

Jersey College for Girls Jersey College Prep	RISK ASSESSMENT FOR – <i>As safe return to school or work for staff and students during the coronavirus pandemic</i>		
REVIEW DATE: Annually or when changes occur in work activity	RESPONSIBLE MANAGER Carl Howarth	DATE OF ASSESSMENT: 5 June 2020 Review - 15 June 2020 (done) Review - 17 June 2020 (done) Review – 2 July 2020 (done) Review – 1 Sept 2020 (done) Review - 11 Sept 2020 (done) Review – 5 Oct 2020 (done) Review – 2 Nov 2020 (done) Review 16 Nov 2020 (done) Review – 17 Dec 2020 (done) Review – 7 Jan 2021 (done) Review 16 Apr 2021 (done) Next review - when rules change	ASSESSMENT REFERENCE:
	NAME OF ASSESSOR Pierre Louw	DEPARTMENT AND LOCATION CYPES – JCG	

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Degree of Risk Severity (S)		Degree of Risk Likelihood (L)
5	Catastrophic - incident leading to irreversible health effects or death	Certain – Hazard occurs frequently. It is a constant threat, or is custom practice ie, daily, montly, weekly
4	Major - incident leading to long term incapacity/ disability	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	Moderate - incident leading to injury. Requiring 4-14 days off work	Possible – Hazard may occur occasionally, ie. one or twice a year
2	Minor - incident leading to minor injury. Requiring < 4 days off work	Unlikely – Hazard occurs infrequently but remains a possibility
1	Negligible - incident leading to no/ minimal injury. Requiring 0 days off work	Rare – Hazard is not expected to occur

Persons at Risk
Staff
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 during the Covid-19 pandemic</p> <p>Teaching, office work, appointments and meetings</p>	<p>Exposure to Covid-19 (respiratory illness) from other Staff, students, the environment and equipment.</p>	<p>Staff Students Clients Visitors Contractors Other members of public</p>	<p><i>Follow all guidance published on Gov.ije.</i></p> <ul style="list-style-type: none"> • <i>Covid-19 Information posters are displayed.</i> • <i>Distancing rules in place.</i> • <i>Rooms used are well ventilated.</i> • <i>Good respiratory hygiene is practiced.</i> • <i>Hand hygiene is practiced.</i> • <i>Surface hygiene is practiced.</i> • <i>Equipment hygiene is practiced.</i> • <i>Mouth and nose coverings are worn.</i> • <i>Communication-regular updates to school community.</i> • <i>Arrangements in place for any student, staff member or visitor who falls ill at work with Covid-19 related symptoms and all staff are familiar with them.</i> • <i>Any employee displaying Covid-19 symptoms will self-isolate at home and not attend the workplace.</i> • <i>Visitors should be kept to a minimum. All adult visitors to wear mouth and nose coverings.</i> • <i>Supporting students in the library, IT, music, media studies, art rooms, textiles, HE, PT etc. will be done with distancing</i> 	3	2	6	

			<p>rules in place in addition to hygiene practices.</p> <ul style="list-style-type: none"> • Staff members who may be at increased risk from COVID should, where applicable, adhere to public health guidance on matters such as personal shielding <p>* See Appendix</p>				
Social distancing in the workplace/classroom	Keeping control of social distancing	Staff and students	<ul style="list-style-type: none"> • Government of Jersey guidance provided on coronavirus www.gov.je/coronavirus and employee support pack Employee support pack • Seating plans - Students will use the same seat or the seat as allocated by the class teacher. • Physical distancing guidelines implemented and adhered to. • Physical distancing- <ul style="list-style-type: none"> ○ Physical distancing is practiced, close contact with others are avoided. ○ Physical distancing for secondary school is <ul style="list-style-type: none"> ▪ At least 2 metres apart where possible and always a minimum of 1 metre physical distancing between all adults and between adults 	3	2	6	

			<p>and students wherever possible</p> <ul style="list-style-type: none"> ▪ 2 metres physical distancing between adults in staff room / areas where staff congregate inside for over 15 minutes ((If a member of staff tests positive, they will be contact traced and all direct contacts, i.e. those within 2 metres for than 15 minutes, would be considered a direct contact and need to self-isolate for 14 days.) ▪ No physical distancing requirement between students in the same year group ▪ Year groups to be kept separate as much as possible <p>○ Physical distancing for primary school is</p> <ul style="list-style-type: none"> ▪ At least 2 metres apart where possible and always a minimum of 1 metre physical distancing between all adults and between adults and students wherever possible 				
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			<ul style="list-style-type: none"> ▪ 2 metres physical distancing between adults in staff room / areas where staff congregate inside for over 15 minutes. This is because if a member of staff tested positive, they will be contact traced and all direct contacts, those within 2 metres for than 15 minutes would be considered a direct contact and need to self- isolate for 14 days. ▪ No physical distancing required between students within class or year group bubbles. ○ Distancing in exams <ul style="list-style-type: none"> ▪ an entire year group may be brought together in the school hall in order to complete exams. ▪ students displaying any of the main symptoms of COVID must not attend ▪ students from different bubbles separate by 2 metres ▪ ensure maximum ventilation of the space ▪ ensure strict hand hygiene 			
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			<ul style="list-style-type: none"> ▪ ensure thorough cleaning of the room after the students have left • Government of Jersey guidance on coronavirus www.gov.je/coronavirus and employee support pack Employee support pack <p>* See Appendix</p>				
Staff who are over 65 working during the Covid-19 pandemic	Exposure to Covid-19 (respiratory illness) from other Staff	Staff who are over 65	<ul style="list-style-type: none"> • 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. 	1	3	3	
Vulnerable staff working during Covid-19 Follow link for definition Vulnerable people	Exposure to Covid-19 (respiratory illness) from other Staff, the environment and equipment	Vulnerable staff Staff who are considered to be in the vulnerable category and staff who have family	<ul style="list-style-type: none"> • 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. <p>Additional measures taken to ensure as safe an environment as possible for staff in the vulnerable category.</p> <ul style="list-style-type: none"> • Ensure you are in the classroom before students start to arrive. This will allow more control of the space and minimise close contact. 	1	3	3	

		members in the vulnerable category	<ul style="list-style-type: none"> • At end of lesson, ask students to leave the room first. • If class has arrived to the room ahead of you, then move swiftly to the teaching area. • Physical distancing for secondary school at least 2 metres apart where possible and always a minimum of 1 metre between all adults and between adults and students wherever possible. • Staff in the vulnerable category are advised to keep 2m distancing. • Staff may choose to wear PPE such as a mask, visor and gloves. • Increased cleaning of areas used by vulnerable staff i.e. dedicated staff member will be allocated rooms used by vulnerable staff and room cleaning will be more regular. Cleaner will wear a mask. 				
Severely vulnerable Follow link for definition <u>Severely vulnerable people</u>	Exposure (respiratory illness) from Staff/ environment and equipment	Severely vulnerable staff	<ul style="list-style-type: none"> • Severely vulnerable staff who have a condition that makes them vulnerable to severe illness from Covid-19 will work from home. 	1	5	5	

<p>Cleaning</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>Cleaning strategy developed and implemented across the College including cleaning areas off site used by the College.</i> • <i>Reviewed current cleaning standards and specifications and amended to meet the workplace requirements e.g. appropriate environmental cleaning and disinfection regimes are in place – touch points, handles, doors, switches and all horizontal surfaces.</i> • <i>Check lists introduced to ensure regular service including bins are emptied daily or as required throughout the day.</i> • <i>Reminders displayed to advise staff and students about regular and effective handwashing and hand sanitiser is provided.</i> • <i>Use teaching / learning materials and resources only after it was cleaned to avoid contamination. (equipment, toy's, playframes and balls etc).</i> • <i>Cleaning standards reviewed regularly.</i> • <i>COSHH safety data sheets and risk assessments completed.</i> <p><i>* See Cleaning Strategy</i></p>	<p>2</p>	<p>2</p>	<p>4</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"> • Site specific Business Continuity Plans are updated regularly to take account of the consequences of significant loss of staff. Including those staff members who have responsibility for business-critical and time sensitive activities/functions. • There is adequate first aid cover in line with policy and school's risk assessment. • Monitor teacher numbers to ensure compliance with teaching ratio numbers in the classroom and to have adequate staff supervision levels. <p>* See Business Continuity Plan</p>	1	4	4	
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"> • Seating plans - Students will use the same seat or the seat as allocated by the class teacher. • Anyone who develops symptoms of cough, fever or shortness of breath, should self-isolate and contact their GP. • At school the Millais Room has been chosen as the room for anyone displaying symptoms. <ul style="list-style-type: none"> ○ 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. • Isolation procedures followed, gather and use workplace contact tracing 	3	3	9	

			<p>information, clean down procedures, contacting Coronavirus helpline 0800 735 5566.</p> <ul style="list-style-type: none"> • Refer to the Government of Jersey guidance on coronavirus www.gov.je/coronavirus and employee support pack employee support pack • Consider the health plans of most vulnerable groups returning - staff and students. • GoJ 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). • 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 requirements. • Cleaning strategy implemented. 			
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Returning after off-island travel	Exposure to Covid-19 (respiratory illness)	Staff, students, parents and contractors	<ul style="list-style-type: none"> • Visitors should be kept to a minimum. All adult visitors to wear mouth and nose coverings. • Staff, Students, Parents and Visitors returning to or visiting Jersey with a green travel history are advised not to attend college until they receive a negative test result. • Staff, Students, Parents and Visitors with an amber or red travel history should not attend until they have completed the necessary isolation period; for amber countries this is until they have received a negative day 5 test result, for red countries this is 14 days or until they have received a negative day 10 test result. • In the case of under 11s with a green travel history, they should not attend until the adults they travelled with have each received a negative test result. • For under 11s with an amber or red travel history, they should not attend until the adults they travelled with have completed the necessary isolation period; for amber countries this is until they have received a negative day 5 test result, for red countries this is 14 days or until they have received a negative day 10 test result. • Household members of an individual that is isolating after returning from travel do 	1	4	4	
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			<p>not need to isolate themselves unless the traveller receives a positive PCR test result. Therefore, students that have not travelled themselves do not need to stay away from the College if a parent or household member is isolating due to return from travel.</p>				
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"> • Drop off of students in the JCG carpark. • Students to follow direction signs and staff instruction to College. • No visitors to College without invitation. • Visitors to report to Reception on arrival. Visitors to complete a Health declaration. • Sign-in using electronic system. Hand sanitiser and wipes to be used and available at reception. • Supplies will be dropped off at the Kitchen entrance. • Starting time for JCG and JCP are staggered at the start and finish of the school day to reduce numbers of people in the carpark. • 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. 	3	2	6	

			<ul style="list-style-type: none"> • The schools traffic management risk assessments reviewed. • Car parks are managed taking into consideration distancing rules - cars and visitors in school kept 2 metres apart where possible and always a minimum of 1 metre. • Staff controlling the safe access and egress to the schools/business area premises. • Pick up drop and off points are communicated with parents and bus company. Clear markings and signage in place. A staff member controls the area and ensures distancing whilst queuing. • Separate entrances and keep left or one-way routes implemented and clearly marked. • Doors kept open wherever possible to reduce the number of touch points – fire doors are closed at the end of the working day. • Safety and informational signage displayed. • Cleaning specifications communicated with cleaning contractor to include external, areas e.g. cleaning and disinfection regimes in place for doors, gates touch point areas, handrails, and intercom/controlled access systems. <p>* see Appendix for Induction day details</p>			
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Appendix

Additional information and control measures

1. Preparing the Site

Hand sanitiser stations are provided at various points in College. These include stations at each entrance to a building and in each classroom. Stations are monitored by the facilities team and filled as required.

Hand washing with soap and water for 20 seconds and frequently is promoted in College. Paper towels are provided to dry hands and air driers are switched off. Reminders are displayed to advise staff and students about regular and effective handwashing and hand sanitiser is provided.

Cleaning strategy developed and implemented across the College including cleaning areas off site used by the College. Cleaning check lists were introduced to ensure regular service including bins are emptied daily or as required throughout the day. This also includes appropriate environmental cleaning and disinfection regimes are in place for touch points, handles, doors, switches and all horizontal surfaces.

Cleaning standards checked regularly and COSHH safety data sheets and risk assessments completed. Teachers ensure they have a good supply of disposable paper rolls and disinfectant spray in each classroom and enough centrally to top up regularly.

2. Health and Safety

We're following guidance from the Health & Safety Inspectorate. 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.

The College is working in line with the general principle of undertaking risk assessments to safeguard Staff 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. Physical distancing

Physical distancing applies to all parts of a workplace, not just the place where Staff spend most of the time.

- Classroom furniture spaced to allow for distancing from teaching staff.
 - Physical distancing is practiced, close contact with others are avoided.
 - Physical distancing for secondary school is
 - at least 2 metres apart where possible and always a minimum of 1 metre physical distancing between all adults and between adults and students wherever possible
 - 2 metres physical distancing between adults in staff room / areas where staff congregate inside for over 15 minutes ((If a member of staff tests positive, they will be contact traced and all direct contacts, i.e. those within 2 metres for than 15 minutes, would be considered a direct contact and need to self-isolate for 14 days.)
 - No physical distancing requirement between students in the same year group
 - Year groups to be kept separate as much as possible
 - Physical distancing for primary school is
 - At least 2 metres apart where possible and always a minimum of 1 metre physical distancing between all adults and between adults and students wherever possible
 - 2 metres physical distancing between adults in staff room / areas where staff congregate inside for over 15 minutes. This is because if a member of staff tested positive, they will be contact traced and all direct contacts, those within 2 metres for than 15 minutes would be considered a direct contact and need to self-isolate for 14 days.
 - No physical distancing required between students within class or year group bubbles.
- Classes will be kept together in a group for as long as possible to assist students to maintain distancing rules and reduce cross-contamination.
- Students at JCP will be kept in a 'group'. These students will have break and outdoor time together in outdoor or indoor demarcated spaces to maintain segregation rules to reduce cross-contamination.
- Students at JCP will remain in class groups and use allocated facilities, i.e. toilets and break-out areas.

- Students at JCG follow a timetable to attend subject teaching. Groups will change rooms following signage, posters and keep left or one-way systems to stay separate from others.
- Where 2 or more groups are together in one area, a 2m separation will be introduced to separate groups and maintain distancing rules.
- Facilities are allocated for the various groups, i.e. break-out areas.
 - Areas for students:
 - Year 7 – Terrace/Marquee
 - Year 8 – Marquee
 - Year 9 – Dome
 - Year 10 – Marquee
 - Year 11 – Form rooms
 - Year 12 – Library/Marquee
 - Year 13 – SFC
- Receiving work from a student including an exam paper
 - the guidance is “teachers marking books does not present a significant infection route, but teachers should store work taken from school separately and within year group / class bubbles”

4. General working arrangements

The College is following all guidance published on Gov.je.

- Displays
 - Covid-19 Information posters are displayed throughout the building.
 - Information posters are updated regularly and as advice change.
- Hygiene
 - All staff and students 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.
 - 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 - deep cleaning and sanitising schedules are in place for both internal cleaners and external provider for all areas used by the College including areas used off site.
- All equipment will be washed in soapy water or wiped down with disinfectant wipes before handled by another person.

Ventilation

- Classrooms and workplace office areas are well ventilated. Windows and doors are open to allow fresh air to ventilate all areas.

Communication

- CYPES Covid-19 safety plan in place and shared with staff.
- Regular updates to staff
 - Inset days,
 - Weekly briefings,
 - General Correspondence
- Displaying symptoms
 - At home –
 - Any employee displaying Covid-19 symptoms will self-isolate at home and not attend the workplace.
 - At College
 - Arrangements in place for any student, staff member or visitor who falls ill at work with Covid-19 related symptoms and all staff are familiar with them.
 - At school the Millais Room has been chosen as the room for anyone displaying symptoms. 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
- Visitors
 - Visitors to be kept to a minimum. All adult visitors to wear mouth and nose coverings
 - Wherever possible parent evenings should be conducted virtually, however, in exceptional cases where this is not possible for an individual parent consultation these can resume with mitigations in place.
 - Visiting volunteers e.g., those who read to children, can resume when all mitigations can be adhered to.
 - Peripatetic staff, including those engaged in after-school provision, may visit settings. As their involvement can be at primary and secondary level and may include children of different ages and from different schools, they should strictly adhere to the following mitigations:
 - smaller groups and / or alternate weeks for classes to keep numbers lower

- limit the number of schools coming together
 - 2 metre physical distancing in schools
 - follow the mask wearing guidance as per the relevant setting
 - ensure good ventilation
 - follow the hygiene measures
 - Government of Jersey staff are able to visit settings provided appropriate mitigations are in place, which includes partaking in the workforce screening programme.
 - Consideration should be given to the benefits of the visitor attending and the measures that will be put in place to limit any potential spread of the virus, for example physical distancing, hand hygiene and keeping the visit duration to a limited time.
 - Any event that attracts external visitors to the setting, including parents or prospective parents and students, must follow the guidance for gatherings and events. This limits the maximum number of individuals gathering in an area to 20 for indoor settings.
 - All visitors to register contact details on arrival.
 - Visits by contractors should be scheduled for times when the College is closed to students wherever possible.
 - Parents, students, carers or any visitors not to enter the school or business area if they are displaying any symptoms of coronavirus (signage displayed).
- Staff and volunteers moving between bubbles or groups within a single setting and between different settings
 - It is recognised that certain staff / volunteers are required to undertake their role across an educational setting or within multiple settings. This may mean they will be required to move between bubbles or groups within a given setting or between different settings working with different students and different staff throughout the week.
 - This will apply particularly to teaching assistants, supply teachers, SEN and SEMIT professionals, specialist language teachers and department and agency staff, volunteers etc.
 - Staff and volunteers should first consider whether they are able to undertake their work differently / remotely. Staff and volunteers should only attend college if necessary. For example, if the purpose is to meet with parents or staff it should be established whether these meetings can be achieved remotely. It is recognised that working effectively with children may require attendance at the setting.
 - All those who are required to attend a setting in the course of their daily work must follow the guidelines outlined in the individual setting safety plan and risk assessment and adhere to strict physical distancing and hygiene rules, giving particular attention to the following:

- Staff and volunteers should limit their movement between different bubbles or groups of children (in early years and primary schools), but where unavoidable staff should observe physical distancing as much as possible and strictly adhere to hygiene guidance. In secondary schools, 2 metres where possible, and always a minimum of 1 metre physical distancing should be strictly observed wherever possible.
- If moving between settings staff and volunteers should limit the number of contacts made with others in each setting, keeping these to an absolute minimum and if possible, for as short a duration as possible (ideally below 15 minutes). If this is not possible then strict physical distancing at a minimum of 2 metres should be observed wherever possible.
- Record all contacts made for contact tracing purposes. This will include contacts with both children and staff/volunteers.
- For staff moving between bubbles it is important to ensure good hygiene measures are followed before entering and when leaving the bubble or group. This will include hand washing or sanitising.

Area specific guidance

- Library

- Students can choose a book from looking at the spines (not touching) or finding it online on Readingcloud.
 - Students sanitise hands and take the book from the shelf and wipe it down with disinfectant wipes.
 - Student advises barcode to librarian or title of book and their own name.
 - Librarian records details in system.
 - On return the book is placed into quarantine for 24hrs, wiped down with disinfectant wipes and then returned to the shelf.

- Gatherings and assemblies

- Having limited numbers of assemblies, for example a year group assembly rather than a whole school assembly is now possible.
- In addition, appropriate ventilation is always helpful and if assemblies can be held outside sensibly then this can also be considered.
- Students are limited to gathering in their year group (however large that is) with appropriate levels of staff supervision, for example a whole year group can attend lunch, sports activities or be in the playground together.
- Wherever possible for primary school children, it is preferable that they stay in their class bubbles for as much of the school day as is practical.

- It is acknowledged that in certain situations, for example extra-curricular sporting activities, students from different year groups may mix.
- The gatherings and events guidance does not apply to students within the school setting. The guidance for gatherings and events will apply to any event within a setting which includes staff or parents. Staff meetings and events to which parents or external visitors are invited should follow the guidance on events and gatherings.
- A whole year group may be brought together in the school hall in order to complete exams. The following guidance should be followed:
 - students displaying any of the main symptoms of COVID must not attend (as per the general guidance they should not be in the school setting)
 - students from different classes / bubbles in primary schools should be separated by 2 metres where possible and always at least 1 metre
 - within a class / bubble / year group student should be 2 metres apart where possible and always 1 metre
 - ensure maximum ventilation of the space
 - ensure strict hand hygiene
 - ensure thorough cleaning of the room after the students have left / before any others use the room
- IT
 - Support will only be available with distancing rules in place.
 - No support will be given in the IT office unless this is done by phone or other media.
 - Equipment will be left outside the office for technicians to collect.
 - Technicians will clean equipment before and after working on it.
 - Classroom support will be given following distance rules and all equipment will be wiped down by the technician before and after working on it.
- Sports facilities
 - PE indoors and outdoors is permitted in accordance with the general sport guidance.
 - Sport and physical activity may occur indoors or outdoors, at any activity intensity level with participants maintaining 2 metres physical distancing where possible but always a minimum of 1 metre (with the exception of fleeting contact and close contact).
 - Participants may be in close fleeting contact (as defined above) for example, a brief tackle in football. However, close fleeting contact should be kept to a minimum. This may involve adapting training exercises and minimising match-play time within training sessions.
 - Close contact (as defined above) is now permitted but such contact should be kept to a minimum.

- There is no limit to the number of participants taking part in sport and fitness classes, group practice, matches, competitions and events.
 - No physical distancing applies if students are participating in these activities within their bubbles.
 - Mask must be worn indoors in common areas, such as corridors, but not when actually undertaking sport or exercise. This applies to everyone aged 12 or over.
 - Contact details / seating plans must also be collected from people participating in indoor sport or exercise.
 - Masks and contact details are not required for outdoor participants except where they are using indoor changing rooms or shower facilities.
 - Spectators are permitted, follow guidance on Gatherings.
- Music
 - All singing and music lessons can now be available, provided that appropriate health, safety and hygiene control measures are in place and are adhered to.
 - This guidance applies to all those who provide singing and music lessons to students who are in full time education.
 - Guiding principles
 - Whether on a one-to-one or small group basis, singing, woodwind and brass music, is considered to be a higher risk activity, because of the very high risk of dispersing droplets and therefore of spreading infection. However, other instruments including keyboard, strings and percussion are considered lower risk.
 - This guidance applies to all age groups, including early years and primary aged children.
 - Students in formal education settings should be kept wherever possible within their school bubbles when engaged in music that includes singing, brass or woodwind instruments. No physical distancing applies if students are participating in these activities within their bubbles.
 - If groups are participating in singing, brass or wind instruments outside of their bubbles, 1 metre distancing at the very least, and ideally 2 metres should be kept between anyone singing or playing brass or wind instruments, and anyone else present. 3-5 metres should be kept between any participants facing opposite others present. Adhering to safe physical distancing will determine the numbers able to safely participate in indoor settings when groups are not all from the same bubble.
 - The following key principles should also be followed.
 - ventilation should be maximised - windows and doors should be open wherever possible, particularly near those singing or playing brass or wind instruments.

- rooms should be thoroughly cleaned where singing, brass or wind playing has taken place, before any further use of a room by other groups
- Outdoor settings are preferred where weather permits
- Instruments
 - undertake an assessment of the types of instruments and associated equipment which may be safely shared by students and staff in order to limit the amount of shared resources
 - limit the resources that students take home and store each item for 24 hours before giving to another student
 - ensure that where sheet music is being used, each student has their own copy of the music. If this is not possible, consideration should be given to projecting words or music onto a screen
 - if instruments or equipment are used by more than one person (e.g. stringed instruments, keyboard, piano, drum kit, tuned percussion, CDs, audio equipment, beaters and music stands), or taken in and reallocated (e.g. at the end of a whole-class programme), enhanced cleaning is required
 - ensure that all instruments and equipment are effectively cleaned and maintained on a regular basis
 - plastic piano and electronic keyboards can be sanitised with disinfectant wipes (unplug electronic equipment first). Do not spray them as residues may harm key mechanisms. It is a good idea to dry keys off afterwards. Ivory keys will be damaged by most disinfectant products. Clean them with a cloth dipped in soapy water and rung out; leave the residue on for thirty seconds and wipe with a dry cloth. Handles and straps of percussion instruments and beaters should be wiped similarly
 - for wooden instruments, follow manufacturers' instructions or test your cleaning product on an inconspicuous surface. You may want to wipe the chinrests of violins or violas, but it probably is not necessary (sweat is not thought to carry viruses). The neck and fingerboard and the lower end of the bow of all bowed strings may also be wiped
 - knobs, buttons, sliders etc on ICT equipment, amplifiers, CD/MP3 players and so forth should be wiped with antiseptic wipes. Do not use sprays or soaked cloths, to avoid liquids getting inside equipment (always unplug from the mains before cleaning)
 - after five days of not being played, normal cleaning of any equipment will suffice
- Woodwind and brass music
 - measures must be in place to prevent the sharing of mouth-blown instruments and mouthpieces
 - for woodwind and brass instruments, ensure that they are properly cleaned and dried at the end of each lesson
 - students should not be allowed to blow or tip water from instruments in the teaching room

- newspaper or paper towels (or anti-bacterial paper) should be provided for the venting of water keys and students should remove and dispose of their own at the end of the lesson
 - after playing, woodwind instruments should at a minimum be dried in and out with swabs or pull-throughs to limit microbial growth
 - fully drying even small brass instruments is not practical but it is extremely important to clean the mouthpiece using an appropriately sized mouthpiece brush, to ensure that all dirt and debris are removed
- Teachers and professionals involved in multiple singing / woodwind / brass sessions every day
 - Teachers carrying out consecutive sessions with different students should consider the additional risk this brings and it is strongly recommended that they adopt additional mitigation measures wherever possible, in addition to ensuring that all involved observe strict hand hygiene and that there is thorough cleaning between groups.
 - For example, they should consider increasing the physical distance between themselves and performers or using barriers, wearing face shields / masks, increasing the ventilation within the space and allowing longer periods between singing / woodwind / brass sessions to allow the aerosols to settle before cleaning.
- Shared resources
 - The use of shared resources should be reduced as far as possible.
 - Water fountains can be used to fill up water bottles but not to drink directly from. As a regular touch point these should be cleaned frequently
 - Limit the amount of shared resources and wherever possible and clean between the use of different students.
 - Limit the resources that students take home and store each item for 24 hours before giving to another student.
 - Prevent the sharing of stationery and other equipment where possible
 - Shared materials and surfaces should be cleaned and disinfected between users
 - Practical lessons can go ahead if equipment can be cleaned thoroughly between users
 - Where practically possible sports equipment that is held for extended periods of time (eg rackets, bats) should be cleaned between users. This does not apply to items that are touched infrequently and for very short durations (e.g. tennis balls)
 - Students should be advised to wash their hands before and after any activity that involves shared equipment
- Trips and Activities
 - Trips
 - On island trips should be for no more than one class size bubble. The 2-metre physical distancing requirement should be observed wherever possible when off school premises, with the additional requirement of minimising, as much as possible, contact with people not from your bubble, class, group or school.

- The following must be observed:
 - all those attending are from one established group in College
 - guidance that applies within the College regarding transport, hygiene, cleaning, limiting shared resources, etc. are followed
 - physical distancing should be adhered to - when out of College students are not expected to maintain physical distancing from each if they are in the same class or year group. Students should maintain distancing from all adults where safe and practical to do so.
 - those organising such activities/trips will need to take account of relevant related guidance such as guidance pertaining to events, gatherings and sport
 - Off-Island trips are currently strongly not recommended.
 - Trips and activities that take place outdoors are preferred
 - Inter-school activities
 - guidance that applies within the school setting regarding hygiene, cleaning, limiting shared resources, transport, etc can be followed
 - physical distancing requirements, as per the school setting, can be followed, with the additional requirement of minimising, as much as possible, contact with people not from your bubble, class, group or school
 - activities that take place outdoors are preferred
 - those organising such activities will also need to take account of relevant related guidance e.g. the guidance pertaining to events/gatherings and sport. Note: the maximum cap of 40 people outdoors or 20 people indoors will apply to students where there is a mixture of students from different schools
 - not more than two schools can take part in an activity at the same time e.g. a football match between school A and school B is allowed but a football tournament in which teams from schools A, B and C all play each other is not
 - parent spectators at such events are not encouraged, however, where parent volunteers are required to help / supervise this is allowed
- Students from other schools visiting for lessons.
 - Students from other schools should sign in or register to assist with track and trace,
 - guidance that applies within College regarding hygiene, cleaning, limiting shared resources etc. are followed
 - maintain distancing, seating be spaced at 2m distance where practical to do so,
 - opening windows allow for good ventilation

- Daily drop off, pick up and safe access to the school premises and reception areas
 - Students to follow direction signs and staff instruction to College.
 - No visitors to College without invitation. Visitors should be kept to a minimum. All adult visitors to wear mouth and nose coverings.
 - Visitors to report to Reception on arrival. Visitors to complete a Health declaration.
 - Sign-in using electronic system. Hand sanitiser and wipes to be used and available at reception.
 - Supplies will be dropped off at the Kitchen entrance.
 - Starting time for JCG and JCP are staggered at the start and finish of the school day to reduce numbers of people in the carpark.
 - 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 distancing rules - cars and visitors in school kept 2 metres apart where possible and always a minimum of 1 metre.
 - Staff controlling the safe access and egress to the schools/business area premises.
 - Pick up drop and off points are communicated with parents and bus company. Clear markings and signage in place. A staff member controls the area.
 - Separate entrances and keep left or one-way routes implemented and clearly marked.
 - Doors kept open wherever possible to reduce the number of touch points – fire doors are closed at the end of the working day.
 - Safety and informational signage displayed.
 - Cleaning specifications communicated with cleaning contractor to include external, areas e.g. cleaning and disinfection regimes in place for doors, gates touch point areas, handrails, and intercom/controlled access systems.

5. PPE and the use of masks

Mouth and nose coverings

- Students-Reception to Year 6
 - there is no requirement for students in Year 6 and below to wear a mouth and nose covering while in the school setting.

- Children over the age of 2 are free to wear a mouth and nose covering if they choose to do so.
- No child under the age of 2 years or any child unable to remove the mask by themselves or with breathing difficulties should wear a face mask due to immediate health risk.
- Students- Year 7, 8, 9 and 10
 - are to wear masks in all internal areas of College (except when eating or drinking). Mask should cover nose and mouth and be changed regularly. This is particularly important in any situations that involve working in close proximity or being in the same place for an extended period of time, such as during longer lesson periods and in corridors and communal areas where social distancing cannot easily be maintained.
 - students are not required to wear a face mask outside and whilst doing PE.
- Students- Year 11, 12 and 13
 - are to wear masks in all internal areas of College (except when eating or drinking). Mask should cover nose and mouth and be changed regularly. This is particularly important in any situations that involve working in close proximity or being in the same place for an extended period of time, such as during longer lesson periods and in corridors and communal areas where social distancing cannot easily be maintained.
 - students are not required to wear a face mask outside and whilst doing PE.
- Staff and all adult visitors - Early years settings and primary schools
 - adults are required to wear a mouth and nose covering within early years and primary school settings. Group bubbles are in place to reduce the number of contacts each person has.
- Staff and all adult visitors - Secondary schools
 - adults (including teachers, other staff and visitors) should wear a mouth and nose coverings when moving around in indoor areas within the premises, such as in corridors and communal areas where social distancing cannot easily be maintained.
 - a mouth and nose coverings should be worn by all adults in classrooms when delivering or participating in any indoor lesson, presentation, talk, class or practical demonstrations to students. It is recommended that face visors are used in preference to masks as these will aid communication, especially to those with hearing impairments.
- Exemptions - can apply if the individual has a special need, disability or condition that would make it very difficult for them to wear a mouth and nose covering including,
 - if they cannot put on, wear or remove a mouth and nose covering because of a physical or mental illness or impairment, or disability
 - if putting on, wearing or removing a mouth and nose covering will cause the person severe distress

- if the person is speaking to or providing assistance to someone who relies on lip-reading, clear sound or facial expressions to communicate
- Exemption cards will be available from the school for both members of staff and students. These can be applied through via the school office.
- A clean mask is required each day and it is suggested that students bring a spare mask with them as a back-up.
- Safe wearing of mouth and nose coverings requires cleaning of hands before and after touching, including to remove or put them on, and the safe storage of them in individual, sealable plastic bags between use. Where a mask becomes damp, it should not be worn and the mask should be replaced carefully.

6. General

- Students
 - Seating plans - Students will use the same seat or the seat as allocated by the class teacher.
 - At breaktime, students will go to their allocated areas and be supervised and regularly reminded of distancing rules and hand washing.
 - First aid will be administered as required by the relevant teacher or the Admin staff. Distancing rules will be followed where possible.
 - First aid kits will have gloves, facemask and an apron to use when distancing rules cannot be followed.
 - Outside spaces and furniture will be used with distancing rules in mind.
 - Play equipment will only be available under supervision and will be cleaned after every use.
 - Seating plans - Students will use the same seat or the seat as allocated by the class teacher.
 - Signage is displayed to easy the use of keep left or one-way flow at entry and exit points and throughout the College buildings.
 - Students are reminded
 - to go from one room to the next following the quickest route
 - not to gather in corridors or at staircases
- Staff
 - Inset and regular training for staff are delivered, being aware of the need for staff to physically distance and limiting the number of people involved to ensure the gatherings guidance (a maximum of 20 in total) is adhered to.
 - Individual staff members who may be at increased risk from COVID should, where applicable, adhere to relevant public health guidance on matters such as personal shielding.

- Learning walks and lesson observation -staff only in a classroom for less than 15 minutes at a time, and maintaining a distance of 2 metres and always a minimum of 1 metre.
- Seating plans - Students will use the same seat or the seat as allocated by the class teacher.
- Cleaning wipes are available in all workplaces to clean all surfaces before commencement of work and use of space or equipment.
- Where possible separate staff offices are allocated.
- Remote working/meetings and access to video-conferencing (i.e. Teams) to minimise the need for staff to travel and/or use public transport.
- Staff working together are to be in groups as small as possible.
- Support staff stagger working hours where possible.
- Safety and informational signage displayed.
- Limit the number of individuals into storage areas, toilets, washrooms, reprographic and kitchen areas etc.
- Avoid using lifts, if unavoidable only one person at a time.
- Signage are in place to ensure policy is being followed.
- College will avoid hot desking for staff and where this is not possible workstations are set 2 metres apart.
- Rooms used should be well-ventilated
- Staff room
 - Staggered staff breaks are encouraged.
 - Endeavour not to stay more than 15 minutes in the Staff room.
 - Staff to physically distance themselves when using shared spaces.
 - 2 metres physical distancing between adults in staff room and areas where staff congregate inside for over 15 minutes. This is because if a member of staff tested positive, they will be contact traced and all direct contacts, those within 2 metres for than 15 minutes would be considered a direct contact and need to self-isolate for 14 days.
 - No food should be prepared in the staff room. Pre-prepared meals can be heated.
 - Drinks can be prepared subject to strict hygienic precautions
 - Staff should only use their own utensils and wash these themselves, or use College utensils preferably washed with a dishwasher
- Staff identified as medically vulnerable

Additional measures taken to ensure as safe an environment as possible for staff in the vulnerable category.

- Social distancing guidelines implemented should be strictly adhered to.

- Staff member encouraged to remain at front of classroom and ensure desks are moved back to allow space for teaching.
- Open windows and doors to allow good ventilation.
- Cleaning wipes are available in all workplaces to clean all surfaces before commencement of work including cleaning equipment.
- Vulnerable staff should only be in the college for the duration of their lessons and as agreed with Assistant Headteacher Staffing.
- Vulnerable staff should not volunteer for additional supervision duties and minimise their time in the building.
- Avoid face to face staff meetings and staff room gatherings where possible.
- Advice for those people who are required to shield:

<https://www.gov.ie/health/coronavirus/businessandemployment/pages/coronavirusbusinessadvice.aspx>

- Government guidance provided on coronavirus www.gov.ie/coronavirus

○ Staff identified as medically vulnerable

For people of older ages, and for people with certain medical conditions, there are additional risks if you become infected with COVID-19. Factors that put someone in the moderate risk (vulnerable) category include:

- those between the age of 60 to 70
- people with less severe respiratory conditions
- people with chronic heart disease, such as heart failure
- people with chronic kidney disease, such as kidney failure
- people with chronic liver disease, such as hepatitis
- people with chronic neurological conditions, such as Parkinson's disease, motor neurone disease, stroke, multiple sclerosis (MS), a learning disability (other than Down's Syndrome which means someone is at 'high risk') or cerebral palsy
- people with diabetes type 1 or type 2 requiring insulin or oral hypoglycaemic drugs or diet-controlled
- people with problems with their spleen, for example, if you have sickle cell disease or have had your spleen removed
- people who are seriously overweight (a body mass index (BMI) of 30 or above)
- women who are currently pregnant

Staff in the category will have a Risk Assessment done for their circumstance. Please contact Assistant Head staffing to make the College aware.

- Staff at high risk

People at High Risk is identified by their GP or specialist doctor as being at high risk.

If you are in one of the categories below, you should have received a letter from your GP or specialist doctor explaining that you are considered at high risk of severe illness as a result of COVID-19 and more likely to need hospital treatment if you're infected.

Factors that mean someone is at high risk (severely vulnerable) are:

- those over the age of 70 (you may not have received a letter from your doctor if you are at high risk for this reason alone)
- solid organ transplant recipients
- people with specific cancers or receiving certain cancer treatments:
- people with cancer who are undergoing active chemotherapy
- people with lung cancer who are undergoing radical radiotherapy
- people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- people having immunotherapy or other continuing antibody treatments for cancer
- people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- people with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD)
- people with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell)
- people on immunosuppression therapies sufficient to significantly increase risk of infection
- women who are pregnant with significant heart disease, congenital or acquired
- adults with Down's Syndrome
- adults with kidney dialysis or stage 5 kidney disease

If after looking at this list, you feel you fall within the 'high risk' category, but have not received a letter, contact your local GP surgery and ask for further advice.

Staff in the category will have a Risk Assessment done for their circumstance. Please contact Assistant Head staffing for further information.

- Staff shielding

People that are living with someone who is at risk of serious complications of COVID-19 do not need to adopt the protective shielding measures themselves. They should do what they can to support the person shielding and they should stringently follow guidance on physical distancing and reduce their contact outside the home.