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** by 5 June. **(Plans must be submitted before employees return to the workplace.)**

Department Details

Department:	CYPES – Grouville School	Name of Manager completing the form:	Nichola Turner
Div./ Group:	All Directorates		
Location:	Grouville School	Has this plan been agreed by your H&S Advisor and business continuity lead?	Yes
Date of completion:	3/6/2020 Updated 15/6/20 Updated 18/6/20 Updated 27/8/20		
Revision Date:	3/7/2020 Updated 27/8/20 Updated 12/10/20 Updated 8/12/2020 Updated 15/12/2020 Updated 6&7/1/2021 Updated 15.4.21 Updated 8.7.2021 Updated 4.1.2022 Updated 9.9.2022 Updated 2.1.2023		

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 in place already	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	**Risk** – maintaining social distancing, cross contamination, infection control and staff showing symptoms while at work. • Business Continuity Plans (BCP) in place in case of	BCP and staff review.	Nichola Turner, Lydia Arrowsmith, Sarah Day-Crawford, Richard Bertram

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
identified risks with revised guidance – April 21	increased restrictions. = • 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. • 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. • A hazard identification check sheet developed and implemented, to include building maintenance/inspections and emergency procedures reviews. • 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. • JPH mandatory PPM works completed to ensure building maintenance/inspection compliance. • Water systems have been frequently used and have all been flushed through (JPH). • Fire alarms systems and monthly emergency lighting have been checked and are operating correctly (JPH). • Fire extinguishers where all checked (JPH). • First aid kits have been checked. • Additional PPE ordered. • Additional cleaning is now performed daily.		

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
2.a How will you operate your work activities in a way that keeps colleagues and others safe from potential exposure to COVID-19?	• 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) used if appropriate. • BCP and line managers agree who needs to be in the workplace taking into consideration staff with underlying illness/issues. • Touchdown surfaces, handles, switches etc. disinfected on a regular basis. • PPE provided for staff dealing with anyone showing signs of COVID-19. • 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. you've used it. • First aiders to limit direct contact as much as possible, appropriate PPE and disposable ice packs to be ued.	Staff to be allocated to bubbles where possible. Minimize mixing and observe physical distancing where possible. Risk assessmen templates on MyStates Risk Assessments	Nichola Turner, Lydia Arrowsmith, Sarah Day-Crawford, Richard Bertram
2.b. For each area of your building/ workplace identify what adjustments you are making to ensure physical distancing and hygiene measures are maintained.	**Area** | **Measures put in place (specify maximum occupancy levels for each area)** • 30 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 where possible – siblings might be together.	See RA	Nichola Turner, Lydia Arrowsmith, Sarah Day-Crawford, Richard Bertram

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
3. What arrangements have you put in place to ensure the safety of service users/ visitors to the workplace?	• Staff working in school and following guidance. Working 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). Parent Consultations to continue online. • BCP and line managers agree who needs to be in the workplace taking into consideration staff with underlying illness/issues. • 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. • A separate lone working risk assessment reviewed, updated and circulated to all staff. • 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.	See RA	Nichola Turner, Lydia Arrowsmith, Sarah Day-Crawford, Richard Bertram
4.How will you share this information with colleagues to ensure they all know how to keep themselves safe from exposure	• Providing guidance (posters displayed), generic risk assessments, safety plans and building and facilities hazard identification check sheet. • Share plans with SLT and staff for process implementation, hygiene and layers of protection. • Weekly review of safety plan – updates/ reminders shared via weekly briefing.	Health, safety and wellbeing advice on MyStates. COVID-19 Risk assessment template (see link	Nichola Turner, Lydia Arrowsmith, Sarah Day-Crawford, Richard Bertram

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
to COVID-19?	• 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. (Notes of visits and compliance inspections.)	above)	
5.How will you gather information to assess the wellbeing of your staff to ensure that they are safe to work?	• Senior leads and line managers to complete wellbeing check ins with their teams/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	*HSW Policy, Homeworking Guidance, DSE and other assessments* Risk Assessments	All line managers
6.What will you do if an employee falls ill at work with COVID-19 symptoms and how will you manage suspected exposure to others?	• Isolation procedures in place - Staff/student: follow Gov procedures – isolation room – Meeting Room. Staff should wear PPE before entering any containment zone and remain in PPE until they leave. • 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	Follow procedure in place for when an employee/ child falls ill at work - displays symptoms. Use designated	All line managers

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
Attach agreed procedure.	helpline 01534 445566.	room – Meeting Room. [Link to procedure for person falling ill at work]	
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	Nichola Turner, Lydia Arrowsmith, Sarah Day-Crawford, Richard Bertram, Yvette Watts
8.How will you evaluate whether your work processes or risk controls are effective?	• Regular SLT operational reviews of our safe exit strategy plans conducted with learning outcomes and improvements implemented and communicated to all key stakeholders. • Notes of visits and compliance inspections will be conducted.		Nichola Turner, Lydia Arrowsmith, Sarah Day-Crawford, Richard Bertram, Yvette Watts

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
	• A process of self-evaluation and continuous improvement implemented – Plan, Do, Check, Act. • Regular meetings with section leads and senior management teams. • Staff feedback processes in place and relayed to line managers/senior officers.		
9. How will you monitor this plan to keep it on track?	• Regular SLT operational reviews of our safe exit strategy plans conducted with learning outcomes and improvements implemented and communicated to all key stakeholders. • Ongoing check in's with staff – feedback on issues, concerns and recommendations for improvement.		All staff

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?	Safety screen purchased for front desk.
	Is there a one-way system in and out of the building?	N/A
	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 cleaning materials provided and where are they located? Is there enough? Who do staff tell if supplies run out?	Yes – see RA Inform Richard Bertram
	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/showers?	N/A

	How is safe distancing managed in kitchen/canteen areas?	N/A
	Are colleagues aware they shouldn't share food, crockery etc with others?	N/A
	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 children
	What arrangements are being made for flexible working, staggered working times, homeworking, splitting teams, etc?	As above
	Who will colleagues interact with?	Work colleagues, children, parents and 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?	See Staff Handbook – 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. Face coverings to be worn. Safety screen in place
	What guidance, operating arrangements have been put in place for home visits?	Virtual meetings or phonecalls

	What extra equipment may be needed?	PPE, barrier tape, posters and cleaning materials, visors. Lateral testing kits.
	If safe distancing is not possible what alternative arrangements are in place to safeguard staff?	N/A
	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.
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?	Yes
	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?	N/A
	What alternative ways to provide services are being adopted?	Home learning – Seesaw. Home Learning Policy
	What steps are being taken to ensure the same person is 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?	Admin team can take turns on desk if needed
	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.
	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/ HRBO
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 rota
7. Work activity changes	Are there any new risks as a result of changes to working practices? How are they assessed?	Increased number of children and staff on site – see RA
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?	Everyone to be vigilant and to follow guidance/ take action where appropriate