

# 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 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](#)

 Government of <b>JERSEY</b>  Children, Young People, Education and Skills	<b>RISK ASSESSMENT FOR – St Saviour’s School</b> <i>A safe return to school or work for staff and students during the coronavirus pandemic</i>		
	<b>REVIEW DATE:</b> Annually or when changes occur in work activity	<b>RESPONSIBLE MANAGER</b> <b>Kirstie Williams</b>	<b>DATE OF ASSESSMENT:</b> <b>26.05.20</b> <b>Updated 21.8.20</b>
	<b>NAME OF ASSESSOR</b> <b>Kirstie Williams</b>	<b>DEPARTMENT AND LOCATION</b> <b>St Saviour’s School</b> <b>CYPES</b>	

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 attending school</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 Pupils Parents Visitors Contractors</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• A small step is provided in Y1 classroom to safely support pupil hand washing.</li> <li>• Classrooms and workplace office areas are well ventilated.</li> <li>• Masks and gloves (latex and vinyl) available for staff use</li> <li>• Physical distancing is practiced (1m and 2m distance according to activity and time spent near others), close contact with other employees and pupils is avoided.</li> <li>• Covid-19 Information posters are displayed throughout the building</li> <li>• 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</li> <li>• The caretaker ensures the toilet areas are wiped clean hourly. Schedules are in place to refill sanitisers and replace hygiene products</li> <li>• Cleaning schedules have been reviewed and cleaning company are deep cleaning specific areas in use daily</li> </ul>	3	2	6	<p>Updated Home School agreement sent to all families with pupils attending in September 2020</p>

			<ul style="list-style-type: none"> <li>• All guidance published on Gov.je is followed.</li> <li>• School workplace safety plan in place and shared with staff and pupils.</li> <li>• Arrangements in place for any pupil/employee who falls ill at work with Covid-19 related symptoms and all staff are familiar with them.</li> <li>• Any pupil/staff displaying Covid-19 symptoms will self-isolate at home and not attend the workplace/school.</li> <li>• Parents, children, carers or any visitors not to enter the school or business area if they are displaying any symptoms of coronavirus (signage displayed).</li> </ul>				
<b>Activity</b>	<b>Hazard</b>	<b>People exposed</b>	<b>Current controls</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Level</b>	<b>Further control measures required or comments</b>
Physical distancing in the workplace/classroom	Keeping control of physical distancing	Employees and students	<ul style="list-style-type: none"> <li>• Corporate physical distancing guidelines implemented and adhered to.</li> <li>• Government of Jersey and Departmental specific guidance provided on coronavirus <a href="http://www.gov.je/coronavirus">www.gov.je/coronavirus</a> and employee support pack</li> <li>• Classroom layout adjusted to provide 1 m distance between staff and pupils wherever possible</li> <li>• Pupils / adults in bubbles to maintain PD and reduce cross-contamination (e.g. toileting / first aid requirements / playground use / seating arrangements....)</li> <li>• Staggered starts, finishes, breaks and lunches and in place to limit the amount of adults on and around the site</li> <li>• Use of cones as zones in large indoor and outdoor spaces to help with bubbles, particularly staff</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>• Constant reminders verbally and visually</li> <li>• Home-school agreement</li> </ul>

			<p>allocated to each bubble, during break and lunchtime.</p> <ul style="list-style-type: none"> <li>• Markings/signage, floor stickers and one-way flow at entry and exit points and throughout the building</li> <li>• Separate staff computers/telephones are allocated for use in each classroom and shared areas. Teachers to use their own classrooms/office spaces.( DA use Welcome Room) Only Secretary, HT, DHT and caretaker to access the school office phones and computers. Equipment wiped down after use.</li> <li>• Staff able to work remotely for PPA if possible.</li> <li>• Staff teams working together are as small as possible and there is limited amount of overlap with staff across bubbles.</li> <li>• KS1 bubble staff to use the Rainbow Room for comfort breaks, All other staff to use staffroom.</li> <li>• FS and KS1 bubble staff to print/copy on the printer at the end of the computer area, KS2 staff to use staffroom printer.</li> <li>• Where possible pupils will bring their own pencil cases, wear uniform and have their own school resources at their own desk.</li> <li>• Safety and informational signage displayed.</li> <li>• Staff - one at a time into storage areas, toilet, washroom, reprographic and kitchen areas etc.</li> <li>• Food to be prepared as packed lunches/snacks – no preparation in kitchen areas</li> <li>• Staff to maintain 1 m distance in staff rest areas at breaktimes, before and after school. At lunchtimes to maintain a 2 m distance due to the timing likely to be over 15mins together.</li> <li>• All staff are responsible for ensuring physical distancing is adhered to in place to ensure policy is being followed.</li> </ul>				
--	--	--	---	--	--	--	--

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 <a href="#">Vulnerable people</a>	Exposure to Covid-19 (respiratory illness) from other employees, the environment and equipment	Vulnerable staff	<ul style="list-style-type: none"> <li>Staff who have a medical condition that makes them vulnerable from Covid-19 will liaise with their GP/consultant and a risk assessment undertaken to in order to return to work.</li> <li>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</li> </ul>	3	3	9	
Severely vulnerable  Follow link for definition <a href="#">Severely vulnerable people</a>	Exposure (respiratory illness) from employees/ environment and equipment	Severely vulnerable staff	<ul style="list-style-type: none"> <li>Severely vulnerable staff who have a condition that makes them vulnerable to severe illness from Covid-19 will work from home.</li> <li>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</li> </ul>	3	3/4	9/12	<ul style="list-style-type: none"> <li>Record on SIMs</li> </ul>

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"> <li>• Departmental cleaning strategy developed and implemented across the service.</li> <li>• Current cleaning standards and specifications have been 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.</li> <li>• Pedal bins are emptied daily or as required throughout the day.</li> <li>• Staff/pupils reminded about regular and effective handwashing and providing hand sanitiser . Signage reinforces this.</li> <li>• Hand sanitiser is available at entrances and outside toilets – pupils use when supervised.</li> <li>• Limit use of teaching / learning materials and resources to avoid contamination, especially to adults.</li> <li>• Where possible, pupils will bring their own pencil cases, wear uniform and have their own school resources at their own desk.</li> <li>• Cleaning standards kept under regular review.</li> <li>• COSHH safety data sheets and risk assessments are reviewed and updated regularly</li> </ul>	<p>2</p>	<p>3</p>	<p>6</p>	



<b>Activity</b>	<b>Hazard</b>	<b>People exposed</b>	<b>Current controls</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Level</b>	<b>Further control measures required or comments</b>
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"> <li>• Site specific Business Continuity Plans (BCP) has 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.)</li> <li>• There is adequate first aid cover in line with the department's policy and school's risk assessment.</li> <li>• 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.</li> <li>• Support required to be shared with and organised through the departmental staff Hub Team where necessary and possible.</li> </ul>	<b>2</b>	<b>3</b>	<b>6</b>	
<b>Activity</b>	<b>Hazard</b>	<b>People exposed</b>	<b>Current controls</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Level</b>	<b>Further control measures required or comments</b>
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"> <li>• 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) upon entering any contaminated zone and remain in PPE until they leave. This is available at the entrance to the room.</li> </ul>	<b>3</b>	<b>3</b>	<b>9</b>	

			<ul style="list-style-type: none"> <li>• Anyone who develops symptoms of cough, fever or shortness of breath, should self-isolate and contact their GP.</li> <li>• Isolation procedures followed, gather and use workplace contact tracing information, clean down procedures, contacting Coronavirus helpline 01534 445566.</li> <li>• Refer to the Government of Jersey guidance on coronavirus <a href="http://www.gov.je/coronavirus">www.gov.je/coronavirus</a> and employee support pack</li> <li>• Care plans/Risk assessments of most vulnerable groups returning, staff and students, are written and updated accordingly.</li> <li>• Hygiene guidance /advice fully implemented and displayed</li> <li>• Cleaning rota established and implemented; twice in the morning, once in the afternoon for keeping surfaces and touch points like door handles, light switches and tables clean</li> <li>• Practicing good respiratory hygiene - covering mouth and nose with a tissue when coughing/sneezing (kill it and bin it).</li> <li>• Cleaning standards and specifications reviewed, deep cleaning and sanitising schedules planned</li> <li>• Contract cleaning services extended or sourced to cover additional areas of the business/requirements as and when needed.</li> </ul>				
--	--	--	--	--	--	--	--

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"> <li>• Safe access and egress of parents, visitors and contractors to the school setting is through the two school gates and specific drop off and pick up times for each year group ensures this is staggered. No parents allowed to enter the school unless they phone through and pupils only access with a member of staff. Contractors ring the caretaker.</li> <li>• Pick up and drop off points are in the playground, this is well signed and known by existing pupils</li> <li>• Timings: drop offs 8.30-8.45am; pick ups 2.45-3.00pm</li> <li>• Parents are discouraged from gathering at school gates.</li> <li>• Parents are encouraged to stay outside the gates or in their cars.</li> <li>• Car parks are managed taking into consideration physical distancing - cars and visitors kept 2 metres apart.</li> <li>• Staff control the safe access and egress to the schools/business area premises.</li> <li>• Separate entrances and one-way routes implemented</li> <li>• 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.</li> <li>• Gates are open at entry and exit times then locked.</li> <li>• Crossing patrol is in use from 8.30-8.45m and 2.45-3.05pm</li> </ul>	3	3	9	

Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
			<ul style="list-style-type: none"> <li>Safety and informational signage displayed.</li> <li>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.</li> </ul>				
Break, lunch and playtime activities	Control of physical distancing	Staff and students	<ul style="list-style-type: none"> <li>Staggered break and lunchtimes reduce large groups of children/staff gathering in areas</li> <li>Separation of year groups and external areas for play to support contact tracing.</li> <li><b>Wet Weather plans –</b> Instead of lining up outside pupils will be met at the entrance with a member of staff giving out handgel pupils go straight inside the building</li> </ul> <p><b>Breaktimes:</b> 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><b>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</b></p> <p><b>Lunchtimes:</b> as breaktimes</p> <p><b>Hometime:</b> Pupils will be let out 1 by 1 when parents are visible and/or if they have walking permission</p>	4	3	12	<ul style="list-style-type: none"> <li>Consider wider risks as more pupils and staff begin attending</li> </ul>

## **Additional information and control measures for your consideration/risk assessment development**

### **1. Preparing the Site**

Hand sanitiser stations, are available at the school entrance and around the school.

Lidded bins are available in each classroom and in other key locations around the school for the disposal of tissues and any other potentially infected waste. These are emptied daily and more frequently if necessary.

A good supply of disposable tissues is available in each classroom and these are monitored/ topped up regularly.

### **Health and Safety**

Risk management system (RMS) is up to date and that Hazard Identification Check sheets have been completed.

Working is 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

### **2. 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.

### **3. PPE and the use of cloth masks**

PPE is provided for staff assisting any children of staff showing symptoms. Masks, visors and a range of gloves are made available to any staff who would like to make use of them.