COVID-19 Workplace Safety Plan

Department Details

Department:	CYPES	Name of Manager completing the form:	Head Teacher / School Business Manager
Div./ Group:	Education		
Location:	d'Auvergne School	Has this plan been agreed by your H&S Advisor and business continuity lead?	YES
Date of completion:	19.6.2020		
Revision Date:	20.07.2020 and 26.08.2020		

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 identified risks when restarting business activity following lock-down?	**Risk** – maintaining social distancing, cross contamination, infection control and staff showing symptoms while at work. • Business Continuity Plans (BCP) in place with the possibility of teams (A&B) working both remotely home in school, if required. • Staff placement: follow Gov procedures - in a single designated room and defined containment zone. Staff to wear PPE before entering any containment zone and remain in PPE until they leave. • One-way system applied for movement around the building. Except if there is a fire.	BCP and staff review. School classroom / staff areas mapping to ensure social distancing	Head Teacher / School Business Manager

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
	- 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 with cleaning schedule for Caretaking team. - Controls and restrictions placed around welfare facilities (toilets, shared rest areas). - One at a time into storage, toilet, washroom, CCTV room, Breakfast Club kitchen, caretaker's office and workshop and outdoor sheds. - Social distancing to be maintained whilst in the Staff Kitchen / Staff Room & Lounge. Wash hands prior to use of kitchen utensils and only prepare your own food and drink. - 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. - Aircon and Ventilation systems have been checked and are operating correctly. - Passenger lift has been checked and is operating correctly. However, this will only be used by one person at any one time. - Water systems have been frequently used and have all been flushed through (JPH).	Staff to continue to maintain at least 1m distancing between each other and pupils. Senior members of staff are to maintain 2m distancing.	

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
	· Fire alarms systems and monthly emergency lighting have been checked and are operating correctly (JPH). · Fire extinguishers have all been checked (JPH). · First aid kits have been checked.		
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. · Meetings that cannot support Social Distancing are avoided. · Remote working/meetings and access to video-conferencing (Teams) to minimise the need for staff to travel and/or use public transport. · Larger staff meetings will be avoided but, if necessary, will be socially distanced in the school hall. · Children will remain in their year group bubbles once they arrive in school. They will complete their lessons, break and lunch only in their bubble. · Head Teacher, his teaching SLT and School Business Manager agree who needs to be in the workplace taking into consideration staff with underlying illness/issues and adjust duties where required. · The Government's guidelines on social distancing applied on site for all adults. Staff informed not to put themselves at risk if these are not being followed at meetings held offsite/elsewhere. · When interacting with other children / parents, staff directed to ensure control measures are in place. · Touchdown surfaces, handles, switches etc. disinfected on a regular basis with a Cleaning schedule that the Caretaking team follow throughout the day.	Letter to parents (26.8.2020) detailing Gov of Jersey advice re safe-return of pupils.	Head Teacher / School Business Manager / Caretaker

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
	• PPE provided for staff dealing with anyone showing signs of COVID-19. • No lone working to take place during this time. All staff to have left the premises by 6pm.		
2.b. For each area of your building/ workplace identify what adjustments you are making to ensure physical distancing and hygiene measures are maintained.	• Any soft furnishings that can be removed from the learning environment are removed to reduce contamination due to any coughs/sneezes not caught in tissues. • Teaching staff are to use wipeable learning resources only. If they cannot be washed or wiped sufficiently after use, then they are to be removed from the classroom environment during this time. • Any rugs are to be removed from classrooms if class perform 'carpet time'. • Learning resources are to be used by one child at any one time and they wiped with disinfectant wipes/spray. • Students are to have allocated trays that contain their individual learning resources for writing with/on, drawing with/on, performing classroom work. No one else is to touch these items. • Staff members receiving goods from external sources (including parents/students) are to wash their hands before and after. • The demarcation of large indoor and outdoor spaces to help the separation of group or bubbles during break and lunch. • Staggered breaks, lunches and playtimes (see d'Auvergne Timings / Duties Autumn 2020). • Separate internal entrances and one-way routes to classrooms.	Corridors and identified toilets marked-up. Barrier tape indicates movement / spacing.	Head Teacher / School Business Manager

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
	• Corridors marked every 1 metre to avoid moving too close when passing one another. • In line with the corporate guidance PPE is provided, which might include gloves, masks and/or anti-viral hand gel. • There will be no hot desking in the school office. • Staff working on every other desk (set at 2 metres apart). Only 3 members of staff allowed in the PPA room at one time, to maintain social distancing requirements. • Meetings that cannot support Social Distancing are avoided. • Remote working/meetings and access to video-conferencing (Teams) to minimise the need for staff to travel and/or use public transport. • Safety and informational signage displayed. • One at a time into storage, toilet, washroom, CCTV room, Breakfast Club kitchen, caretaker's office and workshop and outdoor sheds. • Social distancing to be maintained whilst in the Staff Kitchen / Staff Room & Lounge. Wash hands prior to use of kitchen utensils and only prepare your own food and drink. • Avoid using the school lift. If unavoidable only one person at a time. • School Hall can accommodate 60 people. This may be used for wellbeing for year groups or collection for After School Club business. • School Office can accommodate 4 people. • Firsts aid room can accommodate 1 person. • Staff rooms can accommodate 8 people.		

	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?	‹ Anyone entering the school is asked to wash their hands immediately with soap and water. ‹ In-house and contracted cleaning services will follow enhanced cleaning procedures. ‹ On/off site meetings kept to a minimum and where possible held remotely (Teams). ‹ Head Teacher and SLT 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. ‹ A separate lone working risk assessment reviewed, updated and circulated to all staff. ‹ Touchdown surfaces, handles and switches disinfected on a regular basis. (Cleaning strategy developed). ‹ PPE provided for staff dealing with anyone showing signs of COVID-19. ‹ One at a time into storage, toilet, washroom, CCTV room, Breakfast Club kitchen, caretaker's office and workshop and outdoor sheds. ‹ Social distancing to be maintained whilst in the Staff Kitchen / Staff Room & Lounge. Wash hands prior to use of kitchen utensils and only prepare your own food and drink.	Lone Worker Policy Teams meetings training	Head Teacher / School Business Manager / Caretaker

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
4. How will you share this information with colleagues to ensure they all know how to keep themselves safe from exposure to COVID-19?	• Providing guidance (posters displayed), generic risk assessments, example safety plans and building and facilities hazard identification check sheet. • Team Meetings with SLT to discuss process implementation, distancing, hygiene and layers of protection. • Weekly review meetings in place with SLT.	Health, safety and wellbeing advice on MyStates. COVID-19 Risk assessment.	Head Teacher & SLT.
5. How will you gather information to assess the wellbeing of your staff to ensure that they are safe to work?	• SBM / Wellbeing lead to complete wellbeing checks with their teams/staff. • SBM to discuss with CYPES how checks/follow-up meetings will be made. • SBM to 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. • SBM to lead return to work meetings. • Meeting with staff to find out if they are well when they come to work.	*Policy for Return to Work.*	School Business Manager and Wellbeing and Safeguarding Lead
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? **Attach agreed**	• Isolation procedures in place - Staff/student: follow Gov procedures - in a single designated room (Parent's room in EYFS) so far as possible and defined containment zone. Staff should wear PPE before entering any containment zone (found in the toilet opposite Parent's room) and remain in PPE until they leave. • Gathering, recording and using workplace contact tracing information.	Follow procedure in place for when an employee falls ill at work. Use designated rooms (Parents' Room) (refer to COVID-19	

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
procedure.	‹ 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.	Symptomatic Policy)	
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. ‹ Staff feedback and learning log during the return to work will be developed. ‹ Department health and safety risk management systems fully implemented (policies and procedures disseminated and embedded into department processes). ‹ Security risks considered, and control measures implemented to accommodate changes in employee work patterns and numbers.	H&S Risk management systems	Compliance Officer, Business Transformation Manager and Messenger, Education Department
8. How will you evaluate whether your work processes or risk controls are effective?	‹ Regular Gold (DLT) and 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. ‹ A process of self-evaluation and continuous improvement implemented – Plan, Do, Check, Act.		Education SLT

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
	‹ Regular meetings with section leads and senior management teams. ‹ Staff feedback processes in place and relayed to line managers/senior officers. ‹ Department support Team identified with weekly catchup meeting and information relayed back to the department DLT/Gold teams. ‹ Buddy systems (parent / staff and child / child) implemented to assist those for whom English is not their first language.		
9. How will you monitor this plan to keep it on track?	‹ Regular Gold/in-house operational reviews of our safe exit strategy plans conducted with learning outcomes and improvements implemented and communicated to all key stakeholders. ‹ Staff Hub washup meeting every day – feedback on issues, concerns and recommendations for improvement. ‹ Implementation team reviews.	Team agreed	Staff Hub Team

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 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 and signage displayed
	Is there a one-way system in and out of the building?	Yes
	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 developed
	What cleaning arrangements are in place for workstations, surfaces and equipment?	Disinfectant wipes provided to staff, cleaning increased
	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?	Only 3 people in the PPA room at any one time. Disinfectant wipes available to use before and after use of computer stations.

	How are you reducing building occupancy and by how much?	BCP – If required, at short-notice, Teams A&B identified and staggered working throughout the day. (Not required as of August 2020).
	Are hand sanitiser and wipes provided and where are they located? Is there enough? Who do staff tell if supplies run out?	Yes. Located at strategic locations throughout the school. Staff are to inform Caretaking team if supplies run low.
	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?	One at a time. Year Group Bubbles have their own toilet that they can access separately, notices displayed
	How is safe distancing managed in kitchen/canteen areas?	Social distancing guidance is adhered to.
	Are colleagues aware they shouldn't share food, crockery etc with others?	Yes
	Who are the first aiders, mental health first aiders, and fire marshals?	Reviewed and covered provided
	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?	Education staff, staggered teams and remote working still applies
	What arrangements are being made for flexible working, staggered working times, homeworking, splitting teams, etc?	As above
	Who will colleagues interact with?	Work colleagues 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 with in the workplace, remote working, Teams, Star Leaf etc.
	What arrangements are in place for lone workers?	Risk assessment completed
	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?	
	What extra equipment may be needed?	PPE 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 front reception areas – 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 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?	SD controls in place, sign in and out, registers kept. Public are not to use facilities during this time. Signage is displayed.
	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?	N/A
	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?	N/A
	How are you limiting the number of customers on site, promoting on-line service, encourage service users to come alone where possible?	N/A
	How are you communicating the changes with your customers, what signage and visual aids are you using?	Signage displayed, Staff members onsite to remind parents/children
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?	Emails and whatsapp messages are sent as and when required. SLT are available to staff if any questions/queries.
5. Assessing wellbeing	What arrangements are there in place for staff wellbeing?	Email with Wellbeing pack sent out. Mental Health First Aiders on site.
	How do I access support for my staff?	As per above or through SLT
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?	Speak with the office staff who have an emergency contact list for all staff.
7. Work activity changes	Are there any new risks as a result of changes to working practices? How are they assessed?	No
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?	Yes