

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
- **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)

Departmental health and safety representatives and advisers should:

- Support managers to ensure risk assessments are completed and control measures implemented



Children, Young People,
Education and Skills

RISK ASSESSMENT FOR – As safe return to school or work for staff and students during the coronavirus pandemic

REVIEW DATE:

Annually or when changes occur in work activity

RESPONSIBLE MANAGER

Amory Charlesworth

DATE OF ASSESSMENT:

3.6.2020

Updated 10.6.2020

Updated 8.1.21

ASSESSMENT REFERENCE:

NAME OF ASSESSOR

Joanne Pope

DEPARTMENT AND LOCATION

CYPES

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

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

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

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

| 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</p> <p>Clients</p> <p>Visitors</p> <p>Contractors</p> <p>Other members of public</p> | <ul style="list-style-type: none"> • All staff offered testing before 11.1.21 • All staff to wear mouth and nose covering when sharing space with others (lessons/corridors/staff room/computer suite) • 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. Bins with swing lids purchased. • Classrooms and workplace office areas are well ventilated. • Physical distancing is practiced (1m distance), close contact with other employees is avoided. • 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 • Schedules are in place to refill sanitisers and replace hygiene products (contract cleaner employed for additional support 10.00-3.00 daily) • Hand sanitiser kept in the hall and classrooms • Make sure liquid soap and paper towels are kept replenished in all classes and the toilets • Sanitary products are available in the Y6 bubble's toilets • Cleaning schedules are reviewed, (both internal & external providers) – see school cleaning strategy • All guidance published on Gov.je is followed. • School specific Covid-19 safety plan in place (in line with Departmental safety plan) and shared with staff. | 3 | 2 | 6 | |

| Activity | Hazard | People exposed | Current controls | Likelihood | Severity | Risk Level | Further control measures required or comments |
|--|--------------------------------------|------------------------|---|------------|----------|------------|---|
| | | | <ul style="list-style-type: none"> • Arrangements in place for any employee who falls ill at work with Covid-19 related symptoms and all staff are familiar with them (see safety plan). • 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 if they are displaying any symptoms of coronavirus (signage displayed and parent/children checklists shared stating this). | | | | |
| Social distancing in the workplace/classroom | Keeping control of social distancing | Employees and students | <ul style="list-style-type: none"> • Corporate social distancing guidelines implemented and adhered to. • Government of Jersey guidance provided on coronavirus www.gov.je/coronavirus and employee support pack Employee support pack • 'bubbles' of pupils (year groups) to maintain SD of 1 metre from adults and reduce cross-contamination by not mixing, staggering playtimes, lunchtimes and home times • lunches eaten in class and playtimes in different areas of the school. • The allocation of large indoor and outdoor spaces to help the separation of bubbles during break and lunch (Y1/2/5/6 eat in class to enable this) • When it is necessary for a teacher to work with children across more than one bubble, physical distancing and mask wearing is observed • Use markings on the floor to create a flow of 2m physical distancing for adults who need to come onto site (Nursery parents) • introduce one-way flow at entry and exit points | 4 | 3 | 12 | |

| | | | <ul style="list-style-type: none"> • <i>reduce contact between bubbles in the corridor by using 2m spaced floor stickers to maintain the flow</i> • <i>Remote working/meetings and access to video-conferencing (Teams) to minimise the need for staff to travel and/or use public transport.</i> • <i>Teams working together are kept as small as possible.</i> • <i>Safety and informational signage displayed.</i> • <i>One at a time into stationary room and medical room</i> • <i>Toilets monitored so no more than 5 children at a time use them and that the children go straight in and straight out, washing and drying hands properly. External toilet doors propped open to help with this.</i> • <i>During lesson time, children may only go to the toilet one at a time</i> • <i>Reception and Nursery use Nursery toilets</i> • <i>Y1 and Y2 use boys toilets and Y3/4/5 use girl's toilets (urinals cordoned off)</i> • <i>Y6 use staff toilet containing sanitary products (no staff use this toilet)</i> • <i>Staff have one allocated toiley</i> • <i>staff room set up in MFA area to allow for social distancing when critical/essential worker childcare staff are working alongside Y6 teaching team. MFA staff room for Y6 teaching team breaks. Normal staff room for essential/critical workers team breaks.</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 | Staff who are over 65 | <i>Essential staff over 65 who have no underlying health conditions have an individual risk assessment in place.</i> | 3 | 2 | 6 | |

| | | | | | | | |
|---|--|---------------------------|--|-------------------|-----------------|-------------------|---|
| | other employees | | | | | | |
| Vulnerable staff working during Covid-19 Follow link for definition Vulnerable people | Exposure to Covid-19 (respiratory illness) from other employees, the environment and equipment | Vulnerable staff | <ul style="list-style-type: none"> Staff who have a medical condition that makes them vulnerable from Covid-19 will work from home. | 1 | 1 | 2 | <ul style="list-style-type: none"> Essential workers who have a medical condition that makes them vulnerable to Covid-19 can continue to work if they have been told they are able to do so by their GP. |
| Severely vulnerable Follow link for definition Severely vulnerable people | Exposure (respiratory illness) from employees/ environment and equipment | Severely vulnerable staff | Severely vulnerable staff who have a condition that makes them vulnerable to severe illness from Covid-19 will work from home. | 1 | 1 | 2 | |
| 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> | <p>Poor cleaning, hygiene and infection control standards</p> | <p>Staff and students</p> | <ul style="list-style-type: none"> • <i>Departmental cleaning strategy developed and implemented across the service. Caretaker has read and understood departmental cleaning strategy and met with Head to ensure school is compliant</i> • <i>Head has made the cleaning strategy site specific and shared this with contract cleaners (Q3)</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 (see school safety plan for cleaning schedules).</i> • <i>Ensure bins are emptied daily or as required throughout the day.</i> • <i>Reminding staff/students about regular and effective handwashing and providing hand sanitiser.</i> • <i>Do not use teaching / learning materials and resources to avoid contamination. (big playframes on top playground is out of bounds. Equipment that is difficult to clean such as balls etc not used at playtimes).</i> • <i>Cleaning standards kept under regular review.</i> <p><i>COSHH safety data sheets and risk assessments completed for cleaning products used on site (provided by approved contractor – Tower Supplies).</i></p> <p><i>Contract cleaners (Q3) provide their own products and COSHH sheets</i></p> <ul style="list-style-type: none"> • <i>Cleaning products kept in all the main areas, including: top playground shed, football pitch shed, hall, year 3, year 4, library, computer suite, year 2</i> | <p>2</p> | <p>3</p> | <p>6</p> | |
| <p>Activity</p> | <p>Hazard</p> | <p>People exposed</p> | <p>Current controls</p> | <p>Likelihood</p> | <p>Severity</p> | <p>Risk Level</p> | <p>Further control measures required or comments</p> |

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|--|--|--|---|-------------------|-----------------|-------------------|--|
| 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.</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> • <i>Support provided for the departmental staff Hub Team (providing additional first aiders from Jersey Sport)</i> | 3 | 3 | 9 | |
| 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"> • <i>Staff/student 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 (see school safety plan for additional detail)</i> • <i>Anyone who develops symptoms of cough, fever or shortness of breath, should self-isolate and contact their GP.</i> • <i>Isolation procedures followed, gather and use workplace contact tracing information, clean down procedures, contacting Coronavirus helpline 01534 445566.</i> • <i>Refer to the Government of Jersey guidance on coronavirus www.gov.je/coronavirus and employee support pack Employee support pack</i> • <i>Consider the health plans of most vulnerable groups returning - staff and students.</i> • <i>Corporate advice for anyone who feels unwell and suspects they may have Coronavirus like symptoms.</i> • <i>Hygiene guidance /advice fully implemented and displayed</i> | 3 | 3 | 9 | |

| Activity | Hazard | People exposed | Current controls | Likelihood | Severity | Risk Level | Further control measures required or comments |
|---|---|--|---|------------|----------|------------|---|
| | | | <ul style="list-style-type: none"> • Keeping surfaces and touch points like door handles, light switches and tables clean (cleaning schedule is on the school safety plan) • 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). (Cleaning schedule on school safety plan) • Caretaker's roles and responsibilities adjusted during this period to cover additional cleaning requirements • Department cleaning strategy read, understood and implemented (lead, monitored and reviewed by caretaker). | | | | |
| 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"> • safe access and egress of parents, visitors and contractors to the school setting (signing in/out, access around the facilities and contact with staff and teams (details on school safety plan) • staggered start and finish • Review pick up drop off points, procedures, signage and markings (details on school safety plan) • Parents are discouraged from gathering at school gates (details on school safety plan, shared with parents) • Parents are encouraged to stay in their cars (details on school safety plan, shared with parents) • Car Park Policy and Risk Assessment reviewed and developed to control local arrangements (details also on school safety plan) • Car parks are managed taking into consideration social distancing - cars and visitors kept 2 metres apart. | 2 | 3 | 6 | |

| | | | <ul style="list-style-type: none"> • Staff controlling the safe access and egress to the school premises (details on the school safety plan) • Separate entrances and one-way routes implemented (details on the school safety plan) • 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. • Staff remember to open the skylights and windows • Safety and informational signage displayed. • 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. | | | | |
|--------------------------------------|--|-----------------------|---|-------------------|-----------------|-------------------|--|
| Activity | Hazard | People exposed | Current controls | Likelihood | Severity | Risk Level | Further control measures required or comments |
| Break, lunch and playtime activities | Spread of infection through shared resources | Staff and students | <p><i>Separation of bubbles and external areas for play and lunch</i></p> <p><i>Cleaning equipment available in play equipment storage sheds</i></p> <p><i>Teaching Assistant keeps the same group for all playtimes and can reinforce the hygiene rules</i></p> <p><i>One box of equipment kept separately for each bubble</i></p> | 2 | 3 | 6 | |