

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 minimum 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 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](#)

 Government of JERSEY Children, Young People, Education and Skills	RISK ASSESSMENT FOR – <i>As safe return to school or work for staff and students during the coronavirus pandemic</i> Les Landes School		
	REVIEW DATE: 19/6/2021 31/08/21	RESPONSIBLE MANAGER Vicki Charlesworth/Danny Doyle/Laura Webster NAME OF ASSESSOR Vicki Charlesworth/Laura Webster	DATE OF ASSESSMENT: 31/08/21
		DEPARTMENT AND LOCATION CYPES-Les Landes School	

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

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

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

Risk Rating Matrix						
Likelihood	Severity					
		1	2	3	4	5
	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>	Exposure to Covid-19 (respiratory illness) from other employees, the environment and equipment.	Employees Clients Visitors Contractors Other members of public	<ul style="list-style-type: none"> • Covid-19 Information posters are displayed throughout the building • Schedules are in place to refill sanitisers and replace hygiene products • Cleaning schedules are reviewed, (deep cleaning and sanitising schedules should be planned (both internal & external providers • Departmental Covid-19 safety plan in place and shared with staff. • Arrangements in place for any employee who falls ill at work with Covid-19 related symptoms and all staff are familiar with them. (See covid handbook for staff) • Parents, children, carers or any visitors not to enter the school or business area if they are displaying any symptoms of coronavirus (signage displayed). 	3	2	6	<ul style="list-style-type: none"> • all adults to wear mouth and nose covering whilst moving around and communal areas indoors. • Cleaning schedule and strategy is in place, including replenishing of sanitisers. • Pupils allocated to class bubbles (inside)-each with designated toilet and hand washing facilities where possible. • Reminders (posters) in staff room re: social distancing & and use of cutlery. <p>Safety plan and risk assessment shared with staff on planned inset day 6.9.2021.</p> <ul style="list-style-type: none"> • Designated isolation room. • First aid resources, Covid19 checked and fully resourced. • Staff to sanitise shared equipment eg

Working during the Covid-19 pandemic (con't)							<p>desk, keyboard at beginning and end of shift. Battery and hand pump sanitisers in place in/for high use areas</p> <ul style="list-style-type: none"> All rooms stocked fully with sanitiser dispensers and wipes
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"> Corporate social distancing guidelines implemented and adhered to. Adult/adult – minimum 1 (2 Where possible) metres Adult/child – 1 metre Government of Jersey guidance provided on coronavirus www.gov.je/coronavirus and employee support pack <u>Employee support pack</u> Use markings/signage and introduce one-way flow at entry and exit points and throughout the building Safety and informational signage displayed. One at a time into storage, toilet, washroom, reprographic and kitchen areas etc. 	3	2	6	<p>Windows open in each teaching space.</p> <p>Staff meetings held in hall/multipurpose room/classroom.</p> <p>GoJ signage in place (inc new A4-B2S safety poster).</p> <p>Drip feeding start (between 8.30am and 8.45am) and return to 3pm finish. Entrances/exits and updated information has been communicated to all stakeholders 31.8.2021).</p> <p>Adults in school to observe 2m PD wherever possible and at least 1m PD.</p>

			<ul style="list-style-type: none"> <i>Social distancing marshals (All staff are marshalls) in place to ensure policy is being followed.</i> 				<p>Markings/signage signalled for one way flow at entry and exit points through out the building.</p> <p>All spaces well ventilated.</p> <p>Assemblies no longer than 15mins.</p> <p>Staff required to wear masks in communal areas.</p> <p>Multipurpose room and staff room to be utilised for staff to use, to ensure SD.</p>
Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
Staff who are over 65 working during the Covid-19 pandemic	Exposure to Covid-19 (respiratory illness) from other employees	Staff who are over 65	<ul style="list-style-type: none"> <i>Whenever possible staff over 65 will work from home.</i> <i>Essential staff over 65 who have no underlying health conditions have an individual risk assessment in place.</i> 	1	2	2	GP advice to be followed when needed
Vulnerable staff working during Covid-19 Follow link for definition Vulnerable people	Exposure to Covid-19 (respiratory illness) from other employees, the environment	Vulnerable staff	<ul style="list-style-type: none"> <i>Staff who have a medical condition that makes them vulnerable from Covid-19 will work from home.</i> <i>Essential workers who have a medical condition that makes them vulnerable to Covid-19 can continue to work if they</i> 	1	1	1	GP advice followed

	and equipment		<i>have been told they are able to do so by their GP.</i>				
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"> <i>Severely vulnerable staff who have a condition that makes them vulnerable to severe illness from Covid-19 will work from home.</i> 	1	4	4	GP advice followed
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	<ul style="list-style-type: none"> <i>Ensure pedal bins are emptied daily or as required throughout the day.</i> <i>Reminding staff/students about regular and effective handwashing and providing hand sanitiser.</i> <i>Do not use teaching / learning materials and resources to avoid contamination. (toy's, playframes and balls etc).</i> <i>Cleaning standards kept under regular review.</i> <i>COSHH safety data sheets and risk assessments completed. Departmental</i> 	3	2	6	<p>Extra cleaner employed to carry out additional cleaning during the day.</p> <p>Daily reminders for staff and pupils re regular handwashing and effective hygiene.</p>

			<i>cleaning strategy developed and implemented across the service.</i> <ul style="list-style-type: none"> <i>Review current cleaning standards and specifications and amend 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.</i> 				
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"> <i>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.)</i> <i>There is adequate first aid cover in line with the department's policy and school's risk assessment.</i> 	3	2	6	<p>Ongoing review of ratios and available staff.</p> <p>Follow Gov guidance if pupil /adult is symptomatic.</p>

			<ul style="list-style-type: none"> Teaching ratio numbers to the classroom and adequate staff supervision levels. Support provided for the departmental staff Hub Team. 				
Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
Teaching, office work, appointments and meetings	A member of staff/student displays symptoms while at work.	Staff, students, parents and contractors	<ul style="list-style-type: none"> Staff/student/patient placement: follow Gov procedures - in a single designated room so far as possible and defined contaminated zone. 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, 	2	2	4	<p>Staff member/pupil will isolate in designated room while they await collection.</p> <p>Parents of pupil will be contacted by track and trace if positive case confirmed</p> <p>Additional cleaner to undertake required cleaning schedule.</p> <p>Class bubbles to remain indoors.</p> <p>Bubbles not needed when outside – break and lunchtimes.</p> <p>15 minute assemblies allowed with mixed bubbles.</p>

			<p><i>contacting Coronavirus helpline 01534 445566.</i></p> <ul style="list-style-type: none"> • <i>Hygiene guidance /advice fully implemented and displayed</i> • <i>Keeping surfaces and touch points like door handles, light switches and tables clean.</i> • <i>Practicing good respiratory hygiene - covering mouth and nose with a tissue when coughing/sneezing (kill it and bin it).</i> • <i>Review cleaning standards and specifications, deep cleaning and sanitising schedules considered and planned (both internal staff and external providers).</i> • <i>Contract cleaning services extended or sourced to cover additional areas of the business/requirements.</i> • <i>Department cleaning strategy implemented.</i> • <i>Refer to the Government of Jersey guidance on coronavirus www.gov.je/coronavirus and employee support pack Employee support pack</i> • <i>Consider the health plans of most vulnerable groups returning - staff and students.</i> • <i>Corporate advice for anyone who feels unwell and suspects</i> 				
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			<i>they may have Coronavirus like symptoms.</i>				
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"> • <i>Consider the safe access and egress of parents, visitors and contractors to the school setting (signing in/out, access around the facilities and contact with staff and teams.</i> • <i>Consider the staggered of the start and finish times.</i> • <i>Car parks are managed taking into consideration social distancing - cars and visitors kept 2 metres apart.</i> • <i>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.</i> • <i>Review pick up drop off points, procedures, signage and markings</i> • <i>Parents are discouraged from gathering at school gates.</i> 	3	2	6	<p>Parents not to enter school building. However, if parents have to enter building they must complete visitor protocol paperwork and wear a mask.</p> <p>Staggered start times not needed. Arrival time between 8.30 and 8.45 accessing through the main gate and children entering classrooms through external doors.</p> <p>Y1 and Y2 children may access the shared cloakroom at the same time as under 15 minutes and door open for ventilation.</p> <p>Staggered collection time not needed. Collection time 3pm. Parents will be allowed onto school site from 2.55pm but required to remain on playground. Access through</p>

			<ul style="list-style-type: none"> • <i>Parents are encouraged to stay in their cars.</i> • <i>Traffic management plans reviewed and developed to control local arrangements.</i> • <i>The schools traffic management risk assessments reviewed.</i> • <i>Staff controlling the safe access and egress to the schools/business area premises.</i> • <i>Separate entrances and one-way routes implemented.</i> • <i>Safety and informational signage displayed.</i> • <i>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.</i> 				main and side gate. Still no access to inside school building unless absolutely necessary (mask to be worn in this instance)
Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments

Break, lunch and playtime activities		Staff and students	<ul style="list-style-type: none"> • <i>Staggered break and lunchtimes implemented to reduce large groups of children gathering</i> • <i>Separation of year groups and external areas for play.</i> 	2	3	6	Bubbles not needed when outside – break and lunchtimes and no longer need to be staggered
Catering/ Breakfast Club	Control of social distancing and infection control	Staff and students	<ul style="list-style-type: none"> • <i>Corporate social distancing guidelines implemented and adhered to (catering staff and queueing systems implemented). Maximum of 30 people in the 'bubble'. (27 children and 3 staff)</i> • <i>No self service – breakfast to be served to children.</i> • <i>Children to use the Year 3 and 4 toilets during breakfast club and these will be cleaned at the end of club in readiness for the day.</i> • <i>Implemented and reviewed to ensure food safety during food production and service.</i> • <i>Staggered break and lunchtimes.</i> • <i>Hazard analysis and critical control points (HACCP)</i> 	3	2	6	

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.