

RISK ASSESSMENT GUIDANCE FOR A SAFE RETURN TO WORK/SCHOOL DURING THE CORONAVIRUS PANDEMIC

Children, Young People, Education and Skills

The following risk assessment is designed as a guide only in the types of issues to consider when undertaking a risk assessment for potential exposure to Covid-19 in the workplace. As a manager you should complete the risk assessment together with your employees as it is important to ensure all the relevant facts and issues are covered.

As part of your risk assessment development you will need to review your workplace/school and consider the following:

- Can staff maintain a 2m physical distance between each other?
- How will you manage meetings, interviews and other interactions?
- What about communal areas such as toilets, carparks, playgrounds, reception areas, canteens or kitchen areas?
- How can you support teams so that they can work together while maintaining social distancing? Consider resource, in terms of numbers, and staggering working hours so that not all staff are in at the same time

During the current pandemic please ensure that the control measures are appropriate to the situation. You should not place staff/students at undue risk but do make sure that the control measures are practical, suitable and sufficient.

RESPONSIBILITIES

All Employees must:

- Follow all control measures identified in risk assessments to promote safe working during the pandemic
- Report any accidents, incidents or near misses that may occur
- Report any hazards or potential hazards they might have in respect of Covid-19 to their manager

All Managers must:

- Ensure that risk assessments for managing Covid-19 are carried out in collaboration with staff and reviewed regularly throughout the period of lockdown and safe exit.
- Implement any controls, procedures or safe systems of work identified in risk assessments
- Monitor employees to ensure they are conforming to all controls, procedures and safe systems of work.
- Record all comments and concerns from employees and Unions on any aspect of the risk assessment

Departmental health and safety representatives and advisers should:

- Support managers to ensure risk assessments are completed and control measures implemented

[H&S representatives and advisers](#)

Other areas to consider:


1. Communication and Advice - Managers are strongly advised to follow information given out by the central comms team and on gov.je regarding coronavirus to make sure they do not propagate mixed messages

2. Supporting Staff – As a manager you are encouraged to be mindful about ways in which you can support staff who may be working in a variety of roles, which may be different to their usual day to day tasks and activities. If staff are required to work in isolation, then please make arrangements for regular contact to be made with them. Similarly, if they are in an unfamiliar role do check regularly on their safety and wellbeing

3. Health and Safety – When carrying out this risk assessment, think about all aspects of contact with others and maintaining good hygiene practices at all times. You should not ask individuals to place themselves at risk either from the virus or through changes in their work activities which may pose other physical risks to them e.g. shared equipment or work spaces.

4. Other health conditions – For individuals who may have a medical condition or disability that is not classified as an underlying medical condition for Covid-19, managers should complete an individual care plan to ensure suitable provisions are in place if they return to the work place e.g. adequate first aiders (subject to the risk assessment below)

[Care plan link](#)

 Children, Young People, Education and Skills	RISK ASSESSMENT FOR – <i>As safe return to school or work for staff and students during the coronavirus pandemic</i>		
	REVIEW DATE: Annually or when changes occur in work activity	RESPONSIBLE MANAGER Trudie De La Haye	DATE OF ASSESSMENT: 26/08/2020
	NAME OF ASSESSOR	DEPARTMENT AND LOCATION St John's School	

Degree of Risk	
Likelihood (L)	
5	Certain – Hazard occurs frequently. It is a constant threat, or is custom practice ie, daily, montly, weekly
4	Likely – Hazard will probably occur but it is not a persistent issue. There are no issues of custom and practice, but we know from experience that the hazard does present itself from time to time
3	Possible – Hazard may occur occasionally, ie. one or twice a year
2	Unlikely – Hazard occurs infrequently but remains a possibility
1	Rare – Hazard is not expected to occur

Severity (S)	
5	Catastrophic - incident leading to irreversible health effects or death
4	Major - incident leading to long term incapacity/ disability
3	Moderate - incident leading to injury. Requiring 4-14 days off work
2	Minor - incident leading to minor injury. Requiring < 4 days off work
1	Negligible - incident leading to no/ minimal injury. Requiring 0 days off work

Persons at Risk
Employees
Students
Clients
Contractors
Members of the Public
Work Experience Students
Other Persons

Risk Rating Matrix						
		Severity				
		1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Select appropriate controls from those suggested in italics which are relevant to the work activity being carried out and move them to the current control column when they have been implemented. Other activities and more suitable control measure may need to be added.

Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
<p>Staff working during the Covid-19 pandemic</p> <p>Teaching, office work, appointments and meetings</p>	<p>Exposure to Covid-19 (respiratory illness) from other employees, the environment and equipment.</p>	<p>Employees Students Visitors Contractors Other members of public</p>	<p>One member of SLT on site every day. Designated staff area to be accessed only by staff. Eight staff members only to access the staff room at a time and sit 1 m apart. No food is prepared in the staff room. Staff will use their own utensils and wash these themselves. The staffroom will be well ventilated. Staggered staff breaks have been organised and occur within their own bubble. All meetings to be held in KS2 Piazza or a classroom with staff sitting 1 m apart. Physical social distancing is practised in all areas of the school building. The number of children in each pod or classroom is currently 28 max. Excess furniture has been removed to increase space. Pupils keep to their allocated areas/ desk space when in their allotted room/space.</p>	<p>3</p>	<p>2</p>	<p>6</p>	<ul style="list-style-type: none"> • Additional cleaning is now performed daily with the school caretaker cleaning surfaces three times each day and toilets cleaned regularly throughout the day. • Cleaning schedules are reviewed, (deep cleaning and sanitising schedules are planned by both internal & external providers)

<p>Working during the Covid-19 pandemic (con't)</p>			<p>A clear rota of which staff support specific children has been established and shared. Instructions for moving around the school, use of toilets, use of equipment and social distancing is displayed. All areas of the school are well ventilated. All staff and children wash their hands with soap and water for 20 seconds, are encouraged not to touch their faces and use a tissue to cough or sneeze and dispose of it accordingly. Sanitizers are placed throughout the school and are used when moving to different spaces in the building. Good handwashing and respiratory hygiene posters are displays in school. Cleaning products are reviewed regularly and refill sanitisers and replace hygiene products are reordered when required. A separate cleaning policy has been written and shared with the school caretaker and cleaning staff. The school is cleaned thoroughly each day by our regular providers. Guidance from Gov. je is shared with parents and put on our</p>			
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			<p>website when new information is shared.</p> <p>Any close contact with staff, children and parents is avoided.</p> <p>Covid-19 Information posters are displayed throughout the building</p> <p>Schedules are in place to refill sanitisers and replace hygiene products</p> <p>All guidance published on Gov.je is followed</p> <p>All staff are made aware of COVID-19 safety procedures.</p> <p>Arrangements in place for any employee who falls ill at work with Covid-19 related symptoms and all staff are familiar with them.</p> <p>Any employee displaying Covid-19 symptoms will self-isolate at home and not attend the workplace.</p> <p>Parents, children, carers or any visitors not to enter the school or business area if they are displaying any symptoms of coronavirus (signage displayed in main areas inside and outside school).</p> <p>All visitors to school will leave their contact details at the main desk.</p>				
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			<p>No-one to enter school premises unless totally necessary.</p> <p>Aircon and Ventilation systems have been checked and are operating correctly.</p> <p>Water systems have been frequently used and have all been flushed through (JPH).</p> <p>Fire alarms systems and monthly emergency lighting have been checked and are operating correctly (JPH).</p> <p>Fire extinguishers where all checked (JPH).</p> <p>First aid kits have been checked.</p>				
Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
Social distancing in the workplace/classroom	Keeping control of social distancing	Employees and students	<p>Corporate social distancing guidelines implemented and adhered to.</p> <p>Government of Jersey guidance provided on coronavirus www.gov.je/coronavirus and employee support pack</p> <p>Employee support pack</p> <p>Staggered movement of pupils / adults whilst in school to</p>	3	2	5	<ul style="list-style-type: none"> 1:1 first aid requirements support with first aider wearing PPE The Demarcation of large indoor and outdoor spaces to help the separation of groups during break and lunch. Social distancing marshals in place to ensure policy is being

			<p>ensure social distancing remains. This will be completed by staggered starts, breaks and closure at the end of the day shared with staff, pupils and parents Pupils will remain in their allocated year group bubble. No whole school assemblies are taking place at this time. Any event requiring parental attendance – e.g. The PTA AGM has been cancelled. Nursery and Reception Induction Meetings have been organised to allow no more than 20 people – pupils, staff and parents – at any one time.</p> <p>Health and Safety requirements: Toileting – 3 at a time and wipe down with sterilised wipes after use. Equipment provided for playtime/playground use and sterilised daily Staggered breaks, lunches and playtimes. Remote working/meetings and access to video-conferencing (Teams) to minimise the need for staff to travel and/or use public transport.</p>				<p>followed at the beginning and end of each day.</p>
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			<p>Excess furniture has been removed to increase space. Pupils keep to their allocated areas/ desk space when in their allotted room/space. A clear rota of which staff work with children has been established and shared. Instructions for moving around the school, use of toilets, use of equipment and social distancing is clearly displayed.</p> <p>Safety and informational signage displayed. One at a time into storage, toilet, washroom, and kitchen areas etc</p> <p>Markers outside school for children to wait for parents. DHT/HT/ KS leads to be on duty at the end of school to supervise Staggered drop off and pick up times for year groups – agreed with parents. Parents informed of process – start and end times and expectations before school re-opens. Doors kept open wherever possible to reduce the number of things staff need to touch –</p>				
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			<p>fire doors must be closed at the end of the working day. Staggered playtimes organised. Suitable games discussed actively encouraging social distancing – football passing.</p> <p>The hall can be used for low and moderate physical activity from level 1- 5. Level 6 and above is prohibited. This has been shared with all staff.</p> <p>No singing takes place in school.</p>				
Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
<p>Vulnerable staff working during Covid-19</p> <p>Follow link for definition</p> <p>Vulnerable people</p>	<p>Exposure to Covid-19 (respiratory illness) from other employees, the environment and equipment</p>	<p>Vulnerable staff</p>	<p>Staff who have a medical condition that makes them vulnerable from Covid-19 will work from home. No staff at present time</p>	<p>3</p>	<p>2</p>	<p>5</p>	<p>.</p>

Severely vulnerable Follow link for definition Severely vulnerable people	Exposure (respiratory illness) from employees/ environment and equipment	Severely vulnerable staff	N.A.. currently.				
Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
Cleaning – contract and in-house All the key protection and hygiene measures will continue to apply to minimise the spread of infection.	Poor cleaning, hygiene and infection control standards	Staff and students	Departmental cleaning strategy developed and implemented across the school. Review of current cleaning standards and specifications completed and amended to meet the workplace requirements e.g. appropriate environmental cleaning and disinfection regimes are in place - touchdown areas, handles, doors, switches and all horizontal surfaces. Use limited teaching / learning materials and resources to avoid contamination Ensure pedal bins are emptied daily or as required throughout the day. Reminding staff/students about regular and effective handwashing and providing hand sanitiser.	3	2	5	<ul style="list-style-type: none"> Cleaning standards kept under regular review.

			<p>Children wash hands on entry to school, before and after break/lunch and when coming in from outside.</p> <p>COSHH safety data sheets and risk assessments completed.</p> <p>All surfaces, handles shared equipment and toilets to be cleaned daily and alongside the school's agreed cleaning procedure.</p>				
Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
The number of workforces is significantly reduced because of COVID	Safeguarding and appropriate numbers of for cover	Staff and students	<p>Site specific Business Continuity Plans (BCP) have been updated to take account of the consequences of significant loss of staff. (Especially those who have responsibility for business-critical and time sensitive activities/functions.)</p> <p>There is adequate first aid cover in line with the department's policy and school's risk assessment.</p> <p>Teaching ratio numbers to the classroom and adequate staff supervision levels are in place</p>	3	2	5	

Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
Teaching, office work, appointments and meetings	A member of staff/student displays symptoms while at work.	Staff, students, parents and contractors	<ul style="list-style-type: none"> • Hygiene guidance /advice fully implemented and displayed • Keeping surfaces and touch points like door handles, light switches and tables clean. • Hand gel placed around school • Practicing good respiratory hygiene - covering mouth and nose with a tissue when coughing/sneezing (kill it and bin it). • Consider the health plans of most vulnerable groups returning - staff and students. • Corporate advice for anyone who feels unwell and suspects they may have Coronavirus like symptoms. • Review cleaning standards and specifications, deep cleaning and sanitising schedules considered and planned (both internal staff and external providers). 	3	2	5	<ul style="list-style-type: none"> • Staff should wear PPE in line with the Government guidance (gloves, apron and mask) before entering any contaminated zone and remain in PPE until they leave. • Anyone who develops symptoms of cough, fever or shortness of breath, should self-isolate and contact their GP. • Isolation procedures followed, gather and use workplace contact tracing information, clean down procedures, contacting Coronavirus helpline 01534 445566. • Refer to the Government of Jersey guidance on coronavirus www.gov.je/coronavirus and employee support pack Employee support pack

			<ul style="list-style-type: none"> • Contract cleaning services extended or sourced to cover additional areas of the business/requirements. • Department cleaning strategy implemented. • Parents have been clear about monitoring their child's health and notifying the school with any concern. 				
Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
Daily drop off, pick up and safe access to the school's premises/reception area	Cross contamination and infection control	Staff, students, parents and contractors	<p>The safe access and egress of parents, visitors and contractors to the school setting has been identified with signing in/out process identified and adhered to. Staggered starts and finish times agreed with 15 minute gaps between year groups. Pick up drop off points, procedures, signage and markings agreed and identified. Parents are discouraged from gathering at school gates. Parents are encouraged to stay in their cars.</p>	2	2	4	

			<p>DHT/HT/ KS leads to be on duty at the end of school to supervise</p> <p>Staggered drop off and pick up times for different year groups – agreed with parents.</p> <p>Parents informed of process – start and end times and expectations before school re-opens</p> <p>Separate entrances implemented.</p> <p>Doors kept open wherever possible to reduce the number of things staff need to touch – fire doors must be closed at the end of the working day.</p> <p>Staggered playtimes organised</p> <p>Safety and informational signage displayed.</p> <p>Cleaning specifications to include external, areas e.g. cleaning and disinfection regimes in place for doors, gates touchdown areas, handrails, and intercom/controlled access systems.</p>				
Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments

Break, lunch and playtime activities		Staff and students	Staggered break and lunchtimes implemented to reduce large groups of children gathering Separation of year groups and external areas for play.	1	1	1	
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Additional information and control measures for your consideration/risk assessment development

1. Preparing the Site

The location of hand sanitiser stations, for example at the school entrance for pupils and any other person passing into the school to use, and their replenishment. Hand washing with soap and water for 20 seconds and frequently is promoted by GoJ. The number of handwashing stations may need to be reviewed with support from Jersey Property Holdings.

The location of lidded (pedal) bins in classrooms and in other key locations around the site for the disposal of tissues and any other potentially infected waste. Double bagging and emptying.

Ensuring you have a good supply of disposable tissues in each classroom and enough to top up regularly, as well as lidded bins with double bagging for disposal, with any other potentially infected waste, and where these should be located.

2. Health and Safety

We're following guidance from the Health & Safety Inspectorate. Ensure that your risk management system (RMS) are up to date and that a Hazard Identification Check sheet in line with the departments H&S policy is completed.

Ensure that you are working in line with the general principle of undertaking risk assessments to safeguard employees against several scenarios, including:

- lone working (both at a work premises and at home)
- pregnancy
- severely vulnerable and vulnerable to COVID-19
- those attending work but living with a household member who's severely vulnerable
- stress risk assessment
- homeworking.

3. General working arrangements and physical distancing

Physical distancing applies to all parts of a workplace, not just the place where employees spend most of the time. The plan requires you to record future use of office space and how adjustments may be needed to facilitate physical distancing. You also need to consider business resilience. Please reference the Governments Operating within Jersey's safe exit framework Guidance for managers.

4. PPE and the use of cloth masks

Cloth masks have been advised as an additional precautionary measure for individuals to wear to reduce the risk of them passing on the virus to other people, particularly in enclosed spaces such as shops and on public transport. It is not a Personal Protective Equipment (PPE) requirement within the workplace and they aren't a substitute for correct PPE or other protective guidance, where this has been advised. See the updated [PPE guidance page](#) for more information. PPE will be provided for staff assisting any children of staff showing symptoms.

Employees can wear their own cloth masks if they wish, ensuring adequate storage for old masks and cleaning in line with the instructions. Cloth masks are **not** a substitute for other measures, such as physical distancing and good hygiene practice, which remain the best way to manage risk in the workplace.

If employees choose to wear face masks, you must make it clear that physical distancing, regular hand washing are still necessary.