

Coronavirus Risk Assessment

It is our plan that all pupils attending the **Camões Portuguese language provision** return to classes from the beginning of the autumn term. This document sets out our assessment of the risks that our staff and pupils face and the control measures that we have in place to safeguard them. The assessment and risk controls that we have in place are guided by the Government/Department for Education (DfE), the Health and Safety Executive (HSE), the World Health Organisation (WHO), Public Health England (PHE) and the National Health Service (NHS).

Essential measures devised by the Government include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable

Reduced contact will depend on the school's circumstances and will (as much as possible) include:

- grouping children together in classes of circa 15 children
- avoiding contact between groups
- staff maintaining distance from pupils and other staff as much as possible

Approach to face coverings

- children aged 12 and over should wear a mask under the same conditions as adults – schools and colleges will have the discretion to require face coverings in communal areas where social distancing cannot be safely managed, if they believe that it is right in their particular circumstances
- children in primary school do not need to wear a face covering
- the States of Jersey do not require children (whatever age) to wear face masks in schools

See: <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

Coronavirus (Covid-19) testing:

Support and Teaching staff are essential workers and can apply for a Covid-19 test on the Government portal: <https://www.gov.uk/apply-coronavirus-test>

Teachers working in Schools in Jersey should refer to guidance published on www.gov.je . Coronavirus helpline and information on trace and test can be found here: <https://www.gov.je/Health/Coronavirus/Health/Pages/COVID19TestingProgramme.aspx> Call helpline: 01534 445566

Other supporting documents:

- Parent guidance [CV](#)
- Student guidance leaflet [CV](#)
- Record of staff training [RD](#)
- Hand cleaning & toilet notices [CV](#)
- Risk assessment for groups of staff & individuals [RD & CV](#)
- Risk assessment of individual students [RD & teachers](#)
- Behaviour for Learning Policy addendum [RD & CV](#)
- Staff wellbeing questionnaire [RD & CV](#)

Monitoring and Review of Risk Assessment

Assessment of:	Return to schools in September		
Year groups covered:	Reception, Year 1 to Year 13		
Venues:	Educational premises for Portuguese language provision		
Details of activity:	Students and teachers in class, break-times, playgrounds, student pick-up and drop-off		
Date of assessment:	02/09/2020	Date of review:	18/09/2020
Shared with staff:	03/09/2020	Refresh:	18/09/2020
Shared with schools:	Week of 07 to 12 September	Refresh:	When significant changes occur

Published on our website:	04/09/2020	Refresh:	When any changes occur
Authors:	CV & RD		
Formal review process:	To be reviewed weekly every Friday by CV, RD		

Hazards and Risks	Risk	Control Measures	By whom	Resources	Completion
<p>1. Spread / contraction of COVID-19 due to interaction, via droplets from coughing and sneezing and through contaminated surfaces.</p> <p>People at risk:</p> <ul style="list-style-type: none"> • Pupils • Staff • Parents/carers • Visitors <p>High risk groups include:</p> <ul style="list-style-type: none"> • Elderly • Pregnant • Underlying serious health conditions 	High	<p>Enhanced communication</p> <ol style="list-style-type: none"> 1. Communication home informing staff, parents, students, carers and visitors not to come to school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection). All communication with parents/carers will take place via email or videoconference throughout the year. 2. Specific guidance to parents on timetabling for the classes and on protocols set out for attending school, such as maintaining indicated distances from others, following instructions from staff members and not congregating outside the school. 3. Risk assessments of individual students who may pose a risk, e.g. pupils who need specific care, potentially violent pupils, etc. 4. Review of the Attendance Policy 2020 (<i>Regulamento de Frequência das Aulas 2020</i>) to ensure that it covers COVID-19 related incidents, making provisions for sanctioning or excluding from classes any pupils who refuse to adhere to arrangements of social distancing and deliberately cough or spit at pupils or staff, putting them at risk. 5. CEPE will keep an updated record of contact details for tracing purposes. 6. Staff are consulted and briefed on policies and procedures. Staff receive updates of risk assessment and other supporting documents and policies. 7. Staff receive training regarding infection control and First Aid from the 24th July to the 7th of September. 8. Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing. In relation to mental health and stress support, details are available to staff including confidential 	<ol style="list-style-type: none"> 1. RD 2. RD & teachers 3. RD & teachers 4. RD, DAP 5. RD, DAP 6. RD, DAP 7. CV & teachers 8. RD & CV 	<p>Email / videoconference</p> <p>Email / video / social media</p> <p>Attendance Policy 2020</p> <p>Supporting documents</p> <p>First Aid Course</p> <p>NHS and DfE links</p>	<ol style="list-style-type: none"> 1. 01/09/2020 2. 01-04/09/2020 3. 09/2020 4. 01-04/09/2020 5. 03/09/2020 6. 07/09/2020 7. 07/09/2020

Hazards and Risks	Risk	Control Measures	By whom	Resources	Completion
		<p>employee help lines and information that can also be provided to parents and students.</p> <p>9. There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively with the Senior Leadership Team.</p> <p>10. Staff are briefed and consulted about the planned changes (e.g. safety measures, timetable changes and staggered arrival and departure times), including discussion on whether additional training would be helpful.</p> <p>11. Staff liaise with Schools in order to exchange risk assessment procedures. This is particularly important and urgent in the cases of curricular provision and support as teachers are to adhere to all school's procedures in line with other members of staff.</p>	<p>9. RD & CV</p> <p>10. RD</p> <p>11. CEPE and/or teachers</p>	<p>Host School Risk Assessments</p>	<p>8. Continuous</p> <p>9. 09/2020</p> <p>10. 09/2020</p>
<p>2. Spread/contraction of COVID-19 due to lack of social distancing during provision, including:</p> <ul style="list-style-type: none"> • Entering & leaving the school. 	<p>High</p>	<p>Entering and exiting the School</p> <ol style="list-style-type: none"> 1. Communication home confirms arrangements for drop-off and collection points and timings for students. 2. For primary pupils, parents are allowed to go to the entrance so that the pupils can be passed to the care of the teacher, but they are not allowed to go inside the school. 3. Students must enter/leave the School via the designated entrance to the building. This will be complemented with Portuguese signage wherever needed/allowed. 4. Students are required sanitise their hands on entry to the school and reminded to sanitise them as they leave; Instructions for this will be complemented with Portuguese signage (back to school poster). 	<p>1. RD & teachers</p> <p>2. Teachers</p> <p>3. Teachers</p> <p>4. Teachers</p> <p>5. Teachers</p>	<p>Email</p> <p>Poster</p> <p>PPE</p>	<p>1. 07-14 /09/2020</p> <p>Continuous</p>

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		<ol style="list-style-type: none"> 5. Where possible, teachers are to open doors/gates and these are held open, reducing the number of occupants touching the doors. 6. On leaving the class, students are instructed to go straight home, not to congregate on the school grounds, nearby roads, recreational areas; Teachers to supervise exits. 7. Starting/finishing times for classes have been staggered to prevent two or more groups of students leaving at the same time. 	<p>6. Teachers</p> <p>7. RD & teachers</p>		
<p>3. Spread/contraction of COVID-19 due to interaction and lack of social distancing, via droplets from coughing and sneezing and through contaminated surfaces, including:</p> <ul style="list-style-type: none"> • Use of classrooms 	<p>High Medium</p>	<p>Use of classrooms</p> <ol style="list-style-type: none"> 1. Classes are taught by only 1 allocated teacher. 2. Classes will take place with the same group of circa 15 students each throughout the year. 3. Students will have allocated desks which they will use throughout class. 4. Students are not allowed to share material. 5. Where possible, all spaces are to be well ventilated using natural ventilation, opening windows and propping open doors. No use of A/C systems. 	<p>2. CEPE & teachers</p> <p>3. Teachers</p> <p>4. Teachers</p> <p>5. Teachers</p>	<p>PPE</p>	<p>Continuous</p>
<p>4. Spread/contraction of COVID-19 due to interaction and lack of social distancing, via droplets from coughing and sneezing and through contaminated surfaces, including:</p>	<p>High Medium</p>	<p>Breaktime and moving around the School</p> <ol style="list-style-type: none"> 1. Students must bring their own snacks and water bottles. 2. Students are advised to clean hands before and after eating a snack in the classroom. 3. Movement to different areas within the schools is reduced as much as possible. Toilet facilities to be used by one pupil at a time. 	<p>Teachers</p>	<p>PPE</p>	<p>Continuous</p>

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<ul style="list-style-type: none"> Breaktime / moving around the School 		<ol style="list-style-type: none"> At break-times, the class is not allowed to mix with other classes. Either they stay together inside the classroom during break or they go out with the teacher, at staggered times. 			
<p>5. Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.</p> <ul style="list-style-type: none"> Hand-washing, cleaning and general hygiene 	Medium	<p>Good hand hygiene</p> <ol style="list-style-type: none"> All those attending classes will be required to wash/sanitise their hands before entering study spaces and when leaving School. Teachers will ensure that there is hand sanitiser gel, sanitiser wipes and tissues for each class. This will be provided by CEPE. Poster in Portuguese will be displayed in class with instructions for washing/sanitising hands correctly and recommending frequent hand washing or sanitising especially at entry and exit from the school; after using the toilet; before and after eating. Hand dryers not to be used. <p>Cleaning and general hygiene</p> <ol style="list-style-type: none"> Tables to be wiped clean with disinfectant wipes at the beginning and end of class by each student. Teacher desk, desktop (when used) and door handles to be wiped by the teacher. Children reminded to 'catch it, bin it, kill it'. Children reminded to use tissues. Teachers to report to CEPE if host school is not keeping a suitable classroom and toilet hygiene. All equipment used by the students and teachers will be suitably cleaned at the end of each day or before it is used by another person. If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), School to be contacted to make sure the 	<ol style="list-style-type: none"> Teachers CV & teachers Teachers Teachers Teachers, CEPE Teachers & CEPE 	<p>PPE</p> <p>Poster</p>	<p>Continuous</p> <p>Continuous</p>

Hazards and Risks	Risk	Control Measures	By whom	Resources	Completion
		room will be closed for 72 hours and then deep cleaned as per the guidance set on COVID-19: cleaning un non-healthcare settings.			
<p>6. Spread/contraction of COVID-19 due to an adult or child presenting symptoms (continuous cough and/or high temperature), including:</p> <ul style="list-style-type: none"> • Dealing with suspected/ confirmed cases • Providing First Aid • Disposal of PPE 	<p>High Medium</p>	<p>Dealing with suspected case of COVID-19</p> <ol style="list-style-type: none"> 1. If a teacher or the pupils become unwell with a new continuous cough, a high temperature or loss of taste or smell during classes, they will be sent home and advised to follow the stay at home guidance. 2. In the case of a teacher or child becoming unwell, the CEPE/parent will discuss arranging a COVID-19 test and follow the instructions given by PHE/NHS. 3. In the period during which the child is waiting to be collected, where possible, they should remain in a school designated area for ‘suspected COVID-19 patient’ and will be kept distanced from other children. 4. CEPE will maintain regular contact with the teachers/School during this time. <p>Dealing with confirmed case of COVID-19</p> <ol style="list-style-type: none"> 5. If a member of staff or child has developed COVID-19 and were recently at a School, the CEPE will contact Public Health England / Jersey, discuss the case, identify people who have been in contact with them and take advice on the actions or precautions to be taken. 6. The CEPE will offer support to teachers who are affected by COVID-19 at all times. <p>First Aid</p> <ol style="list-style-type: none"> 7. Teachers have completed recent First Aid Training, including dealing with suspected / confirmed case of COVID-19. <p>PPE Disposal</p> <ol style="list-style-type: none"> 8. Teachers to complete appropriate training for ‘donning and doffing’ PPE – NHS video / advice: https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm 	<ol style="list-style-type: none"> 1. Teachers 2. CEPE, parent 3. Teacher 4. CEPE 5. RD,CV 6. CEPE 7. Teachers 	<p>Public Health England / NHS</p>	<p>Continuous</p>

References

<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc>

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

Jersey

<https://www.gov.je/Health/Coronavirus/EducationChildcare/Pages/ReopeningOfSchools.aspx>