COVID-19 Workplace Safety Plan

The Government of Jersey requires all business to put in place workplace plans to ensure safe working practices during the pandemic. It is a mandatory requirement for each Department to complete this workplace safety plan before recalling employees to the workplace. Director Generals must nominate a manager to complete this on their behalf for each workplace within their department.

This form documents the actions being taken to reduce the risks to you and your colleagues whilst at work during the COVID-19 pandemic. Provide as much information in response to each question as possible, there is a checklist at the end of this document to assist you in considering appropriate actions. A safety plan is required for each workplace i.e. building, school, college, workshop or area where your staff are located. A workplace is defined as any place where people are required to work. If you occupy one floor of a building where others are located and other floors are occupied by other teams, you will need to work with colleagues to consider any arrangements where your work activities may overlap or you share areas.

Before completing this plan, you should read the government of Jersey managers guidance regarding safe exit for departments and employees on Gov.je/employees and business advice provided on Gov.je/coronavirus. We advise you to walk through your work area to make sure you have captured all aspects of the workplace and understand what control measures need to be put in place to mitigate any risks. If you are a frontline service walk through as a service user to understand the arrangements, you need to put in place from their perspective. You must ensure suitable signs and notices are displayed in the workplace to remind staff/ service users of hygiene requirements. A floor plan should be attached where appropriate. This information will help your employees to know exactly what to do and what to expect and you need to consider how you are going to share this information with them.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required. You must send this plan once complete to your departmental H&S Adviser Healthandsafetyhub@gov.je and departmental business continuity lead to review and agree before submitting it to the Business Continuity Team bcm@gov.je .. (Plans must be submitted before employees return to the workplace.)

Department:	CYPES-St Peter's School	Name of Manager completing form:	David Cronin
Div./ Group:	All directorates		
Location:	St Peter's School	Has this form been agreed by your H&S Advisor and business continuity lead?	Yes
Date of completion:	September 2021		
Revison Date:	Updated 2.9.2021 Updated: 4.1.22		

Refer to the Government of Jersey guidance on coronavirus www.gov.je/coronavirus and employee support pack Employee support pack

	Describe what you will do	What is already in place	Identify officers responsible for agreed actions and employee responsibilities
1.What risks have you identified and what actions will be put in place to manage identified risks when restarting business activity following lockdown?	• Staff placement: follow Gov procedures – isolation room –Meeting room. Staff to wear PPE before entering any containment zone and remain in PPE until they leave. • Separately allocated offices and desk spacing to accommodate physical distancing for admin/ leadership team. • One-way system applied for movement around school where possible. Except if there is a fire. • Staggered school hours where appropriate but within existing hours allocation (staff). • A safe return to work risk assessment completed with control measures implemented. • Cleaning strategy developed with control measures implemented. • Increased cleaning regimes and hygiene standards implemented. • Controls and restrictions placed around welfare facilities (toilets, shared rest areas). • One member of staff at a time in toilets and reprographic areas. Physical distancing in staff room. Provide staff refreshments in the multi-purpose room to be used as additional break out areas for staff at playtimes and lunchtimes. • Emergency procedures (mental health first aiders, first aiders, fire marshals) in place with appropriate levels of first aiders and fire marshals in situ during working hours. • Water systems have been frequently used and have all been flushed through.	Cleaning schedule and strategy is in place, including replenishing of sanitisers. Pupils allocated to class bubbles (inside)-each with designated toilet and hand washing facilities where possible. Reminders (posters) in staff	David Cronin, Vicki Charlesworth, Leisha Shorto & Geoff Laffoley.

	• Fire alarms systems and emergency lighting have been checked and are operating correctly (JPH). • Fire extinguishers all checked (JPH). • First aid kits have been checked. • Additional PPE ordered. • Additional cleaning is now performed daily.	room re: social distancing & and use of cutlery. Safety plan and risk assessment shared with staff 5.1.22 Designated isolation room. First aid resources, Covid19 checked and fully resourced. Staff to sanitise shared equipment eg desk, keyboard at beginning and end of shift. Electronic sanitisers in place for high use areas.	
2.a How will you operate your work activities in a way that keeps colleagues and others safe from	• Staff allocated to a bubble where appropriate and possible. • In-house and contracted cleaning services will follow enhanced cleaning procedures. • On/off site meetings kept to a minimum and where possible remote meetings (Teams) encouraged. • BCP and line managers agree who needs to be in the workplace taking into consideration staff with underlying illness/issues.	Minimize mixing and observe physical distancing where possible.	David Cronin, Vicki Charlesworth, Leisha Shorto & Geoff Laffoley.

potential exposure to COVID-19?	• The Government's guidelines on physical distancing applied on site and staff informed not to put themselves at risk. • Regular reminders to children to observe physical distancing with adults. When interacting with other people/businesses staff directed to ensure control measures are in place. • Touchdown surfaces, handles, switches etc. disinfected on a regular basis. • PPE provided for staff dealing with anyone showing signs of COVID-19. • Staff and all adult visitors should wear a mouth and nose covering – please see https://www.gov.je/Health/Coronavirus/EducationChildcare/Pages/EducationCoronavirus Guidance.aspx#Masks for latest guidance and exemptions. • Lone working risk assessment reviewed and updated and staff informed. • Avoid sharing equipment where you can, but if you must, then clean it thoroughly with cleaning materials provided at the start and end of your shift – e.g. teachers desk, keyboard etc. • First aiders to limit direct contact as much as possible, appropriate PPE used.	Risk assessment templates on MyStates **Risk Assessments**	
2.b. For each area of your building/ workplace identify what adjustments you are making to ensure physical distancing and hygiene measures are maintained.	•32 children max per classroom following guidance • Number of adults per classroom will depend on children's needs – physical distancing to be observed. • Isolation room – 1 child and 1 adult? • I adult per admin office. • Toilet blocks – bubbles to have designated toilets wherever possible.	Risk assessment	David Cronin, Vicki Charlesworth, Leisha Shorto & Geoff Laffoley.
3. What arrangements have you put in place to ensure the safety of service users/visitors to the workplace?	Limited no of visitors allowed access into school. Hand sanitizer to be used upon entry. Detailed Visitor Protocol available on Website and upon entry to school. Staff working both in school and remotely if shielding. • In-house and contracted cleaning services will follow enhanced cleaning procedures. • On/off site meetings kept to a minimum, physical distancing observed and where possible held remotely (Teams). • BCP and line managers agree who needs to be in the workplace taking into consideration staff with underlying illness/issues. • The Government's guidelines on social distancing applied and displayed on site. • Staff informed not to put themselves at risk if SD is not being followed at meetings held offsite/elsewhere. • When interacting with other people/businesses staff directed to ensure control measures are in place.	Risk assessment	David Cronin, Vicki Charlesworth, Leisha Shorto & Geoff Laffoley.

	•Touchdown surfaces, handles and switches disinfected on a regular basis. (Dept Cleaning strategy). • Hand sanitiser available at Reception desk and classrooms. • PPE provided for staff dealing with anyone showing signs of COVID-19. • Physical distancing – one at a time applied to toilets, kitchen area, reprographic and waiting areas.		
4.How will you share this information with colleagues to ensure they all know how to keep themselves safe from exposure to COVID-19?	•Teams/Zoom meeting, email • Providing guidance (posters displayed), generic risk assessments, safety plans and building and facilities hazard identification check sheet. • Team Meetings with staff, Unions and senior leads to discuss process implementation, distancing, hygiene and layers of protection. During implementation - individual site meetings to provide support and advice with the development of safety plans, risk assessments and internal property reviews. • The department's Governance and staff Hub teams regularly reviewed via site visits. •Weekly review of safety plans and risk assessments.	Health, safety and wellbeing advice on MyStates. COVID-19 Risk assessment template	David Cronin, Vicki Charlesworth, Leisha Shorto & Geoff Laffoley.
5.How will you gather information to assess the wellbeing of your staff to ensure that they are safe to work?	•Senior leaders and line managers to complete wellbeing checks with staff. • Discuss and agree with line managers what options are available with workers for how checks/follow-up meetings will be made. • Follow-up procedures for absent workers, workplace contact tracing information (e.g. if off with Covid-19). • Sign posting to corporate HR support and helplines. • Return to work meetings. • Corporate and in-house wellbeing surveys. • Meeting with staff to find out if they are well when they come to work. As above.	Line mangers to check in with staff.	All line managers
6.What will you do if an employee falls ill at work with COVID19 symptoms and how will you manage suspected exposure to others?	•Isolation procedures in place - Staff/student/patient placement: follow Gov procedures - in a single designated room so far as possible and defined containment zone. Staff should wear PPE before entering any containment zone and remain in PPE until they leave. • Gathering, recording and using workplace contact tracing information. • Clean down procedures (both in-house and contracted services) in operation. • PPE provided for staff supporting staff and children with COVID-19 symptoms. Staff are aware of the coronavirus **helpline 01534 445566.**	Follow procedure in place for when an employee/ child falls ill at work - displays symptoms. Use designated room.	All line mangers

7.How do any changes to the way you will be working impact on the risks of the work that you do?	•Hazard identification checks completed in line with department policy with new control measures implemented. • Review existing critical risks and whether changes will affect current risk management of a return to work. • Regular check-ins with colleagues about how they're coping with the changes to be completed. • Department health and safety risk management systems fully implemented (policies and procedures disseminated and embedded into department processes). • Security risks considered (fire doors & applicable external doors open during the day – for ventilation, minimize touch points – closed at end of day), and control measures implemented to accommodate changes in employee work patterns and numbers.	H&S Risk management systems	David Cronin, Vicki Charlesworth, Leisha Shorto, Geoff Laffoley & Amanda Allison.
8.How will you evaluate whether your work processes or risk controls are effective?	• Regular reviews of our safe return to school plans conducted with learning outcomes and improvements implemented and communicated to all key stakeholders. • A process of self-evaluation and continuous improvement implemented. • Regular meetings with line managers. • Staff feedback processes in place and relayed to line managers/HT.		David Cronin, Vicki Charlesworth, Leisha Shorto, Geoff Laffoley & Amanda Allison.
9. How will you monitor this plan to keep it on track?	•Regular reviews of our safe return to school plans conducted with learning outcomes and improvements implemented and communicated to all key stakeholders. • Daily briefings to feedback on issues, concerns and recommendations for improvement.		

CHECKLIST
This checklist has been provided to assist you in completing the workplace safety plan. Not all the questions will be relevant to all types of workplaces.

When completing the Plan ensure you identify what you have done and how you have implemented the change. For example. ensured physical distancing is possible in the shared the shared kitchen area by removing all seating and marking out the floor with 2 metre squares.

QUESTION	ITEM	Comment and action taken

1. Risks	How will colleagues travel to and from work?	Car, bicycle and walking.
	How will colleagues move about buildings, workshops, schools etc maintaining safe distancing?	As detailed above.
	In the office what arrangements are being made for safe distancing, spacing between desks? Are desks being moved where necessary? Are you using screens dividers to separate people or areas?	Social distancing (SD) controls applied, separate offices and signage displayed.
	Is there a one-way system in and out of the building?	To be implemented where possible.
	How will safe distancing be managed for meetings when virtual meetings can't be held?	SD applied, remote working and virtual meetings.
	What cleaning arrangements are in place for the building?	Enhanced cleaning implemented – cleaning strategy followed and schedule in place.
	What cleaning arrangements are in place for workstations, surfaces and equipment?	Cleaning materials provided, cleaning increased. Additional cleaner has been agreed.
	Are there alternative arrangements to prevent sharing of desks, equipment etc? For workers using the same equipment how will you clean before and after use?	Separate offices allocated – equipment wiped down between use.
	How are you reducing building occupancy and by how much?	N/A as school re-opening to all year groups.
	Are hand sanitiser and wipes provided and where are they located? Is there enough? Who do staff tell if supplies run out?	Yes, Geoff Laffoley.
	What notices are being displayed reminding colleagues of hygiene requirements and where are they?	Gov notices displayed.
	How is safe distancing managed in toilet areas?	One at a time.
	How is safe distancing managed in kitchen areas?	One at a time in toilets/ physical distancing in staffroom, notices displayed
	Are colleagues aware they shouldn't share food, crockery etc with others?	Yes Staff informed can use microwave etc. Cleaner to cleaner touchpoints regularly.
	Who are the first aiders, mental health first aiders, and fire marshals?	Reviewed and covered.
	Are procedures in place if there is a fire and it is necessary to evacuate?	Yes – policy in place and fire action plans displayed.
	How do we report accidents?	Policy in place and reported online.
2. Safe Operation	Who needs to be in the workplace?	Staff and pupils
	What arrangements are being made for flexible working,	As above

	staggered working times, homeworking, splitting teams, etc?	
	Who will colleagues interact with?	Work colleagues, pupils, parents and essential visitors.
	What arrangements are in place for meetings? Are you using remote working tools to hold meetings, close small meeting rooms or use them as offices for vulnerable workers?	SD within the workplace, remote working, Teams etc.
	What arrangements are in place for lone workers?	H & S guidance
	What arrangements are there for staff who are out and about as part of their role?	SD followed and removed themselves if they feel unsafe
	Has appropriate PPE been provided in accordance with public health guidelines?	PPE provided for staff dealing with anyone showing symptoms
	For front facing staff how will you reduce contact with service users? (staff rotas, reduced face to face activity, barriers, screens, etc.)	Face to face activities stopped or reduced.
	What guidance, operating arrangements have been put in place for home visits?	Virtual meetings or phone calls.
	What extra equipment may be needed?	PPE, posters and cleaning materials.
	If safe distancing is not possible what alternative arrangements are in place to safeguard staff?	SD implemented
	What arrangements are being made for delivery of mail and goods?	Deliveries to Reception desk– SD implemented
	What consideration is being given to quantity of goods being delivered e.g. bulk deliveries v single items, and how they will be moved from delivery point to where it is required?	For deliveries single point of control identified. Goods cleaned/ quarantined and delivered to department area. Larger consignments delivered outside white door (old building).
3. Service Users	What arrangements are in place for service users, and other members of the public and visitors who may visit?	Visitors restricted. Contractors to sign in and out. SD controls in place, sign in and out, registers kept.
	Have separate entrance/ exits/ facilities been put in place for service users/ visitors?	Front door.
	How are you ensuring physical distancing is maintained in waiting areas/ queues/ service counters/ desks etc. Are you able to use outside areas, put barriers in place?	Posters, controlled access into school.
	What alternative ways to provide services are being adopted?	Home learning – Google drive, school website, Gov home learning link, & Seesaw.
	What steps are being taken to ensure the same person is	Only one member of admin staff.

	not in a customer facing role for a whole day? What arrangements are being made to swap staff in and out of customer facing roles, minimise their contact?	
	How are you limiting the number of customers on site, promoting on-line service, encourage service users to come alone where possible?	Minimise visitors wherever possible. Review on a regularly basis.
	How are you communicating the changes with your customers, what signage and visual aids are you using?	Signage displayed and emails to families
4. Information sharing	What arrangements are in place for sharing information between colleagues who may be in different work locations? How is this plan reaching them?	Via email. Plan to be published on school website
5. Assessing wellbeing	What arrangements are there in place for staff wellbeing?	Communication from GoJ
	How do I access support for my staff?	Via GoJ
6. Illness at work	Do I know where to find the procedure if someone falls ill at work?	Yes
	What measures are there to trace contacts for staff if they fall ill at work?	Daily registers and staff rotas.
7. Work activity changes	Are there any new risks as a result of changes to working practices? How are they assessed?	Covid-19 risk assessment.
8. Evaluation of risks	Have risk assessments been carried out?	Yes
9. Monitoring of risks	What measures are in place to make sure safe distancing and hygiene practices are monitored on a regular basis?	All staff to be vigilant and to adhere to guidance/ take action where appropriate.