

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>As safe return to school or work for staff and students during the coronavirus pandemic</i> | | |
| REVIEW DATE: 27/6/2020 Updated 18/6/2020 Updated 27/8/2020 Updated 12/10/2020 Updated 8/12/2020 Updated 15/12/2020 Updated 6 & 7/1/2021 Updated 15/4/21 Updated 8/7/2021 Updated 30/8/2021 Updated 4/1/2022 Updated 9/9/2022 Updated 2.1.2023 | RESPONSIBLE MANAGER – Nichola Turner | DATE OF ASSESSMENT: 3/6/2020 | ASSESSMENT REFERENCE: V14 |
| | NAME OF ASSESSOR – Amanda Willis | DEPARTMENT AND LOCATION: CYPES – Grouville School | |

| 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 |

| 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 |

| | |
|---|---|
| 1 | Negligible - incident leading to no/minimal injury. Requiring 0 days off work |
| | |

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

| Risk Rating Matrix | | | | | | |
|--------------------|----------|----|----|----|----|--|
| Likelihood | Severity | | | | | |
| | 1 | 2 | 3 | 4 | 5 | |
| 1 | 1 | 2 | 3 | 4 | 5 | |
| 2 | 2 | 4 | 6 | 8 | 10 | |
| 3 | 3 | 6 | 9 | 12 | 15 | |
| 4 | 4 | 8 | 12 | 16 | 20 | |
| 5 | 5 | 10 | 15 | 20 | 25 | |

Select appropriate controls from those suggested in italics which are relevant to the work activity being carried out and move them to the current control column when they have been implemented. Other activities and more suitable control measure may need to be added.

| Activity | Hazard | People exposed | Current controls | Likelihood | Severity | Risk Level | Further control measures required or comments |
|---|--|---|---|------------|----------|------------|---|
| <p>Staff working during the Covid-19 pandemic</p> <p>Teaching, office work, appointments and meetings</p> | <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"> • 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. • Classrooms and workplace office areas are well ventilated. • 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, cleaning materials and other hygiene products are available • Schedules are in place to refill sanitisers and replace hygiene products • Cleaning schedules are reviewed, (deep cleaning and sanitising schedules should be planned (both internal & external providers) • All guidance published on Gov.je is followed. • Departmental Covid-19 safety plan in place and shared with staff. • Arrangements in place for any employee who falls ill at work with Covid-19 related symptoms and all staff are familiar with them. • Any employee displaying Covid-19 symptoms will self-isolate at home and not attend the workplace. • Parents, children, carers or any visitors not to enter the school or business area if they are displaying any symptoms of coronavirus (signage displayed) and info emailed to parents. • Windows open in each teaching space. • Additional cleaner to undertake required cleaning schedule. • Safety Plan shared with staff. • Meeting room resourced as isolation room. • First Aid room checked and fully resourced. • Staff to sanitise shared equipment eg desk, keyboard at beginning and end of shift. | 3 | 2 | 6 | |

| Working during the Covid-19 pandemic (con't) | | | <ul style="list-style-type: none"> • Staff to be vigilant of children showing any symptoms. Room checked and fully resourced. • Staff and all adult visitors should wear a mouth and nose covering in classrooms, corridors and communal areas – please see https://www.gov.ie/Health/Coronavirus/EducationChildcare/Pages/EducationCoronavirusGuidance.aspx#Masks for latest guidance and exemptions. • Everyone encouraged to LFT twice a week. | | | | |
|--|--|-----------------------|---|-------------------|-----------------|-------------------|--|
| Activity | Hazard | People exposed | Current controls | Likelihood | Severity | Risk Level | Further control measures required or comments |
| <p>Cleaning – contract and in-house</p> <p>All the key protection and hygiene measures will continue to apply to minimise the spread of infection.</p> | Poor cleaning, hygiene and infection control standards | Staff and students | <ul style="list-style-type: none"> • Departmental cleaning strategy developed and implemented across the service. • 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. • Ensure pedal bins are emptied daily or as required throughout the day. • Reminding staff/students about regular and effective handwashing and providing hand sanitiser. • Minimise opportunities for children to share equipment. Sanitise between use if appropriate – eg PCs, iPads, PE equipment. • Cleaning standards kept under regular review. • COSHH safety data sheets and risk assessments completed. • Additional cleaner to undertake required cleaning schedule. • Additional handwashing to mitigate sharing of school resources, playframes, balls etc. • KS2 children to bring own pencil cases into school (like lunchboxes). | 3 | 2 | 6 | |

| 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"> 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.) 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. Ongoing review of ratios and available staff. Classes may have to close if not enough available staff. | 3 | 2 | 6 | |
| Activity | Hazard | People exposed | Current controls | Likelihood | Severity | Risk Level | Further control measures required or comments |
| Teaching, office work, appointments and meetings | A member of staff/student displays symptoms while at work. | Staff, students, parents and contractors | <ul style="list-style-type: none"> Staff/student/volunteer placement: follow Gov procedures - in a single designated room so far as possible and defined contaminated zone. Staff should wear PPE in line with the Government guidance (gloves, apron and mask) before entering any contaminated zone and remain in PPE until they leave. Anyone who develops symptoms of cough, fever or shortness of breath, should self-isolate and contact the helpline.. Isolation procedures followed, gather and use workplace contact tracing information, clean down procedures, contacting Coronavirus helpline 0800 735 5566 Refer to the Government of Jersey guidance on coronavirus www.gov.je/coronavirus and employee support pack Employee support pack | 2 | 2 | 4 | |

| | | | <ul style="list-style-type: none"> • Consider the health plans of most vulnerable groups returning - staff and students, pregnant teachers. • Corporate advice for anyone who feels unwell and suspects they may have Coronavirus like symptoms. • Hygiene guidance /advice fully implemented and displayed • 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, deep cleaning and sanitising schedules considered and planned (both internal staff and external providers). • Contract cleaning services extended or sourced to cover additional areas of the business/requirements. • Department cleaning strategy implemented. • Aprons received. • Staff member/child showing symptoms will be isolated in Meeting room while they await collection. | | | | |
|--------------------------------------|---------------|-----------------------|--|-------------------|-----------------|-------------------|--|
| 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"> • Mix year play outside now permitted | 3 | 2 | 6 | |

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|----------------------|--|--------------------|---|---|---|---|--|
| Lunchtimes and snack | Control of social distancing and infection control | Staff and students | <ul style="list-style-type: none"> Mix year play outside now permitted Children to eat in classrooms, at desks or in designated areas outside. The Nest, Octogan and multi -purpose room to be used as additional breakout areas for staff during break and lunch times. | 3 | 2 | 6 | |
| First Aid | Infection control | Staff and students | <ul style="list-style-type: none"> First aiders to limit direct contact as much as possible and to use disposable ice packs Remove ice packs from freezer | 3 | 3 | 9 | |

Additional information and control measures for your consideration/risk assessment development

1. Preparing the Site

The location of hand sanitiser stations, for example at the school entrance for pupils and any other person passing into the school to use, and their replenishment. Hand washing with soap and water for 20 seconds and frequently is promoted by GoJ. The number of handwashing stations may need to be reviewed with support from Jersey Property Holdings.

The location of lidded (pedal) bins in classrooms and in other key locations around the site for the disposal of tissues and any other potentially infected waste. Double bagging and emptying.

Ensuring you have a good supply of disposable tissues in each classroom and enough to top up regularly, as well as lidded bins with double bagging for disposal, with any other potentially infected waste, and where these should be located.

2. Health and Safety

We're following guidance from the Health & Safety Inspectorate. Ensure that your risk management system (RMS) are up to date and that a Hazard Identification Check sheet in line with the departments H&S policy is completed.

Ensure that you are working in line with the general principle of undertaking risk assessments to safeguard employees against several scenarios, including:

- lone working (both at a work premises and at home)

- pregnancy
- severely vulnerable and vulnerable to COVID-19
- those attending work but living with a household member who's severely vulnerable
- stress risk assessment
- homeworking.

3. General working arrangements and physical distancing

Physical distancing applies to all parts of a workplace, not just the place where employees spend most of the time. The plan requires you to record future use of office space and how adjustments may be needed to facilitate physical distancing. You also need to consider business resilience. Please reference the Governments Operating Procedures 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 or 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.