

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](#)

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|  Children, Young People, Education and Skills | RISK ASSESSMENT FOR – As safe return to school or work for staff and students during the coronavirus pandemic | | |
| | REVIEW DATE: Annually or when changes occur in work activity | RESPONSIBLE MANAGER Trudie De La Haye | DATE OF ASSESSMENT: 26/08/2020 Update: 2/10/2020 18/11/2020 30/11/2020 07/12/2020 04/01/2021 |
| | 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) | |
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| 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 |
|--|---|---|--|------------|----------|------------|---|
| Staff working during the Covid-19 pandemic | Exposure to Covid-19 (respiratory illness) from other employees, the environment and equipment. | Employees Students Visitors Contractors Other members of public | <p>One member of SLT on site every day.</p> <p>Designated staff area to be accessed only by staff.</p> <p>Eight staff members only to access the staff room at a time and sit 2 m apart.</p> <p>No food is prepared in the staff room.</p> <p>Staff will use their own utensils and wash these themselves.</p> <p>The staffroom will be well ventilated.</p> <p>All staff to wear face coverings when on duty at the beginning and end of the school day; when speaking to parents and during break and lunch time duties.</p> <p>Staff to follow guidance in wearing wearing face shields all day when in contact with pupils/staff.</p> <p>Staggered staff breaks have been organised and occur within their own bubble.</p> <p>All meetings to be held in KS2 Piazza or a classroom with staff sitting 2 m apart.</p> | 1 | 2 | 2 | <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) Deep Cleaning takes place every half term holiday during COVID-19 pandemic |

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| | | | <p>Physical social distancing is practised in all areas of the school building.</p> <p>The number of children in each pod or classroom is currently 28 max.</p> <p>Excess furniture has been removed to increase space.</p> <p>Pupils keep to their allocated areas/ desk space when in their allotted room/space.</p> <p>All visitors sign in when entering school and leave their contact details.</p> <p>All visitors in school to wear face coverings. A box of disposable face coverings is found in the Reception area for visitors.</p> <p><u>Procedure re positive test of pupil/ parent or staff member:</u></p> <p>The HT/DHT/ School Secretary have a list of all pupil/ parent details ready for Contract tracing.</p> <p>The HT has a list of all staff members, supply teachers, ECOF works/ EAL teacher and staff timetables, ready for contact tracing.</p> | | | | |
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| <p>Parent Consultations – Tuesday October 6th/ Thursday October 8th 2020</p> | | | <p>Staff have provided HT with class seating plan/ friendship groups of pupils and staff who have regular contact with pupils – e.g LSA, ELSA, ECOF, perapetetic music</p> <p>The HT/DHT have clarified the process for a COVID alert in school and at home, so that agreed procedure is followed consistently. These are regularly reviewed and adapeted with new information.All staff have specific roles should contact tracing contact the HT.</p> <p>The HT will engage with contact tracing; DHT organise the deep clean/ notify staff; school secretary – letters to bubble parents and whole school community.</p> <p>Currently – January 2021 – no trips in mini bus, visits, after school clubs where bubbles mix - is allowed.</p> <p>School guidance agreed by staff for Parent Consultations and sent to parents via parentmail.</p> | | | | |
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| <p>Spring Term – Tuesday 2nd Feb Thursday 4th February 2021</p> | | | <ul style="list-style-type: none"> • These meetings will be an optional meeting, as some parents might be anxious about coming into school due to the virus/ shielding due to COVID. • There will be a “sign-up sheet” with timings, on every class door and on the front entrance and Community Room window for Years 5/6. Please, only 1 parent per family. Thank you. • Nursery/ Reception will not hold official meetings, as staff touch base with parents most days. A phone session could be organised if required. • Each appointment will be for 10 minutes. If parents are late, then that appointment will be reduced in time, in order to keep the system tight and safe. • Year 5/6 Parents can wait in KS2 Piazza, sitting socially distanced, with Year 6 parents sitting around the Piazza tables and Year 5 parents positioned near the Library. • Parents from Year 1 will enter through the main doors and sit in KS1 Piazza – socially distanced and without children/ siblings. • Parents from Year 2, 3, 4 will wait outside their external classroom door until their appointment time. We will allow cars into the playground for these two afternoons, so if it | | | | |
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| <p>Working during the Covid-19 pandemic (con't)</p> | | | <p>is raining, parents can wait in their cars until their appointment times.</p> <ul style="list-style-type: none"> • After the meeting, parents will be asked to disinfect their chair/s and class teachers will wipe the door handles. • Adults in the room will sit a metre away from each other. • No polite handshakes etc will be offered/ given on this occasion. Sanitiser will be used on entry and exit of the session. <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.</p> <p>All areas of the school are well ventilated.</p> <p>All staff and children regularly 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. Hand washing for all members of community takes place at the beginning of school, after break, lunch and any PE/craft session.</p> | | | |
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| | | | <p>Sanitizers are placed throughout the school and are used when moving to different spaces in the building.</p> <p>Vistors visiting the school sanitise their hands on entry and exit of the building.</p> <p>Good handwashing and respiratory hygiene posters are displays in school.</p> <p>Cleaning products are reviewed regularly and refill sanitisers and replace hygiene products are reorderd when required.</p> <p>A separate cleaning policy has been written and shared with ther school caretaker and cleaning staff.</p> <p>The school is cleaned thoroughly each day by our regular providers.</p> <p>Guidance from Gov.je is shared with parents and put on our website when new information is shared.</p> <p>Any close contact with staff, children and parents is avoided.</p> | | | | |
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| | | | <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 All staff are made aware of COVID-19 safety procedures.</p> <p>All staff in school participate in workforce testing. The last test took place between 02/01/2021 – 05/01/2021. All staff received negative results from their PCR test.</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 are not to enter the school or business area if they are displaying any symptoms of coronavirus (signage</p> | | | | |
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| | | | <p>displayed in main areas inside and outside school).</p> <p>All visitors to school will leave their contact details at the main desk.</p> <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>The school's Adverse weather and Emergency Closure Policy has been updated to include reasons why a school may be closed due to a pandemic.</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> | | | | |
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| Activity | Hazard | People exposed | Current controls | Likelihood | Severity | Risk Level | Further control measures required or comments |
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| 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 Employee support pack Staggered movement of pupils / adults whilst in school to ensure social distancing remains.</p> <p>This will be completed by staggered starts, breaks and closure at the end of the day shared with staff, pupils and parents. Written guidance is regularly shared with staff and parents to ensure everyone is aware of updated processes and procedures. Feedback on how the system is working is sought -23/09/2020 and updated end of day procedure written and shared.</p> | 2 | 2 | 2 | <ul style="list-style-type: none"> • 1:1 first aid requirements support with first aider wearing PPE • The Demarcation of indoor and outdoor spaces to help the separation of groups during break and lunch. • Social distancing marshals in place to ensure policy is being followed at the beginning and end of each day. |

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| | | | <p>Pupils will remain in their allocated year group bubble. No whole school assemblies are taking place at this time.</p> <p>Any event requiring parental attendance – e.g. The PTA AGM has been cancelled. The AGM was organised through information sharing via parentmail and email – opportunities for parental feedback and main committee and staff – max 10 – attending meeting in the hall for 10 minutes and sitting 2 metres apart.</p> <p>Nursery and Reception Induction Meetings have were 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 from class bubble and wipe down with sterilised wipes after use. Equipment provided for playtime/playground use and sterilised regularly Staggered breaks, lunches and playtimes.</p> | | | | |
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| | | | <p>Reading books returned to the Library stored for week and weekend before returning to the shelves. EYFS/KS1 – sterilise reading books with wipes on return and wait 24 hours before resending.</p> <p>Remote Dept meetings and access to video-conferencing (Teams) to minimise the need for staff to travel and/or use public transport.</p> <p>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.</p> <p>Instructions for moving around the school, use of toilets, use of equipment and social distancing is made clear to all stakeholders.</p> <p>Safety and informational signage displayed. One at a time into storage, 3 in toilet areas, washroom, and kitchen areas etc</p> <p>DHT/HT/ KS leads/ Class teachers to be on duty at the end of school to supervise</p> | | | | |
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| | | | <p>Staggered drop off and pick up times for year groups – agreed with parents.</p> <p>Parents informed of process – start and end times and expectations before school re-opens. Reminders to parents regarding start and end times; social distancing in the playground and vacating the playground quickly – are regularly shared. (Every 2/3 weeks).</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. Staggered playtimes organised with 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>Singing only takes place in school following the max 15 pupil guidance received 4/12/2020</p> | | | | |
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| <p><u>Christmas in school.</u></p> | | | <p>Clear guidance for Christmas in school has been given.</p> <p><u>Deco Day.</u> Classes remaining in their bubble for Deco Day and creating DECOs in their key stage – no mixed groups. Wipe down areas when completed decoration. Individual equipment – no sharing of scissors etc. Teachers/LSA – do not get too close to children to help – create easy to make decorations that can be created independently. No parents helping. Staff to put up pupils’ decorations.</p> <p><u>Parties.</u> Piazzas organised for children and clear timetables when each class is to use the hall for games. No mixed classes. Children to eat in classroom. Timetable of timings produced for all staff to follow. No parents to help. PTA packed pass the parcel and made pop-corn for Christmas film in each classroom. HT bringing presents to the classroom. CT to give presents to children in class before they leave.</p> | | | | |
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Christmas Productions.

EYFS – carrying their lanterns around the school to Christmas music 07/12/2020 – no singing and wearing Christmas party-wear. No parents helping – photos /DVD for website/ google classroom. No mixing of bubbles. Hand washing before and after. Social distancing as pupils walk.

KS1 – The Angel receives her wings. Choral speaking/ poetry/ sign language used for 2 songs – no singing.

Year 1 and Year 2 filmed in classes socially distanced. DVD created for Google Classroom/ webpage. No parents in school. No mixing of bubbles. Wash hands after performing. Children wear costumes to school. No changing in school.

KS2 – Peter Pan. Year 6 - socially distanced performance – singing 15 children over 3 metres apart and singing a Christmas song at the end.

Dances by Year 3, 4,5, 6 – dancers collected immediately before their dance, as Yr 6

| | | | <p>move to the Piazza – only 1 bubble in the hall at a time. No props/ scene shifting to avoid touching different objects.</p> <p>Year 6 to return -only after dancers have left the hall. Lighting by 1 teacher – who will not leave the hall; music another teacher and 1 teacher filming.</p> <p>No audience – DVD filmed. Hands washed before and after performance. All dances socially distanced.</p> | | | | |
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| 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.</p> <p>This does not apply to any member of staff at present time - NA</p> | <p>1</p> | <p>1</p> | <p>1</p> | <p>.</p> |

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| 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 Pedal bins are emptied daily or as required throughout the day. Staff/students about regular and effective handwashing and providing hand sanitiser. | 2 | 2 | 2 | <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 and after any visit.</p> <p>COSHH safety data sheets and risk assessments completed. All surfaces, handles shared equipment and toilets to be cleaned daily and alongside the school's agreed cleaning procedure.</p> | | | | |
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| 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> | 1 | 1 | 1 | |

| Activity | Hazard | People exposed | Current controls | Likelihood | Severity | Risk Level | Further control measures required or comments |
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| Teaching, office work, appointments and meetings | A member of staff/student displays symptoms while at work. | Staff, students, parents, and contractors | <p>Teaching ratio numbers to the classroom and adequate staff supervision levels are in place</p> <p>Hygiene guidance /advice fully implemented and displayed Keeping surfaces and touch points like door handles, light switches and tables clean.</p> <p>Hand gel placed around school Practicing good respiratory hygiene - covering mouth and nose with a tissue when coughing/sneezing (kill it and bin it). The health plans of most vulnerable groups returning - staff and students are carefully considered.</p> <p>Corporate advice given to anyone who feels unwell and suspects they may have Coronavirus like symptoms.</p> <p>Ceaning standards and specifications, deep cleaning</p> | 2 | 2 | 2 | <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 |

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| | | | <p>and sanitising schedules considered and planned (both internal staff and external providers).</p> <p>Contract cleaning services extended or sourced to cover additional areas of the business/requirements. All areas in school are well ventilated, even during the winter season with heating adjusted accordingly and staff wearing extra layers.</p> <p>Department cleaning strategy implemented.</p> <p>Parents have been clearly guided about monitoring their child's health and notifying the school with any concern. Regular updated letters sent to parents reminding them of any changes.</p> <p>Staff are encouraged to engage with regular workforce testing. January 2021 – all staff attended swab testing and all currently negative. The opportunity to be tested will be organised via CYPES and all staff will be supported in attending all testing opportunities.</p> | | | | |
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| 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.</p> <p>Staggered starts and finish times agreed with 15 minute gaps between year groups.</p> <p>Pick up drop off points, procedures, signage and markings agreed and identified. Parents are discouraged from gathering at school gates.</p> <p>Parents are encouraged to stay in their cars.</p> <p>Parents stand 2 metres apart. DHT/HT/ KS leads/ Class Teachers to be on duty at the end of school to supervise.</p> | 1 | 1 | 1 | |

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| | | | <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 regularly.</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> | | | | |
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| 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 | |

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.