
 Children, Young People, Education and Skills	<b>RISK ASSESSMENT FOR Summer Term</b> – <i>A safe return to school or work for staff and students during the coronavirus pandemic at Le Rocquier School</i> Mandatory for all staff to read and implement.			 Le Rocquier School
	<b>REVIEW DATE:</b> Annually or when changes occur in work activity	<b>RESPONSIBLE MANAGER</b> Duncan Keys (Site Manager), SLT and other stake holders	<b>DATE OF ASSESSMENT:</b> 10.05.21	
	<b>NAME OF ASSESSOR</b> Andrew Adkin (Head Teacher) & CYPES (Nick Jewell)	<b>DEPARTMENT AND LOCATION</b> Le Rocquier School, Jersey		

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

**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"> <li>• <i>All staff and children are encouraged to wash their hands with soap and warm water for 20 seconds frequently, not to touch their faces and use a tissue to cough or sneeze and dispose of it accordingly. Hand sanitiser is in every room.</i></li> <li>• <i>All staff must wear mouth and nose coverings moving around the school premises. However, it is recommended that clear face shields are used instead of masks to aid communication.</i></li> <li>• <i>All pupils must wear mouth and nose coverings when moving around inside the school premises or in communal areas. They will not be required to wear masks in classrooms.</i></li> <li>• <i>Classrooms and workplace office areas are well ventilated and have hand sanitiser available as well as equipment wipes where needed.</i></li> </ul>	<p>3</p>	<p>3</p>	<p>9</p>	<p><i>Students will need to be coached and learn how to sneeze into the arm. We should not expect this to be perfect from the beginning and a persistent coaching method should be used with students.</i></p> <p><i>Teachers can decide if it's best that each student cleans an individual desk or that one or two students are asked to stay behind and clean the surfaces.</i></p> <p><i>Teachers will need to envisage an end of lesson routine of packing away and cleaning which works for their room, subject and students.</i></p> <p><i>Staff must take responsibility for the own safety and the safety of others by following the guidance.</i></p> <p><i>Visors are provided for all staff.</i></p> <p><i>All pupils must bring their own face covering. But we have a small amount just in case one breaks.</i></p>

<p>Working during the Covid-19 pandemic (cont...)</p>			<ul style="list-style-type: none"> <li>• <i>Physical distancing is practiced (2m wherever possible and at least 1m minimum) and recommended that close contact is kept to under 15 minutes.</i></li> <li>• <i>Covid-19 Information posters are displayed as much as possible throughout the building</i></li> <li>• <i>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</i></li> <li>• <i>Students and staff will clean their own workspace at the end of each lesson. Wipes, spray and cloths are in each room.</i></li> <li>• <i>Schedules are in place to refill sanitisers and replace hygiene products.</i></li> <li>• <i>Cleaning staff (2 AFM contract cleaners) will clean for 4 hours during the day. Classrooms with no students in will be wiped down. Doors and stairs prioritised. The site team are also re-tasked to clean when possible.</i></li> </ul>			<p><i>Staff must ensure a routine for lessons, masks on when students enter classroom and staff member says when they may remove them, if they want too.</i></p> <p><i>Static type lessons with minimal movement, students and staff may remove face masks.</i></p> <p><i>ALL STUDENTS must leave the classroom wearing a mask.</i></p>
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			<ul style="list-style-type: none"> <li>• <i>Cleaning schedules are reviewed, (deep cleaning and sanitising schedules should be planned (both internal &amp; external providers</i></li> <li>• <i>All guidance published on Gov.je is followed.</i></li> <li>• <i>Le Rocquier School Covid-19 safety plan and risk assessment in place and shared with staff and on the web site.</i></li> <li>• <i>Arrangements in place for any employee/student who falls ill at work with Covid-19 related symptoms and all staff are familiar with them. Appendix 8.</i></li> <li>• <i>Arrangements in place for any employee/student who falls ill at school with non Covid-19 related symptoms (first aid situation) and all staff are familiar with them. Appendix 9.</i></li> <li>• <i>Any employee/student displaying Covid-19 symptoms will self-isolate at home and not attend the workplace. Medical and testing advice will be followed.</i></li> <li>• <i>Parents, staff, children, carers or any visitors is to enter the school or business area if they are displaying any symptoms</i></li> </ul>				
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			<p><i>of coronavirus (signage displayed).</i></p> <ul style="list-style-type: none"> <li>• <i>Sharing of items such as pens or equipment between staff and students is avoided.</i></li> <li>• <i>Any shared equipment is thoroughly cleaned between classes.</i></li> <li>• <i>Practical lessons in DT and Food are possible provided the food is cooked and items are thoroughly cleaned between lessons. RAs are needed for each subject.</i></li> <li>• <i>Paper based work for marking by a teacher can be marked and returned. See guidance opposite...</i></li> <li>• <i>Staff are to only move around the building if they need to. They should remain in their classrooms as much as possible.</i></li> <li>• <i>Use of the staffroom is to be kept to a minimum, 2m+ social distancing mask may be removed.</i></li> <li>• <i>Staff must have their own spoons, tea bags, food etc. The only shared items are kettles, toaster (staff room only) and microwaves which must be wiped down and hands washed after use.</i></li> </ul>			<p><u>Marking of books and exam papers etc.</u> Advice from the STAC via CYPES...</p> <ul style="list-style-type: none"> <li>• Marking of work –teachers marking books does not present a significant infection route, but teachers should store work taken from school separately and within year group / class bubble. Guidance does not currently suggest that pupils’ work needs to be held for any period of time prior to marking or before giving back to the children as the risk from handling their work is not thought to be greater than being in the classroom with the children, and marking is an essential part of the educational provision. The recommendation is that resources (such as books) that go home with the children should be held for 24 hours before being given out to a different child.</li> </ul>
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			<ul style="list-style-type: none"> <li>• <i>Meetings can take place in the larger areas of the school if Teams is not appropriate— hall, canteen, classrooms, wide corridors or outside. 2m+ physical distancing and masks may be removed, anything under 2m mask on.</i></li> <li>• <b>Staff must not be within 1m for more than 15 minutes. This is to be strictly adhered to in meetings, at lunch and break times.</b></li> <li>• <i>Staff bases are to be used <b>one person at a time</b>. The person using it needs to clean the kettle and anything they touch before leaving.</i></li> <li>• <i>Ask staff for feedback and adjust the plan and protocols accordingly.</i></li> <li>• <i>Union feedback periodically as well. (But please inform HT of any pressing issues.)</i></li> </ul>			<p><i>This is an infection issue and a track and trace issue. The whole group will be forced to self-isolate (and families) under track and trace rules if within 1m for more than 15 minutes. HOF – HOF – team meetings etc... can go ahead as normal but use the open spaces of the corridors and spread out more than 2m. Meetings should not be cancelled; they just need managing correctly.</i></p> <p><i>Staff cannot have lunch or breaks together for the same reasons. Staff bases are strictly one person at a time</i></p> <p><i>Seating plans for staff meetings are essential.</i></p>
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Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
Social distancing in the workplace/classroom	Keeping control of social distancing	Employees and students	<ul style="list-style-type: none"> <li>• <i>Corporate social distancing guidelines implemented and adhered to.</i></li> <li>• <i>Student to student – no social distancing</i></li> <li>• <i>1m adult to adult</i></li> <li>• <i>1m adult to student</i></li> <li>• <i>Students, staff and guests are to wear face coverings</i></li> <li>• <i>Government of Jersey guidance provided on coronavirus <a href="http://www.gov.je/coronavirus">www.gov.je/coronavirus</a> and employee support pack <a href="#">Employee support pack</a></i></li> <li>• <i>The central staircase will be staff only and two way. The end of corridor staircases is for students and staff. They are also two way.</i></li> <li>• <i>During a fire alarm, all staircases are to be used.</i></li> </ul>	3	2	6	

			<ul style="list-style-type: none"> <li>• <i>Rooms can be rearranged as needed to help staff keep safe.</i></li> <li>• <i>Student tables are pushed to the back of the room to give more space to the teacher</i></li> <li>• <i>Use markings/signage and introduce one-way flow at entry and exit points and throughout the building.</i></li> <li>• <i>Where possible separate staff offices are allocated.</i></li> <li>• <i>Room capacity limits must be adhered to, especially offices, staff bases, prep rooms and the staff room.</i></li> <li>• <i>Remote meetings and access to videoconferencing (Teams) to minimise the need for staff to travel and/or use public transport. Headsets and video cameras are available from IT Technician and are connected to teacher workstations.</i></li> <li>• <i>Teams working together are as small as possible. Meetings are in large open rooms and spaces with plenty of ventilation max 20 pers. If staff are static in a meeting over 2m masks may be removed.</i></li> <li>• <i>Safety and informational signage displayed.</i></li> </ul>			<p><i>Classrooms are normal capacity  ICT rooms are normal capacity  Staff bases – 1 person at a time  Staff offices (small) 1 – person + a visitor who must be 1m away and cannot stay for longer than 15 minutes  Front office – spread between the board room and the front office. 3 workers plus 2 visitors in the front office. 2 workers and 1 visitor in the board room for no longer than 15 minutes.  PE – normal capacity  Library – normal capacity  DT and food – normal capacity  Dance and Drama – normal capacity  Hall – Year group assemblies.</i></p>
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			<ul style="list-style-type: none"> <li>• <i>One at a time into storage, toilet, washroom, reprographic and kitchen areas etc.</i></li> <li>• <i>Avoid using lifts, if unavoidable only one person at a time and wash hands afterwards.</i></li> <li>• <i>Social distancing always encouraged for staff. Staff must tell each other if personal space is being invaded.</i></li> <li>• <i>Students are to bring their own water bottles and can consume water in class. Only water. Use of water fountains should be avoided.</i></li> <li>• <i>First Aid response protocols are Appendix 9 Suspected COVID illness is Appendix 8</i></li> <li>• <i>Staff can get within 1m if a child needs immediate help or first aid. Hand washing and other protocols will follow.</i></li> <li>• <i>Staff are encouraged to remain in their teaching rooms as much as possible including break and lunch times. Staff bases can be accessed one person at a time. Staff lunches can be in any free period to help lower the use of the staffroom over lunch.</i></li> </ul>				
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			<ul style="list-style-type: none"> <li>• <i>Staff should keep gathering in groups to socialise to a minimum and only for short periods and be over 2m apart. This must be done outside or in the larger open areas around the school including the larger areas of the corridors.</i></li> <li>• <i>Individual subject advice will be formed from either government of Jersey advice or our own subject specific risk assessments formed by the HOF/HOD. E.g. Food, DT and PE</i></li> <li>• <i>Individual situations will arise not captured in this assessment and can be managed at the time via dynamic risk assessments. Control measures can be put in place.</i></li> <li>• <i>Absences will be covered via the normal cover system, but flexibility is there to help.</i></li> <li>• <i>All staff and visitors must wear face visors or face masks.</i></li> </ul>				
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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	<ul style="list-style-type: none"> <li>Essential staff over 65 who have no underlying health conditions have an individual risk assessment in place if the general risk assessment does not cover their daily tasks.</li> </ul>	1	1	1	
Severely vulnerable Follow link for definition <a href="#">Severely vulnerable people</a>	Exposure from employees/ environment and equipment	Severely vulnerable staff	<ul style="list-style-type: none"> <li>Severely vulnerable staff who have a condition that makes them vulnerable to severe illness are covered by this Risk Assessment in Level 1. Although a letter from the GP will cause a review of this on a case by case basis.</li> </ul>	1	1	1	
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	<ul style="list-style-type: none"> <li>School cleaning strategy developed and implemented across the site with AFM Limited.</li> <li>2 AFM cleaners for 4 hours during the school day. Any empty classrooms will be wiped down. Doors cleaned</li> </ul>	3	3	9	

			<p><i>and stair balustrades cleaned down etc...</i></p> <ul style="list-style-type: none"> <li>• <i>Students and staff will clean their own workspaces between lessons.</i></li> <li>• <i>No sharing of equipment with students or colleagues. If it is given to someone, they keep it, or it must be thoroughly cleaned! Apart from marking. (See earlier notes)</i></li> <li>• <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.</i></li> <li>• <i>Ensure pedal bins are emptied daily or as required throughout the day.</i></li> <li>• <i>Reminding staff/students about regular and effective handwashing and providing hand sanitiser.</i></li> <li>• <i>Do not share teaching / learning materials and resources to avoid contamination. (toys, playframes etc).</i></li> <li>• <i>Cleaning standards kept under regular review.</i></li> </ul>				
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Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
The workforce is significantly reduced because of COVID	Safeguarding and appropriate numbers to meet teacher pupil ratios.	Staff and students	<ul style="list-style-type: none"> <li>• COSHH safety data sheets and risk assessments completed.</li> <li>• Use of IPADS and IT kit is permitted but students must clean them down after use.</li> </ul>	2	2	4	<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 are 4 key business continuity issues for Le Rocquier:               <ol style="list-style-type: none"> <li>1. Not enough staff in school and year groups are sent home</li> <li>2. Impact of the track and trace system (staff within 2m together for more than 15 minutes)</li> <li>3. Staff accessing laptops for home use should there be another lock down. (business case being generated to provide all teachers with a school laptop)</li> </ol> </li> </ul>

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"> <li>• <i>If a student or colleague becomes ill: 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. Anyone who develops symptoms of cough, fever or shortness of breath, should self-isolate and contact their GP or the help line.</i></li> <li>• <i>Isolation procedures followed, gather and use workplace contact tracing information, clean down procedures, contacting Coronavirus helpline 01534 445566.</i></li> <li>• <i>Refer to the Government of Jersey guidance on coronavirus <a href="http://www.gov.je/coron">www.gov.je/coron</a></i></li> </ul>	2	3	6	4. <i>Staff accessing school files at home should there be another lock down. (beyond our control but requested)</i>

			<p><a href="#">avirus</a> and employee support pack <a href="#">Employee support pack</a></p> <ul style="list-style-type: none"> <li>• Consider the health plans of severely vulnerable groups returning - staff and students.</li> <li>• Corporate advice for anyone who feels unwell and suspects they may have Coronavirus like symptoms. Call the help line.</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 (kill it and bin it).</li> <li>• Review cleaning standards and specifications, deep cleaning and sanitising schedules considered and planned (both internal staff and external providers).</li> <li>• Contract cleaning services extended or sourced to cover additional areas of the business/requirements.</li> <li>• Department cleaning strategy implemented.</li> </ul>			
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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	<ul style="list-style-type: none"> <li>• <i>We have a very large car park and parents will be asked to spread out. Parents do not bring students to the door</i></li> <li>• <i>Students can enter via 4 large doorways.</i></li> <li>• <i>Parents are encouraged to stay in their cars.</i></li> <li>• <i>Traffic management plans reviewed and developed to control local arrangements.</i></li> <li>• <i>The schools traffic management risk assessments reviewed.</i></li> <li>• <i>Duty staff at the start and end of the day are proactively controlling the safe access and egress to the schools/business area premises.</i></li> <li>• <i>Separate entrances and one-way routes implemented if needed.</i></li> <li>• <i>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.</i></li> </ul>	1	1	1	



Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
			<ul style="list-style-type: none"> <li>• <i>Safety and informational signage displayed.</i></li> <li>• <i>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.</i></li> </ul>				
Break, lunch and playtime activities	Physical distancing or an accident	Staff and students	<ul style="list-style-type: none"> <li>• <i>Advice and reminders of physical distancing.</i></li> <li>• <i>Students have designated areas and tables.</i></li> </ul>	1	1	1	
Catering	Control of social distancing and infection control	Staff and students	<ul style="list-style-type: none"> <li>• <i>Government advice followed on the preparation of food and management of commercial kitchens. <a href="http://www.gov.ie">www.gov.ie</a></i></li> <li>• <i>Our Chef has been tasked to implement the Government advice.</i></li> <li>• <i>Student seating and canteen access is managed.</i></li> <li>• <i>Students are informed of the canteen arrangements.</i></li> </ul>	1	1	1	

			<ul style="list-style-type: none"> <li>• <i>We have a split lunch already. Year 7 will use the hall at break time and will not be able to purchase snacks at break time. This will reduce the numbers in the canteen at break time.</i></li> <li>• The queuing is 1m social distancing.</li> <li>• Designated Year group tables and areas.</li> </ul>				
School Minibus			<ul style="list-style-type: none"> <li>• Use of the school minibus is possible.</li> <li>• Normal trip risk assessments plus...</li> <li>• Face masks for everyone in the vehicle. This is mandatory. If a student refuses, they do not travel. A student could be medically exempt from wearing a mask.</li> <li>• When not on school groups, normal community COVID guidance applies. E.g. 1m social distancing for everyone including students.</li> </ul>	1	1	1	
School Buses			<ul style="list-style-type: none"> <li>• <i>Guidance on the Liberty Bus website</i></li> <li>• <i>All passengers must wear a mask</i></li> </ul>	1	1	1	

School Sport			<ul style="list-style-type: none"> <li>• <i>School sport follows the government advice for sport, please see link below.</i></li> <li>• <i><a href="https://www.jerseysport.je/wp-content/uploads/2021/04/Sports-Guidance-Summary-from-12-April-2021.pdf">https://www.jerseysport.je/wp-content/uploads/2021/04/Sports-Guidance-Summary-from-12-April-2021.pdf</a></i></li> </ul>	<b>3</b>	<b>1</b>	<b>1</b>	<p>All events must be under 45 people including officials and staff.</p> <p>Staff must read the Sport Jersey guidance.</p>
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**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 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.

### **5. Staff, parents and student friendly versions of the processes will be created.**

### **6. A Student behavior process will be created and distributed.**

### **7. Groups and seating plans will be created and distributed**

### **8. What to do if someone becomes unwell while at the school**

If an employee or student becomes unwell and is showing symptoms Coronavirus (COVID19) while working at or visiting Le Rocquier school: ask for help from the front office or site team and they will be removed from the work area and placed in **the School Hall** with access to a telephone, they must be kept two metres away from other people and the school. PPE is available from Site Manager's Office for first aid staff should the colleague or student need others to enter within 1m. Please use the radios discreetly to call the office or site team. An office phone can also be used.

Family of the employee or student will be contacted. They should use their own mobile phone when possible to call the Coronavirus helpline on 01534 445566 giving information about their symptoms and any travel history or to speak with parents, if a student. School staff can call the help line for the student if needed.

While waiting for advice from the helpline they should remain two metres away from other people, avoid touching surfaces and objects and be advised to cover their mouth and nose when coughing or sneezing with a disposable tissue and put it in a bag, sealed or tied and throw it in the bin.

If the individual needs to use the toilet while they are waiting for medical advice, they should use the Staff / disabled toilet at the south end of the product design corridor. No one else should use this room until it has been thoroughly cleaned / disinfected.

Plans should be made for the individual to travel home if they are well enough to do so.

When the individual has vacated the building, site staff or contract cleaners will clean / disinfect all areas and points of contact are thoroughly cleaned / disinfected to include all surfaces and objects that are visibly contaminated with body fluids and all potentially high risk areas such as toilets, door handles, keyboards and telephones.

They should not call their GP or the Emergency Department unless they are very unwell and require an ambulance.

If the individual is seriously ill and unable to call for themselves, an ambulance must be called by someone else (**not using the individual's phone**) and if known tell the operator the symptoms and any travel history

Le Rocquier School will seek guidance from the **Government of Jersey health protection team**, they may need to carry out a risk assessment of the premises.

The affected work area and or the whole school may require a deep clean and they will advise us on whether a full school closure is necessary.

Should the employee be confirmed to have COVID-19 then the school will follow the advice on Gov.je and inform all persons who met the infected individual to self- isolate for the recommended amount of time.

A list of all people who have been in direct contact with the infected individual will be compiled and kept on record by the school.

#### **9. What to do if someone becomes unwell or needs first aid while at the school...**

If an employee or student becomes unwell (non-covid) or needs first aid while working at or visiting Le Rocquier school they will be removed from the work area by staff in PPE (kept in the first aid area) if possible and placed in **the First Aid Room**, they must be kept two metres away from other people.

Family will be contacted. They should use their own mobile phone to call others.

While waiting for advice they should remain two metres away from other people, avoid touching surfaces and objects and be advised to cover their mouth and nose when coughing or sneezing with a disposable tissue and put it in a bag, sealed or tied and throw it in the bin.

If the individual needs to use the toilet while they are waiting for medical advice, they should use the disabled toilet next to the First Aid Room. No one else should use this room until it has been thoroughly cleaned / disinfected.

Plans should be made for the individual to travel home if they are well enough to do so or to the hospital if needed.

When the individual has vacated the building, site staff or contract cleaners will clean / disinfect all areas and points of contact are thoroughly cleaned / disinfected to include all surfaces and objects that are visibly contaminated with body fluids and all potentially high risk areas such as toilets, door handles, keyboards and telephones.

A list of all people who have been in direct contact with the infected individual will be compiled and kept on record by the school.