

<b>Area/Department:</b>	<b>Whole School Site</b>	<b>Risk assessment for:</b>	<b>Covid 19</b>
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From 8<sup>th</sup> March 2021, all students should attend school, much of the content in this risk assessment will be familiar to you as it replicates what was in place for the autumn term. Specific changes include: use of face coverings in classrooms for secondary age pupils and staff, mandatory attendance expectations in different school phases, current expectations for clinically extremely vulnerable pupils and staff, curriculum expectations, elective home education and exams.

The Department of Health and Social Care (DHSC) and PHE have assisted to develop DfE guidance for schools. **The DfE guidance states that** based on the recent ONS data, the risks to education staff are similar to those for most other occupations. Implementing the system of controls, creates a safer environment for students and staff where the risk of transmission of infection is substantially reduced. The way to control this virus is the same, even with the current new variants. They have further strengthened the measures, to provide more reassurance and to help decrease disruption the virus causes to education. They know that the predominant new variant of coronavirus (COVID-19) is more transmissible however, PHE advice remains that the way to control this virus is with the system of controls, even with the current new variants.

(source: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/963541/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf) as at 23rd February 2021).

**Government guidance states that the following system of controls MUST be in place in schools all of the time:**

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

In specific circumstances:

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

Response to any infection You must always:

- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.



Significant hazards (i.e. how people might foreseeably be harmed)	People at risk (i.e. students, staff or others)	List control measures (i.e. what steps are commonly taken to reduce the risk of the hazard)	** H M L	Additional control measures (i.e. add any further control measures)	** H M L	Action completed (Date and signature)
Covid 19 infection	Staff Students Visitors	Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school	H	<p>Anyone must not come into school if:</p> <ul style="list-style-type: none"> <li>they have one or more coronavirus (COVID-19) symptoms</li> <li>a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms</li> <li>they are required to quarantine having recently visited countries outside the Common Travel Area</li> <li>they have had a positive test</li> </ul> <p>Staff must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> <li>the start of their symptoms</li> <li>the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test)</li> </ul> <p>Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape risk of harm</p> <p>Any staff developing a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia) must</p> <ul style="list-style-type: none"> <li>be sent them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days</li> <li>be advised to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection</li> <li>be advised them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19) OR obtain a PCR test from the Business Manager prior to leaving and provide school with confirmation of results</li> </ul>	L	

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		<p>Ensure face coverings are used in recommended circumstances</p>	<p>M</p>	<p>Cleaning of affected areas where students are waiting for collection to take place should Covid 19 symptoms be displayed            Staff to follow sickness absence reporting procedures            Staff isolating due to testing positive or being a close contact of someone who has, should provide an Isolation note for the period of their absence – available from NHS online – in any case of being unable to obtain a GP note to cover absence            Students developing symptoms during the school day to be held in Meeting Room 1 with window open and door closed whilst waiting for parents to collect them            Meeting Room 1 to be cleaned in line with government guidance after student with symptoms has left site            Parents to arrange for testing immediately <b>OR obtain a test from the school</b> and provide school with confirmation of results</p> <p>Face coverings should be worn in communal areas when moving around the premises and outside of classrooms            Face coverings should be worn in classrooms and during activities where social distancing cannot be maintained            Face visors or shields should not be worn as an alternative to face coverings. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately            Exemptions from wearing face masks are recognised in line with government guidance, please advise SLT of any exemption to ensure this can be treated respectfully            Staff and students should provide their own face mask and are recommended to carry a spare with them at all times</p>	<p>L</p>	<p>This will be reviewed at Easter 2021</p>

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		<p>Hand washing to be carried out more than usual as per government guidance</p> <p>Catch it, kill it, bin it procedures followed</p> <p>Maintain enhanced cleaning</p>	<p>M</p> <p>M</p> <p>M</p>	<p>Guidance is available to staff and students on the safe wearing of face coverings No student will be denied education on the grounds that they are not wearing a face covering</p> <p>Handwashing to be completed on entry to the site, when returning from breaks and before and after eating Hand sanitising to be completed before break and lunchtime Hand gel to be available in all classrooms as alternative to handwashing as required – one pump only to be used per person upon entering the classroom Everyone is strongly advised to bring in their own hand sanitiser and tissues to use as required</p> <p>Bins to be emptied and liners replaced daily by cleaners and as required during the day by daytime cleaner</p> <p>Cleaning caddies with relevant items to be provided to each classroom for use by staff on equipment only e.g. desk, PCs, mouse, visualiser when they leave the room so space is ready for next teacher to use safely</p> <p>Practical Subject Rooms to be cleaned by teaching staff or technicians or daytime cleaner with fogger when “bubbles” change, masks can be worn in area if sensitive to cleaning products Cleaners to complete regular clean at the end of each school day paying particular attention to touch points Daytime cleaner to continuously walk school to wipe down touch points (e.g. doors, handles, railings) in toilets, classrooms and communal areas Avoid printing and copying where not absolutely necessary, large print requests to be sent via Repro in advance so that copies can be left for 48 hours.</p>	<p>L</p> <p>L</p> <p>L</p>	

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		Minimise contact across the site and maintain social distancing wherever possible	M	<p>Clean hands before and after using copiers and leave Repro room tidy and clear of rubbish  <b>Student printing will remain limited</b>            Teaching staff to create bubble resource packs where possible to ensure that equipment sharing is minimised            Teachers to ensure that classrooms are free of clutter and left as you would expect to find</p> <p>Staff to work from home as agreed in advance with SLT and SAL with minimal staffing on site each day            Year group bubbles to be taught in zoned classrooms            All staff to follow 2m social distancing guidelines around site adhering to signage/floor markings where provided, where this is not possible face to face contact should be minimised as should time spent within 1 metre of anyone            One-way system in school to be followed at during school day, unless corridors are clear of students, following signage            Where possible classroom desks should be front facing            Staff to adhere to maximum occupancy of non-teaching spaces at all times as denoted by signage            Staff dealing with First Aid cases where students display Covid 19 symptoms and social distancing cannot be maintained during treatment and care must use PPE located in First Aid room            Minimise use of public transport to get to school and adhere to face covering guidelines when using            Staff &amp; Students will be able to wear black/navy trainers to facilitate avoidance of public transport and walk/cycle to work instead            Team and staff meetings/training to take place via Microsoft Teams unless within office capacity guidance and adhering to social distancing            Students to bring their own equipment into school</p>	L	



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		Keep occupied spaces well ventilated	M	<p>Students are not to gather outside school gates before and after school and should maintain social distancing at all times on the way to and from school</p> <p>Staggered start/finish and break/lunch times with designated entry points to the school building, handwashing station and eating spaces per bubble</p> <p>Students to be placed in year groups or as a Sixth Form as bubbles, including for Tutor Time (horizontal tutor groups suspended)</p> <p>Updated Behaviour Policy in place in relation to Covid 19 and implications for not adhering to on site expectations communicated to parents and students</p> <p>School assemblies to take place via Microsoft Teams</p> <p>Lockers will not be in use until further notice, students should bring minimal belongings with them into school</p> <p>Students will spend social time outside except in cases of extreme weather</p> <p>Mechanical ventilation to be adjusted to increase ventilation rate where possible (Sixth Form Block only)</p> <p>Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</p> <p>Natural ventilation – if necessary external opening doors may also be used</p> <p>Balance this with a comfortable temperature by:</p> <ul style="list-style-type: none"> <li>• opening high level windows in colder weather in preference to low level to reduce draughts</li> <li>• increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)</li> <li>• providing flexibility to allow additional, suitable indoor clothing</li> </ul>	L	

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				<ul style="list-style-type: none"> <li>rearranging furniture where possible to avoid direct draughts</li> </ul>		
Covid 19 infection	Staff Students Visitors	Ensure individuals wear appropriate Personal Protective Equipment (PPE) (Face coverings are not classified as PPE. Most staff in schools will not require PPE beyond what they would normally need for their work. If a pupil already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used)	M	<p>Additional PPE for coronavirus (COVID-19) is only required in a very limited number of scenarios, for example, when:</p> <ul style="list-style-type: none"> <li>a pupil becomes ill with coronavirus (COVID-19) symptoms, and only then if a 2-metre distance cannot be maintained</li> <li>performing aerosol generating procedures (AGPs)</li> </ul>	L	
Covid 19 infection	Parents	No access to site unless attending an emergency involving their child and only if symptom free	M	<p>Details in communications to all parents prior to reopening</p> <p>Parents to wait outside of building when collecting a poorly child</p> <p>Parents to be advised not gather at school gates at start and end of school and to maintain social distancing when speaking to staff</p> <p>Meetings with parents to be held over the telephone or via Microsoft Teams</p>	L	
Covid 19 infection	Governors	Meeting and Link Governor visits to continue via Teams and remotely	M	Emergency visits to site to be carried out in line with the school risk assessment	L	
Covid 19 infection	Contractors	Pre-booked visits to site only unless an emergency situation	M	School risk assessment to be reviewed and adhered to	L	
Covid 19 infection	Other visitors	No access to site until further notice	L	Meetings to be held via Microsoft Teams or over the telephone	L	
Covid 19 infection	All	Promote and engage in voluntary asymptomatic testing as available (separate risk assessment for this activity)	M	<p>Students to be tested 3 times during phased return to school from 8<sup>th</sup> March 2021</p> <p>Staff to move to home testing from 8<sup>th</sup> March</p> <p>Students to move to home testing from 17<sup>th</sup> March</p> <p>Staff and students to report test results to NHS Test &amp; trace in line with guidance from KNGS</p>	L	



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				<p>Pausing contact tracing is recommended when an individual is not able to have their phone with them, for example because it is stored in a locker or communal area – this is to avoid the app picking up contacts when the individual is not with their phone OR when an individual is working behind a Perspex (or equivalent) screen, fully protected from other colleagues and members of the public, as the individual is considered to be adequately protected from contracting coronavirus (COVID-19)</p> <p>Staff and students should notify SLT immediately on receipt of a notification about being in close contact with a positive case</p>		
Confirmed cases of Covid 19 amongst the school community	All	<p>SLT to contact the DfE Helpline for advice</p> <p>SLT to work with local health protection team who will advise if additional action is required</p>	H	<p>Follow advice DfE Helpline. Actions may include:</p> <ul style="list-style-type: none"> <li>Bubbles of students to self-isolate and study from home</li> </ul>	M	
Contain any outbreak by following the PHE local protection team advice	All	<p>If you have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, you may have an outbreak</p>	H	<p>Health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure. This could be the class or year group. Whole site closure will not generally be necessary. KNKS will not close except on the advice of health protection teams.</p>	L	
Poor attendance levels impacting on outcomes for students	Students	<p>School attendance will be mandatory for all students from 8 March</p> <p>Students unable to attend school in line with public health advice to self-isolate because they:</p> <ul style="list-style-type: none"> <li>have symptoms or have had a positive test result</li> <li>live with someone who has symptoms or has tested positive and are a household contact</li> </ul>	H	<p>Phased arrangements to support asymptomatic testing to be communicated to all stakeholders before 8<sup>th</sup> March</p> <p>Remote education will be available for students in this situation</p> <p>Pastoral support in place for affected students including liaison with 3<sup>rd</sup> parties such as social workers</p> <p>Evidence of absence can take the form of prescriptions, appointment cards, text or email confirmation of appointments, etc. rather than a doctors' note</p>	L	



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		<ul style="list-style-type: none"><li>• are a close contact of someone who has coronavirus (COVID-19)</li></ul>		Input from GPs will be sought where there are complex health needs or persistent absence issues		
Low staff attendance due to health issues	All	SLT will redeploy teaching and support staff as required	M	Any proposed changes in role or responsibility with members of staff will be discussed and agreed in advance, ensuring staff members have the appropriate skills, expertise and experience to carry out the work Supply staff will be used as appropriate	L	

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Wellbeing	All	<p>Clear communication to all stakeholders throughout national restrictions as matters change and guidance is amended</p> <p>Bereavement support available from SENCo and Intervention Manager for relevant students</p> <p>Support anxiety of staff and students about returning (particularly from previously shielding individuals, those deemed as clinically vulnerable and BAME individuals)</p> <p>Performance Management and appraisal for school staff</p>	<p>M</p> <p>M</p> <p>M</p> <p>M</p>	<p>Communicate all plans clearly with stakeholders on a regular basis and as required SLT to respond to queries around procedures for staff and teachers/pastoral team to do the same for students</p> <p>Form Tutors to advise if support required Head of Year in place to support year group bubbles</p> <p>Staff and students to follow the system of controls in place at KNGS Staff to raise concerns SLT in relation to site safety or personal circumstances for individual risk assessment purposes EAP in place for all staff via Westfield Health Education Support provides a free helpline for school staff and targeted support for mental health and wellbeing <a href="https://www.educationsupport.org.uk/">https://www.educationsupport.org.uk/</a>. Intervention sessions available as need identified with students</p> <p>Will remain in place to support and develop all school staff but with consideration of the current circumstances</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>	

<p>Teaching and Learning standards impacted by attendance and blended learning model</p>	<p>Students</p>	<p>Curriculum remains broad and ambitious</p> <p>In case of full or partial school closure, remote education is high quality and aligns as closely as possible with in-school provision in line with legal requirement from 22.10.2020</p>	<p>M</p> <p>M</p>	<p>Practical subjects complete subject specific risk assessments to ensure that lessons can be carried out safely whilst staff maintain social distancing. Where this is not possible, practical lessons to be focussed on Key Stage 4 &amp; 5 with Key Stage 3 being more theory. Music ensembles and KS3 lessons will exclude singing, wind and brass instruments. Other ensembles will be organised in year group bubbles. Music keyboards which are shared to be cleaned between lessons. Singing, brass and woodwind performances relating to GCSE and A level courses will be carried out in line with Government specific guidance. PE lessons to take place outside as much as possible and to involve non-contact activities with cleaning of equipment in between bubbles Teachers to clearly map curriculum through year so students understand what they will be covering and when</p> <p>RSHE content based on the needs of KNGS students, with particular attention to the importance of positive relationships, as well as mental and physical health. Staff and students can take home books if absolutely necessary</p> <p>Classroom resources can be shared within a bubble (if moving outside of the bubble then they should be left out of use for 48 hours, 72 hours for plastic, unless thoroughly cleaned)</p> <p>Domestic overnight and overseas trips are cancelled until further notice in line with government guidance</p> <p>All students having to isolate should have access to remote education as soon as reasonably practicable, usually the following day</p> <p>Key Stage 3 &amp; 4 students to receive 5 hours per day of remote education as detailed in government guidance</p> <p>Preparation of relevant and appropriate learning resources</p> <p>Provide paper resources as required</p> <p>Redistribute government funded laptops as required</p>	<p>L</p> <p>L</p>	<p>Additional laptops received in school on 25.02.2021</p>
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		<p>Online teaching to continue in relation to using Microsoft Teams with safeguarding and GDPR practices in place</p> <p>Catch up provision for students in relation to lockdown period</p>	<p>M</p> <p>M</p>	<p>No one-to-one sessions online between school staff and students without previous authorisation from SLT Students are aware of Microsoft Teams behaviour expectations</p> <p>Gaps in student knowledge to be addressed through homework Specific additional provision to be planned upon the confirmation of government funding programme and resources available, targeting the relevant students dependant on type of funding</p>	<p>L</p> <p>L</p>	
General operational matters	All	<p>Consultation with Unions prior opening</p> <p>Catering provision to be simplified with staggered lunches in place. No break time provision to facilitate hot meals at lunch</p> <p>CEV staff to work from home until 31<sup>st</sup> March 2021</p> <p>CV and other vulnerable staff to work on site as required</p> <p>Covid 19 considerations to become an integral part of operational practice, procedure and policy as KNGS moves to a new normal</p>	<p>M</p> <p>M</p> <p>H</p> <p>H</p> <p>H</p>	<p>Aspens risk assessment reviewed by KNGS Aspens staff to wear PPE where 2-metre social distancing cannot be achieved Biometric to wiped down between each child Students to wash hands before entering canteen Canteen to be cleaned between each year group use FSM to be provided throughout periods of isolation and remote learning</p> <p>Email/letter evidence of shielding instruction to be provided to the Business Manager Maintain communication with Line Manager</p> <p>Attend the workplace and maintain good prevention practice at home and at school with individual risk assessments as requested Pregnant staff are to discuss individual circumstances with the H&amp;S Officer as part of their risk assessment</p> <p>Covid 19 factors and control detailed in all department and specific risk assessments on review</p>	<p>M</p> <p>L</p> <p>L</p> <p>M</p> <p>M</p>	<p>Ongoing</p> <p>Arrangements reviewed on 24.02.2021</p>

<b>Date of original assessment:</b> 7 <sup>th</sup> July 2020	<b>Date of this assessment:</b> 5 <sup>th</sup> March 2021	<b>Review date:</b> Upon changes to national guidance from Government	<b>Reference No:</b>	<b>Name of assessor:</b> Saqib Ali (H&S Officer) and Clare Skinner, Business Manager
<b>Overall risk rating (H M L):</b> Medium		<b>Managers signature:</b> 		

This document was produced with reference to the following guidance:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/963541/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf)

<https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities>

<https://www.gov.uk/government/news/uk-chief-medical-officers-statement-on-the-self-isolation-period-11-december-2020>

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

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

<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

<https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf>

<https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf>

Union guidance from NEU, NASUWT, NAHT, ASCL

Cross referenced with BCC template

## APPENDIX A - How to wear a face covering

Extracted from <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#how-to-wear-a-face-covering>

A face covering should:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)
- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged

When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street)

When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- if single-use, dispose of it carefully in a residual waste bin and do not recycle
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed