

RISK ASSESSMENT FOR: School activities during COVID 19 outbreak - opening from September 2020		STANBOROUGH SCHOOL	
Assessment by: Karen Ashley, School Business Manager		Date: 13 th July 2020	
Headteacher Approval: Mrs M John		Date: 16 th July 2020	

Rev 1: updated template following issue of Government advice on July 2nd [Actions for schools during coronavirus outbreak](#)

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?
Individual risk factors meaning staff/students more vulnerable to COVID-19	Staff, Students, Visitors Spread of COVID 19	Shielding for those who are extremely clinically vulnerable pauses on 1st August (subject to continued decline in transmission) and the Government will no longer be advising these individuals to shield. Staff/students who previously were shielding are able to return to school. School discussing arrangements/concerns and providing assurance of controls in place. Staff - wider government advice remains to work from home where possible. There are limited school roles where this will be the case, roles which are able to do so effectively will be considered. Any existing individual risk assessments to be reviewed. See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable. Head to remind all staff again in Sept. Some individuals under the care of specialist health professionals may need to discuss care at their next planned clinical appointment before returning.	Individual risk assessments will be conducted where required to determine if additional measures are required for those classed as clinically vulnerable or extremely clinically vulnerable to assess their role and ability to maintain social distancing. Consideration to be given to whether these staff are able to work remotely or in areas/roles where maintaining social distancing is easier. Consider if any supporting equipment is required.	Head

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		<p>Those students unable to attend school because they are following clinical and/or Public Health advice (e.g. a letter from their consultant) will be provided with remote education. Parent must email the letter to the Year leaders.</p> <p>Clear message sent to parents July 2020 that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms</p>	<p>Existing individual health care plans in place for pupils/students to be reviewed.</p> <p>Regular reminders before summer holiday and September</p>	<p>Year Leaders</p> <p>Head</p>
School occupants coming into contact with those with Coronavirus symptoms	<p>Staff, Students, Visitors</p> <p>Spread of COVID 19</p>	<p>Whole school aware of symptoms of coronavirus: high temperature (37.8 deg C or more), a new continuous cough or a loss of, or change, in their normal sense of taste or smell.</p> <p>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</p> <p>No symptomatic individuals to present on site.</p> <p>In the event of a suspected case whilst working on site: Ensure SLT/Head are notified.</p> <p>Individual goes home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area at least 2m away from others, and self-isolate.</p> <p>School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask, type IIR) if a distance of 2m cannot be maintained.</p> <p>If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask (type IIR), disposable apron and gloves.</p> <p>Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately.</p> <p>Anyone who has had contact with those with symptoms to wash hands thoroughly.</p> <p>All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (see PHE cleaning advice</p>	<p>Information communicated to staff but will be reminders in September</p> <p>Meeting room in main office to be kept available for this purpose – sign on door needed and to be removed from room booking system PPE in place at student reception – to be regularly checked and more ordered when required</p>	<p>Head</p> <p>Admin team and IT Support</p> <p>Student Liaison Officer</p> <p>First Aid Staff</p>

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		<p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</p> <p>Testing Staff/students who develop symptoms should be tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the COVID-19: getting tested guidance.</p> <p>Tests can be booked online through the NHS https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>By the autumn term, all schools will be provided with a small number of home testing kits which can be provided to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where providing one will significantly increase the likelihood of them getting tested.</p> <p>Positive case in school: In the event of a positive case the local health protection team will be contacted and their advice followed. Public Health England East of England 0300 303 8537 opt 1 https://www.gov.uk/guidance/contacts-phe-health-protection-teams#east-of-england-hpt A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed.</p> <p>Records kept of students and staff in each group.</p>	<p>Any waste to be disposed of as per government guidance</p> <p>Staff and students who are tested for Covid-19 to inform the school of result and date of test.</p> <p>National advice and roll out of kits expected by Autumn term</p> <p>Cases will be logged as per the guidance</p>	<p>Student Liaison Officer & Personnel Officer to log for students/staff respectively</p> <p>Awaiting on government</p> <p>Head</p>
<p>General Transmission of COVID-19</p> <p>Ineffective hygiene protocols</p>	<p>Staff, Students, Visitors</p> <p>Spread of COVID 19</p>	<p>Welfare facilities are provided which contain suitable levels of soap and paper towels/hand driers.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this.</p>	<p>Additional posters to be put up as reminders</p>	<p>Display Technician</p>

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		<p>Alcohol hand sanitiser used to reduce congestion at toilets/where soap and water is not available.</p> <p>Alcohol hand sanitiser provided at reception, entrance and exit points and should be used by all when entering/leaving. Staff and students to build this into their daily routines e.g. on arrival, when returning from breaks, when using changing rooms, before/after eating.</p> <p>Students to have their own hand sanitiser and towel to use in the external wash stations.</p> <p>Site staff to regularly clean the hand washing facilities and check consumables. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Ensure adequate supplies of soap, hand sanitiser and paper towels/working hand driers.</p> <p>Catch it, kill it, bin it message reinforced.</p> <p>Tissues will be provided for classrooms. Staff to replenish as needed. Staff/students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. (bins with lids in classrooms/other locations for disposal of tissues and other waste). Students reminded to bring in their own tissues too.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p>	<p>Additional hand sanitiser to be installed in every classroom and staff to be reminding students</p> <p>Additional posters to be put up as reminders</p> <p>To be ordered for each classroom</p>	<p>Site Manager</p> <p>All staff</p> <p>Display Technician</p> <p>Site Manager</p>
<p>General Transmission of COVID-19</p> <p>Ineffective cleaning</p>	<p>Staff, Students, Visitors</p> <p>Spread of COVID 19</p>	<p>Enhanced cleaning schedule implemented throughout the site during school day, ensuring that frequent contact points in public areas, e.g. door handles, taps, flush handles, toilet door handles, bannister are all cleaned and disinfected regularly.</p> <p>Shared areas and rooms that are used by different groups will require more frequent cleaning/cleaning between groups.</p>	<p>Cleaning contractor to provide additional daytime cleaners for September</p> <p>All classrooms will have cleaning supplies</p>	<p>School Business Manager</p> <p>Site Manager</p> <p>School Business Manager</p>

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		<p>Toilets will be cleaned regularly (focus on high contact surfaces).</p> <p>Cleaning materials (e.g. disinfectant spray/wipes) available to staff. Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed. Only cleaning products supplied by the school/contract cleaners are to be used.</p> <p>School to hold a copy risk assessment from cleaning contractor for assurance on social distancing measures and their schedule/methods for cleaning the school site.</p> <p>Thorough cleaning of rooms at the end of the day.</p> <p>In the event of a suspected case/confirmed positive case on site: For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice COVID-19: cleaning of non-healthcare settings guidance</p> <p>When cleaning a contaminated area, cleaning staff to: Wear disposable gloves and apron Wash their hands with soap and water once they remove their gloves and apron Wear a fluid resistant surgical mask (Type IIR) if splashing likely Hands should be washed with soap and water for 20 seconds after all PPE has been removed. PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p>	<p>Cleaning contractor to clean after morning arrival at school, after break and after lunch from September</p> <p>Review of risk assessment each time government guidelines change</p> <p>Note further guidance on general cleaning is expected by Public Health England before Autumn term – will review at that time</p>	<p>School Business Manager</p> <p>School Business Manager to review when received</p>
General Transmission of COVID-19	Staff, Students, Visitors	<p>Continue to use and emphasise social distancing wherever possible</p> <p>Each year group will be a bubble – they will have lessons together and will have their own areas for break and lunch.</p>	<p>Ongoing monitoring of movement around school and ability of groups to remain apart. Year groups in bubbles at break and lunch. Staggered end to school Extra staff on duty at lesson changeover</p>	SLT

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<p>Minimising contact and Maintenance of social distancing</p>	<p>Spread of COVID 19</p>	<p>No year groups are mixing for assemblies Year groups are coming together for only the first assembly in Sept. All assemblies will be virtual after this.</p> <p>Year groups will pass in corridors and will follow the one way system - the transmission risk is low</p> <p>Forward facing desks in all classrooms and no group work (unless socially distanced)</p> <p>Where staff move across groups hands to be washed/sanitised before and after and social distancing should be maintained, aim for 2m from other staff and adults as far as is reasonable.</p> <p>Ideally the teaching space should be 2m from pupils, where this is within 1m then change layout/increase space at the front of the class to attain 1m+.</p> <p>Keep space at front of class for SLT to enter and be present whilst maintaining social distancing.</p> <p>Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>All staff to supervise corridor/communal areas during changeover to facilitate.</p> <p>Extra-curricular clubs will be held but separated for year groups so no mixing of bubbles</p> <p>Staff and students that feel more comfortable wearing a face covering can do so</p> <p>Offsite visits - No overnight or overseas visits to be run.</p> <p>Any visits will keep students within their consistent group. Re-assurance of COVID-secure measures in place at the destination to be undertaken as part of usual planning and offsite visit risk assessment</p>	<p>Assess classes for any hearing impaired students and ensure that staff are wearing clear visors rather than a face covering when teaching those students</p>	<p>SLT</p> <p>All teaching staff</p>

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		<p>Music Existing advice is to limit singing, playing wind or brass instruments etc. Even if at a distance and no playing/singing in groups of >15. No face to face contact (pupils back-to-back or side-to-side) No sharing of wind/brass instruments.</p> <p>PE Pupils will be kept in year groups, sports equipment to be thoroughly cleaned between each use by different groups, and contact sports avoided.</p> <p>Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximising distancing between students. Build in time for handwashing/sanitising before/after lesson.</p>	<p>Further DfE guidance on music delivery expected</p> <p>PE - Review existing risk assessments and schemes of work to include management of COVID-19 risks. See advice from Association for Physical Education https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation</p>	<p>Head of Music to monitor</p> <p>Head of PE to assess</p>
Access to & exit from site	<p>Staff, Students, Visitors</p> <p>Spread of COVID 19</p>	<p>Additional entrance provided to enable students to use three separate doors and ensure small numbers accessing at one time – site door, front science door and rear science door.</p> <p>Staff to supervise site access points to facilitate social distancing</p> <p>Parents advised that if picking up their children, not to gather at the school gates and also to ensure that they do not arrive early at school as no access to the building.</p> <p>Students not allowed to come into school early to ensure no mixing in corridors or other areas and must go directly to their tutor room when they come into school – staff will be present in corridors to remind students of this. Tutors to check how students are feeling at morning registration</p> <p>On arrival all staff and students to wash hands using nearest available toilet or use the sanitiser provided at their point of entry.</p> <p>If wearing face coverings whilst travelling to school, this must be removed before coming into the building. If disposable, to be placed in the bin and if</p>	Fencing to be put in place by staff car park to ensure student safety when going to rear science door	School Business Manager

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		<p>reusable to be securely placed in a plastic bag and put in to their school bag. If the individual wishes to wear one in school, this must be a different face covering and not the one they have travelled to school in.</p> <p>Staggered times for year groups at the end of the day to reduce the number of students leaving through doors at the same time</p> <p>All visitors/building users will be made aware of school's expectations. Details are in the safeguarding leaflet and the person they are visiting must also ensure their understanding. They must follow social distancing, hand washing/use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. Where possible, visitors should only attend site outside of school hours</p> <p>A record must be kept of all visitors to aid track and trace. Visitor mobile numbers to be recorded on the system.</p> <p>Signage in reception regarding good hygiene.</p>		IT Support/ Admin Team
Contact points Equipment use printers, workstations, apparatus, machinery etc.	Staff, Students, Visitors Spread of COVID 19	<p>Parents to ensure students have their own water bottles in school, these can be refilled at break and lunch</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p>	<p>Secondary science and DT to also consider CLEAPPS advice (GL343 & GL 344) for suggested considerations in undertaking practical work.</p> <p>Science and practical work: we are currently awaiting further guidance from the DfE regarding practical work in lessons. Until further notice, all practical work has been suspended.</p>	Head of Science and Head of ADT

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		<p>Staff and students have their own basic equipment (pens, pencils etc.) to avoid sharing.</p> <p>Activities and resources Classroom resources which are shared within groups (bubbles) are cleaned regularly; Minimise all unnecessary sharing of resources, taking books home etc.</p> <p>Resources shared across groups must be cleaned before/after use e.g. library books, chrome books, laptops, I pads, PE equipment etc. or 'quarantined' (for 48 hrs, 72 hours for plastic) before being used by another group.</p> <p>Build cleaning into end of lesson activity routines.</p> <p>Anti-bacterial wipes are available in all IT rooms and classroom and teacher to encourage students wipe down after use</p>	<p>Letter sent to parents reminding them of the importance of having their own equipment</p>	
Proximity of students/staff	<p>Staff, Students, Visitors</p> <p>Spread of COVID 19</p>	<p>Staff are to maintain a safe distance between each other (2 metres wherever possible)</p> <p>Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units. (where mechanical ventilation is present adjust these to full fresh air where possible)</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc i.e. 2m wherever possible. Where staff need to move between classes and year groups, they should try and keep their distance from students and other staff as much as they can, ideally 2 metres from other adults.</p> <p>Minimal staff to enter main school office – non confidential pigeon holes to be moved to staff room and school radios to be moved to faculty offices</p> <p>Meetings/ 1-2-1/training Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain social distancing; or via</p>	<p>Offices to be assessed for any adaptations/movement of people needed</p>	<p>School Business Manager</p>

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		<p>electronic means (Microsoft Teams etc.) Virtual Parent-Teacher Interviews being looked into</p> <p>Year 8 students not to continue with Office Duty rota so that they are not walking around school and having access to other year groups and visitors</p> <p>Students not to leave their classrooms other than at break and lunch – new email system set up for teachers to send messages instead of students</p> <p>Staff rooms Maximum occupancy has been established as 15 to ensure social distancing, staff to stagger use to enable distancing.</p> <p>Stairs/corridors Teaching staff rarely need to change classrooms but students need to move for their lessons (passing briefly in circulation spaces is a low risk) and must ensure they follow the one-way system. (Lessons from C9 & C10 to be dismissed a few minutes earlier because of small corridor.</p> <p>Teachers will be ready for students to come straight into their classroom for the majority of lessons (other than when the teacher is also having to move room) to minimise queueing in corridors.</p> <p>Staff that are not teaching will be on duty in corridors for every lesson change over as well as break and lunch – staff to wear high viz jackets and to keep a distance from students passing</p> <p>Teaching Assistants Due to moving every lesson, will come out before the end of the lesson to get to their next classroom</p> <p>Changing rooms Additional offsite rooms to be used for changing due to double lessons taking place offsite.</p> <p>Morning Break and Lunchtime</p>	<p>Additional staff workroom to be set up</p>	<p>Site Manager</p>

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		<p>Each year group has its own area and cannot use any others</p> <p>Increased supervision to aid enforcement of social distancing as far as is reasonable.</p> <p>One way system has been reviewed and tweaked</p>		
Canteen use/lunchtimes	<p>Staff, Students, Visitors</p> <p>Spread of COVID 19</p>	<p>Each year group to have their own indoor and outdoor area for break and lunch times – no mixing of year groups</p> <p>All students and staff to bring their own packed lunch. Lunches will be provided for FSM students which they can collect from their Year Leader's Office at breaktime.</p> <p>Reinforce handwashing prior to eating food.</p> <p>Hand washing stations/anti bacterial gel is available where people eat and should be used by all when entering and leaving the area.</p> <p>Drinking water is provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating thoroughly cleaned at the end of break and lunch</p>	<p>4 x new outdoor sinks to be installed for hand washing</p> <p>Additional water taps being installed</p>	
Transport/Travel off site	<p>Staff, Students, Visitors</p> <p>Spread of COVID 19</p>	<p>Walking/cycling to school is encouraged.</p> <p>Public transport All persons to limit their use of public transport and if this is not possible individuals should follow government advice on the wearing of face coverings. (mandatory from 15th June) and ensure social distancing Guidance on how to wear and make a cloth face covering</p>	<p>Clear guidelines being communicated to consortium students travelling between sites. Full prevention measures in place on these buses</p>	

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		<p>Where business travel via car is required use private single occupancy where possible.</p> <p>Minibus use Used by those within same school year group, reduce numbers on board to aid distancing. Vehicles to be cleaned after each use (sanitiser/disinfectant wipes available on the vehicle) including contact points such as handles, keys, display and controls etc. Use hand sanitizer on entering/leaving vehicle. Windows to be open for ventilation. Staff to wear disposable gloves when refueling.</p>		
Contractors	<p>Staff, Students, Visitors</p> <p>Spread of COVID 19</p>	<p>All contractors will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres where practical).</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site.</p> <p>Where works can be conducted outside of the school day they will be. Site inductions are to be carried out following social distancing principles.</p>	School will seek confirmation of the contractors method statement/risk assessment.	
Provision of first aid	<p>Staff, Students, Visitors</p> <p>Spread of COVID 19</p>	<p>Wash hands before/after treatment.</p> <p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum and first aid should only be administered in a serious situation e.g. students apply cold pack, wipe, plaster where able to do so. Parent will need to attend school if student cannot treat themselves.</p> <p>Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then PPE should be worn.</p> <p>First aiders to be aware of advice on CPR from The Resuscitation Council https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p>		

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		Only one person can be treated in the first aid room at a time. Separate waiting area if Covid 19 symptoms and awaiting collection.		
Provision of personal care	Staff, Students, Visitors Spread of COVID 19	Additional PPE in place if required for life threatening first aid treatment (e.g. disposable apron, gloves, fluid resistant surgical mask and if there is a risk of splashing to the eyes, coughing, spitting, vomiting then eye protection should be worn.) Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature cough or a loss of, or change, in your normal sense of taste or smell.) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained.		
Emergency procedures (Fire alarm activations etc)	Staff, Students, Visitors Spread of COVID 19	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period). Groups/bubbles will be maintained at assembly points as will be lined up in year groups.	Increased supervision and reiteration of messages to students	
Deliveries & Waste collection.	Staff, Students, Visitors Spread of COVID 19	Delivery staff to leave items in a safe place without contact with staff. Hands are to be thoroughly washed after handling all deliveries or waste materials. Waste collections made when the minimum number of persons are on site (i.e. before/after normal opening hours).		
Premises safety	Staff, Students, Visitors Spread of COVID 19	Ensuring all 'normal' tasks/compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensuring all key services are operational and following all normal practices		

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Lack of awareness of PHE/school controls	Staff, Students, Visitors Spread of COVID 19	All staff consulted on plans and risk assessment. Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. Safeguarding leaflet for visitors and contractors has been updated with regard to safety measures	Posters will be displayed in the reception, welfare areas and in suitable places around site. Volunteers, peripatetic, temporary/supply staff and other providers are to be briefed on school's arrangements for managing and minimising risk, including need to maintain distance (2m where possible) from other staff and pupils.	
	Staff, Students, Visitors Spread of COVID 19	No current hirings or lettings taking place. Hiring and lettings risk assessments on delivery are required from providers, we will suspend if controls are not as robust as ours and/or social distancing (2m) cannot be maintained. Review hirers activity against existing Government restrictions. See https://www.gov.uk/government/publications/further-businesses-and-premises-to-close/further-businesses-and-premises-to-close-guidance for details of business which remain closed (including as at July 7 th this included indoor fitness and dance, indoor sports facilities and gyms).	Full lettings risk assessment to be carried out and monitored to ensure no risk to students and staff or to the lettings coming on site Each organisation to be assessed separately	School Business Manager

Relevant links

Guidance for educational settings

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Guidance for full opening from Sept 2020

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>