

Educational Setting	Lime Academy Ravensbourne
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	July 2020
Review Date	September 2020

What are the hazards?	Who might be harmed and how?	What are you doing already?	Risk Score: Likelihood x Impact	What further action is necessary?	Action by whom?	Action by when?	Done
Prevention	Staff, Pupils and Parents COVID-19 may spread across the wider school community	<ul style="list-style-type: none"> 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 Clean hands thoroughly more often than usual Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using 	3 x 4 = 12	<ul style="list-style-type: none"> Staff INSET to be completed in September Continue with the audit system already in place for distributing PPE 	SLT	2.09.20	

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		<p>standard products such as detergents and bleach</p> <ul style="list-style-type: none"> Minimise contact between individuals and maintain social distancing wherever possible Where necessary, wear appropriate personal protective equipment (PPE) 					
Response to any infection	<p>Staff, Pupils and Parents</p> <p>COVID-19 may spread across the wider school community</p>	<ul style="list-style-type: none"> engage with the NHS Test and Trace process Manage confirmed cases of coronavirus (COVID-19) amongst the school community Contain any outbreak by following local health protection team advice 	3x 4 = 12	<ul style="list-style-type: none"> Posters in the staff room Include information during reopening PowerPoint for September INSET 	SLT	2.09.20	
Contingency planning for a further outbreak	<p>Wider school community</p> <p>The school may have a larger</p>	<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. Schools will need 	3x 3 = 9	<ul style="list-style-type: none"> Revise Distant Learning Policy Create Distant Learning portal on the website Ensure EfL has been changed to new classes. Plan B if the local R Rate is above 1 then the school will look at 	<p>SLT</p> <p>Julie C</p> <p>Admin staff</p>	7.09.20	

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	outbreak or the local area. Ensuring the R rate is under 1.	a contingency plan for this eventuality. <ul style="list-style-type: none"> Link plan to the national R rate as well as zones so that the whole school will not be closed if possible 		offering a part time operational programme Group A attending Monday and Tuesday, Group B attending Thursday and Friday with the school being closed on Wednesday for a deep clean.			
Social Distancing in school	Staff, and Pupils COVID-19 may spread across the wider school community	<ul style="list-style-type: none"> Within Ravensbourne we will maintain distinct groups or bubbles that do not mix. Implement bubbles of appropriate size to achieve greatest reduction in contact and mixing without unduly affecting the quality or breadth of teaching or access for support and specialist staff and therapists. Young people who are able should be encouraged to keep their distance within groups 	4 x 3 = 12	<ul style="list-style-type: none"> PPE audit Revise timetables Create bubbles Limit use of shared rooms or do not open them in September, such as Swimming Pool and Sensory Room Create timetables with staggered starts, lunchtimes and end of day for bubbles Daily cleaning rota Create a space for two staff rooms 	SLT	22.07.20	

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		<ul style="list-style-type: none"> • Through timetables we will limit interaction, sharing of rooms and social spaces between bubbles. Certain areas will also be closed to the school community, e.g.: Swimming Pool, Sensory Room, Aqua Room, Library, Soft Playroom. • Staff should maintain a distance between people whilst inside the bubble as far as possible and reduce amount of time in face to face contact. Education and care support should be provided as normal for children with complex needs, with increased hygiene protocols. • Timetabling – groups should be kept apart and movement around the school site kept to a minimum. Passing briefly in the corridor or playground low risk – should avoid busy corridors, entrances or exits. 		<ul style="list-style-type: none"> • Social distancing posters with visuals displayed across the school • Social distancing key chains made for all staff • Bubble Risk assessments to be completed 			

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		<ul style="list-style-type: none"> All teachers and other staff can operate across different bubbles while minimising number of interactions. Specialists, therapists and clinicians should provide interventions as usual following school and health protocols. Supply teachers, peripatetic teachers or other temporary staff can move between settings following school protocols– they should ensure they minimise contact and maintain as much distance as possible from other staff. 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. 					

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		<ul style="list-style-type: none"> All visitor access to the school to be restricted-and site guidance on physical distancing and hygiene explained on arrival. Where visits can happen outside school hours they should. Staggered lunch times and breaks to reduce risk of contact with other groups. Use of outdoor space to be rota'd for each group and areas to use identified. 					
Cleaning	<p>Staff, and Pupils</p> <p>The virus may stay on surfaces and spread between staff and pupils.</p>	<ul style="list-style-type: none"> Site manager and HR to work with in-house cleaning team to arrange a deep clean for before staff and pupils return to school in September. All staff need to take reasonable steps to ensure the standards of cleanliness are at the appropriate level to maintain a duty of care for colleagues and pupils. 	4 x 3 = 12	<ul style="list-style-type: none"> Once 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. Ensure the COSHH risk assessment for cleaning/caretaker activities has 	Jason SLT Anji	22.07.20	

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		<ul style="list-style-type: none"> • Remove any furniture and equipment which are hard to clean e.g. Soft. Furnishings. • 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"> ○ Taps and washing facilities, ○ Toilet flush and seats, ○ Door handles and push plates, ○ Handrails on staircases and corridors, ○ Lift and hoist controls, ○ Machinery and equipment controls, ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, 		<p>identified the correct process and PPE to be worn.</p> <ul style="list-style-type: none"> • Any outdoor play equipment that has been used needs to be cleaned and pupils need to wash their hands after use. 			

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		<ul style="list-style-type: none"> vending machines and payment devices, ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. ○ Steam cleaning of inside wheelchairs 					
Lunchtime Catering facilities	<p>Staff, and Pupils</p> <p>Health and safety of the staff and pupils may be put at risk</p>	<ul style="list-style-type: none"> • Ensure social distancing can be achieved in the school kitchen and dining areas <ul style="list-style-type: none"> ○ Serving food ○ Queing ○ Different lunch periods • PPE is worn when feeding pupils either orally or through a PEG • Bubbles eat together and at a set time 	4 x 3 = 12	<ul style="list-style-type: none"> • New kitchen may not be ready for September 2020, contingency plan will need to be put in place • Lunchtime rota needed • Bubbles to eat within their classrooms 	<p>Jason Wendy SLT</p>	Sept 20	
Fire Safety	Staff, and Pupils	<ul style="list-style-type: none"> • Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for 	2 x 3 = 6	<ul style="list-style-type: none"> • Review Fire Safety Policy with regards evacuation areas and 	SLT Jason	Sept 20	

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	Health and safety of the staff and children may be put at risk	<p>those staff that continue to work in the school and any pupils that access the school site, which should include lifts.</p> <ul style="list-style-type: none"> • Ensure all emergency escape routes / doors are fully operational and kept clear. • Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point. 		how this can be achieved with whole school and new bubbles.			
Access/Egress of school building	Staff, Pupils and visitors COVID-19 may spread across the wider school community	<ul style="list-style-type: none"> • One-way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings. • Where possible doors can be propped open to reduce the need for touch (fire protection measures must be adhered to). • Wipes and sanitiser available at both sides of doors. • Increased cleaning of handles and touch plates. 	4 x 3 = 12	<ul style="list-style-type: none"> • Plan a school arrival arrangement to reduce congestion. Provide relevant guidance to transport providers • Priority must be given to disabled users and those identified as having health related issues. • Provide relevant guidance to parents on drop off and pick up arrangements. 	SLT Julie	22.07.20	

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		<ul style="list-style-type: none"> Allocated drop off and collection times 		<ul style="list-style-type: none"> Ensure all Transport Requirements are organised before the end of term. 			
First Aid	Staff and Pupils Safety of both staff and pupils.	<ul style="list-style-type: none"> We may have a limited staff at times, 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. Staff or pupils with medical needs have been risk assessed and relevant consents are in place before children are permitted into school. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. 	3x 3 = 9	<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 ○ Emergency Paediatric First Aid <p>List for additional training for first aid near to expiry date.</p> <p>Organise training schedule by the end of term.</p> <p>Investigate guidance on suctioning</p>	Teneille Laura	22.07 .20	

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		<ul style="list-style-type: none"> Review of the First Aid policy to include consideration of the risk of infection of covid-19. We will create an outline of the specific medical needs of our cohort and seek appropriate support/advice/training from community nursing services. 		All children will be expected to be onsite unless they are very vulnerable and see a medical practitioner regularly about their illness.			
Waste	Staff and Pupils Virus may stay on surfaces and within the bin contents.	<ul style="list-style-type: none"> 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 Bins should be emptied daily. Double bagging of any hazardous or contaminated waste following government guidance. 	4 x3 = 12	<ul style="list-style-type: none"> Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. Ensure we have enough closed lids bins in all areas 	SLT Jason	22.07.20	
Break/Lunch times	Staff and Pupils	<ul style="list-style-type: none"> The school will stagger breaks/lunchtimes to achieve the social distancing. 	4 x3 = 12		SLT Wendy	Sept 20	

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	Health and safety of the staff and pupils may be put at risk						
Staff/Pupils within the shielded group	<p>Vulnerable Staff and Pupils</p> <p>Protecting the spread of COVID 19 to our more Vulnerable Community. g.: staff and pupils that have been shielding, members of the BAME community</p>	<p>Ravensbourne will apply the full measures in the DfE guidance (2nd July 2020) so there for the risks to staff are mitigated significantly. This will allow most staff to return to the workplace.</p> <ul style="list-style-type: none"> • Complete pupil risk assessments for all existing pupils and then meet with the new parents to complete Risk Assessments for new starters. • Staff and pupils most at risk should seek medical advice and discuss this with the school prior to return. • People who live with those who are clinically extremely vulnerable or clinically 	4 x3 = 12	<ul style="list-style-type: none"> • Review current Risk Assessments • Share pupil Risk Assessments with our most vulnerable students • Get clear guidance on suctioning and expectations around cleaning rooms and equipment that will be involved with this task. 	SLT	Sept 20	

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		<p>vulnerable can attend the workplace.</p> <ul style="list-style-type: none"> • People with particular characteristics who may be at comparatively increased risk should make school aware so they can be appropriately supported. • School should assess health and safety risks for staff and complete a risk assessment where required. • Any staff who currently have Risk Assessments they will be reviewed in September and be continued to be reviewed once a half term. 					
Contractors	<p>Contractors and Staff</p> <p>COVID-19 may spread across the wider school community</p>	<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 	4 x3 = 12	<p>Planning schedule for works.</p> <p>Ensure a deep clean can be done during the last week of the summer holiday</p>	Admin Jason	On going	

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		during out of hours unless seen as an emergency.					
Property Compliance	Staff and Pupils Health and safety of the staff and pupils may be put at risk	<ul style="list-style-type: none"> Ravensbourne has ensured that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks have been maintained throughout and pre-opening checklist will be completed. 	3 x 3= 9		Jason	On going	
Hygiene	School community, including specialist teachers and health specialists. The virus may stay on surfaces and spread between	<ul style="list-style-type: none"> Promote hygienic practices at all levels and for all staff, with emphasis on handwashing and respiratory etiquette Hand washing facilities in all classrooms, those that do not have handwashing, should use the nearest available facility. Gel hand sanitisers to be made available for staff, where washing facilities are not readily available. 	3 x 3= 9	<ul style="list-style-type: none"> All cloth towel rails to be removed and electric hand dryers in bathrooms Ensure all staff are putting regular stock updates on Every September INSET refresher on the use of PPE and its removal. 	Jason Staff	On going	

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	staff and pupils.	<ul style="list-style-type: none"> • 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. • Staff, students and visitors 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. Tissues will be made available throughout the school. • Remind staff that rooms need to be kept as well-ventilated as is possible based on the school environment and we will not be using areas with poor ventilation when we return in September. • Staff have been trained in the effective use of PPE and these producers will need to be refresher so correct removal 					

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		procedures can be followed for all PPE, in particular face masks and gloves once used.					
Shared activity and equipment use.	Staff and Pupils The virus may stay on surfaces and spread between staff and pupils.	<ul style="list-style-type: none"> For frequently used equipment such as pens and pencils, it is recommended that staff and pupils have their own items and these are not shared. Classroom based resources can be used and shared within the bubble – should be cleaned regularly. Resources shared between classes or bubbles should be cleaned frequently and always between bubble or left unused for 48 hours (72 for plastic) between use by different bubbles. Pupils limit resources they bring into school – bags, lunch boxes, hats, coats, books, 	4 x 3 = 12	<ul style="list-style-type: none"> Horizon teachers create pencils case for those children who need it Objects of references to be stored in set bags for individual children PEC folders to be stored in individual bags, same for AAC devices 	All staff	On going	

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		stationary, mobile phones permitted. <ul style="list-style-type: none"> Pupils and staff can take books or other shared resources home, but unnecessary sharing should be avoided. Unnecessary sharing of resources outside each bubble to be avoided. Minibus use – follow usual risk assessment 					
Accident reporting Covid-19 incidents	Staff and Pupils Health and safety of the staff and pupils may be put at risk	<ul style="list-style-type: none"> The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. For further advice and guidance, you should contact your competent Health & Safety Adviser. 	3 x 3= 9		SLT Jason	On going	

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Administrative Staff	Office Staff COVID-19 may spread across the wider school community	<ul style="list-style-type: none"> Main office can maintain social distancing HR office will need to be divided as Social Distancing cannot be maintained. Nurse's office is able to hold one more admin staff to enable the whole team to be able to work. 	3 x 3 = 9		SLT HR Admin	Sept 20	
Personal Protective Equipment	Staff COVID-19 may spread across the wider school community	<ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. Re-usable PPE should be thoroughly cleaned after use and not shared between staff. PPE to be worn when Intimate Care is administered PPE to be worn when children are being hoisted as new training guidelines recommend PPE to be worn when assisting with feeding. 	3 x 3 = 9	<ul style="list-style-type: none"> PPE audit PPE stock management system Agree what PPE is required for the site and use supply chains to purchase. Work with Health for guidance on PPE for gastrostomy feeds and other medical procedures, such as suctioning 	Jason Class staff	On going	

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Behaviour	Staff and Pupils COVID-19 may spread across the wider school community	<ul style="list-style-type: none"> • Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. • Remind staff that even with all these systems in place our pupils may not socially distance. • September INSET to inform staff of the changes and the expectations around behaviour of the children. • Schools provide support to overcome barriers to attendance and increased incidence of poor behaviour resulting from lack of regular attendance. • Duty of care remains and school should have appropriate risk assessments in place for use of physical intervention if required. • Encourage staff to cooperate with government plans for contact tracing. 	4 x 4 = 16	<ul style="list-style-type: none"> • Visuals for pupils to follow • Social stories written for pupils to explain changes. • All pupils returning to school will have risk assessment completed to ensure they and other pupils and staff can be kept safe. 	Class staff	On going	

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School Staffroom	Staff COVID-19 may spread across the wider school community	<ul style="list-style-type: none"> Shared staff spaces – a plan will be put in place to see how these are set up and used to help staff distance from each other. Staff room use minimised and we will have two staffrooms to accommodate staff, but staff must have a break of reasonable length. Arrangements have been made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff. 	3 x 3 = 9	<ul style="list-style-type: none"> Designate another additional space to be used within the school zones linked to the bus bubbles. Plan a lunch timetable so that all not all staff are in the room at once. Relay plans to all staff at September INSET Relocation of lockers required and these will then be distributed to the correct bubble zones within school. 	SLT	Sept 20	
Infection Control	Staff Pupils COVID-19 may spread across the wider school community	<ul style="list-style-type: none"> Staff and pupils have access at all times to water and soap for hand washing. Removal of shared items e.g.: utensils Encourage both staff and pupils to bring in and keep in school their own utensils, such as 	3 x 4 = 12	<ul style="list-style-type: none"> Relay this message in September INSET 	SLT	On going	

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		water bottle, teacups, plates etc.					
Lack of staff	Pupils Health and safety of the staff and pupils may be put at risk	<ul style="list-style-type: none"> Assessment of availability of staff for all activities during the school day, including break and lunchtimes will be completed on a daily basis Regular supply agency used and trying to secure long term contracts with agencies where possible 	3 x 4 = 12	<ul style="list-style-type: none"> Check daily staffing requirements against absences of children. 	SLT	On going	
Increased risk of transmission	Staff and Pupils social distancing COVID-19 may spread across the wider school community	<ul style="list-style-type: none"> Ensure availability of staff is adequate Ensure that adequate social distancing measures can be maintained at all times Review activities that can be carried out 	3 x 4 = 12	<p>How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:</p> <ul style="list-style-type: none"> grouping children together avoiding contact between groups staff maintaining distance from pupils and other staff as much as possible 	Staff	On going	

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Dedicated school transport, including statutory provision	Pupils COVID-19 may spread across the wider school community	It is important to consider: <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible 	3 x 3 = 9	<ul style="list-style-type: none"> • Contact transport • Create zones - considering which children clash on transport and may cause other issues such as loud noises causing seizures. • Encourage parents to drop and collect their children as much as possible • Develop staggered start times to ease congestion 	Teneille Julie Laura	On going	
Learning outside the classroom (day trips, etc.)	Staff and Pupils COVID-19 may spread across the wider school community	<ul style="list-style-type: none"> • Keeping children within their consistent group, and the COVID-secure measures in place at the destination • Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. 	3 x 4 = 12	<ul style="list-style-type: none"> • Ensure that normal trip risk assessments apply 	Teneille Nadine Julie	On going	

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Extra-curricular activities (coaches, tutors, after school)	Staff and Pupils	N/A					
Physical activity	Staff and Pupils COVID-19 may spread across the wider school community	<ul style="list-style-type: none"> Outdoor sports will be used, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene Pupils will be kept in consistent bubbles Sports equipment thoroughly cleaned between each use by different individual groups 	3 x 3 = 9	<ul style="list-style-type: none"> PE timetable to include only use of outdoor space. 	SLT Montserrat	Sept 20	
Signage	Staff and Pupils Health and safety of the staff and pupils may be put at risk	<ul style="list-style-type: none"> All areas within the school will have visuals to promote social distancing. 	3 x 3 = 9		Kelly S	On going	

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](#)