

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](#)

 Children, Young People, Education and Skills	RISK ASSESSMENT FOR – <i>A safe return to school or work after the Summer holidays for staff and students during the coronavirus pandemic</i>		
	REVIEW DATE: Annually or when changes occur in work activity	RESPONSIBLE MANAGER RICHARD HEAVEN	DATE OF ASSESSMENT: 25.08.20
	NAME OF ASSESSOR	DEPARTMENT AND LOCATION ST CLEMENT'S PRIMARY SCHOOL (UPDATE 3)	

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"> • <i>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.</i> • <i>Classrooms and workplace office areas are well ventilated.</i> • <i>No physical distancing for children within their class bubbles.</i> • <i>Children to remain physically distant (1m) from children outside their class bubble as much as possible.</i> • <i>Physical distancing is practiced (1m distance) between staff employees.</i> • <i>In areas where staff congregate for longer than 15 minutes, adults will maintain 2m distance e.g: staffroom.</i> • <i>Transitory contact between adults and children/adults is permitted, but for no longer than 15 minutes.</i> 	<p>2</p>	<p>3</p>	<p>6</p>	

<p>Working during the Covid-19 pandemic (con't)</p>			<ul style="list-style-type: none"> • 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. • Hand sanitizer dispensers are situated throughout the school, particularly on the main entrances and exits to the school. • Caretaker will continually monitor and refill sanitisers and replace hygiene products. • Cleaning schedules are in place and are reviewed regularly. • All updated guidance published on Gov.je is followed. • Departmental Covid-19 Safety Plan in place and shared with all staff on INSET day 02.09.20. • Arrangements in place for any employee who falls ill at work with Covid-19 related symptoms and all staff are familiar with them. 				
-----------------------------------------------------	--	--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--

			<ul style="list-style-type: none"> • <i>Any employee displaying Covid-19 symptoms will not attend the workplace and take advice from the helpline.</i> • <i>Parents, children, carers or any visitors not to enter the school if they are displaying any symptoms of coronavirus (signage displayed).</i> • <i>Air conditioning unit will be used in the ICT Suite when necessary.</i> • <i>No fans to be used in classrooms.</i> • <i>Cloth masks available in the school office for those staff that would like to wear one in school.</i> • <i>Changing of / washing of cloth masks are the personal responsibility of staff members</i> • <i>Masks are not obligatory in schools for pupils or adults. Children/staff may wear a mask if they prefer.</i> • <i>The School has sufficient stores of soap and hand sanitiser. Children should be encouraged to use them and not bring in their own sanitisers – these may contravene the school's COSHH guidelines.</i> 				
--	--	--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--

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 pupils	<ul style="list-style-type: none"> • <i>Safety and informational signage displayed.</i> • <i>Physical distancing guidelines implemented and adhered to.</i> • <i>Government of Jersey guidance provided on coronavirus www.gov.je/coronavirus.</i> • <i>Each class is its own bubble.</i> • <i>Class bubbles will work predominantly in their own classrooms.</i> • <i>N/R to use Nursery toilets</i> • <i>Year 1 to use KS1 girls toilets</i> • <i>Year 2 to use KS1 boys toilets</i> • <i>Year 3/4 to use KS2 boys toilets</i> • <i>Year 5/6 to use KS2 girls toilets</i> • <i>If children require the toilet during break / lunchtime, they can enter the school, use their bubble toilet and then leave the building again.</i> 	2	2	4	

			<ul style="list-style-type: none"> • <i>Medical First Aid kit to be placed on a table just inside the staffroom door.</i> • <i>KS2 staff to use upstairs KS2 staff toilet.</i> • <i>N/R staff to use the Nursery staff toilet.</i> • <i>Year 1/2 + office staff to use toilet adjacent to staffroom.</i> • <i>ARC staff to use ARC toilet.</i> • <i>One at a time into storage, toilet, washroom, reprographic and kitchen areas etc. in order to respect the necessary physical distancing guidelines.</i> • <i>One way system up the main stairs and down the Year 6 stairs implemented.</i> • <i>Avoid using lifts, if unavoidable only one person at a time.</i> • <i>Use markings/signage and introduce one-way flow at entry and exit points and throughout the building.</i> • <i>Children to walk on the right of any shared corridors – floor stickers used to demarcate direction of travel.</i> • <i>Children to clean the keyboard and mouse with a wipe after use in the ICT Suite</i> 				
--	--	--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--

- | | | | | | | | |
|--|--|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
| | | | <ul style="list-style-type: none"> • <i>Only KS2 children to use the ICT Suite for computing lessons.</i> • <i>Staggered drop off and pick up times to avoid large groups of parents gathering.</i> • <i>The demarcation of large indoor and outdoor spaces to help the separation of group or bubbles during break and lunch – use of field / lower playground / upper playground.</i> • <i>Rotas to be used for break and lunchtimes to determine which classes are using the field and playground areas.</i> • <i>Staggered breaks, lunches and playtimes used with Year 1/2/3 sharing a break time and Year 4/5/6 a separate time.</i> • <i>Reception to have an individual break / share the Nursery outdoor area.</i> • <i>Each bubble to be designated a plastic box of equipment to be used on the playground. Pupils to wash their hands before they go out and use sanitiser on their way back in.</i> • <i>Equipment to be wiped at the start or end of each day.</i> • <i>If Nursery trikes are used, then they need to be wiped after each use.</i> | | | | |
|--|--|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|

			<ul style="list-style-type: none"> <i>Teams working together are as small as possible, whilst ensuring appropriate cover is provided.</i> <p>N/R Bubble LH KW PT LR SJ MB SA</p> <p>Yr1 Bubble CG TH SLM</p> <p>Yr2 Bubble KBJ EH</p> <p>Yr3 Bubble TO LL TB</p> <p>Yr4 Bubble PP NN LJ</p> <p>Yr5 Bubble SL ALM JG</p> <p>Yr 6 Bubble TH JR AB</p> <ul style="list-style-type: none"> <i>Staff to use the MPR as an overflow staffroom for breaks and lunches if the staffroom is full.</i> <i>KS2 staff to use the usual staffroom for break and lunches if one of the eight chairs is free to use.</i> <i>Staff not to prepare food, including use of microwaves.</i> 				<ul style="list-style-type: none"> <i>SLT to investigate the possibility of purchasing outdoor table / chairs</i>
--	--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	----------------------------------------------------------------------------------------------------------------------------------

			<ul style="list-style-type: none"> • <i>Staff to use their own utensils where possible.</i> • <i>The School Morning Club will open and form a 'bubble' itself.</i> • <i>Morning Club will be run with TAs from school supervising the pupils.</i> • <i>Staff are aware of the procedures and necessary Safety Plan/Risk Assessment in case of a child showing COVID symptoms.</i> • <i>Staff have been trained how to use the PPE if necessary.</i> • <i>2 separate rooms will be used to minimise contact between class bubbles</i> • <i>Bubble 1 – R/1/2 pupils - MPR</i> • <i>Bubble 2 – 3/4/5/6 pupils – Music Room</i> • <i>A daily register will be kept, as usual, to assist contact tracing if necessary.</i> • <i>The After School Club will open and form a 'bubble' itself.</i> • <i>This third party provider will be run using staff from</i> 			
--	--	--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--

			<p><i>'Freedom' who will supervise the pupils.</i></p> <ul style="list-style-type: none"> <i>The Club have submitted a risk assessment and cleaning strategy which is compliant with the updated Covid guidance.</i> <i>Staff are aware of the procedures in case a child shows COVID symptoms.</i> <i>The MPR will be used to host the club, as usual.</i> <i>A cleaner will clean the room after the school staff have used it at 2.30pm.</i> <i>The Club will keep a daily register, as usual, to assist contact tracing if necessary.</i> 				
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>St Clement's School have no staff that are over 65.</i> 	1	3	3	

<p>Employees who are deemed to be at 'moderate' risk'.</p> <p>(Formerly Vulnerable staff)</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>	<ul style="list-style-type: none"> • <i>Employees who are classified as a 'moderate risk' should be able to return to work with appropriate control measures in place. A suitable risk assessment will have been completed, agreed and signed.</i> • <i>School will follow any recommended measures or arrangements set out by the employee's GP e.g: staff could work in school with limited contact with children.</i> 	<p>3</p>	<p>3</p>	<p>9</p>	
Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
<p>Employees who are deemed to be at 'high risk'.</p> <p>(Formerly Severely vulnerable staff)</p> <p>Follow link for definition</p> <p>Severely vulnerable people</p>	<p>Exposure (respiratory illness) from employees/ environment and equipment</p>	<p>Staff who are at high risk.</p>	<ul style="list-style-type: none"> • <i>Employees who are classified as 'high risk' may be able to return to work with appropriate control measures in place.</i> • <i>Specific advice from the employee's GP is required.</i> 	<p>3</p>	<p>4</p>	<p>12</p>	

			<ul style="list-style-type: none"> • <i>A suitable risk assessment will have been completed, agreed and signed to allow the employee to work in school.</i> • <i>School will follow any recommended measures or arrangements set out by the employee's GP e.g: staff could work in school with limited contact with children.</i> 				
<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>	Poor cleaning, hygiene and infection control standards	Staff and students	<ul style="list-style-type: none"> • <i>Departmental cleaning strategy developed and implemented across the service.</i> • <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> • <i>Ensure bins are emptied daily or as required throughout the day.</i> • <i>Reminding staff/students about regular and effective handwashing and provision of hand sanitiser.</i> 	2	2	4	

- Reduce the amount of shared teaching / learning materials and resources to avoid cross contamination.
- Cleaning standards kept under regular review.
- COSHH safety data sheets and risk assessments completed.

Cleaning Schedule – Site Specific-St Clements School

Area	What to do	When / How often	Morning	Lunchtime	End of Day	Completed by
Tables	Clean&Disinfect			√	√	Enhanced cleaning staff + Team
Chairs	Clean&Disinfect			√	√	Enhanced cleaning staff + Team
School Hall	Clean&Disinfect				√	Team
Shelves/Nursery-Reception	Clean&Disinfect				√	Team
Resources/Nursery/Foundation	Clean&Disinfect	Daily Rotation of resources			√	Team
Tablets	Wipe&Disinfect	After use				
Door Handles	Wipe&Disinfect		√	√	√	Touch point staff, enhanced cleaning staff + Team
Work Surfaces	Wipe&Disinfect			√	√	Enhanced cleaning staff + Team
Door Fronts	Wipe&Disinfect		√	√	√	Touch point staff, enhanced cleaning staff + Team
All Toilets	Mop/Clean/Disinfect			√	√	Touch point staff, enhanced cleaning staff + Team
Static Play Equipment- not being used	Mop/Clean/Disinfect					
Outside Resources-closing Drinking Fountain	Use&wipe down					
Trikes - not using	Wipe down between users if used.					

All Classrooms	Wipe&Disinfect				√	Team
Two classrooms deep cleaned each day, every week	Wipe / Hoover / Clean /				√	Extra Team member

- The usual team of cleaners will clean the school for 2 hours at the end of each day.
- An extra cleaner will work from 9.00 – 3.00pm following a daily cleaning schedule throughout the school.
- An extra cleaner will work for an hour mid-morning to clean the touch points throughout the school.
- An extra cleaner will join the end of day team to focus and deep clean two rooms per day on a rota.

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>Staff timetabling has been created with capacity to allow for illness / childcare cover.</i> • <i>There is adequate first aid cover in line with the</i> 	3	1	3	

Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
			<p><i>department's policy and school's risk assessment.</i></p> <ul style="list-style-type: none"> <i>Teaching ratio numbers to the classroom and adequate staff supervision levels.</i> <i>Support provided from the departmental staff Hub Team.</i> <i>Supply teacher identified to support if an employee has to isolate.</i> 				
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"> <i>Staff/student/patient placement: follow specific procedures detailed within the School Safety Plan / gov.je</i> <i>Single designated room used as the defined contaminated zone as much as possible.</i> <i>Staff should wear PPE in line with the Government guidance (gloves, apron and mask) before entering any contaminated zone and remain in PPE until the contaminated person leaves.</i> <i>Anyone who develops symptoms of cough, fever or shortness of breath, should</i> 	3	3	9	

			<p><i>isolate and contact their GP and the HT / DHT.</i></p> <ul style="list-style-type: none"> • <i>Isolation procedures as detailed within the School Safety Plan are followed. Contact the Coronavirus helpline 01534 445566.</i> • <i>Contact tracing team will discuss direct contacts with the contaminated person.</i> • <i>Follow any clean down procedures given from the helpline.</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 moderate and high risk groups returning - staff and students.</i> • <i>High risk staff or pupils require advice from their GP about returning to school.</i> • <i>Advice for anyone who feels unwell and suspects they may have Coronavirus like symptoms.</i> • <i>Hygiene guidance /advice fully implemented and displayed</i> 			
--	--	--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--

			<ul style="list-style-type: none">• <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 planned and monitored.</i>• <i>Contract cleaning services extended or sourced to cover additional areas of the business/requirements.</i>• <i>Department cleaning strategy implemented – see above.</i>• <i>Caretaker / DHT have talked through the cleaning strategy with the extra cleaner. This includes a daily timetable of surface cleaning, when classes are out at break etc.</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>Restricted 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>Staggered start and finish times have been organised for all class bubbles and School Provision.</i> • <i>Pick up drop off points, have been reviewed.</i> • <i>Children to be dropped off following guidance around the first letter of their family surnames.</i> • <i>Parents are discouraged from gathering at school gates.</i> • <i>Parents are encouraged to stay in their cars.</i> • <i>Car parks are managed taking into consideration physical distancing – classes kept at least a metre apart whilst awaiting pick up.</i> • <i>Staff controlling the safe access and egress to the schools premises.</i> 	2	3	6	

			<ul style="list-style-type: none"> • <i>Answerphone on in the School Office when the secretary has her lunch.</i> • <i>Nursery children to enter through their own door.</i> • <i>Reception children to enter through the Fire exit door.</i> • <i>Year 1/2 to enter the building through the main entrance.</i> • <i>Year 3/4/5/6 children to enter the building through the car park gate and rear playground door.</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>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> • <i>Office glass window to be kept closed to protect office staff.</i> • <i>One in, one out use of the entrance area – tape outside for waiting parents.</i> 			
--	--	--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--

			<ul style="list-style-type: none"> • <i>PPA Time</i> <i>N/R staff to use their rooms or the Nursery Busy Room for PPA.</i> <i>Yr1/2 staff to either use their classroom or the Nursery Busy Room for PPA.</i> <i>Yr3/4/5/6 to use their classroom or the ARC room computers for PPA.</i> • <i>Children to use sanitiser on their way in and out of the building.</i> • <i>HT to send an email to parents reminding them that their child should bring their own:</i> <ul style="list-style-type: none"> - <i>Sunhat</i> - <i>Sun cream</i> - <i>Water bottle</i> - <i>Spoons / plastic cutlery</i> <i>These items can't be shared by the school any more, given the current restrictions.</i> 				
--	--	--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--

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 class bubbles within the external areas for play.</i> • <i>Water fountain switched off in the playground.</i> • <i>If children require the toilet during break / lunchtime, they can enter the school, use their bubble toilet and then leave the building again.</i> • <i>Medical First Aid kit to be placed on a table just inside the staffroom door.</i> • <i>The demarcation of large indoor and outdoor spaces to help the separation of group or bubbles during break and lunch – use of field / lower playground / upper playground.</i> • <i>Year groups to use rotas for field / playground use.</i> • <i>Staggered breaks, lunches and playtimes.</i> 	2	3	6	

			<ul style="list-style-type: none"> • <i>Each class bubble to be designated a plastic box of equipment to be used on the playground. Pupils to wash their hands before they go out and use sanitiser on their way back in.</i> • <i>Equipment to be wiped after at either the start of end of each day.</i> • <i>If Nursery trikes are used, then they need to be wiped after each use.</i> 				
Catering	Control of social distancing and infection control	Staff and students	<ul style="list-style-type: none"> • <i>Staggered break and lunchtimes.</i> • <i>Children to eat in their identified bubble bases.</i> 	2	3	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.