

RISK ASSESSMENT FOR: Restricted opening in January 2021 (and in response to emerging data about the new variant of coronavirus in London and beyond).

Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils.

Risk assessment applies to mainstream schools, Special schools, special post-16 institutions and hospital schools:

| | | |
|---|--|---|
| Establishment: William Ellis School | Assessment by: Izzy Jones | Date: 03-03-2021 |
| Risk assessment number/ref: WES-COVID19-RiskAssessment2020-01-17 Based on Camden Schools Risk Assessment (03-07-2020) v2.docx Updated: 2021- 03 - 03 | Headteacher Approval: IZZY JONES Chair of Governors Approval: SELINA SKIPWITH | Date: 03-03-2021 Date:03-03-2021 |
| | All employers have a duty to consult employees on health and safety. Have staff been consulted in production of this risk assessment? | Staff questions/points are attached to the risk assessment |

Review and tailor the contents of this generic risk assessment to meet your school's individual circumstances.

- Actions determined as required but not yet in place should be moved from the 'What are you already doing?' column to the 'What further action is necessary?' column.
- Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.

| What are the hazards? | Who may be harmed and how? (risk) | What are you already doing? | What further action is necessary? | Actions by whom? | Action by when? |
|--|--------------------------------------|--|--|------------------|-----------------|
| Risk to clinically vulnerable groups from COVID | Staff, pupils, contractors, visitors | <ul style="list-style-type: none"> • Government guidance on clinically vulnerable people to be followed. (link to schools Government Guidance referenced above). • Pupils who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. • Clinically extremely vulnerable individuals (including persons over the age of 70, those with serious underlying health conditions) which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter should not work outside the home and must rigorously follow shielding measures in order to keep themselves safe. Read COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for more advice. • Clinically vulnerable individuals who are at higher risk of severe illness (for example, those who are pregnant and people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance) have been advised to take extra care in observing social distancing and should work from home where possible. • All clinically vulnerable staff completed Risk Assessment | <p>All staff responsible for updating their individual risk assessments and informing their line manager of any circumstance changes.</p> <p>Risk assessments should be saved in the folder below https://williamellisschool100056.sharepoint.com/:f:/s/SLTTeam/EIUEgrTjubpMuzbeggdwmYMBX4Ya7sSNYkDmPF5iQ9NvXA?e=eNsXLu</p> | All staff | Ongoing |
| SEND pupils | | <p>In school [provision made available to all students with EHCP and some students and other students with additional. Risk Assessments no longer required SENDCO in phone contact with all EHCP families.</p> | | JGL | On going |

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| Black, Asian and Minority Ethnic Groups (BAME) | Evidence suggest that people from Black, Asian and Minority Ethnic (BAME) groups are disproportionately affected by COVID-19. | Risk assessment undertaken with BAME staff members using Individual Risk Assessment form | All staff responsible for updating their individual risk assessments and informing their line manager of any circumstance changes. | All staff | Ongoing |
| Introduction of Lateral Flow Testing. | All students and staff | <p>COVID Testing:</p> <p>Lateral Flow Testing for staff – All staff are responsible for self-testing at home twice per week. Testing kits can be collected from reception.</p> <p>Students -All students are expected to take three tests in school between 5th -17th March. Students are then responsible for home testing.</p> <p>Any staff or students who test positive will need to have to a PCR test.</p> <p>Any staff or students who have close contact with a positive case will need to self-isolate for 10 days.</p> | | All staff | Ongoing |

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| <p>Possible transmission of the virus through person to person contact.</p> | <p>Staff, pupils, contractors, visitors</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> • virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales • the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc • people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth | <p>Schools should refer to this guidance Guidance for full reopening of schools update to current guidance</p> <p>PREVENTION:</p> <ol style="list-style-type: none"> 1. 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 2. Clean hands thoroughly more often than usual 3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. 5. An additional cleaner to work through the day. 6. Minimise contact between individuals and maintain social distancing wherever possible 7. Staff, students and visitors to wear masks in communal places 8. Where necessary, wear appropriate personal protective equipment (PPE) 9. Displays around the school to show continual reminders about safe practices | | | |
| | | <p>RESPONSE TO ANY INFECTION</p> <ol style="list-style-type: none"> 10. Engage with the NHS Test and Trace process 11. Manage confirmed cases of coronavirus (COVID-19) amongst the school community 12. Contain any outbreak by following local health protection team advice | | | |

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| PREVENTION: Personal Hygiene | | <ul style="list-style-type: none"> All students and staff to wear face masks in lessons and when moving through corridors and communal areas in the school. All students and staff to sanitise hands on entering lessons and when entering the canteen. Wherever possible staff meetings to take place online. All offices and meeting spaces to have maximum capacity displayed on door. Ensure adequate supplies of soap, paper hand towels and hand sanitiser, with ongoing stock monitoring and re-ordering procedures set up. Ensure soap and hand towels are regularly topped up at all washing stations. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Ensure proper handwashing and hand sanitiser technique are prominently displayed at all stations, as directed by NHS guidance. Site staff to regularly clean the hand washing facilities. Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving. Tissues will be provided for classrooms. Staff to replenish as needed. Ensure bins are provided for tissues in every classroom. | <p>Staff to continue to support and challenge everyone to wear masks.</p> <p>Monitor stocks</p> | <p>All staff</p> <p>TAV</p> | <p>Ongoing</p> |
| | | <p>Ensure catch it, bin it, kill it message is displayed, discussed and understood in each class.</p> <p>Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p> <p>All staff constantly remind students about safe practice</p> | <p>Risk assessments completed for students accessing in school provision who are not following safe practice expectations.</p> | <p>BLA</p> | <p>25/01</p> |

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| PREVENTION: Enhanced Cleaning | | <p>A cleaning schedule has been implemented throughout the site, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Thorough cleaning of rooms at the end of the day.</p> <p>Cleaning protocol is as follows: Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day. School follows all government advice on cleaning and healthcare.</p> <p>PPE in the first aid room is double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</p> | | | |
| | | <p>School has obtained the risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc.</p> | | | |
| PREVENTION: Cleaning of Contact points Equipment use printers, workstations, apparatus, machinery etc | | <p>Parents asked to ensure children have their own water bottles in school to reduce contact with water fountains Water fountains turned off but refilling taps available.</p> <p>Guidelines for Parents in letter form Headteacher February 26th 2021</p> | | | |

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| | | Regularly cleaning and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks). | | | |
| | | <p>ICT and music resources to be cleaned after use This has been built into end of lesson activity routines.</p> <p>School to ensure anti-bacterial wipes are available in all IT rooms and teacher to ensure students wipe down after use.</p> | Monitor stocks | TAV | ongoing |

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| <p>Managing cases of confirmed coronavirus in a setting</p> <p>Covid-19 Outbreaks on site</p> | <p>Staff, pupils, contractors, visitors</p> | <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <ul style="list-style-type: none"> • Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. • All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario. • If someone tests negative, they can return to their setting and the fellow household members can end their self-isolation. • if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. • This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days | | | |

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| | | <ul style="list-style-type: none"> • The school takes swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). A member of SLT contacts CIPH. CIPH will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. • SLT carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to have daily LTF. • SLT link to inform Camden & Islington Public Health of positive cases. <p>Where settings are adhering to guidance to reduce risk of transmission, closure of the whole setting will not generally be necessary.</p> | | | |

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| Testing and contact tracing | Staff, Pupils, visitors, contactors | <p>School does understand and follow the NHS Test and Trace process and are in regular contact with Camden and Islington Public Health team (CIPH)</p> <p>School works to ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace • Undertake a LFT daily if they have been in close contact with someone who tests positive for coronavirus (COVID-19) • 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. | Deputy Headteacher to share details of this process with pastoral leaders and Reception/office staff and SLT. | BLA | 08/03 |
| | | The school will have a program of distribution of home testing kits for all students and staff. | | | |

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| Communication to parents and carers | Staff, Pupils, visitors, contactors | Protocol in place and includes: <ul style="list-style-type: none"> • Advise parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend • Advise parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) • Phone or email notification to be urgently made to the school and affected persons to stay away from site until required isolation periods have passed. • Parents/carers to be advised to follow guidance below COVID-19: guidance for households with possible coronavirus infection guidance | | | |
| Access and egress onto school premises | Staff, pupils, contractors, visitors Possible transmission of the virus between staff and children, and into the wider community. | <ul style="list-style-type: none"> • Entry into building must be controlled • Traffic management plan revised to ensure pedestrian / vehicle separation is maintained. System to remain as current • Demarcation to be made at school entry points to ensure adequate social distancing • Pictorial notices for social distancing to be displayed • Supervision of queues by nominated staff members • Staff supervising entry to school to follow social distancing guidelines • All people entering the school must sanitise hands prior to entry. Sanitiser and dispensers for every room has been purchased | | | |

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| | | <ul style="list-style-type: none"> Hygiene protocols in place to eliminate cross-infection risks Age appropriate instruction provided to pupils on hand washing methods | | | |
| Reception areas | Staff, pupils, contractors, visitors | <ul style="list-style-type: none"> Telephone appointments/emails to office where possible to minimise queues at reception Notices to maintain social distancing displayed Number of staff in reception reduced. | | | |
| | | Sanitisation / hand washing protocols to be observed when handling deliveries. | | | |
| | | Enhanced cleaning regime in place at reception and all school settings in line with COVID-19: cleaning of non-healthcare settings guidance | | TAV | |
| | | Visitors <ul style="list-style-type: none"> Only essential visitors are allowed onto the school site. Ensure all visitors / building users are aware of expectations. 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. Signage in reception regarding good hygiene. A record should be kept of all visitors | | Reception | |
| Staff Areas | Staff, contractors, visitors | <ul style="list-style-type: none"> Social distancing guidelines are applied Increased cleaning frequencies of hard surfaces. | | | |

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| Corridors / staircases | Staff, pupils, contractors, visitors | <ul style="list-style-type: none"> • Pictorial notices to maintain social distancing displayed • One-way systems introduced where reasonably practicable – fixed one-way is not practicable but one-way flow for entry and exit of the building will be put in place. • Increased natural ventilation by opening windows – new windows all open, classroom doors can be propped open • Reduce need for children to regularly leave the classroom where possible (containment/non mixing) • Non-emergency or non-essential contractor visits scheduled to times when pupils are not present. | | | |
| Classrooms | Staff, pupils, contractors, | <ul style="list-style-type: none"> • Social distancing implemented where possible. • Pictorial notices to maintain social distancing displayed • Increased natural ventilation and avoid rooms with no natural ventilation where possible. New windows throughout school – all openable except in MS1, drama studio, LaSWAP building • Increased cleaning frequencies of hard surfaces/emptying of bins • Adequate tissues are available to clear up spills and to catch sneezes in line with Catch it / Bin it / Kill it advice | | | |

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| Lunch times | Staff, pupils, contractors, | <ul style="list-style-type: none"> • Staggered lunch times to keep groups apart not applicable during restricted opening. • Social distancing guidelines to be applied • Adequate supervision ratios to enforce social distancing guidelines • Students to eat meals outside • One-way systems introduced where reasonably practicable – one-way flow rather than a system • Hand sanitisation prior to food consumption – students to be supervised • Simplified menu to enable swift serving and enable disposable containers. • Use of disposable containers and cutlery. • Items to be washed / sanitised before sharing / re-use by another person • Increased cleaning frequencies of hard surfaces. | | | |
| Hall / assemblies | Staff, pupils, Contractors, | <ul style="list-style-type: none"> • Assemblies in form rooms using TEAMS • Social distancing guidelines to be applied, when hall is required such as exams. • Adequate supervision ratios • Pictorial notices to maintain social distancing displayed • One-way systems introduced where reasonably practicable • Enhanced cleaning regime in place to clean hard surfaces in between groups. • Utilise outdoor spaces for PE where practicable. | | | |
| Toilets | Staff, pupils, Contractors, visitors | <ul style="list-style-type: none"> • Pictorial notices to maintain social distancing displayed • Hand washing poster displayed in all WCs • Increased cleaning protocols | | | |

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| School Kitchens / school meal provision | Staff, pupils, contractors | <ul style="list-style-type: none"> Staggered lunch and break times – KS3 and KS4/5 separated Social distancing guidelines to be applied Handwashing /sanitisation protocols to be followed - Increased cleaning frequencies of hard surfaces. Combination of cold food and grab and go hot provision to minimise dining room traffic / volume | To be reviewed when school reopens to more students. | BLA / MSE/ TGO | |
| Break times | Staff, pupils, visitors | <ul style="list-style-type: none"> Staggered break times to minimise mixing of groups – KS3 and KS4/5 separated Playground to be sectorised to help keep groups separate Adequate supervision ratios to monitor social distancing One-way systems introduced where reasonably practicable Top of water fountains out of use – bottle fillers still in operation individual water bottles | | | |
| Fire drills / Emergency situations | Staff, pupils, Contractors, visitors | <ul style="list-style-type: none"> Adequate numbers of trained staff to safely evacuate all personnel on the school premises – new evacuation plan designating exit routes for classrooms in drills to allocated spaces outside SLT have been trained to complete evacuation in the absence of site team due to self-isolation. Fire drill has been undertaken in Autumn term. | Spring fire drill | MSE/ BLA | |
| First Aid | Staff, pupils, visitors | <ul style="list-style-type: none"> Adequate numbers of trained staff to administer First Aid Check First aid boxes content and facilities available Appropriate PPE available in first aid room as required. PPE / Handwashing protocols to be followed | Keep First Aid stocks maintained | HWA | Ongoing |

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| Protocol for managing cases where staff/pupil feels unwell whilst on site | Staff, pupils, contractors, visitors | <p>Protocol developed in line with Government Guidance to include:</p> <ul style="list-style-type: none"> If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they are sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. When a student is awaiting collection, they wait outside the school reception. | | | |
| School Trips | Staff, pupils | <ul style="list-style-type: none"> There are no school trips taking place at present. | School trips to be reviewed for Summer term | BLA /IJO | |
| Fire Safety | Staff, pupils, contractors, visitors | <ul style="list-style-type: none"> Fire risk assessment and Emergency Evacuation Plans updated See above for planned changes to evacuation routes and allocated assembly areas Personal Emergency Evacuation Plans (PEEPS) in place and revised where necessary (Not applicable) | Planned evacuation to be completed | BLA/MSE | 1 st April |
| Passenger Lifts | Staff, pupils, contractors, visitors | <ul style="list-style-type: none"> Procedure in place for control of access to lifts | | | |
| COSHH Cleaning / Sanitisation products | <p>Staff, Pupils</p> <p>Increased cleaning/sanitising of hard surfaces.</p> | <ul style="list-style-type: none"> Chemical Inventory and COSHH risk assessment updated to include all newly introduced cleaning products Manufacturers Safety Data Sheet provided to users of chemical outlining safe use, storage, emergency arrangements and PPE to be used. Strict instruction to staff / cleaning provider to keep any cleaning / sanitisation products stored / secure and out of reach of children at all times Work with in house or external cleaning provider to ensure safe systems and protocols for use and storage are in place. | | | |

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| Dealing with / clearing up with Body Fluids | Staff, pupils, visitors | Protocol for cleaning Body Fluids updated to include COVID-19 risks to include: <ul style="list-style-type: none"> ○ Where clearing up of body fluids is required, the staff member must full appropriate PPE. ○ PPE and waste disposal protocols to be followed (double bag waste) ○ Handwashing protocols to be followed | | | |
| Business Continuity | Staff, pupils | <ul style="list-style-type: none"> • Contingency Plans under continual review | | | |
| Contractors and Visitors | | <ul style="list-style-type: none"> • School manages other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. • A record should be kept of all visitors. | | | |
| Mental Wellbeing | Staff, pupils | <ul style="list-style-type: none"> • Schools mental wellbeing and support mechanisms for staff and pupils reviewed – advice and guidance from School Counsellor about supporting mental health on the return to school distributed • Whole-school Trauma Informed Practice and Mental Health project • New systems and structures in place to support students in difficulty with return to school and expectations • Increased capacity for student support through reengagement of City Year • Staff are aware of the Employee Assistance Programme | | | |
| Adherence to rules within school | | Addendum to student Code of Conduct written and distributed | | | |
| Taking Fees | | Payments should be made by direct debit or contactless methods wherever possible. No payments for food during restricted school opening | | | |

Relevant links

Guidance for full opening - Schools (Autumn 2020)

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>

Implementing protective measures in education

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

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

COVID-19 poster https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf

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> (applicable to May 31st)

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>

Travel guidance [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)