide remote learning on the following day of absence</p> <p>Details can be obtained through the remote learning policy.</p> <p>Teachers to assess whether pupil has access to ICT, if not communicate with Kim to arrange access or alternative arrangements</p> | <ul style="list-style-type: none"> Webfiltering software to be present on any laptops being sent home for pupils to use. | Teachers | As required | |
| Social Distancing in school | Pupils Staff Visitors | <ul style="list-style-type: none"> Advise to social distance when possible to reduce risk of any possible transmission Advise to reduce movement to other areas/sites of the school where possible Use social stories/clear posters to communicate to pupils importance of social distancing and personal hygiene. Rooms not in use to be locked where possible and put out of use. (clean periodically) Promote use of internal phone/email communications to reduce unnecessary movements | <ul style="list-style-type: none"> Meetings to be conducted virtually where possible, rather than face to face. Where face to face meetings are taking place, plan to for social distancing of 2 metres where feasible. | All Staff | On going | N/A |
| Personal Protective Equipment / clothing | | <p>Face Masks</p> <ul style="list-style-type: none"> Staff may choose to continue to wear face coverings in communal areas. Staff and pupils to provide their own face coverings Staff and pupils to be aware of correct process for putting on and removing face covering – click on this link Facemasks to be placed in individual sealable plastic bags when not in use | | All Staff | On going | N/A |

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| | | <ul style="list-style-type: none"> Disposable face masks to be placed in general waste black bags. Hands to be washed for 20 seconds before and after use of facemasks PPE used for personal/intimate care should be the same which is routinely used (glove/aprons) | | | | |
| Classroom Environment / Increased risk of transmission | Pupils Staff Visitors | <ul style="list-style-type: none"> Classrooms should be well ventilated, through open windows as much as possible, open doors. Furniture and equipment will need to be moved or placed in a position to reduce pinch points, ensuring that free movement and appropriate spacing is possible. Consider changes to seating arrangements to avoid face to face contact Signs/posters to be put on display in class reminding of class rules, i.e wash you hands, catch it, bin it, kill it etc.markers on the floor. Use equipment that is easy to be clean and decontaminate Shared resources to be cleaned regularly Fire exit/routes to remain clear at all times Avoid taking items home and bringing back to school Soap sanitiser and disposable hand towels in each room. | <ul style="list-style-type: none"> Where teacher shortages exist. Teaching Assistants or other staff may be required to monitor groups under a teacher's supervision. CO2 monitors placed in classrooms to monitor CO2 levels. | Class Teachers | On going | N/A |
| Air conditioning | Pupils Staff | <ul style="list-style-type: none"> Where possible use windows for ventilation HSE guidance states on centralised ventilation systems should not be used. The schools systems are localised to the room, they maybe used if required | <ul style="list-style-type: none"> HSE guidance on air conditioning https://content.govdelivery.com/accounts/UKHSE/bulletins/28ce71a | SBM | 28/02/2022 | N/A |

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| Shared activity and equipment use. | Pupils Staff Visitors | <ul style="list-style-type: none"> Classroom based resources, such as books and games should be cleaned regularly. Resources that are shared between classes, such as sport, art and science equipment should be cleaned meticulously. | | Teacher | On going | N/A |
| Extra-curricular activities (coaches, tutors) | | <ul style="list-style-type: none"> There is to be no extra curricular activities outside of school till further notice. | | | | |
| Coaches / Therapist / outside professional services | | <ul style="list-style-type: none"> Coaches/tutors are able to attend school Information about systems in place should be communicated Room to be identified to carry out small group work or 1 to 1 sessions | <ul style="list-style-type: none"> Headteacher to brief coaches on procedures in place around social distancing and maintain hygiene. | HT | On going | N/A |
| Physical activities | | <ul style="list-style-type: none"> Timetabled session for access to Sports. Equipment to be thoroughly cleaned between use | | | | |
| School trips/ minibuses | Staff Pupils | <ul style="list-style-type: none"> Staff should obtain risk assessments from educational venues on their approach to Covid. Educational visits linked to the curriculum may take place, but must be approved by SLT. Travel should be minimised where possible Any educational visits must be conducted in line with relevant coronavirus secure guidelines and regulations in place at that time. School minibuses are only to be used for travelling for an approved Educational visits, education provision or between site | All educational visits to be approved by Kim. | Teacher | On going | N/A |

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| | | <ul style="list-style-type: none"> All trips/visits risk assessments must include Covid-19 control measures. | | | | |
| School/college visits / Transition days | | <ul style="list-style-type: none"> Transitions to be individually risk assessed as required. | | | | |
| Alternative Offsite Education – e.g. work experience/apprenticeship etc. | | <ul style="list-style-type: none"> Before pupils attend offsite education venues, staff need to obtain the venues Covid Risk Assessment and policies and share with SLT. Consider whether an additional Risk assessment is required above and beyond the schools and venues risk assessments. i.e travel to venue. Staff to ensure Covid safe protocols and culture are being operated by the venue. Where this is not the case pupils/staff should not attend. | <ul style="list-style-type: none"> Authorisation from the Headteacher/Deputy before activity takes place. | Teacher | On going | N/A |
| Lunchtime Catering facilities | Pupils Staff Contractors | <ul style="list-style-type: none"> Ensure handwashing takes place before and after meal times Some pupils will dine in their classrooms, some groups are timetabled to use the hall and library. School meals to be collected by a nominated staff member from the school kitchen for each class. Plastic trays being used by some pupils Pupils/staff should not share food with others Any shared appliances used, should be cleaned after use. | | DHT | On going | N/A |
| Break/Lunch times | | <ul style="list-style-type: none"> The school will stagger breaks/lunchtimes to achieve the social distancing. | | DHT | On going | N/A |

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| Behaviour | | <ul style="list-style-type: none"> 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) Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. School will carry out briefing to inform staff and pupils of the changes. <p>Team teach</p> <ul style="list-style-type: none"> De-escalation should be the primary form of behaviour management, physical intervention should be avoided and a dynamic risk assessment at the time of the incident should take place. The use of contingent touch (affection, sympathetic etc) should be avoided. | | HT/ AHT | On going | N/A |
| Safeguarding / Home Visits | Staff DSL | <ul style="list-style-type: none"> Staff to read updated safeguarding policies Safeguarding concerns reported following normal school procedure Welfare Manager/Teacher to maintain contact with pupils not in school, report any concerns No routine Home visits. Should be replaced by phone or online video calls. Online safety information sent to parents Video meeting should not take place, unless absolutely necessary, and should be observed by another member of staff. | <p>Home visits should only take place where</p> <ul style="list-style-type: none"> An assessment deems a home visit necessary due to the risk of harm <p>To fulfil a mandatory requirement that cannot be postponed or fulfilled another way</p> | Welfare Manager/ DSL | On going | N/A |
| Communication | | <ul style="list-style-type: none"> All staff should read emails at least daily for any updates (including those at home) Weekly briefings to be held for staff to update on changes | <ul style="list-style-type: none"> Keep upto date with latest information from the Government / LA Network with other schools | All staff | On going | N/A |

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| | | <ul style="list-style-type: none"> Meetings/briefings to be conducted through google meet where possible, otherwise social distancing should be maintained Communication with parents via DoJo to keep them up to date with developments. Regular update with Chair of Governors, who will update the board at meetings | | | | |
| Children who are clinically extremely vulnerable contracting Covid-19 | Staff/Pupils | All Staff/pupils who are CEV should attend school unless they are one of the very small number under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend. | | SLT | On going | N/A |
| Pupils and staff travelling from abroad | Staff/Pupils | <p>Staff members should notify management if they plan to travel abroad so that contingency plans can be put into place ahead of travel in case they have to self-isolate on their return</p> <p>Pupils and staff members travelling abroad should follow government guidance on self-isolation on return and should refer to the appropriate list of countries for more information</p> | | | On going | N/A |

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| Lack of staff | Pupils | <ul style="list-style-type: none"> School to ensure staff are aware of contractual arrangements if travelling aboard during school holidays and being available for start of term. School to consider reduced staff risk assessment to ascertain appropriate action to ensure health and safety of the pupils, this will need to be assessed on a class by class basis as situations arise. Assessment of availability of staff for all activities during the school day has been completed. Supply staff maybe used to cover absences if required and should be briefed on the social distancing measures in place. | <ul style="list-style-type: none"> groups maybe asked not to come into school if staffing levels become too low to maintain health and safety of the group. Those pupils who cannot attend school should have remote learning in place. | HT / DHT | On going | N/A |
| Student places | Pupils Staff | <ul style="list-style-type: none"> All pupils are expected to be back to school, , unless they are on of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal Pupils with medical needs to have appropriately trained staff in administering medication | <ul style="list-style-type: none"> Pupils with medical needs, ensure we have staff appropriately trained | DHT | On going | N/A |
| Arrival and collection | Staff Pupils Parents/Escorts | <ul style="list-style-type: none"> Parents/Escort not to gather at entrance gates or doors, or enter the building and to advised wear face masks. <p>Arrivals</p> <ul style="list-style-type: none"> Pupils collected by group staff from designated entrance Access to class from the outside door, avoid corridors where possible Facemasks to be removed and placed in sealed plastic bag, or disposed of in general waste black bag | <ul style="list-style-type: none"> Contractors/deliveries to be scheduled where possible away from pick up and drop off times. Allocate staff member with walkie talkie on collection times | All Staff | On going | N/A |

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| | | <ul style="list-style-type: none"> ○ Pupils to wash hands on arrival <p>Collection</p> <ul style="list-style-type: none"> ○ Pupils to wash hands before leaving the premises ○ Pupils escorted via outside door to transport through their designated entrance | | | | |
| Transport | Pupils Staff Transport | <ul style="list-style-type: none"> • Designated drop off/pick up area identified in the main school carpark • Escort to remain on vehicle and staff to collect pupils from vehicle, maintaining social distances of 2m where possible | <ul style="list-style-type: none"> • Obtain Risk assessments and procedures from Schools transport • Communicate with transport about their procedures and risk assessments for transportation of pupils | Transport DHT Transport/DHT | On going | N/A |
| Management and control of visitors | Pupils Staff Visitors Contractors | <ul style="list-style-type: none"> • Visitors advised to wear facemask at all times in school. • Specialist, therapists, clinicians and supply teachers may attend school. • Where visits can happen outside of school hours, they should. • Visitors should minimise contact and maintain as much distance from staff/pupils as possible • conduct meetings on the phone, or online • Hand sanitiser available at school entrance, all visitors in school should be asked to use these before entering the school. | <ul style="list-style-type: none"> • Emergency contractors to wait outside to be met by SBM/Premise team to escorted | SBM/Office/PO | On going | N/A |

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| | | <ul style="list-style-type: none"> Visitors/Staff to sign in using the digital visitor system, sanitise hands before and after using the screen. Visitors complete details for Track and Trace purposes. | | | | |
| Administrative areas | | <ul style="list-style-type: none"> Offices organised to maintain social distancing while working, No staff to sit at other colleagues desks or to use equipment Staff to avoid coming to the offices unless absolutely necessary, electronic communication should be explored first | <ul style="list-style-type: none"> Systems communicated to staff to avoid need to visit offices i.e electronic orders | SBM / SLT | On going | N/A |
| School Staffroom | | <ul style="list-style-type: none"> Avoid use of staff room where possible, otherwise staff to maintain high levels of personal hygiene. Maintain 2 metre social distance where possible Avoid use of shared equipment such as microwaves, preferable for staff to bring packed lunch which does not need heating Shared equipment to be cleaned after use Staff to wash any pots up after use Staff to consider going off site for lunch | | | On going | N/A |
| Mental Health | | <ul style="list-style-type: none"> Consider including a recovery curriculum including pastoral support to address and equip pupils to respond to issues linked to Covid-19 SLT will promote mental health & wellbeing awareness to staff, students and other stakeholders during the Covid-19 outbreak and will offer whatever support they can to help. Access to the Ed-Psych service available for both pupils and staff (bereavement/counselling support) | <ul style="list-style-type: none"> | HT Mental Health First Aider | On going | N/A |

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| | | <ul style="list-style-type: none"> Health Assured service telephone helpline available for staff, details in staff room. School has a staff and pupil Mental First aider available to them in school . | | | | |
| Governor Meetings | Governors Staff | <ul style="list-style-type: none"> All governor meetings are able to undertaken in school as required | | | On going | N/A |
| General Hygiene / Infection control | | <ul style="list-style-type: none"> All Classrooms have hand washing facilities Gel hand sanitisers to be made available for staff, where washing facilities are not readily available. Staff, students and visitors to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Promote hygienic practices at all levels and for all staff, with emphasis on handwashing and respiratory etiquette Posters displayed around school <p>See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> | <ul style="list-style-type: none"> Posters, leaflets and other materials are available for display. Display prominently. https://www.peterborough.gov.uk/healthcare/public-health/coronavirus/coronavirus-campaign-for-communities#posters-0-0 | PO Teachers/ PO | On going | N/A |
| Hand Drying | Pupils Staff Visitors | <ul style="list-style-type: none"> Hand driers are able to be used across the school site Alternatively Drying of hands with disposable towels. Lidded bins in place | <ul style="list-style-type: none"> Supervision by staff member to avoid hand towels being put down toilets | PO | On going | N/A |

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| | | | | All staff | | |
| Use of toilets / hygiene facilities | Pupils Staff Visitors | <ul style="list-style-type: none"> Staff to ensure thorough handwashing is practiced Staff to wipe down hygiene facilities after use | <ul style="list-style-type: none"> Staff to wear normal PPE for undertaking personal care (Gloves & aprons etc) | DHT | On going | N/A |
| Cleaning / Cross contamination, control of infection (discreet), including toilets and wash rooms | Pupils Staff Visitors | <ul style="list-style-type: none"> Mid morning clean to shared facilities and at touch points including: <ul style="list-style-type: none"> Taps and washing facilities, Toilet flush and seats, Door handles and push plates, Lift and hoist controls, Staff to clean <ul style="list-style-type: none"> All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles. Telephone equipment, Keyboards, photocopiers and other office equipment, classroom desks and chairs. COSHH data sheets made available to staff for products they have been allocated Chemicals to be stored away out of reach of children at all times Contract cleaners provide their own cleaning products and PPE. Resources used to be cleaned at the end of the school day by bubble group staff. | <ul style="list-style-type: none"> Person identified as positive with Covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean as outlined in government guidance Ensure the COSHH training has been provide and appropriate PPE is available (i.e gloves) Contingency for insufficient cleaners <p>Approach staff for volunteers to help Consider reducing areas of the school used Cancel groups if required</p> | SBM/PO All staff | On going | N/A |

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| Waste | Staff Contractors | <ul style="list-style-type: none"> Bins should be emptied daily. Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. | Waste from possible cases, should be put in a double bag and tied, these should be stored in the garage for 72 hours before disposal (or until a negative result is known) | PO | On going | N/A |
| Fire Safety | Pupils Staff Visitors | <ul style="list-style-type: none"> Class groups to keep register of people in their groups – Teacher to ensure everyone is present and raise hand at muster point when all are accounted for. All Staff/Visitors to sign in and out of school using the digital system in reception Follow normal fire procedures for evacuation, keeping distance from other groups where possible Those with individual evacuation plans, these should be followed Staff and pupils to maintain 2m distance from other bubbles at muster points where possible (allotment fence). Ensure all emergency escape routes / doors are fully operational and kept clear. | <ul style="list-style-type: none"> If key roles in the fire procedure are not in school, allocate cover for these areas | SBM/PO/HT | On going | N/A |
| First Aid | | <ul style="list-style-type: none"> Staff to read the document CCC & PCC First Aid Requirements First Aider to be allocated within the bubble cluster where possible. Each classroom has access to a first aid kit 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. | <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> First Aid at Work Emergency First Aid at Work Paediatric First Aid | First Aiders | On going | N/A |

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| | | <ul style="list-style-type: none"> IRIS report to be maintained on all First Aid provided as normal, given as much detail as possible as this may be required for Covid-19 tracking | <ul style="list-style-type: none"> Emergency Paediatric First Aid | | | |
| Contractors | | <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. | | SBM / PO | On going | N/A |
| Property Compliance / Insurance | | <ul style="list-style-type: none"> School is covered by the Local Authority Employers Liability insurance, providing government guidance is put in place. Statutory compliance checks have been maintained throughout. Daily and weekly checks are maintained. Contractors are arranged outside of school hours and are asked to sanitise their hands before entering the building | | SBM / PO | On going | N/A |
| Accident reporting Covid-19 incidents | | <ul style="list-style-type: none"> Reporting of accidents will be through normal school procedures – using IRIS or Primesafety.net Confirmed cases of Covid should be updated on the the reporting system and reported as possible RIDDOR to the LA. | <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. | All staff SBM | On going | N/A |

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](#)