

Operation Description: COVID-19 Schools Full Return

Operation Location: Bishop King Primary School

Persons at Risk: School employees, pupils, parents/carers,

Risk Assessment Guidance

Hazard: Something with the potential to cause **harm**.

To Assess Risk: Using the **tables below**, consider **Severity (S)** and **Likelihood (L)** **without** Control Measures. **Multiply (S x L)** If applicable, **add the Weighting** figure.

Describe Control Measures: Control measure(s) **reduce** the likelihood, **and/or** severity of **harm**, reducing **risk**.

Re-assess Risk, considering Severity (S) and Likelihood (L) **with** Control Measures in place.

Multiply (S x L) and, if applicable, **add the Weighting** figure = **Risk Rating** (with controls).

Severity (S)	x	Likelihood (L)	+	Weighting (W)	=	Risk Ratings (R)	
Fatality = 5		Likely = 5		Apprentice/trainee/inexperienced staff member/young person (15-18yrs) = 5		20 +	Very High Risk
Injury (Specified injury / RIDDOR reportable) = 4		Probable = 4			15 - 19	High Risk	
Injury (requiring treatment and/or 3 to 7 day absence) = 3		Possible = 3		Part-qualified/staff with less than 2yrs experience/persons aged 18-25yrs = 3		9 - 14	Medium Risk
Injury (requiring treatment and/or absence less than 3 days) = 2		Unlikely = 2			4 - 8	Low Risk	
Minor Injury = 1		Very Unlikely = 1		Fully qualified/professional/management/ and/or persons above 25yrs = 0		1 - 3	Very Low risk

HAZARD	Assessment of Risk without control measures				CONTROL MEASURES TO REDUCE THE RISK	Assessment of Risk with control measures			
	S	L	W	R		S	L	W	R
"Very High Risk" employees contracting COVID-19	5	4	0	20	Applicable to all school employees: <ul style="list-style-type: none"> are allowed to work at school, MUST abide by social distancing guidelines. Individual RA to be agreed with School Business Manager/HT. 	5	1	0	5
Employees who have "very high risk" individuals within their household and /or dependents transmitting COVID-19 to them.	5	3	0	15	Applicable to all school employees: <ul style="list-style-type: none"> are allowed to work at school, MUST abide by social distancing guidelines. Individual RA to be agreed with School Business Manager/HT. 	5	1	0	5
Employees who are classed as "clinically vulnerable" contracting COVID-19	5	3	0	15	Applicable to all school employees: <ul style="list-style-type: none"> are allowed to work at school, MUST abide by social distancing guidelines. Individual RA to be agreed with School Business Manager/HT. https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing 	5	1	0	5

School could lapse/fail to follow the newest national and/or LCC guidelines and advice on COVID-19.	4	3	0	12	<ul style="list-style-type: none"> ● Daily updates will be made through: - <ul style="list-style-type: none"> ○ Government and LCC alerts ○ Local/National news providers ○ Local school networks/partnerships (if applicable) ● Any changes in national/LCC advice and guidance to be shared with the Head, Board of Governors etc. for appropriate action. ● Staff, Parents, and students to be updated in a timely manner, using email, letters etc. as necessary. ● https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools 	4	1	0	4
COVID-19 precautions are not followed within the school environment, leading to potential spread or outbreak.	4	3	0	12	<ul style="list-style-type: none"> ● COVID-19 <u>hygiene advice</u> and posters are displayed in key areas of the school site. ● Staff to reiterate to Parents and Students (via letter/email/classroom talks etc.) the importance of: - <ul style="list-style-type: none"> ○ Hand washing on a regular basis ○ Covering coughs and sneezes with a tissue and disposing of it (Catch it, Bin it, Kill it) ○ Trying to maintain 'social distance' wherever possible ○ Not touching eyes/nose/mouth with unwashed hands ● All welfare facilities to be checked and cleaned regularly, and ensure a supply of anti-bacterial hand wash soap is available ● Hand sanitiser or suitable alternative to be provided to all classrooms, for use at the start of the day, after lunch etc. to wipe down classroom surfaces. ● School cleaning regime is increased to include frequent cleaning of frequently touched items (Door handles/doors/taps/table tops etc.) ● Staff training carried out to reinforce regulations ● Pupils to wash their hands after sporting activities/PE etc. 	4	2	0	8
Staff failing to report feeling unwell and attend school, potentially spreading COVID-19	4	3	0	12	<ul style="list-style-type: none"> ● Staff are aware of the importance of following national guidance, and to stay home and self-isolate. ● Staff to follow the school and/or LCC guidance on reporting sickness due to suspected/confirmed COVID-19. ● School to report confirmed cases of COVID-19 to the LCC Corporate Health and Safety team, 	4	1	0	4

Risk of transmission between staff or visitors	4	3	0	12	<ul style="list-style-type: none"> Where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances. Where possible, meeting will be held in outdoor areas. The point of contact in school will share the latest COVID risk assessment - or the link to our website - at least one day prior to the visit 	4	1	0	4
Risk of transmission due to the teaching of PE within the school	4	3	0	12	<ul style="list-style-type: none"> PE teaching classes NOT involving actual physical exertion can take place in classrooms following the schools normal social distancing guidelines. PE staff external to the school must follow the school's visitor guidelines of no contact and maintain social distancing. They must also maintain a diary of times, their location, and the groups they are working with to aid any potential test and trace protocols. PE equipment must be cleaned in between group use. The Hall due to its size and the ability to maintain open windows is classified as an area where PE involving physical exertion can be used. Groups sizes must be kept to a minimum. PE involving physical exertion should be carried out in an outside environment if at possible. 	4	1	0	4
Staff or student starts to show symptoms of COVID-19 (suspected) whilst at school	4	4	0	16	<ul style="list-style-type: none"> Staff member to be sent home immediately (travel home appropriately) and begin self-isolation and follow the guidance regarding sickness reporting. Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. Students to be moved to an 'isolation room', until a Parent/carer can arrange pick-up. Supervision of the student should take place at a minimum of 2 metres away. Isolation room to be clearly signed, to prevent accidental access by others. 	4	2	0	8

					<ul style="list-style-type: none"> Once Staff or Student has left the premises, follow the Reporting of Employee with COVID-19 flowchart, and access to the isolation room will be restricted until cleaning has taken place. 				
Risk of visitors bringing the virus into the school	4	3	1	13	<ul style="list-style-type: none"> Visitors will only be allowed on site in extreme circumstances, and with prior agreement with SLT; they must maintain strict social distancing guidelines Volunteers will be allowed on site <u>only</u> with prior agreement with SLT. They are to work <u>only</u> within the bubble to which they are assigned. Educational providers e.g., LCFC will be allowed on site. They will be checked in and out with rigorous noting of time spent with which group. Must maintain social distancing guidelines. All volunteers and educational providers are to maintain social distancing guidelines within the school. Services for safeguarding or medical reasons will only access the site in extreme circumstances, and if sanctioned by SLT member; must be reminded to take appropriate social distancing measures Governor visits will be allowed on site <u>only</u> with prior agreement with SLT. They are to work <u>only</u> within the area to which they are visiting and maintain social distancing guidelines. Visitors will complete an information form on entry to school in case the school, or the visitor, shows symptoms during the two weeks following a visit in school We request that visitors take an LFT on the evening before visiting our school 	4	1	1	5
Children and/or staff will transmit or become infected with COVID-19	4	4	5	21	<ul style="list-style-type: none"> School grounds are closed to all except for the children and staff attending the school and visitors/volunteers who have access agreed by the SLT. Staff and children who are in school should stay at home if they are experiencing signs of illness outlined on the NHS website https://www.nhs.uk/conditions/coronavirus-covid-19/ Children in school must be isolated and sent home through usual school procedures if they are in experiencing the signs and symptoms of Covid 19 	4	1	3	7

as given in NHS website <https://www.nhs.uk/conditions/coronavirus-covid-19/> or staff have noticed these signs and symptoms.

- Adequate PPE must be available for staff dealing with any child showing signs and symptoms; this can be located in the SBM's office.
- Staff in school must follow the government guidelines given on the NHS site <https://www.nhs.uk/conditions/coronavirus-covid-19/> if they are experiencing the signs and symptoms on this site. Inform Headteacher or a member of the SLT immediately and follow the school procedures for sickness absence. JS: remind staff of procedure
- Staff must check the NHS website daily to look for updates and apply this to their practice.
- Reminders on the signs and symptoms and links to the government and NHS websites will be sent out when changes occurred in their guidance.
- Parents reminded of the latest information from the above-mentioned two websites regarding the signs and symptoms, and how they need to respond, including if a member of their family is experiencing signs and symptoms; current guidance is included in home school agreement.
- When staff and children come into school, they will be required to wash their hands. **They will be instructed to do this once an hour, before and after break and lunchtime.** Children will be taught how to wash their hands thoroughly using government guidelines, video links and posters. Posters will be kept around the school to remind them of hand washing.
- Used tissues to be placed by the child in a lined and covered bin.
- Children taught to cough and sneeze into their elbow and away from the direction of other children and adults. [PPE in School Settings](#)
- Where pupils (and their parents or guardians or family member) meet the UK entry requirements and have travelled from or through a 'red list' country in the previous 10 days, they must quarantine in a managed quarantine hotel for 10 days. Pupils travelling to England from other, non-red, list countries will need to quarantine at their place of residence or other suitable place and purchase a home testing package, with coronavirus (COVID-19) tests to be taken on days 2 and 8 after arrival to support the UK's genomic sequencing programme.

<p>Infection may be transmitted via the physical school environment</p>	<p>4</p>	<p>3</p>	<p>3</p>	<p>15</p>	<ul style="list-style-type: none"> • The school to be kept sterile by the cleaners: objects and surfaces to be frequently cleaned using sanitiser; sanitiser and cloths to be replaced daily by the site manager. • Staff toilets should be thoroughly cleaned on a daily basis. • Handles on ALL high contact surfaces cleaned daily, e.g., front door/corridor doors/toilet doors. • All toilets/sinks used by children and adults will be cleaned after use. • Staff breaks to be carried out in accordance with the school's timetable • Staffrooms and office surfaces cleaned and wiped down during the day and by cleaners daily. • Photocopier: hand sanitiser to be used before every use; signs on display • Floors mopped daily • During and at the end of each session members of staff should: • Use a paper cloth and appropriate solution to wipe down: chairs, tables, handles and surfaces/objects which themselves and children may have come into contact with. • Dispose of any paper cloths, secure cleaning materials in a safe space where children will not be able to get to. • Desks to be placed to allow the teacher to minimise contact between individuals and maintain social distancing wherever possible. • Adaptations to the classroom are to be made to support distancing as far as possible. The class layout is to take into consideration the pupil's seating arrangement, teacher access to allow minimum exposure whilst maintaining teacher pupil interaction that is vital to the children's education. This could include seating pupils' side by side and pupils facing forwards; it may include the use of L and U shaped classroom seating defined by the classrooms available space. • Coats in lockers; bags and phones are not allowed to be brought into school. • All pupils' lockers thoroughly cleaned before the start of each term; adults monitor that they are empty at the end of each day • Packed lunches can be brought to school in a plastic box with an ice pack but must be taken home at the end of each day 	<p>4</p>	<p>2</p>	<p>1</p>	<p>9</p>
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- Children will come to school wearing their P.E. kit on the days that P.E. is timetabled – starting w/b 14.9.20
- Children to have their own labelled equipment provided and remain with this equipment, for instance, laptops, pens, books, glue. These need to be wiped frequently.
- Children should work in as small groups wherever possible; this will depend on their learning needs.
- Y2 to Y6 classrooms: desks are in rows facing the front of the classroom
- Children should work/play outside as often as possible. If not outside, children should work in their classrooms in well ventilated areas with windows open, all facing the front; there will not be room in the classrooms for them to have at least one seated space in between them so staff need to make them aware that they are not to speak to their 'neighbours' as this could risk contamination
- All doors must remain wedged open when rooms are occupied, except for the toilets and main corridor door; leaving the corridor door open would cause a safeguarding issue. On vacation of a room, staff should close the door doors as per our fire risk assessment.
- Promotion of hand washing as soon as children arrive in school and regularly throughout the day
- Daily reminder of handwashing rules e.g., 20 seconds.
- Each class has a flip top bin and tissues, and promotion of catch it, bin it, kill it – emptied daily
- Pupils have their own frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.
- Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles or rotated to allow

them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

- Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by breakfast club, and by LCFC coaches.
- Laptops to be allocated to a class or group of pupils; must be cleaned after use with screen cleaners/ wipes provided by school
- Pupils must limit what they bring into school to essentials such as: lunch box, hats, coats; no mobile phones required as parents must drop off and collect Y6 pupils; rucksacks/ fabric bags are not allowed in school - unless they contain specified medical equipment, e.g., for a diabetes, toileting.
- Pupils and teachers can take books and other resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.
- Zoned areas on the playground in bubbles (but maintain distance).
- Children should know to use only the designated toilets. Adult accompanies child and waits outside, then sprays the affected areas with sanitiser - no wiping down required
- Children should be encouraged to observe social distancing
- Adults should wear latex gloves when performing any medical or care routines with children
- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- Parent, pupil, school Home School Agreement to be reviewed.
- School logistics plan included in invitation letter to parents defining school entry and exit plans
- School dining timings are staggered in the hall and on the playground in phase bubbles, where year group bubbles cannot be adhered to
- Foundation Stage will have hot, cooked lunches in their classrooms

Risk of Infection caused by inability of children to maintain Safe Social Distancing	4	4	5	21	<ul style="list-style-type: none"> • Avoid contact with anyone with symptoms • Frequent hand cleaning and good respiratory hygiene practices • Regular cleaning of settings • Minimising contact and mixing • Reduce contact between people as much as possible, by ensuring children, young people, and staff where possible, only mix in a designated consistent group and that group stays away from other people and groups. • Organisation of timetable to minimise the risk of transmission during break times and movement between different areas of the school • Additional entrances used: St Andrew's Close and taxi car park to segregate groups on arrival and departure • Social distancing lines for children to stand on when they arrive/leave supervised by parents/staff • Where there are 16+ pupils in one year group, the cohort will be split into two or more teaching groups for all indoor learning; this will be by class for registration but it can also be by ability, e.g. for phonics teaching. For any variation of this rule, due to staff absence/ well being; this must be discussed with the headteacher, who will make the decision and may put further safety strategies in place. • Where social distancing between adults is not possible (for example, when moving around in corridors and communal areas) it is recommended that face coverings should be worn by staff and adult visitors. Children in primary school do not need to wear a face covering. (<i>n.b. review at Easter 2021</i>) 	4	2	1	9
Risk of Infection caused by build-up of Children, Parents and/or Carers at school start and pickup times	4	3	3	15	<ul style="list-style-type: none"> • Drop off and pickup plan based upon separation of individual school groups arrival and departure times, included in school's opening and closing timetable • Confirmation and adherence to these times by parent/carers. • Informing parents and carers where and when they should drop off and pick up their children - communicated to parents in advance • A queuing system will be developed, using painted lines on the ground, and a process for staff to greet each child, ensure they wash their hands immediately on arrival, and then go straight to their classroom. • We will inform parents that this is to reduce the number of people on the school site in the interest of infection control. • Parents gathering to drop off or collect children should be discouraged; they will be reminded to use the painted lines at all times. 	4	2	1	9

					<ul style="list-style-type: none"> • Social distancing lines for children to stand on when they arrive with parents, or leave supervised by staff • All lines, arrows to be marked out using temporary spray paint & stencil • No groups of parents and only one parent to drop off and collect • School logistics plan included in Home agreement defining school entry and exit plans • School dining arrangements and timings to be advised before September start • Parents and carers will not be allowed on the school site without wearing a face covering 				
Risk to pupils and staff if a there is a confirmed case of Covid-19 with the school group	4	3	0	12	<ul style="list-style-type: none"> • what-happens-if-there-is-a-confirmed-case-of-coronavirus-covid-19-in-my-childs-school-college-or-childcare-setting • When a child, young person or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 10 days. All staff and students will have access to a test if they display symptoms of coronavirus (COVID-19); to be provided to schools by the government. • Where the child, young person, or staff member tests positive, the rest of their class/family group within their childcare or education setting should be sent home and advised to self-isolate for 10 days. The other household members of that wider class/group do not need to self-isolate unless the child, young person, or staff member they live with in that group subsequently develops symptoms. • On receipt of a positive notification the school will gather all relevant information such as: <ul style="list-style-type: none"> ○ the infected individual's time in the school; is it half a day per week or all week? ○ Where has that individual been whilst in school? ○ What potential impact has that individual had during their time at the school? ○ Who has that individual had direct contact with? ○ Has that contact potentially breached social distancing guidelines? • The SLT will meet to discuss options under current guidelines by <ul style="list-style-type: none"> ○ consider all the available information ○ consider the individual's context within the school 	4	2	0	8

					<ul style="list-style-type: none"> ○ consider, develop, and understand the overall effect on the school, staff, children, parents, and carers ○ Identify and advise if any individuals within the school should potentially utilise the NHS testing protocols. ○ consider the decision as to the level of response. Family group isolate or whole school closure? ○ Develop recovery plan. Consider cleaning regime and timeline reopening. ○ Notify the LA and the LA Public Health ○ Develop media response and ensure LA press office informed. ○ Update all stakeholders using communications plan, ensuring website is reviewed and updated with all available translations. ○ Review and monitor in a timely manner until normal operating is resumed ● gov.uk/guidance/coronavirus-covid-19-getting-tested ● Test-and-trace-how-it-works 				
Risk of infection caused by lack of accurate communication between school and parents/carers	3	2	0	6	<ul style="list-style-type: none"> ● Review communications plan ● Letters to parents. ● Listening and reacting to parents/carers feedback. ● Use of website and social media. ● Communication of the following <ul style="list-style-type: none"> ○ what pupils will be learning when in school ○ arrangements for times of school day if staggered ○ arrival and departure processes ○ uniform considerations, e.g. come in PE kit on PE days 	3	1	1	4
Risk of Infection or injury to staff and pupils by non-adherence to Health & Safety Policies	4	2	0	8	<ul style="list-style-type: none"> ● Health & Safety review carried out ● Fire Safety Plan review carried out Evacuation Plan updated. All Teachers with updated packs. ● https://www.hse.gov.uk/coronavirus/assets/docs/working-safely-guide.pdf 	4	1	1	5

Risk of disease transmission between pupils and staff in the classroom	4	3	3	15	<ul style="list-style-type: none"> ● It is important to reduce contact between people as much as possible, so children, young people, and staff where possible will only mix in a designated group; due to the logistics of the site, toilets and staff facilities will be in phase bubbles, i.e. two year groups together. Teaching will be in year groups; if there are older children within the small group, the 2 metres rule will be adopted. ● Groups will be kept apart; brief, transitory contact, such as passing in a corridor, is considered as low risk. ● Early identification of possible Covid-19 exposure by use of Track and Trace technology ● Staggered timings: for parent/Carer drop off; entry to school; curriculum timetable; lunch time and midday coverage. ● If by necessity the SLT must utilise staff outside of their bubble e.g., to carry out monitoring duties then this can ONLY be carried out with SLT permission. <ul style="list-style-type: none"> ○ The staff utilised must maintain an accurate diary of their movements and contacts, noting timings and classes monitored. ○ The staff utilised must not enter the classroom but monitor from the safest point i.e., doorway. ○ Monitoring must be kept to the minimum required to meet the schools aims. ○ Staff should wear a facemask whilst monitoring. 	4	2	1	9
Risk to children's wellbeing caused by a return to a non-standard environment	3	3	3	12	<ul style="list-style-type: none"> ● The school will consider how to support: <ul style="list-style-type: none"> ○ individual children who have found the long period at home hard to manage ○ those who have developed anxieties related to the virus ○ those about whom there are safeguarding concerns ○ those who may make safeguarding disclosures once they are back in schools ● In line with revised PSHE non-negotiables, staff will provide: <ul style="list-style-type: none"> ○ opportunities for children to talk about their experiences since lockdown ○ opportunities for one-to-one conversations with trusted adults ○ some refocussed lessons on relevant topics, for example, mental wellbeing or staying safe - revised PSHE plans to be posted on website ○ pastoral activities: opportunities to renew friendships and peer groups ○ other enriching developmental activities - see revised PSHE plans 	2	1	1	3


					<ul style="list-style-type: none"> • If safeguarding issues come to light, they will be addressed using the school's safeguarding policy that will be reviewed under the current guidelines. • Attendance/ pastoral team support pupils with 'anxiety-based school refusal' before September start • All staff to receive fresh training before whole school return 8.3.2021 				
Risk to staff wellbeing whilst working within a nonstandard environment	3	3	3	12	<ul style="list-style-type: none"> • The governing board and SLT will consider the mental health and wellbeing of staff (including school leaders themselves), and the need to implement supporting working practices in a way that promotes good work-life balance for teachers and leaders. • Providing staff with as safe a working environment by <ul style="list-style-type: none"> ○ Ensuring social distancing can take place. ○ Stagger staff break times • SLT to check in with phase leaders/ team managers on a weekly basis to discuss any concerns relating to safety/well-being • SLT to have year group meetings to check on the well-being of all adults in each year group 	2	1	1	3
Risk of transmission whilst carrying out Out of school activities	3	3	3	12	<ul style="list-style-type: none"> • www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020#ooss • Out of school activities will be operated in line with current lockdown guidance and are to be limited to small group sizes • Out of school sports activities must comply with the schools current PE Risk assessment • School catch-up groups must also comply with the current pupils and staff in the same classroom Risk Assessment 	3	2	1	7
Risk of transmission within the school of Covid-19 by asymptomatic carriers	4	3	3	15	<ul style="list-style-type: none"> • The school will follow current government guidelines requesting staff to carry out twice weekly Lateral Flow Testing (LFT). • If the staff have a positive LFT they are to self-isolate and arrange a PCR test at their earliest opportunity. • Only on receipt of a positive PCR test will the school invoke the bubble isolation procedure. • Lateral Flow Testing 	3	2	1	7

*each square to be colour coded to suit the risk rating.

Assessor: T.Stevens

School: Bishop King Primary School

HeadTeacher Name H Wheatley

Signature: 

Date: 26 Feb 2021

Persons detailed below have read and understood this Risk Assessment

Name	Signature	Date

Annex A: Behaviour principles

In light of the need for children to behave differently when they return to school, and the new systems we have put in place to support this, we have included an addendum to our behaviour policy; these are linked to our home school agreement which has been shared with all parents. Areas schools may wish to add to their behaviour policy are:

- following any altered routines for arrival or departure
- following school instructions on hygiene, such as handwashing and sanitising
- following instructions on who pupils can socialise with at school
- moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)
- expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands
- tell an adult if you are experiencing symptoms of coronavirus
- rules about sharing any equipment or other items including drinking bottles
- amended expectations about breaks or play times, including where children may or may not play
- use of toilets
- clear rules about coughing or spitting at or towards any other person
- clear rules for pupils at home about conduct in relation to remote education
- rewards and sanction system where appropriate

Identify any reasonable adjustments that need to be made for students with more challenging behaviour.

Annex B: Principles for staff

1. Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible.
2. Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Use the 'catch it, bin it, kill it' approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and bleach.
6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
8. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.

9. Prevent your class from sharing equipment and resources (like stationery).
10. Keep your classroom door and windows open, if possible, for air flow.
11. Limit the number of children from your class using the toilet at any one time.
12. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.
13. Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take.

Annex C: Posters

[e-Bug](#) has produced a series of helpful coronavirus posters:

- [Horrid hands](#)
- [Super sneezes](#)
- [Hand hygiene](#)
- [Respiratory hygiene](#)
- [Microbe mania](#)