

Educational Setting	Rothwell Schools (Rothwell Victoria Infant & Rothwell Junior)
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Ashley Izzard-Snape, 12.08.20, Joanna Loomes, 08.01.21, 02.03.21, 15.04.21
Review Date	15.04.21 – changes highlighted in yellow



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?
Not ensuring an adequate Prevention measures of the virus	<ul style="list-style-type: none"> Staff, pupils, parents and visitors through uncontrolled spreading of the virus through lack of control measures. 	<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 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) Ensure the school community is aware they do not come into the schools if they or somebody in their household has COVID 19 symptoms. Parents strongly encouraged to wear masks when accessing school sites (unless exempt). Staff strongly encouraged to wear masks in any communal areas (unless exempt). Paper masks provided in school. Staff training on washing hands before putting on, how to put on, washing hands before and after removing and how to remove. Staff training on storing reusable masks in a sealed plastic bag between wears. 			

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		<ul style="list-style-type: none"> Ensuring good ventilation in all rooms by opening windows and doors, except fire doors. 			
Lack of Response to any infection	<ul style="list-style-type: none"> Staff and children contracting Covid-19 if there is a confirmed case in school 	<ul style="list-style-type: none"> If anybody becomes unwell with a new, continuous cough or a high temperature they must be sent home and advised to follow the stay at home guidance. We will ask parents to seek testing on day 1 of symptoms. Children must be collected from school by a member of their household, they must not use public transport. If a child is awaiting collection, they should be moved to a room where they can be isolated behind a closed door with appropriate adult supervision. The adult should wear PPE. The window should be open and the adult should be at least 2m away, outside of the room is preferable. Disabled Toilet at RJS, Small top office at RVIS. If they need to use the bathroom they should use a separate bathroom and this should be cleaned and disinfected. The room should be thoroughly cleaned and disinfected when the child has gone home. The member of staff should dispose of PPE by double-bagging and then wash hands for at least 20 seconds. If a child or staff member tests positive, the rest of their group should be sent home and advised to self-isolate for 10 days. HT to contact DfE helpline as a result of a possible infection. Engage with the NHS Test and Trace process. If told to isolate by Test and 			

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		<p>Trace inform staff and parents/carers that they have a legal obligation to do so.</p> <ul style="list-style-type: none"> • Make staff aware of need to share personal information through staff training with NHS Test and Trace system. • Share information on newsletter with parents about how NHS test and trace process works. • Ensure that someone who tests positive continues to self-isolate for at least 10 days/until they do not have symptoms other than cough or loss of sense of smell/taste. • Ensure that any staff or pupils who have a positive LFD test are advised to isolate and book a PCR test to confirm. If the PCR test is taken within 2 days of the positive LFD test, and is negative, it overrides the self-test LFD test and the staff or pupil can return to school. If the PCR test is positive, the 10 day isolation starts on the first day of symptoms or, if no symptoms, on the day of the positive LFD test. • The school to keep records of children within each social bubble and identify when needed staff who have accessed the different bubbles during the week. • Provide Tests to parents of those pupils or staff who developed symptoms, if needed, test centres are preferred as the time scales are shorter. • Ensure all essential visitors to school leave a contact telephone numbers and location of visit in school is recorded to support track and trace. • Staff will be advised to register for a test and input that they are a key worker. 			
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Travel	<ul style="list-style-type: none"> Staff and children contracting COVID 19 when travelling and spreading this in school. 		<ul style="list-style-type: none"> Staff and pupils are legally required to quarantine, having recently visited countries outside the Common Travel Area. 	All staff	19.04.21
Lack of Contingency planning for a further outbreak	<ul style="list-style-type: none"> Learning will need to continue for pupils in the event of a local lockdown or bubble isolation Access to provision for key worker and vulnerable children 	<ul style="list-style-type: none"> Provide access to stationery for home learning through the bee hive provision at school. Home learning lessons, resources and feedback accessible on Microsoft Teams daily. Implementation of key worker bubble provision with staff identified as needed. Undertaking staff training on the use of Microsoft Teams to support home learning. Provide printed resources for those pupils who do not have access to online resources identified in the school online access survey or refused consent to access remote learning offer. Implement a contingency plan for the continuation of learning. 3 hours per day of remote learning provided for KS1, 4 hours per day of remote learning provided for KS2. Contact parents and carers of children not engaging with remote learning after 2 days to discuss barriers and possible solutions. Consider children unable to engage with remote learning for places in school on a case by case basis. Key worker place requests reviewed on a regular basis and places offered based on at least one parent being a key worker and providing evidence of employment. 	<ul style="list-style-type: none"> Remote learning to continue to be offered to any children isolating due to COVID. Continue to contact any vulnerable families who are isolating regularly. 	Teachers DSLs/SENCO	19.04.21 19.04.21

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		<ul style="list-style-type: none"> Vulnerable children strongly advised to attend school and any concerns from parents and carers discussed. Social workers contacted as required. Vulnerable families contacted regularly. 			
Not Social Distancing in school	<ul style="list-style-type: none"> Children and staff choosing not to keeping 2 metres apart. Younger children not understanding the need for social distancing with staff Staff needing to support children with additional needs at certain times Children and staff unable because of layout of the building to keep 2 metres apart. Parents coming into contact with other parents/families Visitors within school not obeying school distancing rules 	<ul style="list-style-type: none"> Allocate a contained room or area for use should a pupil/adult show symptoms of COVID 19 Allocate senior staff to a different site for a week at a time. Encourage communication with Senior staff through electronic information. Look at routes around the school building to prevent unnecessary cross over. Rooms to be accessed from the outside where possible. Limit access to toilets to particular groups and times of the day Limit staff toilets to one person using them at a time. Limit access to shared facilities such as hall e.g lunch in class except Reception and allocated hall slots in use on particular days. Assemblies will take place in class groups only via Zoom/Teams. Staggered start times for different groups Spread access to the building through different doors Removal of use of fixed playtime equipment Allocate designated times and areas for outdoor play to each group Limit the number of staff working within office spaces if 2m distance cannot be achieved. Continue to work from home where not possible. 	<ul style="list-style-type: none"> Year group bubbles to operate in all year groups with classes pairing up at breaktimes and wherever else possible. Accurate, up to date registers and seating plans to be kept by Year Leads of any interventions where pairs of classes cross for Test and Trace purposes. Volunteers now allowed into school, within one bubble only. Check DBS is up to date due to time out of school. In Years 2-6 desks to continue to be forward facing with allocated seats. 	All staff	19.04.21
				Year leads	19.04.21
				SLT/office staff	19.04.21
				All staff	19.04.21

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		<ul style="list-style-type: none"> • Reduce numbers of parents entering the site one parent per child at pick up and drop off. • Different year groups to enter via different gates/external doors • Closure of RJS/RVIS offices, access via appointments only. Parents encouraged to call or email. • Only essential visitors to enter the school via approved appointments only. • No governors into school for the foreseeable future. Governor meetings continue to be online. • Staff feedback to be sought regularly to ensure any difficulties are addressed. • Encourage staff to maintain social distancing and only interact with children at a close distance when absolutely necessary. Staff must distance themselves 2m from other adults at all times. • Restrict numbers accessing the staff room facilities to avoid bubble mixing. • Operation of bubbles to reduce the number of contacts. • Staff who are crossing bubbles to ensure they are 2metres away from pupils and teach from the front of the room. • Pathfinder Pledges re-shared with parents ahead of re-opening. • Teachers have option to mark out on the floor with tape an identified teaching area away from pupils where possible. • Children encouraged to keep their distance and not touch staff, where possible (we acknowledge that this is not possible with our youngest children). • Furniture set out to maximise social distancing in classrooms. 			
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Safeguarding	<ul style="list-style-type: none"> Safeguarding concerns not being acted upon. Not being aware of safeguarding issues for remote learners. 	<ul style="list-style-type: none"> Risk Assessment and Procedure Form reviewed and updated Jan 2021 Vulnerable families identified and added to the COVID sheet. Phone calls made by DSLs/SLT weekly to those vulnerable children not attending school. Weekly DSL meetings held to discuss the COVID sheet and any other safeguarding concerns, in the event of lockdown. Admin staff notified of vulnerable children in order to notify DSL's when they are not in school. This is followed up by a phonecall by a DSL. Engagement in remote learning monitored by DSL's of vulnerable children not in school. Phone call made home when required. FSM children eligible for food parcels identified. A trained DSL will always be on site. If for any reason this is not possible, one will be available by phone or video call and a member of SLT will co-ordinate safeguarding on site. Worry Box button on Teams so children can complete the form if working remotely which will go to their class teacher/teaching assistant and no-one else. If required the teacher /teaching assistant will then complete a safeguarding slip on Schoolpod which is seen by all DSLs. Food parcels delivered to school from ABM Catering and collected by identified FSM children during national lockdowns. Protective hands revisited with all children. 			
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		<ul style="list-style-type: none"> Ways to share any worries revisited with all children. 			
Cleaning	<ul style="list-style-type: none"> Cleaning & Site staff being exposed to germs and not wearing appropriate PPE and accessing wider areas of the school site. Staff and children if cleaning is not regular and doesn't follow agreed DfE guidelines. Parents and visitors if external surfaces are not cleaned. 	<ul style="list-style-type: none"> 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 tables and chairs used for eating must be cleaned at the end of lunch in class by support staff Telephone equipment, Keyboards, photocopiers and other office equipment, classroom desks and chairs. Key pad entry points If you have been informed that someone has tested positive with covid-19 then any area/room they have accessed should be thoroughly cleaned. Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. Remove access to fixed or shared play equipment to prevent unnecessary cleaning. Build into cleaning time sanitation of resources. Remove the use of water fountains. 	<ul style="list-style-type: none"> Items that are quarantined should be quarantined for 48 hours, or 72 hours for plastics. 	All staff	19.04.21

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		<ul style="list-style-type: none"> • Undertake regular stock check and order additional cleaning materials for each classroom. • Staff to message the office when they need cleaning stock during the day. • Ensure allocated toilets are cleaned during break and lunchtimes. • Provide access to set of rubber gloves for each member of staff. It is not necessary for PPE to be used for general day to day cleaning as per gov.uk guidance • Cleaning guidance to be reviewed as necessary. • Avoid use of certain sprays in class on days when identified members of staff are using the room due to health triggers. • Cleaning records of communal areas to be kept. • The hall to be cleaned between bubbles using it for PE. 			
Lunchtime Catering facilities	<ul style="list-style-type: none"> • Catering staff not observing social distancing within the kitchen space. • Catering staff not following hygiene procedures 	<ul style="list-style-type: none"> • Liaise with catering company to remind about hygiene and cleaning procedures. • Ensure catering provider has enough cleaning materials and appropriate PPE for its staff. • Limit available menu so ABM to provide just packed lunches/boxed hot meals or all staff and pupils to bring their own lunch. • Ensure that lunch boxes and water bottles are sent home for cleaning daily • Food to be offered in individual brown bags which would limit unnecessarily handling of food. • Meals to be served in classroom rather than the Hall with a limited menu for the foreseeable future, except Reception. 			

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		<ul style="list-style-type: none"> Reviewed risk assessment provided by ABM catering. Staggered eating times across the school. Teaching Assistants to collect meals for their bubble from identified collection point. 			
Fire Safety	<ul style="list-style-type: none"> All users of the school building if they are not clear about evacuation procedures. 	<ul style="list-style-type: none"> 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. Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing from different bubbles when at the evacuation point. Practise termly fire evacuation process after all groups have been instructed by their responsible adult. Staff are clear about their evacuation points in case of changes to their normal routes. Each year group has an access to a walkie talkie. Use laminated fire registers in each class. Notified fire service of changing in numbers on school site. Review fire risk assessment plan for both sites as needed. Ensure all emergency escape routes / doors are fully operational and kept clear. Reviewed monthly by site team. Practise fire evacuation during the first week of re-opening. 			
Access/Egress of school building	<ul style="list-style-type: none"> All users of the building by not adhering to the proposed access measures and 	<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. Consider school arrival arrangement to reduce congestion. 			

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	2m social distancing	<ul style="list-style-type: none"> • Priority must be given to disabled users and those identified as having health related issues. • Where possible, these 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. • Allocated drop off and collection times • Parents not to enter building to have allocated area for drop off and pick up. • Provide relevant guidance to parents on drop off and pick up arrangements. • Look at routes around the school building to prevent unnecessary cross over. • Staggered start times for different groups. • Reduce numbers of parents entering the site one parent per child at pick up and drop off. • Different year groups to enter via different gates/external doors. • Closure of RJS/RVIS offices, access via appointments only. Parents encouraged to call or email. • Only essential visitors to enter the school via approved appointments only. • No volunteers or governors into school until the foreseeable future. 			
First Aid & Medicines	<ul style="list-style-type: none"> • First Aiders administering first aid to children who may have symptoms of Coronavirus or be asymptomatic. 	<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. Access to first aid facilities is maintained and the 			

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	<ul style="list-style-type: none"> Any First Aiders administering first aid and not wearing appropriate PPE Any staff administering medicines in close proximity and not wearing appropriate PPE. 	<p>school suitably stocked with first aid sundries.</p> <ul style="list-style-type: none"> 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. To ensure small first aid kits are available within each classroom for minor issues. Adults to access ice packs for children from central point and wipe after each use. Texts to be sent home to parents about first aid issues to avoid paper slips Essential Medicines are to be handed to the class teacher via the children from the parent. Verbal consent will be taken over the phone. Medicines to be administered at home unless absolutely necessary in school. Children with inhalers are to be kept in the tray and be self administered under the direction of an adult. An electronic record will be made on schoolpod. Children to wash hands following this. Individual risk assessment undertaken for members of staff and children with identified medical needs updated using trust format. 			
Waste	<ul style="list-style-type: none"> Cleaners, site supervisors, lunchtime staff not wearing gloves when emptying bins. 	<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. Make use of lidded bins were possible. 			

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	<ul style="list-style-type: none"> Cleaners, site supervisors, lunchtime staff not double bagging waste. Waste not being emptied regularly 	<ul style="list-style-type: none"> Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. Ensure external bins continue to be emptied regularly. Only waste from an infected person or possible infected person should be double bagged. Only infected waste should be stored for 72 hours. Paper masks to be disposed of in the 'black bin' bins, not recycling bins. 			
Break/Lunch times	<ul style="list-style-type: none"> Staff choosing not to keeping 2 meters apart. Children trying to cross bubbles and play with children in other year groups 	<ul style="list-style-type: none"> The school will stagger breaks/lunchtimes to achieve the social distancing. All pupils to bring own named water bottle – to be stored on own desk. Removal of use of fixed playtime equipment. Allocate designation times and areas for outdoor play to each group. Ensure appropriate ratios for outdoor play. Limit re-entry back into the building during break and lunchtimes. Children encouraged to go to the toilet before break/lunchtimes. Staff room access is limited during designated breaks only. 2m social distancing will be encouraged. Allocate specific staffrooms to specific year groups. Staff encouraged not to leave the site at lunchtime unless absolutely necessary. Any equipment used is to be individual to the child and their social bubble. It is to be returned to the class and cleaned at the end of each day. Ensure pupils only play with peers in allocated bubble. 	<ul style="list-style-type: none"> Children will be grouped into bubbles of two classes for break and lunchtimes. 	All staff	19.04.21

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		<ul style="list-style-type: none"> Barriers used on playgrounds to designate areas. 			
Staff/Pupils within the shielded group	<ul style="list-style-type: none"> Staff or pupils who choose to ignore guidelines around shielding. 	<ul style="list-style-type: none"> Those with identified clinical needs will have an individual risk assessment undertaken to identify any suitable control measures that must be in place before returning to work and are encouraged to maintain 2 metre distance from others. A risk assessment for pregnant staff will be undertaken and advice sought from the Royal College of Obstetricians & Gynaecologists particularly for those at or beyond 28 weeks gestation. Staff in the clinically extremely vulnerable group with a shielding letter will be supported to work from home and have regular check ins from their line manager. Children in the clinically extremely vulnerable group with a shielding letter will be supported to learn remotely. 	<ul style="list-style-type: none"> Staff and children who have been shielding will be welcomed back to school and risk assessments will be carried out as necessary. Staff with risk assessments will have their risk assessments reviewed in light of changes to the risk assessment. 	SLT/Year leads	19.04.21
				SLT	19.04.21
Contractors	<ul style="list-style-type: none"> Contractors who don't follow social distancing guidelines or wear appropriate PPE for tasks when on site. 	<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. Ensure all appointments are made of school hours when the numbers are lower on site. Contractors delivering food may need access during the day. Access to the premises to be planned to enable as little contact as possible and maintain social distancing. 			

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Property Compliance	<ul style="list-style-type: none"> All users of the buildings if it is not health and safety compliant through risks of fire, legionella exposure etc. 	<ul style="list-style-type: none"> 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. The school has ensured that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks have been reinstated and pre-opening checklist completed. Ensure water systems are safe and operational ie a water treatment specialist has flushed through the system and certified safe. Regular flushing of water system undertaken in different areas of school. 			
Hygiene/Infection Control	<ul style="list-style-type: none"> All users of the school building if appropriate hygiene materials are not available. All users of the school building if handwashing are not followed correctly or frequently. 	<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, following the use of toilets and entering the site. Handwashing is a timetabled activity for each group to include coming in to school, before and after breaks and lunches and eating and before leaving school. Also, after sneezing or blowing nose and going to the toilet Staff to regularly check supplies of soap, paper towels and hand sanitiser. All children to be briefed on catching coughs or sneezes in their elbow or a tissue. 			

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		<ul style="list-style-type: none"> • Each classroom has access to hand sanitiser, tissues, antibacterial spray, gloves and wipes. • Keep windows and doors open to aid ventilation. • Limit the use of resources that cannot be easily disinfected. • Limit the amount of personal belongings into school. • Soft furnishings, soft toys to be removed from classrooms. • Any wooden items to be cleaned by class staff on a daily basis. • Sandpits are to be regularly sanitised and raked with Milton by Nursery and Reception staff. • Ensure stock of masks is replenished in school. • Staff advised to wear masks in communal areas (unless exempt). • Ensure appropriate level of stock is in place prior to school re-opening and each classroom is prepared. • Revisit e-bug resources with all classes returning to school. 			
Not following Accident reporting procedures for Covid-19 incidents	<ul style="list-style-type: none"> • Staff and children contracting Covid-19 if there is a confirmed case in school and not reported. • Members of the public as the virus could be spread unreported outside the school community for 	<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. 			

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	those who have been linked to possible infected social bubbles if reporting procedures were not followed.			
Staffing	<ul style="list-style-type: none"> Staff choosing not to keeping 2 meters apart. Staff unable because of layout of the building to keep 2 meters apart Staff at risk as younger children not understanding the need for social distancing 	<ul style="list-style-type: none"> Code of conduct in place for staff. Staff meetings to take place virtually. Staff to be allocated to an identified bubble where role allows. Other staff to ensure 2 metre distance teaching position and limit contact. Ensure pupils Y2-Y6 have an identified seat. Adapt teaching methods e.g. use of working walls/ visualisers to limit need for close contact. Undertake staff training on adapted teaching methods. Explain to children, particularly younger children, about the need for unnecessary touch or contact with others. Staff numbers to be limited in staff room areas. Staff to be reminded about not crossing bubbles unnecessarily. Toilets limited to one member of staff at any one time. Staff advised to wear masks in communal areas (unless exempt), 		
Administrative Staff becoming infected by others	<ul style="list-style-type: none"> Admin staff if offices were open to parents and visitors 	<ul style="list-style-type: none"> Office adjustment and places of work to be made so as to keep social distances and allow school office to function. Parents informed that all contact with school must be done remotely – no access to the building. 		

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		<ul style="list-style-type: none"> Admin staff to work in individual offices where possible or be able to work 2m apart. If not possible home working will continue. Staff to continue to communicate with Admin staff via Teams chat. Reduce unnecessary trips to office area. Slips/letters/forms to be placed in a central location for each group and collected by office staff. 			
Lack of/in-correct use of Personal Protective Equipment	<ul style="list-style-type: none"> First aiders, cleaners by not wearing the PPE correctly or a shortage of PPE in school. 	<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. 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. PPE should be available for those dealing with intimate care or pupils who are displaying symptoms of COVID 19 and a 2m distance cannot be maintained. Pupils not advised as per DfE guidelines re: face masks in school. Training as to where PPE is held and how to put it on and take it off. Removal of PPE and disposed of in black bins. Staff advised to wear masks in communal areas (unless exempt). Check PPE stock prior to re-opening and order as necessary. 			
SEN	<ul style="list-style-type: none"> Children with SEN not understanding control measures. Children with SEN having needs 		<ul style="list-style-type: none"> Support children with complex needs to wash their hands thoroughly. Pupils who use saliva as a sensory stimulant or who struggle to catch it, bin it, kill it may need more opportunities to wash their hands. 	All staff	19.04.21
				All staff	19.04.21

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	outside of control measures.		<ul style="list-style-type: none"> Social stories used to explain any control measures that individual children do not or may not understand. 	All staff	19.04.21
Behaviour	<ul style="list-style-type: none"> Other children as a result of physical contact from a pupil not following school rules Staff member if they are need to use a risk with a children. 	<ul style="list-style-type: none"> Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. Encourage staff to cooperate with government plans for contact tracing. Pupils identified who may need further support to comply to behaviour guidelines eg SEND, at risk of exclusion individual RA put in place and parents informed individually of behaviour policy in order to maintained H and S for all. Behaviour policies to have COVID 19 addendum. Pathfinder Pledges for parents to be shared with parents outlining actions required for all staff and children to remain safe. Use of restraint to be used as a last resort unless there is a physical risk to others. Staff to wear a mask if restraint is required. Behaviour to be managed within year group bubble groups except in exceptional circumstances. Staff training undertaken around new behaviour policy on training day. School behaviour policy in place and to be followed as per policy with necessary amendments to ensure that unsafe behaviour is addressed. Exclusions to be used as last resort and in line with relevant legislation 			

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School Staffroom	<ul style="list-style-type: none"> Staff choosing not to keeping 2 meters apart. Staff have unnecessary contact within building 	<ul style="list-style-type: none"> Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff and allocate staff to specific staff rooms. Create an extra staffroom space at each school: Nest Building @ RVIS, Willow room/Library area @ RJS. Staff member to wipe down chairs and sink after year group use and sign the cleaning record. Limit access to the staff room facilities during designated breaks only. Staff to stand 2 meters apart where possible. Sanitation of shared areas throughout the day. Posters to remind about expectations. Cleaning materials available in the staff room. Staff to keep personal belongings within class rooms. Staff to take breaks in own areas if possible. Staff to bring in own beakers/flask where possible to avoid unnecessary use of shared cups. Time in staff rooms to be limited to the absolute minimum. Staff to use different areas wherever possible. Staff to stay at least 2m apart at all times. 			
Lack of Staff and child awareness of control measures	<ul style="list-style-type: none"> Staff not being aware of risk assessments and new practice. Children not being aware of new practice. 	<ul style="list-style-type: none"> Staff to read relevant risk assessments before working in school, including risk assessments for individual pupils in their care. Guidance and training will be provided for staff on new routines and practice. All classes to be briefed on social distancing, exit and entry procedures, hand washing, catching coughs and 	<ul style="list-style-type: none"> Volunteers and outside agencies to read risk assessment before coming into school. 	Office staff/SLT	19.04.21

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	<ul style="list-style-type: none"> Parents not being aware of new practice. 	<p>sneezes in elbows or tissues, behaviour expectations and fire procedures on first day and regularly thereafter.</p> <ul style="list-style-type: none"> Parents to be briefed on new entry and exit procedure and social distancing measures by letter. Parent code of conduct to be sent out. Signage to be used to reiterate measures. Teaching assistants may be deployed to lead groups or cover lessons under the direction and supervision of a qualified teacher as needed. 			
Emotional wellbeing / Mental Health	<ul style="list-style-type: none"> Pupils who have been adversely affected directly by the pandemic. Pupils who are confused and concerned by the rapid changes that have taken place in their lives. Staff who have concerns about their own health and that of their families. 	<ul style="list-style-type: none"> All staff are aware of telephone counselling that they are able to access. Regular support and ideas provided through home learning and the weekly newsletter for parents and pupils to support wellbeing. Half termly 'Thoughts for the Week' document disseminated to staff from Pathfinder Schools. Regular and open communication to staff using Teams. 'Open door' contact for staff to members of SLT (including HT) via text, email, phone call. Regular physical activity and fresh air for both pupils and staff to support physical and mental wellbeing. PPA will be provided to staff in order to manage workload. Access to drawing and talking sessions if required. Virtual school assemblies to establish community feel within school. Communication with school nurses/other professionals as needed to support pupil wellbeing. 			

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		<ul style="list-style-type: none"> Updating of school safeguarding policies and training for staff to take place prior to pupil returning to school. Teachers may wish to access the free MindEd learning platform for professionals, which contains materials on peer support, stress, fear and trauma, and bereavement. MindEd have also developed a coronavirus (COVID-19) staff resilience hub with advice and tips for frontline staff. Information on wellbeing shared on the teams general channel. NMPAT wellbeing project run in all year groups. Children to revisit protective hands and what to do if they are worried about something. More staff trained in draw and talk. 			
Equality not considered	<ul style="list-style-type: none"> Needs of different groups not considered 	<ul style="list-style-type: none"> A Pathfinder equality impact assessment has been undertaken and completed. Individual risk assessment completed for pupils or staff with particular needs Risk assessments identify risks for children with complex needs who will struggle to maintain good respiratory hygiene. Risk assessments to be updated for pupils and staff with medical or specific needs that are in school. 			
Lack of staff meaning ratios could not be maintained	<ul style="list-style-type: none"> Levels of supervision maybe compromised Activities or areas may not be able to think again 	<ul style="list-style-type: none"> Identify and allocated appropriate level of staff to supervise at all parts of the school day. Seek support from other Pathfinder Schools as necessary. Make use of teaching supply staff if needed. 			

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Increased risk of transmission	<ul style="list-style-type: none"> Staff and Pupils 	<ul style="list-style-type: none"> Ensure availability of staff is adequate. Ensure that social distancing measures can be maintained at all times. Review activities that can be carried out. 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. Pupils are prohibited from bringing any non-essential 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. Pupils are to wear PE kit in place of their school uniform on allocated PE day to reduce changing. Operate bubbles with identified staff. Keep staff crossing bubbles to an essential minimum. Those crossing bubbles will be required to socially distance. Encourage staff to reduce close contact with pupils where possible. Reduce use of shared areas, not groups outside of year group bubbles area e.g library. Allocated year group days for library. Class teachers to mark remote learning work accordingly. Develop a timetable identifying break and lunchtime supervision arrangements. 	<ul style="list-style-type: none"> Children may take reading books home but these should be quarantined for 48 hours when returned. Teachers may take children's workbooks home if necessary but should wash hands thoroughly before and after marking. 	All staff	19.04.21
			Teachers	19.04.21	

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Risk of unnecessary mixing through dedicated school transport, including statutory provision	<ul style="list-style-type: none"> Pupils and Taxi Escorts at risk of infection from unnecessary contacts 	<ul style="list-style-type: none"> Following guidance on transport from NCC school transport. Undertake separate risk assessment for transport involving school trips/activities Children use hand sanitiser on arrival. Children report straight to their identified classroom on arrival. Supervision arranged for child whilst waiting for transport. 	<ul style="list-style-type: none"> No school trips until after June 21st. 	Year leads	21.06.21
Learning outside the classroom not following control measures (day trips, etc.)	<ul style="list-style-type: none"> Children mixing outside of identified social bubbles 	<ul style="list-style-type: none"> Children have access to timetabled outdoor space e.g school field/forest school. Areas of the environment are sectioned off. Areas of outdoor learning are only accessed by one year group bubble at a time. Day trips will not take place without a thorough and detailed risk assessment prior to the trip. Trips will be only be undertaken as year group to places with COVID secure procedures in place or to local outdoor learning places. Staff/children do not use 70% alcohol near naked flames e.g cooking, forest school fires. 	<ul style="list-style-type: none"> No school trips until after June 21st. 	Year leads	21.06.21
Not following of control measures with extra-curricular activities (coaches, tutors, after school)	<ul style="list-style-type: none"> Children mixing outside of identified social bubbles External providers not following same control measures as a school putting pupils/staff at risk. 	<ul style="list-style-type: none"> Sensory circuits will not be held for the foreseeable future in the mornings. Ensure any external providers are aware of school risk assessment and control measures. Ensure an identified risk assessment is in place from provider and approved by HT prior to the club starting. Ensure any clubs run are for single year groups only using the bubble model. Ensure club leads ensure a 2 metre social distance from pupils where possible. 	<ul style="list-style-type: none"> External clubs can be held following the government guidance on extra curricular clubs and wraparound care. 	SLT/club providers	19.04.21

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<p>Risk of saliva transmission through musical activities</p>	<ul style="list-style-type: none"> • Risk that saliva could land on surfaces/instruments. • Sharing of equipment with adequate cleaning • Children mixing outside of identified social bubbles 	<ul style="list-style-type: none"> • Whole class singing activities do not take place as part of the curriculum offer. Individual singing can be undertaken at a social distance away from other people as part of a formal lesson. • Brass and Woodwind instruments are not used within classroom environments. • Other instruments are allocated to each individual child and are disinfected between use by different pupils. • NMPAT have a COVID risk assessment in place and HT/trust is happy with control measures in place prior to starting teaching. • Children taught in groups linked to identified bubbles. • Ensure areas where music teaching is taking place are well ventilated. • NMPAT staff to be offered the opportunity to engage in lateral flow testing. 			
<p>Risk of contract through/risk of transmission through physical activity</p>	<ul style="list-style-type: none"> • Risk of transmission through shared equipment or teaching spaces • Children not social distancing or making contact 	<ul style="list-style-type: none"> • 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. • Pupils should be kept in consistent groups. • Sports equipment thoroughly cleaned between each use by different individual groups. • Contact sports to be avoided. • Hall space to be used by one year group only on identified PPA day otherwise all PPA takes place outside. Hall to be cleaned between year groups daily. • Pupils to wear PE kit in place of uniform on identified days. 			

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		<ul style="list-style-type: none"> External PE coaches to follow control measures from school. Hall space to be used for one bubble at a time for PE and cleaned between bubbles. Outside used where possible. 			
Lack of appropriate signage	<ul style="list-style-type: none"> Children/staff/parents/visitors do not understand expectations/control measures 	<ul style="list-style-type: none"> Signage is used to inform all identified groups in relation to social distancing, hygiene procedures. Markings will be re-sprayed on the playgrounds/pathways. 			
Risk of online safety incidents to pupils/staff whilst remote learning and in 1:1 sessions	<ul style="list-style-type: none"> Children/staff and parents do not understand the expectations around code of conduct when learning online and in 1:1 sessions 	<ul style="list-style-type: none"> Parents have read and accept that when their child/ren access their learning through MS Teams, they are agreeing with the terms and conditions of the Pathfinder Blended Learning offer. Parents and carers to be informed that 1:1 form part of the approaches that may be used by a teacher or support staff member; Staff have shared with children the 1:1 session expectations in an age appropriate manner. All sessions must be conducted on MS Teams; Sessions should take place in either a school space or a public area of your house; If you are delivering the session from your home, no one in your house should be able to hear the conversation; Sessions should be scheduled by the teacher or support staff; During the session, the pupil video will be switched on and sessions may be recorded. Where recording, sessions must be conducted in a private channel; 			

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		<ul style="list-style-type: none"> All staff will adhere to requirements of safeguarding, acceptable use policy and code of conduct; Any concerns will be responded to in line with the agreed safeguarding procedures; Recordings of sessions will be allowed to expire in 21 days unless a concern has been raised. In this case, the recording will be downloaded and saved. 			
Asymptomatic Testing in Primary schools	<ul style="list-style-type: none"> Staff believing that participation in testing is mandatory. Staff are not provided with up to date instructions for administering the tests. Staff administering the test incorrectly and injuring themselves Lateral Flow Devices (LFD) providing void or 'false positive' results could result in unnecessary 	<ul style="list-style-type: none"> Opt-in / opt-out survey completed by staff confirming their intention to participate or not contains clear information that participation is voluntary. When issued with test kits, staff are provided with up to date instruction leaflet for administering the test and advised to discard the instruction leaflet contained within the test box. Training materials provided for staff including a video on how to self-administer the test safely and correctly to provide a reliable result. School procedures will be followed in the event of any LFD positive result. Staff receiving a positive result will be advised to self-isolate and book a PCR test to confirm results. Close contacts of the positive case will be informed to self-isolate. If the PCR result is negative the close contacts will be informed that they no longer need to self-isolate. In the event of a void result, staff will be advised to repeat the test. If a staff member receives two void results in a row, they will be advised to book a PCR test and self-isolate until they receive the results. 	<ul style="list-style-type: none"> Volunteers strongly encouraged to participate in lateral flow testing. Lateral flow testing encouraged in the community through news letters and Facebook posts. 	SLT	19.04.21
				SLT	19.04.21

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	<ul style="list-style-type: none"> • bubble closure • LFDs being used by staff family members instead of staff only. • Staff being unaware of how their personal data will be processed. • Not being able to identify staff with individual kits in the event of a product recall. • Staff not reporting their result to school and / or NHS Test & Trace • Staff forgetting to complete the test. • Staff forgetting to complete the online form. • Staff non-reporting. 	<ul style="list-style-type: none"> • Staff informed that LFDs must only be used by the person that the lot is allocated to and not by family members / friends. Staff acknowledge this through the submission of an electronic form. • Staff have been provided with a copy of the Privacy Notice stating how their personal data will be processed and have acknowledged that they have read this through the submission of an online form. • Test Kit Log will be maintained identifying the LOT number and expiry date of all kits issued to staff. • Staff informed that they must provide the result of their test, each time that they complete a test, regardless of the result to both the school (via an online form) and to NHS Test & Trace. • Staff advised to set a reminder to complete their test on the allocated evenings and to inform school and Test and Trace of the result. • Number of tests allocated to staff and re-ordering scheduled to prevent running out. • Staff member and SLT to check the lot number on the box matches the lot number that the staff member signs out. • Staff given all information on the scheme to make an informed choice. • Collection times allocated and the area to include a table for the kit to be put on and then the staff member takes the kit from the table. Staff member brings their own pen to sign the form. Staff wear masks. 			
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	<ul style="list-style-type: none"> • School running out of test kits. • Issuing the wrong lot number to the wrong member of staff. • Poor uptake of staff in the scheme. • Staff not following 2m distancing when collecting test kits. 				
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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.

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- 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](#)

