



COVID-19 RISK ASSESSMENT

SUMMARY JUNE 2020

In line with government guidance, this document summarise the Risk Assessment that has been carried out by the Academy in response to the COVID-19 pandemic.

The Academy has followed Government of Jersey Risk Assessment policy guidelines.

Summary of the Overall Risk Assessment in the COVID-19 Environment

- The Academy is reviewing government advice daily and will plan and adapt to ensure that we follow guidelines wherever possible.
- Procedures are in place to allow teachers and students to arrive and leave from the building, and to move around the building, safely.
- All teachers are to be briefed on correct Social Distancing (SD) and other hygiene rules prior to on-site teaching recommencing.
- Students and teachers on site will continue to be briefed on SD and hygiene rules to ensure compliance.
- Enhanced cleaning routines will be implemented throughout the building daily, with contact points in teaching rooms being wiped between each student.



RISK ASSESSMENT FOR – A safe return to on-site lesson for teachers and students during the coronavirus pandemic

REVIEW DATE:
continuous

DATE OF ASSESSMENT: 27th June 2020

NAME OF ASSESSOR: Claire Harvey

LOCATION: Jersey Academy of Music, Chateau Vermont, Mont Sohier, St. Saviour, JE2 7HA

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
Other Persons

Risk Rating Matrix						
Likelihood	Severity					
		1	2	3	4	5
1	1	2	3	4	5	
2	2	4	6	8	10	
3	3	6	9	12	15	
4	4	8	12	16	20	
5	5	10	15	20	25	

Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
<p>Teachers working during the Covid-19 pandemic</p> <p>Teaching</p>	<p>Exposure to Covid-19 (respiratory illness) from other teachers, students, the environment and equipment.</p>	<p>Teachers Students Contractors</p>					<ul style="list-style-type: none"> • <i>All teachers and children are encouraged to wash their hands with soap and water for 20 seconds frequently, not to touch their faces and use a tissue to cough or sneeze and dispose of it accordingly.</i> • <i>All areas are well ventilated.</i> • <i>Physical distancing is practiced (1m distance), close contact with others is avoided.</i> • <i>Covid-19 Information posters are displayed throughout the building</i> • <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 in all rooms being used</i> • <i>Schedules are in place to refill sanitisers and replace hygiene products</i> • <i>Cleaning schedules are reviewed, (deep cleaning and sanitising schedules should be planned)</i>

Working during the Covid-19 pandemic (con't)							<ul style="list-style-type: none"> • <i>Air-conditioning units to be left on as they relay air from the exterior of the building.</i> • <i>Teachers and students to have the option to continue lessons remotely</i> • <i>All guidance published on Gov.je is followed where possible..</i> • <i>Academy Covid-19 safety plan in place and shared with staff.</i> • <i>Arrangements in place for any employee who falls ill at work with Covid-19 related symptoms and all teachers are familiar with them.</i> • <i>Any teachers displaying Covid-19 symptoms will self-isolate at home and not attend the workplace.</i> • <i>Visitors are not to enter the Academy if they are displaying any symptoms of coronavirus (signage displayed).</i>
Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
Social distancing inside the communal areas and teaching rooms	Keeping control of social distancing	Teachers and students					<ul style="list-style-type: none"> • <i>Use markings/signage and introduce one-way flow at entry and exit points and throughout the building</i>

						<ul style="list-style-type: none">• <i>Remote teaching using Zoom to minimise the need for teachers to travel to the Academy.</i>• <i>Home/Academy-based working alternated, staggered working if necessary and maximise home working.</i>• <i>Staggering teaching hours to minimise the number of students/teachers on site at one time. Rooms can only be used by one teacher on each day</i>• <i>Safety and informational signage displayed. Teaching room layout to facilitate 1 metre distancing between teacher and pupil. Teacher to open door for students. Designated unpacking and packing tables provided in each room which are cleaned between students.</i>• <i>Students encouraged to bring devices if possible to allow for sharing of digital resources during lessons.</i>• <i>Homework diary to be replaced with emailed notes.</i>• <i>All unnecessary furniture to be removed from ground and top floor areas.</i>• <i>Windows to be left open when possible</i>• <i>One at a time into toilets. Marked waiting area.</i>
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							<ul style="list-style-type: none"> Government of Jersey guidance provided on coronavirus www.gov.je/coronavirus
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 others	Staff who are over 65					<ul style="list-style-type: none"> Whenever possible teachers over 65 will work from home.
Vulnerable staff working during Covid-19 Follow link for definition Vulnerable people	Exposure to Covid-19 (respiratory illness) from others, the environment and equipment	Vulnerable staff					<ul style="list-style-type: none"> Teachers who have a medical condition that makes them vulnerable from Covid-19 will work from home.
Severely vulnerable Follow link for definition Severely vulnerable people	Exposure (respiratory illness) from employees/ environment and equipment	Severely vulnerable staff					<ul style="list-style-type: none"> Severely vulnerable teachers who have a condition that makes them vulnerable to severe illness from Covid-19 will work from home.

Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
<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>Teachers, students, other visitors</p>					<ul style="list-style-type: none"> • <i>Cleaning strategy developed and implemented..</i> • <i>Review current cleaning standards and specifications and amend to meet the requirements e.g. appropriate environmental cleaning and disinfection regimes are in place - touchdown areas, handles, doors, switches and all horizontal surfaces.</i> • <i>Ensure pedal bins are emptied daily or as required throughout the day.</i> • <i>Teaching rooms – between students the packing and unpacking areas, piano and percussion instruments (if used) are to be cleaned with disinfectant.</i> • <i>All hard floors to be cleaned with disinfectant daily. All carpeted floors for be hoovered with</i>

							<p><i>HEPA Hoover daily and steam cleaned weekly</i></p> <ul style="list-style-type: none"> <i>Toilets to be professionally cleaned daily at the end of every session.. Signage displayed to ask users to replace the lid before flushing.</i> <i>Reminding teachers/students about regular and effective handwashing and providing hand sanitiser.</i> <i>Do not use teaching / learning materials and resources to avoid contamination.</i> <i>Cleaning standards kept under regular review.</i> <p>https://www.gov.ie/SiteCollectionDocuments/Education/ID%20Schools%20Cleaning%20Strategy.pdf</p>
Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments
Teaching	A teacher/student displays symptoms while at work.	Teachers students, parents and visitors					<ul style="list-style-type: none"> <i>Teacher to leave the Academy by the correct route and inform info @ of your departure</i> <i>Students to return to parent/guardian in car park</i> <i>PPE to be available on top and bottom floor, located with the first aid kits, should teachers need to</i>

							<p><i>deal with a student or colleague displaying symptoms</i></p> <ul style="list-style-type: none"> • <i>Anyone who develops symptoms of cough, fever or shortness of breath, should self-isolate and contact their GP.</i> • <i>Refer to the Government of Jersey guidance on coronavirus www.gov.je/coronavirus</i> • <i>Hygiene guidance /advice fully implemented and displayed</i> • <i>Keeping surfaces and touch points like door handles, light switches and tables clean.</i> • <i>Practicing good respiratory hygiene - covering mouth and nose with a tissue when coughing/sneezing (kill it and bin it).</i> • <i>Review cleaning standards and specifications, deep cleaning and sanitising schedules considered and planned.</i> • <i>Contract cleaning services extended or sourced to cover additional areas of the business/requirements.</i>
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 Academy	Cross contamination and infection control	Teachers students, parents and visitors				<ul style="list-style-type: none"> • Consider the safe access and egress of parents and visitors to the Academy setting (signing in/out, access around the facilities and contact with teachers and students • Consider staggering teaching hours. • Review pick up drop off points, procedures, signage and markings. • Parents are encouraged to stay in their cars. • Parents are notified that they should park at least 2 metres away from the nearest vehicle to take into account social distancing. • Our site evacuation plans remain the same but distancing must be observed when at the assembly point • Separate entrances and one-way routes implemented. • Doors kept open wherever possible to reduce the number of things teachers need to touch – fire doors must be closed at the end of the working day. • Safety and informational signage displayed. • Cleaning specifications to include external areas e.g. cleaning and disinfection regimes in place for doors, gates
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							<p><i>touchdown areas, handrails, and intercom/controlled access systems.</i></p> <ul style="list-style-type: none"> • <i>Face masks can be worn but it must be maintained in accordance with guidelines</i> https://www.gov.ie/Health/Coronavirus/PublicHealthGuidance/Pages/WearingClothMasks.aspx <i>There is currently no requirement to wear a mask.</i> • As well as our signing in procedures for all students, we will keep up-to-date registers of which rooms are used by different teachers/students each day to enable swift contact tracing in the event that someone is later found to have tested positive for Covid-19. In the event of a positive test, we ask that you email info@jerseyacademyofmusic.co.uk immediately so that we can follow current guidelines for contact tracing.
Activity	Hazard	People exposed	Current controls	Likelihood	Severity	Risk Level	Further control measures required or comments

Wind, brass and singing	dispersing droplets and therefore of spreading infection, water from instruments on floor	Teachers					<ul style="list-style-type: none"> • <i>Protective screens between student and teacher</i> • <i>1 metre distancing between student and teacher at all times</i> • <i>No ensembles</i> • <i>Paper towel and disinfectant provided in each room to remove any water on floor</i> • <i>Paper towel and disinfectant (or wipes) provided to wipe down packing and unpacking tables between students</i> • <i>No sharing of instruments</i> • <i>Problems with instrument should be dealt with verbally if possible. If necessary for a teacher to touch a student's instrument, they should wear disposable gloves and hand wash afterwards.</i> • <i>Until Government guidance changes, we strongly encourage students to continue lessons online wherever possible.</i>
All instruments	Cross contamination and infection control	Teachers and students					<ul style="list-style-type: none"> • <i>1 metre distancing between student and teacher at all times</i> • <i>No ensembles or group teaching</i> • <i>Problems with instrument should be dealt with verbally</i>

							<p><i>if possible. If necessary for a teacher to touch a student's instrument, they should wear disposable gloves and hand wash afterwards.</i></p> <ul style="list-style-type: none">• <i>Rooms laid out so there are designated packing and unpacking areas for instruments</i>• <i>Hire instruments are put into quarantine when returned for 1 week (strings) and 2 weeks (woodwind/brass)</i>
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