

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.

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: 26 / 09 / 22
	NAME OF ASSESSOR H&S Advisor	DEPARTMENT AND LOCATION ST CLEMENT'S PRIMARY SCHOOL (UPDATE 7)	

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 from other employees, the environment and equipment.</p>	<p>Employees Clients Visitors Contractors Other members of public</p>	<ul style="list-style-type: none"> • All staff and pupils to be offered regular (twice weekly) Lateral Flow Testing throughout the Autumn Term • Updated Covid-19 Information posters are displayed clearly throughout the school promoting good hand hygiene. • Regular and thorough handwashing by children, young staff and all visitors will take place. • 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. • As a minimum, children and young people will wash/sanitise their hands, on entry, after breaks, before and after eating, after using any large shared equipment / resources, after sneezing/coughing, on entry/exit to the hall for PE, on entry/exit to the ICT Suite and before going home. • Classrooms and workplace office areas are well ventilated. • Classroom windows and doors to be opened first thing in the morning and kept open as much as possible during the day. • Doors and windows to be kept open after school to ensure room is ventilated thoroughly. • Air conditioning unit will be used in the ICT Suite when necessary. • No fans to be used in classrooms. • No physical distancing required and no class bubbles – children are able to mix with other year groups in lessons and outside. • Pupils can meet in the hall for face to face assemblies. • This will include Reflect and Review sessions that are planned to start from 12.09.22. • Staff and pupils do not have to wear masks or face shields inside the building, but can choose to if they want to. • A one way system in corridors will not be required any more. 	<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"> • Staff should 'walk the floor' as much as possible during lessons to minimise close contact for longer periods of time. • Updated Covid-19 Information posters are displayed clearly throughout the school. • 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 readily available. • 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. • Caretaker continually monitors and refills sanitisers and replaces hygiene products. • Contract cleaning services (G4S) will continue to follow enhanced cleaning procedures. • Cleaning schedules are in place and are reviewed regularly (Sept 5th 2022). • All updated guidance published on Gov.je is followed. • Departmental Covid-19 Safety Plan has been updated, is in place and will be shared with all staff on Monday 05.09.22. • 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. • Staff or pupils should not attend school if they have COVID symptoms. They should book in a PCR test and contact school asap to inform the HT/DHT of the situation. • 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 0800 735 5566 regarding PCR testing and isolation. • Parents, children, staff or any visitors will not enter the school site if they are displaying any symptoms of coronavirus (signage displayed). • Visitors on the school site do not have to wear masks, but can choose to do so if they want to. • Where possible, support staff should continue to circulate in class and not provide long periods of close contact support. 				
---	--	--	--	--	--	--	--

			<ul style="list-style-type: none"> • Children do not have to wear face coverings, but can wear a mask if they choose to. • Any statutory Child Protection meetings will either be organized online or will only take place in the medical room / MPR or the Headteacher's office. Appropriate cleaning will take place directly after these meetings. • Visits by contractors should be scheduled out of school times where possible. • JPH mandatory PPM works will be completed to ensure building maintenance/inspection compliance. • Peripatetic staff (JMS etc.) will be permitted on the school site at this time. Volunteers completing a child care placement or teaching placement will also be permitted onto the school site. This will include ECOF readers. Representatives from CYPES will be able to attend the school e.g: Senior Advisor, Finance rep etc. • 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. • Deliveries and contractors will use electronic paperwork where possible. • 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. • Children should wash their hands before and after any activity that involves shared equipment • Unisex toilets will continue to be used to limit the mixing of children: <ul style="list-style-type: none"> N/R to use Nursery toilets Year 1 to use KS1 girls toilets Year 2 to use KS1 boys toilets Year 3/4 to use KS2 boys toilets Year 5/6 to use KS2 girls toilets • Visitors to use the toilet in the baby changing room. 				
--	--	--	---	--	--	--	--

Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
Large gatherings of adults and children in school	Higher risk of covid transmission in large groups	Parents Pupils Staff	<ul style="list-style-type: none"> • A separate risk assessment for Parent Teacher meetings was constructed for the meetings in October 2020. • This risk assessment will be reviewed ahead of the planned meetings this October 2022, taking into account any restrictions in place at the time. • After school activities such as football and netball practices can resume on the school site. • Other Community Users (Fit Kids and Brazilian Soccer) will be able to begin once updated risk assessments are submitted in line with current guidelines. <p>Offsite Visits:</p> <ul style="list-style-type: none"> • Curriculum offsite visits are currently permitted within the guidance as long as the appropriate control measures are in place. These would include factors around hand hygiene and appropriate distancing. <p>Off-Island Visits:</p> <ul style="list-style-type: none"> • Autonomy has been given to Headteacher's to decide if they want to organise off island visits. Enhanced risk assessments would be essential for this to occur. The Headteacher has decided that no off-island trips will be organised during this Autumn Term 	1	2	2	Consider restrictions in place later in September in order to organise Parent Teacher meetings in October if possible.

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"> • Employees between 60-70 are able to return to work with appropriate control measures in place. • A suitable risk assessment will have been discussed, agreed and signed. 	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>	Exposure to Covid-19 (respiratory illness) from other employees, the environment and equipment	Vulnerable staff	<ul style="list-style-type: none"> • 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. • School will follow any recommended measures or arrangements set out by the employee's GP. 	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'.</p> <p>(Formerly Severely vulnerable staff)</p> <p>Follow link for definition</p> <p>Severely vulnerable people</p>	Exposure (respiratory illness) from employees/ environment and equipment	Staff who are at high risk.	<ul style="list-style-type: none"> Employees who are classified as 'high risk' may be able to return to work with appropriate control measures in place. Specific advice from the employee's GP is required. A suitable risk assessment will have been completed, agreed and signed to allow the employee to work in school. 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. Children who are at high or moderate risk of COVID 19 are encouraged to attend school. Where children have complex health conditions advice from medical specialists should be obtained and followed. High risk children should follow the public health guidance while they are at school. 	3	4	12	
<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"> Departmental cleaning strategy reviewed and updated across the School (Sept 5 2022). 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. Additional member of staff employed during the day scheduled to clean touch points and surfaces regularly throughout the day. Caretaker and LJ to talk cleaner through the updated daily cleaning schedule. Ensure bins are emptied daily or as required during the day. Reminding staff/students about regular and effective handwashing and provision of hand sanitiser. 	2	2	4	

- Cleaning standards kept under regular review by staff.
- 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	Mop/Clean/Disinfect	Equipment- not being used				
Outside Resources-	Use & wipe down	Drinking Fountain off				
Trikes	Children to wash hands / sanitise before they go outside					
All Classrooms	Wipe&Disinfect				√	Cleaning Team

- 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.

Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
The number in workforce is significantly reduced because of COVID	Staff levels fall below what is required for the school to function fully.	Staff and students	<ul style="list-style-type: none"> • 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.) • Staff timetabling has been created with capacity to allow for illness / childcare cover. • There is adequate first aid cover in line with the department's policy and school's risk assessment. • Teaching ratio numbers to the classroom and adequate staff supervision levels. • Supply teachers identified to support if an employee has to isolate. NH / KBJ / ERJ / LH • HT may have to close a class should staffing levels fall below required levels. (see BCP) 	3	1	3	
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 / pupil displays symptoms while at work.	Staff, students, parents and contractors	<ul style="list-style-type: none"> • School will ensure that all staff and parents are aware of the symptoms of COVID-19. • If a child or a member of staff has symptoms they should not attend school. They should book a PCR test using either the online booking system or by phoning the Covid helpline 0800 735 5566. 	3	3	9	

			<ul style="list-style-type: none"> • If a child shows symptoms whilst in school, staff will isolate the child and make arrangements to send them home. • A single designated room (the school's Medical Room) has been identified and the student / staff member should be kept there until they are picked up. Where possible, open windows to increase ventilation. • Call the parent to arrange collection. They will be advised to either book a PCR test online or contact the coronavirus helpline on 0800 735 5566 as soon as possible. The helpline is available to support parents in determining whether or not the symptoms are likely to be consistent with COVID-19 and whether or not testing and isolating is required. • If the sick person needs to go to the bathroom while waiting to be collected, they will use the designated toilet if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else. • After the designated room or contaminated area has been used the area will be cleaned by the school's service provider or in-house team in line with the cleaning strategy. • If a child is absent from the setting with COVID-19 symptoms this will be recorded. • If a PCR test is negative, the child/staff member will be advised to stay at home until they feel better. • If there is a confirmed case (a positive PCR test) then the child / staff member will isolate for 5 days. After 5 days they may return to school if they have provided two negative lateral flow test results. • If a positive PCR test result is received by a child within the school, this will be recorded using the appropriate codes on the school registers on SIMS. • School will consider the health plans of moderate and high risk groups – both staff and students. • High risk staff or pupils should seek advice from their GP about returning to school and discuss any recommendations with the Headteacher. • School has communicated advice to parents, staff and pupils about what to do if they feel unwell or suspect they may have Coronavirus symptoms. 				
--	--	--	--	--	--	--	--

			<ul style="list-style-type: none"> Hygiene guidance /advice fully implemented and updated signage displayed clearly throughout the school. Additional cleaner will assist in keeping surfaces and touch points like door handles, light switches and tables clean. Practicing good respiratory hygiene - covering mouth and nose with a tissue when coughing/sneezing (kill it and bin it). Review cleaning standards and specifications (Updated 5th Sept 2022) Contract cleaning services extended to cover additional areas of the business/requirements. Department cleaning strategy reviewed and updated – see above. Caretaker / LJ have talked through the cleaning strategy with Alex from G4S and the additional cleaner. This includes a daily schedule of surface cleaning, when classes are out at break etc. 				
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	<p>Pick up / drop off system has been reviewed for September 2022:</p> <ul style="list-style-type: none"> Nursery children will enter/exit through their external Nursery door. Rec – Year 6 pupils will be dropped off in the lower car park and access the playground by walking up the long pathway adjacent to the field between 8.25 and 8.45am. Reception parents can walk up and wait with their children until the first bell at 8.35am. They are able to help their child put their belongings away before leaving. 	1	2	2	

Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
			<ul style="list-style-type: none"> • Reception, Yr 1 and Yr 2 children will be picked up from their balconies at the end of the day. • KS2 children will leave through the front of the school, where parents will pick up and drive through the front car park. 				
Break, lunch and playtime activities	Slightly higher risk of contamination with the mixing of children.	Staff and students	<ul style="list-style-type: none"> • No split break times required any more. The school will return to KS1 / KS2 breaks. • Water fountain to remain switched off in the playground. • Medical First Aid kit to be placed on a table just inside the staffroom door. • Monitors to bring the equipment out and collect it in. • Pupils to wash their hands before they go out and use sanitiser on their way back in. 	1	2	2	

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.