

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 1m physical distance between each other?
- How will you manage meetings, interviews and other interactions?
- What about communal areas such as toilets, car parks, playgrounds, reception areas, canteens or kitchen areas?
- How can you support teams so that they can work together while maintaining physical 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 – St Saviour’s School <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 Kirstie Williams	DATE OF ASSESSMENT: 26.05.20 Updated 19.6.20
	NAME OF ASSESSOR Nick Jewell	DEPARTMENT AND LOCATION St Saviour’s School CYPES	

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 Pupils accessing school places</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 Clients Visitors Contractors Other members of public</p>	<ul style="list-style-type: none"> • All staff and pupils are encouraged to wash their hands with soap and water for 20 seconds frequently, not to touch their faces and use a tissue to cough or sneeze and dispose of it accordingly. • Hand sanitiser pumps are available to all on entry to the building at whichever door is being used. They are available outside the toilet cubicles and adults monitor usage. • A small step is provided in Y1 classroom to safely support pupil hand washing. • Classrooms and workplace office areas are well ventilated. • Masks and gloves (latex and vinyl) available for staff use • PPE equipment available to the staff dealing with toileting concerns (N/R/Haven) • Physical distancing is practiced (1m distance), close contact with other employees and pupils is avoided. • Covid-19 Information posters are displayed throughout the building • Good respiratory hygiene is practiced, covering mouth and nose with a tissue when coughing/sneezing (catch it, kill it and bin it) Hand sanitizers, wipes and other hygiene products are available • The caretaker ensures the toilet areas are wiped clean hourly. Schedules are in place to refill sanitisers and replace hygiene products • Cleaning schedules have been reviewed and cleaning company are deep cleaning specific areas in use daily 	3	2	6	<p>Home school agreement sent to all families with pupils attending</p>

			<ul style="list-style-type: none"> • All guidance published on Gov.je is followed. • Departmental Covid-19 safety plan in place and shared with staff and pupils. • Arrangements in place for any pupil/employee who falls ill at work with Covid-19 related symptoms and all staff are familiar with them. • Any pupil/staff displaying Covid-19 symptoms will phone the help line to seek advice and follow their recommendations then self-isolate at home, and not attend the workplace until they are safe to do so. • Parents, children, carers or any visitors not to enter the school or business area if they are displaying any symptoms of coronavirus (signage displayed). 				
Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
Physical distancing in the workplace/classroom	Keeping control of physical distancing	Employees and students	<ul style="list-style-type: none"> • Corporate physical distancing guidelines implemented and adhered to. • Government of Jersey guidance provided on coronavirus www.gov.je/coronavirus and employee support pack Employee support pack • Classroom arranged to allow for physical distancing between adults and pupils • Pupils / adults in bubbles' of pupils to maintain SD and reduce cross-contamination (e.g. toileting / first aid requirements / playground use / seating arrangements....) • Staggered breaks, lunches and playtimes have been set so that bubbles of children do not mix • Use of cones/tables as zones in large indoor and outdoor spaces to help the separation of group or bubbles during break and lunch. 	4	3	12	<ul style="list-style-type: none"> • Constant reminders verbally and visually • Home-school agreement

			<ul style="list-style-type: none"> • Markings/signage, floor stickers and one-way flow at entry and exit points and throughout the building • Separate staff computers/telephones are allocated for use in each classroom not being used by pupils. Teachers to use their own classrooms/office spaces. DA use Rainbow Room, RP use SEN office space. Only Secretary, HT, DHT and caretaker to access the school office phones and computers and wiped after use. • Remote working/meetings and access to video-conferencing (Teams) to minimise the need for additional adults in school: Early help/CIN/CP meetings • Y6, 5 and 4 bubble staff to use the Rainbow Room for comfort breaks, All other staff to use staffroom. • YN/R/KS2 bubble staff to print/copy on the printer at the end of the computer area, Other staff to use staffroom printer. • All year groups will be in a year group bubble. This bubble will not interact with children from any other year group bubble • Critical groups will work in Year 1 class until class bubble opens • Each year group bubble will have dedicated toilet cubicles and sinks, play resources and designated play areas outside • Pupils will bring their own pencil cases, wear their own clothes and have their own school resources at their own desk. • Safety and informational signage displayed. • One at a time into storage, toilet, washroom, reprographic and kitchen areas etc. • All staff are responsible for ensuring physical distancing is adhered to in place to ensure policy is being followed. 				
--	--	--	---	--	--	--	--

Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
Vulnerable staff working during Covid-19 Follow link for definition Vulnerable people	Exposure to Covid-19 (respiratory illness) from other employees, the environment and equipment	Vulnerable staff	<ul style="list-style-type: none"> Staff who have a medical condition that makes them vulnerable from Covid-19 will work from home unless a risk assessment has been undertaken to support their return to work. Essential workers who have a medical condition that makes them vulnerable to Covid-19 can continue to work if they have been told they are able to do so by their GP. Headteacher has regular check-ins with staff affected by this and supports according to updates and refers to Gov.je and Be Supported where necessary 	3	3	9	
Severely vulnerable Follow link for definition Severely vulnerable people	Exposure (respiratory illness) from employees/ environment and equipment	Severely vulnerable staff	<ul style="list-style-type: none"> Severely vulnerable staff who have a condition that makes them vulnerable to severe illness from Covid-19 will work from home. Staff and/or pupils who live with someone who is severely vulnerable work from home with regular check-ins from Headteacher. Support provided through Gov.je and the Be Supported helpline There currently no staff affected in this way. 	3	3/4	9/12	<ul style="list-style-type: none"> Record on SIMs

Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
<p>Cleaning – contract and in-house</p> <p>All the key protection and hygiene measures will continue to apply to minimise the spread of infection.</p>	<p>Poor cleaning, hygiene and infection control standards</p>	<p>Staff and students</p>	<ul style="list-style-type: none"> • Departmental cleaning strategy developed and implemented across the service. • Current cleaning standards and specifications are reviewed 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. • Pedal bins are emptied daily or as required throughout the day. • Reminding staff/pupils about regular and effective handwashing and providing hand sanitiser . • Hand sanitiser is available at entrances and outside toilets – pupils use when supervised on entry to the building at the start of the day, after lunch and on exit from the building at the end of the day. • Limit use of teaching / learning materials and resources to avoid contamination. • Each Year group bubble of pupils will have dedicated toilet cubicles and sinks, play resources and designated play areas outside • Pupils will bring their own pencil cases, wear their own clothing/ uniforms and have their own school resources at their own desk. • Cleaning standards kept under regular review. • COSHH safety data sheets and risk assessments are updated 	<p>2</p>	<p>3</p>	<p>6</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	<ul style="list-style-type: none"> • There is adequate first aid cover in line with the department's policy and school's risk assessment. • Teaching ratio numbers to the classroom and adequate staff supervision levels are provided; where this is not possible requests are made for centralised support or a class would be closed to pupils. • Support provided for the departmental staff through CYPES Hub Team. 	2	3	6	
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"> • Staff/student/patient placement: follow Gov procedures - in First Aid room. Staff should wear provided 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 • Consider the health plans of most vulnerable groups returning - staff and students and update accordingly. 	3	3	9	

			<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 –cleaning rota established and implemented; twice in the morning, once in the afternoon • Practicing good respiratory hygiene - covering mouth and nose with a tissue when coughing/sneezing (kill it and bin it). • Cleaning standards and specifications reviewed, deep cleaning and sanitising schedules planned • Contract cleaning services extended or sourced to cover additional areas of the business/requirements if needed. 				
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	<ul style="list-style-type: none"> • Safe access and egress of parents, visitors and contractors to the school setting is through the front or back school gate depending on Year group: R, Yr 1 and Yr 2 back gate and KS2 front gate. This will be at specific times to ensure this is staggered. Nursery use own entrance. No parents allowed to enter the school unless they phone through and pupils only access with a member of staff. Contractors ring the caretaker. • Pick up and drop off points are in the playground, this is well signed using a portable board and in the usual lines used for classes for fire drills. 	3	3	9	<ul style="list-style-type: none"> • <i>Closely monitor and review once more pupils/staff begin attending</i>

			<ul style="list-style-type: none"> • Timings: Year 6/ Nursery 8.30-2.30pm, Year 5/1 8.40-3.40pm, Year 4/2 8.50-2.50pm, Year 3 9.00-3.00pm • Parents are discouraged from gathering at school gates. • Parents are encouraged to stay outside the gates or in their cars. • Only 1 adult to bring or collect each child • Traffic management plans reviewed and developed to control local arrangements – staggered times support this. • Car parks are managed taking into consideration physical distancing - cars and visitors kept 2 metres apart. • Staff control the safe access and egress to the schools/business area premises. • Separate entrances and one-way routes implemented • 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. • Double gates are open at entry and exit times then locked. • Crossing patrol is in use for all pupils • Safety and informational signage displayed. • 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. 				
--	--	--	--	--	--	--	--

Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
Break, lunch and playtime activities	Control of physical distancing	Staff and students	<ul style="list-style-type: none"> • Staggered break and lunchtimes will be in place to ensure year group bubbles do not interact • Separation of year group bubbles and external areas for play. • Additional staff facilities provided in the Rainbow Room and Nursery kitchen • Wet Weather plans – Instead of lining up outside pupils will be met at the entrance with a member of staff giving out hand gel then go straight inside the building and wash hands as usual <p>Breaktimes: When the weather is changeable breaks to be taken when the weather is dry. Staff to liaise with other bubbles so that only 2 bubbles play outside in their spaces at any one time. The field is used whenever possible but running/games will be limited</p> <p>If too wet to get out pupils will stay at their places in the classrooms and an activity/movie will be shown on the IWB</p> <p>Lunchtimes: as breaktimes</p> <p>Hometime: Pupils will be let out 1 by 1 when parents are visible and/or if they have walking permission KS1 will exit through their side door and KS2 through the front door</p>	4	3	12	<ul style="list-style-type: none"> • Consider wider risks as more pupils and staff begin attending

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.