

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 Christmas 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: 05.01.21
	NAME OF ASSESSOR	DEPARTMENT AND LOCATION ST CLEMENT'S PRIMARY SCHOOL (UPDATE 5)	

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 to be offered a Covid test before the pupils begin school on 11th January.</i> • <i>All staff to be offered regular Covid testing throughout the Spring Term.</i> • <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>Air conditioning unit will be used in the ICT Suite when necessary.</i> • <i>No fans to be used in classrooms.</i> • <i>Heating levels have been increased due to the need to keep windows open. Pupils may also want to wear extra layers of clothing to ensure that they keep warm in the school. Parents will be informed of this advice.</i> 	<p>2</p>	<p>3</p>	<p>6</p>	

Working during the Covid-19 pandemic (con't)

- *No physical distancing required for children within their class bubbles.*
- *Children to remain physically distant (2m) from children outside their class bubble as much as possible.*
- *Physical distancing is practiced (2m distance) between all adults.*
- *In areas where staff congregate for longer than 15 minutes, adults will maintain 2m distance e.g: staffroom & MPR.*
- *Where possible, adults should try to maintain 2m distance from the children.*
- *Where this is not possible, staff should not sit near a specific child for longer than 15 minutes.*
- *Staff who support children for longer than 15 minutes within 1m should wear both a mask and face shield during this period.*
- *Staff should 'walk the floor' as much as possible during lessons to minimise contact for long periods of time.*
- *Transitory contact between adults and children/adults is permitted, but for no longer than 15 minutes.*

			<ul style="list-style-type: none"> • <i>Covid-19 Information posters are displayed throughout the building</i> • <i>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.</i> • <i>Hand sanitizer dispensers are situated throughout the school, particularly on the main entrances and exits to the school and entrance to the Hall and ICT suite.</i> • <i>Caretaker will continually monitor and refill sanitisers and replace hygiene products.</i> • <i>Cleaning schedules are in place and are reviewed regularly (Jan 2021).</i> • <i>All updated guidance published on Gov.je is followed.</i> • <i>Departmental Covid-19 Safety Plan in place and shared with all staff on Thursday 07.01.21.</i> • <i>Specific arrangements are in place for any employee/pupil who falls ill at school with Covid-19 related symptoms. All staff are familiar with them.</i> 				
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			<ul style="list-style-type: none"> • All staff have been trained how to use the PPE if necessary. • Any employee/pupil displaying Covid-19 symptoms early in the morning will not attend school and take advice from the helpline(445566). • Parents, children, carers or any visitors not to enter the school if they are displaying any symptoms of coronavirus (signage displayed). • Masks or face shields must be worn by staff and visitors on the school site. This includes parents wearing a mask when dropping off or picking up children. • Staff will assess which face covering to wear and when. This decision will be based on comfort, but also on the type of activity being completed and the distance from the pupils. • Members of staff that are required to work within a 1m distance from a pupil for more than 15 minutes are advised to wear both a mask and face shield. • Where possible, support staff should continue to circulate in class and not provide long 				
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			<p><i>periods of close contact support.</i></p> <ul style="list-style-type: none"> • <i>Children do not have to wear face coverings, but can wear a mask if they choose to.</i> • <i>Parents will be asked to organise their child's mask use/cleaning etc.</i> • <i>Any visitors to the site will be required to sign in / out as normal, ensuring that they also leave their contact details and information regarding who they have worked with in the school. This will assist with any contact tracing required.</i> • <i>Deliveries and contractors will use electronic paperwork where possible.</i> • <i>Hand sanitizer will be available to staff after handling deliveries.</i> • <i>When eating or drinking, staff can remove their mask, but must maintain a 2m distance from other people.</i> • <i>Face Shields and masks have been distributed to all staff.</i> • <i>Replacements are available in the school office.</i> • <i>Spare cloth/medical masks are also available in the school office.</i> 				
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			<ul style="list-style-type: none"> • <i>Changing of / washing of cloth masks are the personal responsibility of staff members</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> • <i>Limited amount of shared resources available. Wherever possible shared resources are cleaned between the use of different children or kept within a class bubble.</i> • <i>Resources that children take home are limited. Items like reading books will be stored for 24 hours before giving to another child e.g: reading books.</i> • <i>Where practically possible sports equipment that is held for extended periods of time (e.g. rackets, bats) should be cleaned between users.</i> • <i>Children should wash their hands before and after any activity that involves shared equipment</i> • <i>Children to clean the keyboard and mouse with a wipe after use in the ICT Suite</i> 			
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Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
			<ul style="list-style-type: none"> • <i>Only KS2 children + Year 2 children to use the ICT Suite for computing lessons.</i> 				
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</i> 	2	2	4	

			<p><i>bubble toilet and then leave the building again.</i></p> <ul style="list-style-type: none"> • <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 staff to use toilet opposite the HT's office.</i> • <i>Office staff to use toilet adjacent to staffroom.</i> • <i>ARC staff to use ARC toilet.</i> • <i>Visitors to use the toilet in the baby changing room.</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 follow the 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> 				
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			<ul style="list-style-type: none"> • <i>Staggered drop off and pick up times to avoid large groups of parents gathering.</i> • <i>F/S and KS1 children dropped off and picked up from the front of school at three staggered times.</i> • <i>KS2 children picked up and dropped off from the main car park at three staggered times.</i> • <i>Staff duty rota identifies which staff will supervise the drop off and pick ups in the two areas.</i> • <i>The demarcation of large indoor and outdoor spaces to help the separation of group or bubbles during break and lunch – use of three separate areas -top / middle / lower sections.</i> • <i>Rotas to be used for break and lunchtimes to determine which classes are using the three separate areas.</i> • <i>No classes to use the field until at least February Half Term.</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> 				
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- *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.*
- *Playground Medical First Aid kit to be placed on a table just inside the staffroom door.*
- *Teams working together are as small and tight as possible, whilst ensuring appropriate cover is provided.*

N/R Bubble
LH KW PT LR SJ MB SA

Yr1 Bubble
CG TH SLM

Yr2 Bubble
KBJ EH

Yr3 Bubble
TO LL TB

Yr4 Bubble
PP NN LJ

Yr 5 Bubble
SL ALM JG

Yr 6 Bubble
TH JR AB

- *Staff to use the usual staffroom for break and lunches if one of the six chairs is free to use.*
- *Staff to use the MPR as an overflow staffroom for breaks and lunches if the staffroom is full.*
- *Caretaker to set the tables out 2m apart at 9.00 each morning.*
- *Staff not to prepare food, but can use the microwaves if they wipe down after use.*
- *Staff to use their own utensils where possible.*

- *The School Morning Club will open and form a 'bubble' itself.*
- *Morning Club will be run with TAs from school supervising the pupils.*
- *Staff are aware of the procedures and necessary Safety Plan / Risk Assessment in case of a child showing COVID symptoms.*
- *Staff have been trained how to use the PPE if necessary.*

			<ul style="list-style-type: none"> • <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 'Freedom' who will supervise the pupils.</i> • <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</i> 				
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			<p><i>contact tracing if necessary.</i></p> <ul style="list-style-type: none"> <i>• A separate risk assessment for Parent Teacher meetings was constructed for the meetings in October.</i> <i>• This risk assessment will be reviewed ahead of the planned meetings in February, taking into account any restrictions in place at the time.</i> <i>• After school activities such as football and netball practices can continue to be organized on the school site. However, children from different class bubbles should be kept in different areas and not mix, even if outside.</i> <i>• Teachers should wear a mask/shield during sessions and keep their distance where possible</i> <i>• Inter school friendly matches are permitted</i> 				<p><i>Consider restrictions in place later in January in order to organise Parent Teacher meetings in February if possible.</i></p> <p><i>Possible start with just Year 6 children to maintain bubble easily.</i></p> <p><i>Field may soon be out of action due to 3G pitch building work.</i></p>
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			<p><i>at this time as long as the necessary control measures are put into place e.g: no parent spectators.</i></p> <ul style="list-style-type: none"><i>• Coding Club will only take children from one class group after school.</i><i>• Other Community Users (Fit Kids and Brazilian Soccer) will not begin until the current restrictions are lifted.</i> <p>Offsite Visits:</p> <ul style="list-style-type: none"><i>• Curriculum offsite visits are permitted within the guidance as long as the appropriate control measures are in place.</i>				
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Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
Staff who are between 60-70 working during the Covid-19 pandemic	Exposure to Covid-19 (respiratory illness) from other employees	Staff who are between 60-70	<ul style="list-style-type: none"> • <i>Employees between 60-70 are able to return to work with appropriate control measures in place.</i> • <i>A suitable risk assessment will have been discussed, agreed and signed.</i> 	1	3	3	
<p>Employees who are deemed to be at 'moderate' risk'. (Formerly Vulnerable staff) Follow link for definition Vulnerable people</p>	Exposure to Covid-19 (respiratory illness) from other employees, the environment and equipment	Vulnerable staff	<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.</i> • <i>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.</i> 	3	3	9	

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'. (Formerly Severely vulnerable staff) Follow link for definition 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> • <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> • <i>Children who are at high or moderate risk of COVID 19 are encouraged to attend school.</i> • <i>Where children have complex health conditions advice from medical</i> 	<p>3</p>	<p>4</p>	<p>12</p>	

			<p><i>specialists should be obtained and followed.</i></p> <ul style="list-style-type: none"> • <i>High risk children should follow physical distancing and other public health guidance while they are at school.</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>	<p>Poor cleaning, hygiene and infection control standards</p>	<p>Staff and students</p>	<ul style="list-style-type: none"> • <i>Departmental cleaning strategy reviewed and updated across the School (Jan 2021).</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> • <i>Reduce the amount of shared teaching / learning materials and resources to avoid cross contamination.</i> • <i>Cleaning standards kept under regular review.</i> 	<p>2</p>	<p>2</p>	<p>4</p>	

- 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		√	√	√	Enhanced cleaning staff + Team
Work Surfaces	Wipe&Disinfect			√	√	Enhanced cleaning staff + Team
Door Fronts	Wipe&Disinfect		√	√	√	Enhanced cleaning staff + Team
All Toilets	Mop/Clean/Disinfect		√	√	√	Enhanced cleaning staff + Team
Static Play Equipment- not being used	Mop/Clean/Disinfect					
Outside Resources-closing Drinking Fountain	Use & wipe down					
Trikes - Used as F/S bubble resource.	Children to wash hands / sanitise before they go outside					
All Classrooms	Wipe&Disinfect				√	Cleaning Team
Two classrooms deep cleaned	List of deep clean tasks sent				√	Enhanced cleaning staff

each day, every week	through by Alex from G4S.					
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- 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 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 department's policy and school's risk assessment.</i> • <i>Teaching ratio numbers to the classroom and adequate staff supervision levels.</i> 	3	1	3	

Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
			<ul style="list-style-type: none"> • Support provided from the departmental staff Hub Team. • Supply teacher identified to support if an employee has to isolate. • HT may have to close a class should staffing levels fall below required levels. (BCP) 				
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"> • Anyone who develops symptoms of cough, fever or shortness of breath, should isolate and contact their GP and the HT / DHT. • If a staff member or pupil becomes symptomatic at school, staff will follow the specific procedures detailed within the School Safety Plan / gov.je • The medical room will be used as the defined contaminated zone as much as possible. • Staff should wear PPE in line with the Government guidance (gloves, apron and mask) before entering any contaminated zone and 	3	3	9	

			<p><i>remain in PPE until the contaminated person leaves.</i></p> <ul style="list-style-type: none"> • <i>All PPE should be double bagged and binned accordingly after the child goes home.</i> • <i>School will phone parents to organise the collection of a pupil.</i> • <i>Parents should contact the Coronavirus helpline on 445566 to take advice.</i> • <i>Should a staff member or pupil test positive, isolation procedures as detailed within the School Safety Plan are followed.</i> • <i>The contact tracing team will discuss direct contacts with the contaminated person and Headteacher.</i> • <i>Direct contacts will be tested and have to isolate for a period of time.</i> • <i>School will initiate the appropriate clean down procedures by liaising with G4S.</i> • <i>Refer to the Government of Jersey guidance on coronavirus www.gov.je/coronavirus and employee support pack Employee support pack</i> 			
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			<ul style="list-style-type: none"> • <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>School has communicated advice to parents, staff and pupils about what to do if feel unwell or suspect they may have Coronavirus symptoms.</i> • <i>Hygiene guidance /advice fully implemented and displayed throughout the school.</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 planned and monitored (Updated Jan 2021)</i> • <i>Contract cleaning services extended or sourced to cover additional areas of the business/requirements.</i> 				
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Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
			<ul style="list-style-type: none"> • <i>Department cleaning strategy reviewed and updated – see above.</i> • <i>Caretaker / DHT have talked through the cleaning strategy with Alex from G4S and the additional cleaner. This includes a daily timetable of surface cleaning, when classes are out at break etc.</i> 				
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</i> • <i>Those visitors given access will sign in/out and will have limited contact with other adults / children.</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</i> 	2	3	6	

			<p><i>first letter of their family surnames.</i></p> <ul style="list-style-type: none"> • <i>Parents are discouraged from gathering at school gates.</i> • <i>Parents are encouraged to stay in their cars where possible.</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> • <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 are closed at the end of the working day by the caretaker.</i> 			
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			<ul style="list-style-type: none"> • <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 etc.</i> • <i>Office glass window to be kept closed to protect office staff.</i> • <i>One in, one out use of the entrance area.</i> • <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>Water bottle</i> - <i>Spoons / plastic cutlery</i> 			
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			<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 top / middle / bottom parts of the playground.</i> 	2	3	6	

			<ul style="list-style-type: none"> • <i>Year groups to use rotas for sections of the playground.</i> • <i>Staggered breaks, lunches and playtimes.</i> • <i>Each class bubble to be designated a plastic box of equipment to be used on the playground.</i> • <i>Pupils to wash their hands before they go out and use sanitiser on their way back in.</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 bubbles in their classrooms.</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.