

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, Ashley Izzard-Snape, 21.07.21, 31.08.21 Ashley Izzard-Snape & Joanna Loomes 22.09.21
Review Date	22.09.21



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, 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 where necessary, wear appropriate personal protective equipment (PPE) Ensure the school community is aware they do not come into the schools if they have COVID 19 symptoms. Ensuring good and regular ventilation in all rooms by opening windows and doors, except fire doors. 	<ul style="list-style-type: none"> Use a ventilation monitor (when provided by DfE) to identify spaces with poor ventilation and make adjustments as required 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. 	<p>Site Team</p> <p>Admin staff</p> <p>All staff</p>	<p>As required.</p> <p>24.09.21</p> <p>23.09.21</p>
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 	<ul style="list-style-type: none"> If a child or staff member tests positive, close contacts will be identified by NHS Test and Trace when they have been specifically identified by the positive case or their parent as being a close contact. EHT to contact Trust CEO and PHE helpline when an outbreak reaches numbers identified in the outbreak management plan. Share information on newsletter with parents about how NHS test and trace process works. 	<p>NHS Test and Trace</p> <p>EH</p>	<p>As required</p> <p>As required</p>

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		<p>with appropriate adult supervision. The adult should wear PPE.</p> <ul style="list-style-type: none"> • 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. • Engage with the NHS Test and Trace process. If told to isolate by Test and Trace inform staff and parents/carers that they have a legal obligation to do so. • Make staff aware of need to share personal information through staff training with NHS Test and Trace system. • 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. 			
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		<ul style="list-style-type: none"> • 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. 			
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. • Remote learning to continue to be offered to any children isolating due to COVID. 			

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		<ul style="list-style-type: none"> Continue to contact any vulnerable families who are isolating 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 Encourage communication with Senior staff through electronic information. Staff must distance themselves 2m from other adults not in their year groups at all time. Assemblies will take place in class groups only via Zoom/Teams. Spread access to the building through different doors Allocate designated times and areas for outdoor play to each group 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. Governor meetings continue to be online. Staff feedback to be sought regularly to ensure any difficulties are addressed. Volunteers now allowed into school, within year group only. Check DBS is up to date due to time out of school. 	<ul style="list-style-type: none"> 		
Cleaning	<ul style="list-style-type: none"> Cleaning & Site staff being exposed to germs and not wearing appropriate PPE and accessing 	<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, 	<ul style="list-style-type: none"> Increase frequency of cleaning in the event of a positive case 	As required	All

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	<p>wider areas of the school site.</p> <ul style="list-style-type: none"> • 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"> ○ 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 <ul style="list-style-type: none"> • 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. • Build into cleaning time sanitation of resources. • Remove the use of water fountains. • Undertake regular stock check and order additional cleaning materials for each classroom. • 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. 			
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		<ul style="list-style-type: none"> • 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 regularly. 			
Access/Egress of school building	<ul style="list-style-type: none"> • All users of the building by not adhering to the proposed access measures 	<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. • 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. • 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. • 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. 			
Waste	<ul style="list-style-type: none"> • Cleaners, site supervisors, lunchtime staff not wearing gloves when emptying bins. • Cleaners, site supervisors, 	<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 where possible. 			

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	<ul style="list-style-type: none"> 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. 			
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. 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. 			
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 	<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 			

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	correctly or frequently.	<p>school, before and after breaks and lunches and eating and before leaving school. Also, after sneezing or blowing nose and going to the toilet</p> <ul style="list-style-type: none"> • 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. • 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. • 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. 			
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. 			

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		<ul style="list-style-type: none"> • 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 outside of control measures. 	<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. • Social stories used to explain any control measures that individual children do not or may not understand. 			
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 	<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. 			

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	<p>their own health and that of their families.</p> <ul style="list-style-type: none"> 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. 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. 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. 		

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		<ul style="list-style-type: none"> 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. 			
Asymptomatic Testing in Primary chools	<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. 			

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	<p>bubble closure</p> <ul style="list-style-type: none"> • 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. • Volunteers strongly encouraged to participate in lateral flow testing. 			
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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. 	<ul style="list-style-type: none"> Lateral flow testing encouraged in the community through news letters and Facebook posts. 			
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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.
- 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](#)