

# 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:

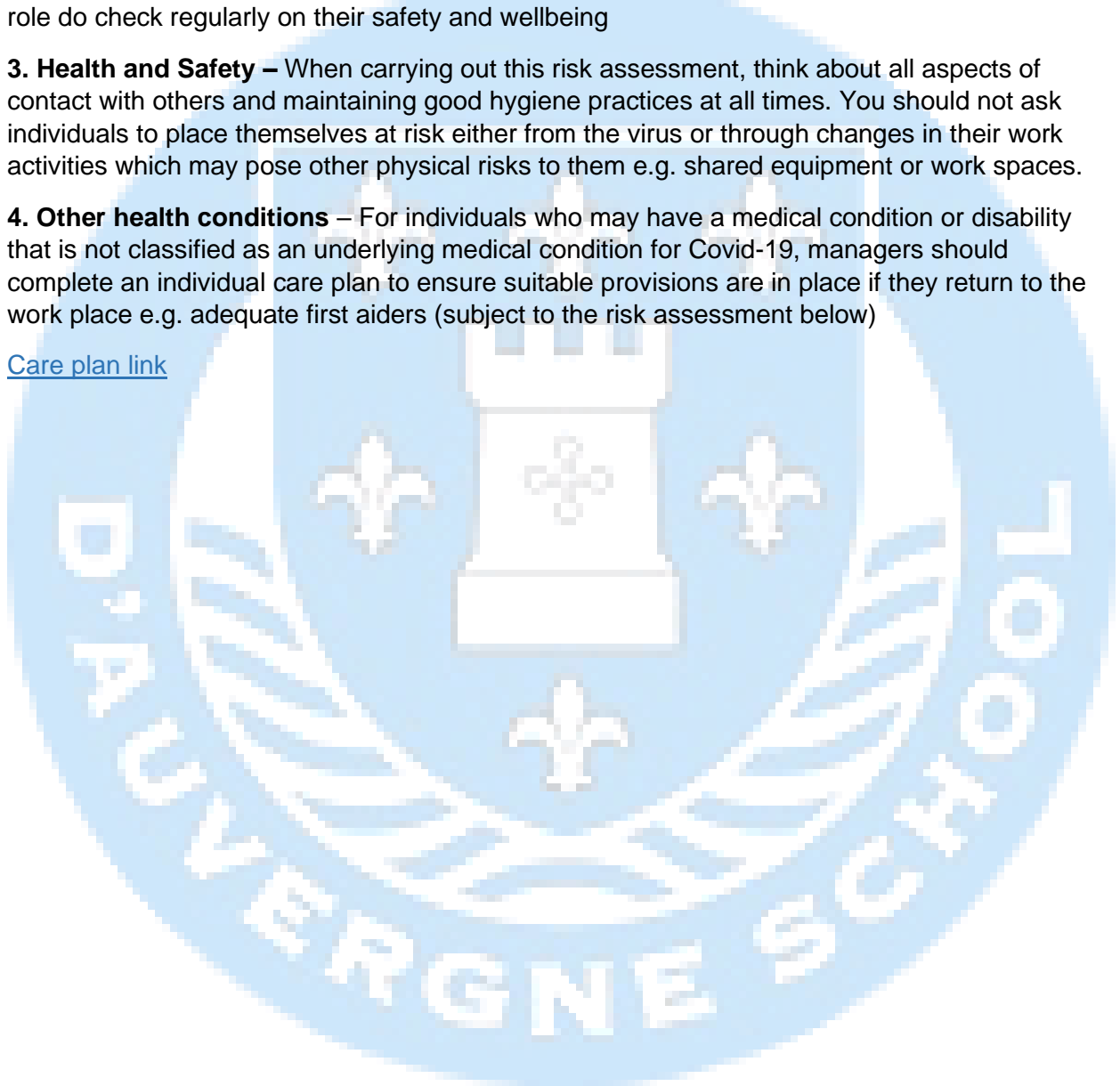
**1. Communication and Advice - Managers** are strongly advised to follow information given out by the central comms team and on gov.je regarding coronavirus to make sure they do not propagate mixed messages


**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](#)



 <b>Government of JERSEY</b> Children, Young People, Education and Skills	<b>RISK ASSESSMENT FOR</b> – <i>As 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>Sam Cooper (Head Teacher)</b>	<b>DATE OF ASSESSMENT:</b> <b>26<sup>th</sup> August &amp; 5<sup>th</sup> November 2020,          June &amp; September 2021</b>
	<b>NAME OF ASSESSOR</b> <b>Rena Nelson (School Business Manager)</b>	<b>DEPARTMENT AND LOCATION</b> <b>d'Auvergne School, 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</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"> <li>• Staff/student follow Gov procedures - in a single designated room (parent's room is defined containment room).</li> <li>• Staff must wear PPE in all corridors around school.</li> <li>• PPE equipment for the containment room kept inside adult toilet opposite the defined contaminated room.</li> <li>• Areas are well ventilated with external doors opened.</li> <li>• Adult/student leaves the premises via external door to the contaminated zone as soon as possible and follow government guidelines and procedures.</li> <li>• Contract cleaning service requested to deep clean the contamination room as soon as possible once the potentially infected individual is removed.</li> <li>• Anyone who develops symptoms of cough, fever or loss or change of smell or taste, should self-isolate and contact their GP or Coronavirus helpline and follow gov guidelines.</li> <li>• Launder any possibly contaminated items on the hottest temperature the fabric will tolerate.</li> <li>• Dispose of any items that are heavily soiled or contaminated with body fluids.</li> <li>• Corporate advice for anyone who feels unwell and suspects they may have Coronavirus like symptoms.</li> <li>• All visitors to school to wear masks in the corridors.</li> <li>• Staff encouraged to wear masks in the corridors.</li> <li>• Sanitiser readily accessible in every classroom.</li> <li>• If symptoms develop, isolation procedures followed, gathering and using workplace contact tracing information, clean down procedures, contacting coronavirus helpline 01534 445566.</li> <li>• If a positive case is identified then strict procedure for T&amp;T is followed. Guidance is followed and, where necessary, siblings</li> </ul>	3	2	6	

<p>Working during the Covid-19 pandemic (con't)</p>			<p>/ bubbles are sent home and advised to seek COVID testing and only to return to school on receipt of negative test result if School bubble is to return to school.</p> <ul style="list-style-type: none"> <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 Employee support pack</li> <li>• Consider and put appropriate measures in place to ensure vulnerable staff and children are safe the health plans of most vulnerable groups returning - staff and students.</li> <li>• All staff and children 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. Tissues available in classrooms and in student bubbles.</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> <li>• Hygiene guidance /advice fully implemented and displayed</li> <li>• Keeping surfaces and touch points (like door handles, light switches and tables) clean. Checklist updated by in-house cleaning team at designated times.</li> <li>• Practicing good respiratory hygiene - covering mouth and nose with a tissue when coughing/sneezing (kill it and bin it).</li> <li>• Review cleaning standards and specifications, deep cleaning and sanitising schedules considered and planned (both internal staff and external providers).</li> <li>• Contract cleaning services extended or sourced to cover additional areas of the business/requirements.</li> <li>• Lateral Flow Tests provided to all staff to complete twice a week at home and report their results on <a href="http://gov.je">gov.je</a>. Information provided for self-administering the tests.</li> </ul>			
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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	<ul style="list-style-type: none"> <li>• Government of Jersey guidance provided by email and on the intranet on coronavirus <a href="http://www.gov.je/coronavirus">www.gov.je/coronavirus</a> and employee support pack <a href="#">Employee support pack</a></li> <li>• Covid-19 Information posters are displayed throughout the building</li> <li>• Staggered breaks, lunches and playtimes (see attached).</li> <li>• Separate internal entrances and one-way routes to classrooms (see attached).</li> <li>• Corridors marked every 1 metre to avoid moving too close when passing one another.</li> <li>• In line with the corporate guidance PPE is provided, which might include gloves, masks and/or anti-viral hand gel.</li> <li>• All visitors and staff to school to wear masks in corridors.</li> <li>• Staff working on every other desk (set at 2 metres apart). Only 3 members of staff allowed in the PPA room at one time.</li> <li>• Remote working/meetings and access to video-conferencing (Teams) to minimise the need for staff to travel and/or use public transport.</li> <li>• Safety and informational signage displayed.</li> <li>• One at a time into storage, toilet, washroom, CCTV room, Breakfast Club kitchen, caretaker's office and workshop and outdoor sheds.</li> <li>• Social distancing to be maintained whilst in the Staff Kitchen / Staff Room &amp; Lounge. Wash hands prior to use of kitchen utensils and only prepare your own food and drink.</li> <li>• Avoid using the lift. If unavoidable only one person at a time.</li> <li>• All staff to continue to remind colleagues (where necessary) of the need to social distance to ensure policy is being followed.</li> <li>• Toilets labelled for Year Groups of children only.</li> </ul>	3	2	6	

Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
			<ul style="list-style-type: none"> <li>Staff provided with outdoor break and lunch space, to maintain social distancing.</li> </ul>				
Staff who are over 65 working during the Covid-19 pandemic	Exposure to Covid-19 from other employees	Staff who are over 65	No staff over 65 at d'Auvergne School.	0	0	0	<b>No risk - fully mitigated / removed</b>
Vulnerable staff working during Covid-19  Follow link for definition <a href="#">Vulnerable people</a>	Exposure to Covid-19 from other employees, the environment and equipment	Vulnerable staff	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.  To maintain a 2 metre distance from other adults and children	3	2	6	
Severely vulnerable  Follow link for definition <a href="#">Severely vulnerable people</a>	Exposure (respiratory illness) from employees/ environment and equipment	Severely vulnerable staff	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.  To maintain a 2 metre distance from other adults and children	3	2	6	



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>• All children use their own dedicated resources, their own desk and chair throughout this time.</li> <li>• Departmental cleaning strategy developed and implemented within d’Auvergne.</li> <li>• Cleaning schedule is created (see attached) to meet d’Auvergne’s requirements e.g. appropriate environmental cleaning and disinfection regimes are in place - touchdown areas, handles, doors, switches and all horizontal surfaces. 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> <li>• Cleaning schedule undertaken by contracted cleaners and Luc Coyne, in her absence.</li> <li>• Cleaning schedule signed off at the end of day by School Business Manager.</li> <li>• Cleaning standards kept under regular review by Caretaker team.</li> <li>• COSHH safety data sheets and risk assessments completed RAs completed for new materials (e.g. Hand Sanitisers in school) by Caretaker team.</li> <li>• Hand santisers are provided in reception to the school and in the meeting room in school.</li> <li>• Hand sanitiser levels are checked as part of the Cleaning Schedule by Luc Coyne.</li> <li>• Any/all body fluid spillage (blood, faeces, urine or vomit) that cannot be sufficiently cleaned up and managed effectively against d’Auvergne First Aid Policy shall result in the room</li> </ul>	<p>2</p>	<p>2</p>	<p>4</p>	



Cleaning – contract and in-house cont.			<p>being evacuated immediately and isolated until a deep clean can be completed by contracted cleaning staff.</p> <ul style="list-style-type: none"> <li>Any soft furnishings that can be removed from the learning environment are removed by Caretaking staff to reduce contamination due to any coughs/sneezes not caught in tissues.</li> <li>Swing bins are emptied as required throughout the day and are cleaned as part of the Cleaning Schedule by Luc Coyne.</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>
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>Parents are asked to remain in their cars where possible.</li> <li>Drop-off points are created to ensure adult Social Distancing.</li> <li>Strict guidance has been shared with parents about drop-off and collection protocols.</li> <li>Parents are discouraged from gathering at school gates.</li> <li>Traffic management plans reviewed and developed to control local arrangements. Luc Coyne and David Le Cornec on traffic duty both before and after school.</li> <li>Car parks are managed taking into consideration social distancing guidelines.</li> <li>SBM to control the safe access and egress to the school. School Secretary to physically sign the name of visitors to school, to negate the use of shared pens.</li> <li>Separate entrances/exits for individual Year Groups and one-way routes implemented.</li> <li>Doors kept open wherever possible to reduce the number of things staff/students need to touch – fire doors must be closed at the end of the working day.</li> <li>Safety and informational signage displayed, including one way systems.</li> </ul>	3	2	6	

			<ul style="list-style-type: none"> <li>• Anyone entering the school building is to wash their hands thoroughly with soap and water or applying hand sanitiser before doing anything else.</li> <li>• Contact details of visitors taken, for T&amp;T purposes.</li> <li>• Parents/Carers are not permitted to enter school buildings during this time unless with a mask on and hands washed / sanitised.</li> </ul>				
Break, lunch and playtime activities	<p>Keeping control of social distancing</p> <p>Cross contamination and infection control</p>	Staff and students	<ul style="list-style-type: none"> <li>• Staggered break and lunchtimes implemented to reduce large groups of children gathering.</li> <li>• Separation of year groups and external areas for play.</li> <li>• Learning bubbles to remain within their Year Groups for break, lunch eating and PE lessons.</li> <li>• Toilet breaks to be staggered where possible, or students to be sent to separate toilets.</li> <li>• During wet play, students are to remain in their classroom setting.</li> <li>• Students to follow one way walk systems.</li> </ul>	3	2	6	
<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>
Avoiding contamination whilst using teaching and learning resources, first aid and toileting facilities, receiving of goods	Cross contamination and infection control	Staff and students	<ul style="list-style-type: none"> <li>• Hand washing reminded to students throughout the day.</li> <li>• Hands should be washed before and after using the toilets.</li> <li>• Year Group bubbles will be allocated designated toilets for their bubble to use.</li> <li>• Any soft furnishings that can be removed from the learning environment are removed to reduce contamination due to any coughs/sneezes not caught in tissues.</li> <li>• Teaching staff are to use wipeable learning resources only. If they cannot be washed or wiped sufficiently after use, then</li> </ul>	3	2	6	

			<p>they are to be removed from the classroom environment during this time.</p> <ul style="list-style-type: none"> <li>• Any rugs are to be removed from classrooms if class perform 'carpet time'.</li> <li>• Learning resources are to be used by one child at any one time and they wiped with disfectant wipes/spray.</li> <li>• Students are to have allocated trays that contain their individual learning resources for writing with/on, drawing with/on, performing classroom work. Noone else is to touch these items.</li> <li>• First aid is to be provided with first aider wearingPPE (face mask and gloves).</li> <li>• Staff members receiving goods from external sources (including parents/students) are to wash their hands before and after.</li> </ul>				
<p>Travelling to and from work / school</p> <p>Time away from school</p>	<p>Keeping control of social distancing</p> <p>Cross contamination and infection control</p>	<p>Staff and students</p>	<ul style="list-style-type: none"> <li>• Parents are reminded to ensure their child/ren adhere to Government of Jersey social distancing guidelines.</li> <li>• Anyone entering the school building is to wash their hands thoroughly with soap and water or use hand sanitiser before doing anything else.</li> <li>• All staff members to read their emails (including Government emails) to remain updated on Government guidelines.</li> <li>• Parents are asked to keep children off school if any member of their household are displaying any flu-like/coronavirus symptoms and then follow Government guidelines.</li> <li>• Staff members, contractors and parents are asked to remain away from school if they are displaying any flu-like/coronavirus symptoms and then follow Government guidelines.</li> <li>• School staff are to observe student's health and any flu-like symptoms displayed by child are to be addressed and managed as per above.</li> </ul>	3	3	9	

## **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.

