**PLEASE NOTE THAT THIS IS A SAMPLE RISK ASSESSMENT AND SHOULD BE ADAPTED TO REFLECT CURRENT PUBLIC HEALTH POLICY AND YOUR SPECIFIC SITE AND SITUATION**

**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

**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

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)

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| \\ois.gov.soj\sojdata\HRD_HomeDirs\MulryM2\Desktop\Gov Of Jersey Logo.png  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** | **DATE OF ASSESSMENT:** | **ASSESSMENT REFERENCE:** |
| **NAME OF ASSESSOR** | **DEPARTMENT AND LOCATION** | |

|  |  |
| --- | --- |
| **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 |
|  |  |

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| **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 |

|  |  |
| --- | --- |
| **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 |

**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** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Staff working during the Covid-19 pandemic  Teaching, office work, appointments and meetings  Working during the Covid-19 pandemic (con’t) | Exposure to Covid-19 (respiratory illness) from other employees, the environment and equipment. | Employees  Clients  Visitors  Contractors  Other members of public |  | 3 | 2 | 6 | * *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.* * *Physical distancing is practiced (2m 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* * *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).* |
| **Activity** | **Hazard** | **People exposed** | **Current controls** | **Likelihood** | **Severity** | **Risk Level** | **Further control measures required or comments** |
| Physical distancing in the workplace/classroom | Keeping control of physical distancing | Employees and students |  |  |  |  | * *Corporate physical distancing guidelines implemented and adhered to.* * *Government of Jersey guidance provided on coronavirus*[*www.gov.je/coronavirus*](https://admin.gov.je/coronavirus)*and employee support pack* * *Classroom sizes reduced, and tables set 2 metres apart.* * *Consider the movement of pupils / adults whilst in school - the creation of ‘bubbles’ of pupils to maintain physical distancing and reduce cross-contamination (e.g. toileting / first aid requirements / playground use / seating arrangements….)* * *Staggered breaks, lunches and playtimes.* * *The demarcation of large indoor and outdoor spaces to help the separation of group or bubbles during break and lunch.* * *Use markings/signage and introduce one-way flow at entry and exit points and throughout the building* * *No hot desking and where this is not possible workstations are set 2 metres apart.* * *Where possible separate staff offices are allocated.* * *Remote working/meetings and access to video-conferencing (Teams) to minimise the need for staff to travel and/or use public transport.* * *Home/office-based working (teams A&B) alternated, staggered working and maximise home working.* * *Teams working together are as small as possible.* * *Staggering working hours so that not all staff are in at the same time****.*** * *Safety and informational signage displayed.* * *One at a time into storage, toilet, washroom, reprographic and kitchen areas etc.* * *Avoid using lifts, if unavoidable only one person at a time.* * *Physical distancing marshals in place to ensure policy is being followed.* |
| **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 other employees | Staff who are over 65 |  |  |  |  | * *Whenever possible staff over 65 will work from home.* * *Essential staff over 65 who have no underlying health conditions have an individual risk assessment in place.* |
| Vulnerable staff working during Covid-19  Follow link for definition  [Vulnerable people](https://www.gov.je/health/coronavirus/publichealthguidance/pages/shieldingforvulnerablepeople.aspx#anchor-1) | Exposure to Covid-19 (respiratory illness) from other employees, the environment and equipment | Vulnerable staff |  |  |  |  | * *Staff who have a medical condition that makes them vulnerable from Covid-19 will work from home.* * *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](https://www.gov.je/health/coronavirus/publichealthguidance/pages/shieldingforvulnerablepeople.aspx#anchor-1) | 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.* |
| **Activity** | **Hazard** | **People exposed** | **Current controls** | **Likelihood** | **Severity** | **Risk Level** | **Further control measures required or comments** |
| 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 standards | Staff and students |  |  |  |  | * *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.* * *Do not use teaching / learning materials and resources to avoid contamination. (toy’s, playframes and balls etc).* * *Cleaning standards kept under regular review.* * *COSHH safety data sheets and risk assessments completed.* |
| **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 |  |  |  |  | * *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.* * *Support provided for the departmental staff Hub Team.* |
| **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 |  |  |  |  | * *Staff/student/patient 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 their GP.* * *Isolation procedures followed, gather and use workplace contact tracing information, clean down procedures, contacting Coronavirus helpline 01534 445566.* * *Refer to the Government of Jersey guidance on coronavirus*[*www.gov.je/coronavirus*](https://admin.gov.je/coronavirus)*and employee support pack* * *Consider the health plans of most vulnerable groups returning - staff and students.* * *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.* |
| **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 |  |  |  |  | * *Consider the 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.* * *Consider the staggered of the start and finish times.* * *Review pick up drop off points, procedures, signage and markings* * *Parents are discouraged from gathering at school gates.* * *Parents are encouraged to stay in their cars.* * *Traffic management plans reviewed and developed to control local arrangements.* * *The schools traffic management risk assessments reviewed.* * *Car parks are managed taking into consideration physical distancing - cars and visitors kept 2 metres apart.* * *Staff controlling the safe access and egress to the schools/business area premises.* * *Separate entrances and one-way routes implemented.* * *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.* * *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 |  | Staff and students |  |  |  |  | * *Staggered break and lunchtimes implemented to reduce large groups of children gathering* * *Separation of year groups and external areas for play.* |
| Catering | Control of physical distancing and infection control | Staff and students |  |  |  |  | * *At the moment no decisions have been made on internal catering provision. (TBC)* * *Corporate physical distancing guidelines implemented and adhered to (catering staff and queueing systems implemented).* * *Staggered break and lunchtimes.* * *Smart cards only, no handling of cash.* * *Hazard analysis and critical control points (***HACCP)** *implemented and reviewed to ensure food safety during food production and service.* |

**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.

1. **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.

1. **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.

1. **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](https://www.gov.je/Health/Coronavirus/PublicHealthGuidance/Pages/PPEForEssentialWorkers.aspx) 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.