

# **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 physical distancing? Consider resource, in terms of numbers, and staggering working hours so that not all staff are in at the same time

## **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


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 plan for regular contact to be made with them. Similarly, if they are in an unfamiliar role do check regularly on their safety and wellbeing

**A3. 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)

 Children, Young People, Education and Skills	<b>RISK ASSESSMENT FOR</b> – Safe return to school or work for staff and students during the coronavirus pandemic		
	<b>REVIEW DATE:</b> When changes occur in work activity	<b>RESPONSIBLE MANAGER - SMT</b>	<b>DATE OF ASSESSMENT:</b> 10/09/2010 Reviewed: 20/10/20 22/10/20
	<b>NAME OF ASSESSOR</b> SMT	<b>DEPARTMENT AND LOCATION</b> JMS	

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

Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
<p>Staff working in JMS building during the Covid-19 pandemic</p> <p>Teaching, office work, appointments and meetings</p>	<p>Exposure to Covid-19 from other employees, students, the environment and equipment.</p>	<p>Employees Students Clients Visitors Parents Contractors Other members of public</p>	<ul style="list-style-type: none"> <li>• All staff, visitors and children are reminded to use a good hygiene routine. Wash hands with soap and water for 20 seconds frequently, do not touch your face and use a tissue to cough or sneeze and dispose of in bin.</li> <li>• Teachers are provided with Hygiene Kits comprising hand sanitiser, antibacterial wipes, gloves, tissues and paper towels.</li> <li>• Classrooms and workplace office areas are well ventilated.</li> <li>• Physical distancing is practiced in line with Government guidance</li> <li>• No direct physical touching or contact.</li> <li>• Covid-19 information posters are displayed throughout the building</li> <li>• Hand sanitiser and antibacterial wipes are provided in each room</li> <li>• Daily monitoring and schedules are in place to refill sanitisers and replace hygiene products</li> <li>• Cleaning performed daily</li> <li>• All guidance published on Gov.je is followed.</li> </ul>	<p>3</p>	<p>3</p>	<p>9</p>	<ul style="list-style-type: none"> <li>• Visitors should arrange appointment times to enter JMS buildings.</li> <li>• Inform office if supplies are running low (Hygiene Kits or in JMS Rooms)</li> <li>• Where appropriate, doors are to be left open to aid ventilation and to avoid touch point</li> <li>• Track and trace in place at reception. This will be enhanced by key fob entry to building. Paper copy will remain in place for visitors, contractors etc.</li> <li>• Touch areas, desks and keyboards, instruments and music stands to be wiped down at the end of use by the user. Wipes must be disposed of in bins.</li> </ul>

			<ul style="list-style-type: none"> <li>• Departmental Covid-19 safety plan in place and shared with staff.</li> <li>• Arrangements in place for any employee or teacher who falls ill at work with Covid-19 related symptoms and all staff are familiar with them.</li> <li>• Any employee displaying Covid-19 symptoms will self-isolate at home and not attend the workplace.</li> <li>• Parents, children, carers or any visitors not to enter the school or business area if they are displaying any symptoms of coronavirus (signage displayed).</li> <li>• Students to be dropped off for lessons</li> <li>• No waiting area provided for parents – asked to wait in car.</li> </ul>				
<b>Activity</b>	<b>Hazard</b>	<b>People exposed</b>	<b>Current controls</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Level</b>	<b>Further control measures required or comments</b>
Physical distancing in the workplace/classroom	Loss of control of physical distancing	Employees and students	<ul style="list-style-type: none"> <li>• Corporate physical distancing guidelines implemented and adhered to (recommendation of 2 metres)</li> <li>• Government of Jersey guidance provided on</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>• Perspex screens in place where distance is less than 2 metres, where public facing and where staff sit opposite each other</li> <li>• Staff to rotate working hours to avoid over populating office space.</li> </ul>

			<p>coronavirus <a href="http://www.gov.je/coronavirus">www.gov.je/coronavirus</a> and employee support pack</p> <ul style="list-style-type: none"> <li>• Instrument specific guidance available at <a href="https://www.jms.je/covid-19-advice/">https://www.jms.je/covid-19-advice/</a></li> <li>• Teaching groups for woodwind, brass and singing arranged as per government guidance.</li> <li>• Separate toilets for staff and students.</li> <li>• Signage in place and right of way in place throughout the building.</li> <li>• Workstations are set 2 metres apart.</li> <li>• Separate staff offices are allocated..</li> <li>• Remote working/meetings and access to video-conferencing (Teams) to minimise the need for staff to travel.</li> <li>• Home/office-based working alternated, staggered working and home working maximised.</li> <li>• Teams working together are as small as possible.</li> <li>• Safety and informational signage displayed.</li> <li>• One at a time into storage, toilet, washroom, reprographic and kitchen areas etc.</li> </ul>				<ul style="list-style-type: none"> <li>• Staff toilet is located downstairs, student/visitor toilet located upstairs.</li> <li>• Staff to bring their own cutlery and crockery for lunch and breaks.</li> <li>• Wipe down kettle and shared equipment in kitchen.</li> <li>• Signs denoting the maximum number of occupants to be placed outside doors.</li> <li>• Room assigned for tutor use. All touch points including keyboard, mouse, desk etc should be wiped down after use.</li> <li>• Students asked to arrive at lesson only, no more than 5 minutes early.</li> <li>• Where there is a crossover of students, they should be encouraged to observe the priority signs or to wait to one side while the other student leaves the lesson.</li> </ul>
--	--	--	---	--	--	--	--

Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
			<ul style="list-style-type: none"> <li>Physical distancing marshals in place to ensure policy is being followed.</li> </ul>				
Staff who are over 65 working during the Covid-19 pandemic	Exposure to Covid-19 (respiratory illness) from other employees	Staff who are over 65	N/A				
Vulnerable staff working during Covid-19 Follow link for definition <a href="#">Vulnerable people</a>	Exposure to Covid-19 (respiratory illness) from other employees, students, the environment and equipment	Vulnerable staff	<ul style="list-style-type: none"> <li>Staff who have specific medical and health needs that fall under the category “highly vulnerable” will have an individual care plan and risk assessment (including rigid physical distancing and reduced physical contact with others; possibility (on medical advice of not attending). Staff to liaise with their GP. Staff should then liaise with GC who will liaise with HR if support required.</li> <li>Essential workers who have a medical condition that makes them vulnerable to Covid-19 can continue to work if they have</li> </ul>				<ul style="list-style-type: none"> <li>Currently no vulnerable staff identified</li> <li>In case staff are identified as vulnerable, they should be contacted regularly to check wellbeing.</li> </ul>

			been told they are able to do so by their GP.				
Severely vulnerable Follow link for definition <a href="#">Severely vulnerable people</a>	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.				<ul style="list-style-type: none"> <li>Regular checks on wellbeing etc.</li> </ul>
<b>Activity</b>	<b>Hazard</b>	<b>People exposed</b>	<b>Current controls</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Level</b>	<b>Further control measures required or comments</b>
Cleaning – contract and in-house  All the key protection and hygiene measures will continue to apply to minimise the spread of infection.	Poor cleaning, hygiene and infection control	Staff and students	<ul style="list-style-type: none"> <li>Departmental cleaning strategy developed and implemented across the service.</li> <li>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.</li> <li>Ensure desk bins are emptied daily or as required throughout the day.</li> <li>Reminding staff/students about regular and effective</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>COSHH safety data sheets and risk assessments</li> <li>Rooms and staff are provided with Hygiene Kits and should be responsible for informing JMS prior to running out</li> </ul>



			<p>handwashing and providing hand sanitiser.</p> <ul style="list-style-type: none"> <li>Do not share teaching / learning materials and resources to avoid contamination.</li> <li>Cleaning standards kept under regular review.</li> </ul>				
<b>Activity</b>	<b>Hazard</b>	<b>People exposed</b>	<b>Current controls</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Level</b>	<b>Further control measures required or comments</b>
The number in the workforce is significantly reduced because of COVID-19	Safeguarding and appropriate numbers available for cover	Staff and students	<ul style="list-style-type: none"> <li>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.)</li> <li>There is adequate first aid cover in line with the department's policy.</li> <li>Teaching ratio numbers to the classroom and adequate staff supervision levels.</li> </ul>	3	3	9	
<b>Activity</b>	<b>Hazard</b>	<b>People exposed</b>	<b>Current controls</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Level</b>	<b>Further control measures required or comments</b>

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"> <li>• Staff / Visitors who develops symptoms should be advised to go home / to the Vivaldi room</li> <li>• Anyone who develops symptoms of cough, fever or shortness of breath, should self-isolate and contact their GP.</li> <li>• Isolation procedures followed, gather and use workplace contact tracing information, clean down procedures, contacting Coronavirus helpline 01534 445566.</li> <li>• Refer to the Government of Jersey guidance on coronavirus <a href="http://www.gov.je/coronavirus">www.gov.je/coronavirus</a> and employee support pack</li> <li>• Consider the health plans of most vulnerable groups returning - staff and students.</li> <li>• Corporate advice for anyone who feels unwell and suspects they may have Coronavirus like symptoms.</li> <li>• Hygiene guidance /advice fully implemented and displayed.</li> <li>• Keeping surfaces and touch points like door handles, light switches and tables clean.</li> <li>• Practicing good respiratory hygiene - covering mouth and nose with a tissue when coughing/sneezing.</li> </ul>	<b>3</b>	<b>3</b>	<b>9</b>	
--	--	--	--	----------	----------	----------	--

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 JMS premises / reception area	Cross contamination and infection control	Staff, students, parents and contractors	<ul style="list-style-type: none"> <li>• Access to visitors by appointment only</li> <li>• Students only to attend at lesson time, no parents permitted in the building</li> <li>• Parents to wait in their cars</li> <li>• Doors kept open wherever possible to reduce touch points – fire doors must be closed at the end of the working day.</li> <li>• Safety and informational signage displayed.</li> <li>• Cleaning specifications to include external, areas e.g. cleaning and disinfection regimes in place for doors, gates touchdown areas, handrails, and</li> </ul>	2	3	6	

			intercom/controlled access systems.				
<b>Activity</b>	<b>Hazard</b>	<b>People exposed</b>	<b>Current controls</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Level</b>	<b>Further control measures required or comments</b>
Break and lunch activities	Loss of control of physical distancing	Staff	<ul style="list-style-type: none"> <li>Staggered break and lunchtimes implemented to reduce gathering</li> </ul>	2	3	6	Staff to bring their own cutlery and crockery
<b>Activity</b>	<b>Hazard</b>	<b>People exposed</b>	<b>Current controls</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Level</b>	<b>Further control measures required or comments</b>
Offsite teaching	Potential exposure to Covid-19 in schools, during ensemble activities	Staff, students	<p>Schools to provide specific guidance to JMS teachers</p> <p>Ensure teaching spaces are suitable to accommodate any distancing requirements and all instrumental specific Covid-19 guidance is followed <a href="https://www.jms.je/covid-19-advice/">https://www.jms.je/covid-19-advice/</a></p>	3	3	9	Any concerns regarding teaching in schools / accommodation provided by schools should be reported to JMS.

**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 Gov.Je. 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.