COVID-19 School (Workplace) Safety Plan

The Government of Jersey requires all businesses to put in place workplace plans to ensure safe working practices during the pandemic. It is a mandatory requirement to complete this workplace safety plan before recalling employees to the workplace.

School Details

School:	St Michael's Preparatory School	Name of Manager completing the form:	Claire Taylor, Office Manager / Health and Safety coordinator
Div./ Group:	All staff		
Location:	La Rue de La Houguette, Five Oaks, St Saviour. Jersey JE2 7UG	Has this plan been agreed by your H&S Advisor and business continuity lead?	Yes
Date of completion:	31/5/20		
Revision Date:	weekly		

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 cleaning and catering teams (A&B).Teaching staff, TAs and support staff working both remotely from home in the School / Offices. • Separately allocated offices and desk spacing to accommodate physical distancing. • One-way system applied for movement around the School buildings where possible (directional signage). Exception: Fire Escapes/routes in event of a fire.. • Dedicated Staff entrance/exit (pedestrian gate) - isolated away from pupils entrance/exit. • Dedicated staff parking area (Right hand side of Top Field Car park) • A 'safe return to work' risk assessment completed with	Safe return to work/opening of School - Risk Assessment Consider workplace mapping to ensure social distancing. Some staff may be required to continue to work from home supporting the school / pupils remotely.	Headmaster / SMT Health and Safety coordinator Head of Maintenance

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
	control measures implemented. • Increased hygiene standards and cleaning regimes implemented as per Government regulations (Cleaning Strategy). • Controls and restrictions (eg. maximum numbers permitted at any one time) placed around Staffroom / Workroom/ Staff Kitchen. • Toilets cleaned every hour. • Shared facilities (eg. Staff kitchen / Staff workroom) cleaned 3 times/ day. Multisurface sanitiser made available to staff to wipe heavily used areas eg photocopier touch pad. • Catering Department - restricted access to non-catering staff. HACCP guidelines followed by the department. • Emergency procedures reviewed due to staff / pupils using unusual areas as classrooms. • Emergency procedures (first aiders, fire marshals) in place with appropriate levels of first aiders and fire marshals in situ during working hours. • Mandatory H&S works completed to ensure building maintenance/inspection compliance.	Maintenance Dept - open throughout lockdown - ensuring site safe for return of both pupils and staff.	

| 2.a How will you operate your work activities in a way that keeps colleagues and others safe from potential exposure to COVID-19? | • Teaching staff, TAs and administration staff separated, physical distancing adherence, (some staff in class 'bubbles') with staff working both remotely and in classrooms / offices.
 • In-house cleaning staff will follow enhanced cleaning procedures as per [CYPES Cleaning Strategy.](#)
 • On site meetings kept to a minimum and where possible conducted remotely (Teams/Google Meets).
 • Headmaster and line managers agree who needs to be in the workplace taking into consideration staff with underlying illness/issues.
 • The Government's guidelines on physical distancing applied on site and staff informed not to put themselves at risk if | Some staff may need to continue to work from home, providing remote learning for pupils not yet back at school. Some administration staff may need to continue to work from home. Eg for childcare. | Headmaster

 Health and Safety Coordinator

 Matron

 Bursar (Cleaning Dept)

 Head Chef

 Head of Maintenance |

	Describe what you will do		What is in place already	Identify officers responsible for agreed actions and employee responsibilities
	these are not being followed at meetings held offsite/elsewhere. • When interacting with others (adults or pupils) staff directed to ensure control measures are in place for physical distancing. No sharing of work stations, telephones etc. • Horizontal surfaces, door/cupboard handles, switches etc. disinfected on a regular basis. (at least three times during the working day). • PPE provided for staff dealing with anyone showing signs of COVID-19. Immediately isolate potential cases to minimise risk of exposure to others at the school. • Lone working risk assessment reviewed and updated and staff informed. • Keep visitors/contractors to the school to a minimum. Non-essential visitors cancelled. • All visitors logged and required to sanitise hands on arrival and departure. • Regular hand washing is encouraged. Hand Sanitiser located at all building entrances/exits, classrooms, offices and work spaces. • Covid-19 related signage displayed around the campus to remind employees / visitors/ pupils of Covid-19 symptoms / how to stay safe / physical distancing / one way routes etc.		Risk Assessment	
2.b. For each area of your building/workplace identify what adjustments you are making to ensure physical distancing and hygiene measures are maintained.	Aresa: Identify classrooms / halls / offices and other areas to be used by teaching, administration staff, essential contractors and visitors.	Measures put in place (specify maximum occupancy levels for each area. Physical distancing. Sanitiser stations, ventilation, barriers, signage - directional, PD. Communication with staff/contractors. Review regularly.	Risk Assessment. Sanitiser/ventilation/ signage/PD Communication with staff/contractors.	Headmaster / SMT Health and Safety coordinator

	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 staff and visitors to the workplace?	• Teams separated with staff working both remotely and in the office. • In-house cleaning services will follow enhanced cleaning procedures as per CYPES Cleaning Strategy. • On/off site meetings kept to a minimum and where possible held remotely (Teams, Google Meets encouraged). • Headmaster together with line managers agree who needs to be in the workplace taking into consideration staff with underlying illness/issues. • The Government's guidelines on physical distancing applied and displayed on site. • Staff informed not to put themselves at risk if physical distancing is not being followed at meetings held offsite/elsewhere. • When interacting with other people/contractors, staff directed to ensure control measures are in place. • A separate lone working risk assessment reviewed, updated and circulated to all staff. • Horizontal surfaces, handles and switches disinfected on a regular basis. (Cleaning strategy developed). • PPE provided for staff dealing with anyone showing signs of COVID-19. • Physical distancing strictly adhered to in toilets, staff kitchen, staff room, staff workroom and other waiting areas. Restricted numbers in these areas to maintain physical distancing. Separation barriers or screens where necessary.	follow the advice on protecting yourself and others against COVID-19 Safe return to work/opening of School - Risk Assessment	Headmaster / SMT Health and Safety coordinator Bursar (Cleaning Dept) Head of Maintenance Head Chef Matron
4.How will you share this information with colleagues to ensure	• Providing guidance (posters displayed), generic risk assessments. • Onsite (adhering to physical distancing) and Google Meets with staff prior to return to work.	Staff Informed via regular remote meetings. Emails and shared information via	Headmaster / SMT Health and Safety Coordinator

they all know how to		Google Drive (SMS Admin)	Bursar (Cleaning Dept)
			Head of Maintenance
			Head Chef

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
keep themselves safe from exposure to COVID-19?	discuss process implementation, distancing, hygiene and layers of protection. • Weekly review meetings in place. SMT and SLT • During implementation - meetings to provide support and advice to School staff with the development of safety plans, risk assessment, teaching bubbles, physical distancing implementation. • SMT / SLT and H&S meetings to ensure the safe implementation of the School site reopening to pupils and staff.	COVID-19 Risk assessment - School Safe Return Strategy.	
5.How will you gather information to assess the wellbeing of your staff to ensure that they are safe to work?	• Senior Management Team, Assistant Head Pastoral and Department Heads to complete wellbeing checks with their staff. • Headmaster/SMT to discuss and agree with Department Heads 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). • Return to work procedure • Staff wellbeing surveys. • Meeting with staff to find out if they are well when they come to work. As above.		Headmaster / SMT / Department Heads
6.What will you do if an employee falls ill at work with COVID-19 symptoms and how will you manage suspected exposure	• Isolation procedures in place - Staff/pupil/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. Safely dispose of used PPE. Wash hands with soap and water for a minimum of 20 seconds before and after dealing with the patient.	Follow (Covid-19) procedure. (see link below)	Headmaster SMT Department Heads Matron Health and Safety Coordinator

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
to others?	• Gathering, recording and using workplace contact tracing information. • Clean down procedures (In-house Cleaning Department) in operation. • PPE provided for staff supporting staff and/or pupils with COVID-19 symptoms. Staff are aware of the coronavirus helpline 01534 445566.	Use designated room. [Isolation procedures]	
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 School 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. • School health and safety risk management systems fully implemented (policies and procedures disseminated and embedded into School processes). • Security risks considered, and control measures implemented to accommodate changes in employee work patterns and numbers.	H&S Risk Assessments	Headmaster / SMT H&S Coordinator Matron Head of Maintenance Head of Catering
8.How will you evaluate whether your work processes or risk controls are effective?	• Regular SMT meetings and operational reviews of our safe exit strategy plans conducted with learning outcomes and improvements implemented and communicated to all Department Heads. • Notes of visits and compliance inspections will be conducted where required.		Headmaster / SMT Health and Safety Coordinator

	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 SMT / SLT / Department Heads • Staff feedback processes in place and relayed to Department Head and SMT • Identify appropriate support for Department Heads, with regular catchup meeting/s and information relayed back to the Department Heads. • 'Buddy' systems 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 SMT operational reviews of our safe exit strategy plans conducted with learning outcomes and improvements implemented and communicated to all Heads of Department. • Regular feedback meetings on issues, concerns and recommendations for improvement.		Headmaster and SMT Health and Safety Coorodinator

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. ensure physical distancing is possible in the shared staffroom/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?	Physical distancing (PD) controls applied, separate offices used where possible. Covid-19 (safety) signage displayed. Use of protective (toughened glass) screens
	Is there a one-way system in and out of the building?	Most buildings - Yes
	How will safe distancing be managed for meetings when virtual meetings can't be held?	PD applied, remote working and virtual meetings
	What cleaning arrangements are in place for the buildings?	Enhanced cleaning implemented – CYPES cleaning strategy adopted.
	What cleaning arrangements are in place for workstations, surfaces and equipment?	Disinfectant wipes/spray provided to staff, daily cleaning regimes 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?	Admin: Separate offices allocated. Dedicated telephone/person. Disinfectant wipes/spray provided.
	How are you reducing building occupancy and by how much?	Pupil desks 2 metres apart. Staff desk - toughened glass barrier provided. Pupil bubbles at least 50% less than normal class size. Where possible x3 classes per Year Group (rather than x2). Different Year Groups - separate buildings.
	Are hand sanitiser and wipes provided and where are they located? Is there enough? Who do staff tell if supplies run out?	Yes - multiple locations including all entrances and exits. Inform H&S Coordinator or Bursar if supply required.
	What notices are being displayed reminding colleagues of	Gov. notices displayed in prominent areas.

	hygiene requirements and where are they?	
	How is safe distancing managed in toilet areas/showers?	One at a time, notices displayed. Showers closed.
	How is safe distancing managed in kitchen/canteen areas?	One/two at a time, notices displayed. Physical distancing applied.
	Are colleagues aware they shouldn't share food, crockery etc with others?	Yes and reminded at regular staff meetings.
	Who are the first aiders and fire marshals?	Appropriately trained (available) staff - reviewed weekly going forward
	Are procedures in place if there is a fire and it is necessary to evacuate?	Yes – policy in place and fire action plans will be displayed
	How do we report accidents?	Policy in place and reported to Headmaster
2. Safe Operation	Who needs to be in the workplace? Who indeed.	Education staff / administration 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, pupils and visitors/contractors
	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?	PD with the workplace, remote working, Teams, Google Meets.
	What arrangements are in place for lone workers?	Risk assessment in place - review regularly as required

	What arrangements are there for staff who are out and about as part of their role?	Where possible staff should not be asked to make visits off site. PD 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 - yes.
	For front facing staff how will you reduce contact with visitors/parents? (staff rotas, reduced face to face activity, barriers, screens, etc.)	Face to face activities stopped or reduced. Physical barrier screens provided in offices,, teachers desks.
	What guidance, operating arrangements have been put in	No home visits

	place for home visits?	
	What extra equipment may be needed?	PPE and cleaning.sanitising materials/barriers/PD tape
	If safe distancing is not possible, what alternative arrangements are in place to safeguard staff?	PD implemented. Hand sanitiser/washing facilities available. PPE available inc face shields.
	What arrangements are being made for delivery of mail and goods?	Postal to front Office area. Designated delivery area identified (outside school gates). PD 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 areas or stored for later date..
3. Service Users	What arrangements are in place for contractors/parents/visitors who may visit?	PD controls in place, sign in and out, registers kept. Sanitiser available (outdoor / indoor stations)
	Have separate entrance/ exits/ facilities been put in place for 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?	Signage. Spacing out chairs. (remove excess).
	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?	Reduced visitor access. Essential visitors only. No parents on site, except meetings with staff.
	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 parents / visitors/ What signage and visual aids are you using?	Electronic communication via School Portal system. Signage displayed, barriers implemented.
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?	Email / Google Meets / Google Drive - shared folders.

5. Assessing wellbeing	What arrangements are there in place for staff wellbeing?	Staff pastoral Team
	How do I access support for my staff?	Contact pastoral team / Headmaster.
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?	Staff wellbeing form - on their return to work
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?	Risk assessment. Regular reviews - H and S Meetings.