



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 29 May. (Plans must be submitted before employees return to the workplace.)

Department Details

Department:	CYPES	Name of Manager completing the form:	Richard Heaven
Div./ Group:	Government of Jersey		
Location:	St Clement's Primary School	Has this plan been agreed by your H&S Advisor and business continuity lead?	YES/NO
Date of completion:	25th August 2020		
Revision Date:	As required		

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 the Summer Holidays?	<p>Risk – maintaining social distancing, cross contamination, infection control and staff showing symptoms while at work.</p> <ul style="list-style-type: none"> • A Business Continuity Plan (BCP) is in place with teams either working in school or remotely at home where appropriate. • Staff to follow updated Gov of Jersey procedures in the event of a staff member or pupil showing symptoms - single designated room (Medical Room) is being used as the defined containment zone. Staff to wear PPE before entering any containment zone and remain in PPE until the symptomatic person leaves the building. • The existing 'return to school' risk assessment has been updated and control measures are being implemented. 	<p>BCP and an existing Safety Plan, Risk Assessment and Cleaning Strategy from June 2020.</p> <p>Workplace guidance shared to ensure social distancing and reducing social contact within school.</p>	<p>Richard Heaven Marianne Hickling Tom Hall Ian Mildren All supervising staff</p>

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
	<ul style="list-style-type: none"> • Restricted use of staircases to limit possible cross contamination. • One way systems in designated areas to ensure physical distancing in corridors where possible. • Enhanced 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). See room details below. • Staff to use designated toilets where possible to reduce possibility of cross contamination : F/S Staff – Use Nursery toilets. KS1 staff to use downstairs staff facilities KS2 staff to use toilets opposite Year 4 classroom. ARC staff to use toilets in the ARC area. • Adult staff to follow social distancing guidelines of 1m from each other in classrooms and around the school. • Adult staff to maintain a 2m distance from each other when in shared areas that they spend more than 15 minutes in, e.g: staffroom • Emergency procedures (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. • All teaching staff are attending INSET on Wednesday 2nd September. 	<ul style="list-style-type: none"> - Use of Unisex toilets - Enhanced Cleaning Strategy in place. - Staff with underlying health conditions have discussed the old Safety Plan and returned to work, with signed risk assessments. - Children are already working in class bubbles with reduced contact with other children, particularly inside. - Children and staff are using designated toilets. - Staggered arrival and departure procedures are already in place. 	

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
	<ul style="list-style-type: none"> • All classes are attending from Thursday 3rd September. • Reception children will have two induction days (Thursday 3rd and Friday 4th Sept) with half of the new class attending on each day. • Nursery staff will continue to complete Home Visits as planned ahead of a series of induction mornings. • Nursery Staff will ensure that they comply with any guidance regarding Home Visits. • Pupils will be taught within class bubbles. • Staggered start, pick up, break and lunch times will continue to take place. • Restricted sharing of pupil resources • Specific teachers to work with specific groups to minimise cross contamination. • Limit staff supervision of classes other than their own in order to reduce pupil contacts. • Specific unisex toilets designated for use by the class bubbles. • First aiders available to pupils and staff. • Designated first aider is familiar with PPE in order to use if necessary. 	<ul style="list-style-type: none"> - Staggered break and lunches are already in place. - PPE is in place with a designated contamination room identified. - Shared pupil resources have been limited. 	

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
<p>2.a How will you operate your work activities in a way that keeps colleagues and others safe from potential exposure to COVID-19?</p>	<ul style="list-style-type: none"> • Regular and thorough handwashing by children, young people, staff and all visitors will take place. • Hands will be washed with soap and water for 20 seconds and dried thoroughly using paper towels • As a minimum, children and young people will wash their hands, on entry, after breaks, before and after eating, after using any shared equipment / resources, and after sneezing or coughing and before going home • Help will be available for children and young people who have trouble cleaning their hands independently • Hand sanitiser with 60-70% alcohol content will be Provided throughout the school. • Hand sanitiser dispensers will be placed on all major entry and exit points around the school. • Dispensers will be regularly refilled by the Caretaker. • Younger children will not have unsupervised access to hand sanitiser as hand sanitiser is not recommended for very young children. Thorough washing with mild soap and water should be used instead. • Supplies of soap, hand sanitiser and cleaning products are available at school at all times. • Children will be encouraged not to touch their mouth, eyes and nose. • Children and staff will be encouraged to use a tissue or elbow to cough or sneeze into and use bins for tissue waste ('catch it, bin it, kill it'). 	<p>- Hand and respiratory hygiene procedures have been put in place.</p> <p>- Staff with underlying health conditions have discussed the old Safety Plan and returned to work, with signed risk assessments.</p> <p>- Hand Sanitizers have been fitted and refills stored in school with wipes, soap and sanitizer bottles.</p>	<p>Richard Heaven Marianne Hickling Tom Hall Ian Mildren</p> <p>All supervising staff</p>

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
	<ul style="list-style-type: none"> • Staff or pupils should not attend school if they or someone in their household has COVID symptoms. They should contact school to inform and then contact the helpline (445566) and follow the advice given. • Staff teams will operate with a class bubble for most of the time. However, lunchtime and break time supervision will follow a rota where different staff will supervise across bubbles. • Contract cleaning services (G4S) will follow enhanced cleaning procedures. • The Government's guidelines on social distancing will be applied on site and staff will be informed not to put themselves at risk if these are not being followed. • Touch points - surfaces, handles, switches etc. disinfected on a regular basis. • PPE provided for staff dealing with anyone showing signs of COVID-19. • School will follow the updated guidance regarding staff with high and moderate health conditions. • Staff with high or moderate health conditions have all signed an individual risk assessment detailing specific arrangements within school to minimise the risk of exposure to COVID. • Children who are at high or moderate risk of COVID 19 are encouraged to attend school. 	<ul style="list-style-type: none"> - Enhanced Cleaning Strategy in place. - The Government's guidelines on social distancing applied on site and staff informed not to put themselves at risk if these are not being followed at meetings held offsite/elsewhere. - A separate lone working risk assessment has been circulated to all staff. - Discussions with the parents of High risk children with medical needs have taken place. 	

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
	<ul style="list-style-type: none"> • Where children have complex health conditions advice from medical staff should be obtained and followed. • High risk children should follow physical distancing and other public health guidance while they are at school. • Children do not need to remain physically distanced from other children within their own class bubble. • Staff should maintain at least 1m physical distancing between all adults and children. • Brief transitory contact in corridors or in classrooms when discussing work should be kept to 1m where possible. Where this is not possible close contact is recommended to be kept to under 15 minutes. • Staff should maintain 2m of physical distancing in areas where staff congregate inside for over 15 minutes e.g: staffrooms. • Staggered break times and lunch times will be put in place where no more than three classes will share the outdoor play space. • Playing areas will be zoned – field / lower playground / and upper playground, including the Nature Garden. • All spaces will be well ventilated using natural ventilation or air conditioning units. • Visitors to the school will be kept to a minimum. • Any visitors to the site will be required to sign in / out as normal, ensuring that they also leave their contact details and information regarding who they have worked with in 	<p>- Pupils and staff are aware of physical distancing and have attended school following the guidance from June / July.</p> <p>- Staff and children have worked with staggered breaks and lunches using zones already.</p> <p>- Restrictions on visitors have already been in place since June.</p>	

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
	<p>the school. This will assist with any contact tracing required.</p> <ul style="list-style-type: none"> • Visits for contractors should be scheduled for times when the setting is closed where possible. • Deliveries and contractors will use electronic paperwork where possible. • Hand sanitizer will be available to staff after handling deliveries. • The playground water fountain and hand dryers in the toilets have been switched off. • limit the amount of shared resources and wherever possible clean between the use of different children • limit the resources that children take home and store each item for 24 hours before giving to another child • prevent the sharing of stationery and other equipment where possible • shared materials and surfaces should be cleaned and disinfected between users • practical lessons can go ahead if equipment can be cleaned thoroughly between use. • where practically possible sports equipment that is held for extended periods of time (e.g. rackets, bats) should be cleaned between users. This does not apply to items that are touched infrequently and for very short durations (e.g. tennis balls) • children should be advised to wash their hands before and after any activity that involves shared equipment 	<p>- Water fountain has already been off as have all of the hand dryers.</p> <p>- Shared sports equipment has already been wiped after use.</p>	

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
	<ul style="list-style-type: none"> • PPE is not be needed in general in the school setting. • PPE is available in each setting for use in the event of a child, young person or member of staff becoming symptomatic and needing care prior to leaving the premises. • Children are not required to wear cloth face masks while at school. However, they can if they want to. • The School Morning Club will open and form a 'bubble' itself. • Morning Club will be run with TAs from school supervising the pupils. • Staff are aware of the procedures and necessary Safety Plan/Risk Assessment in case of a child showing COVID symptoms. • Staff have been trained how to use the PPE if necessary. • 2 separate rooms will be used to minimise contact between class bubbles : • Bubble 1 – R/1/2 pupils in the MPR • Bubble 2 – 3/4/5/6 pupils in the Music Room • A daily register will be kept, as usual, to assist contact tracing if necessary. • The After School Club will open and form a 'bubble' itself. • This third party provider will be run using staff from 'Freedom' who will supervise the pupils (some are TAs at the school) • The Club have submitted a risk assessment and cleaning strategy which is compliant with the updated Covid guidance. 		

	Describe what you will do		What is in place already	Identify officers responsible for agreed actions and employee responsibilities
	<ul style="list-style-type: none"> • Staff are aware of the procedures in case a child shows COVID symptoms. • The MPR will be used to host the club, as usual. • A cleaner will clean the room after the school staff have used it at 2.30pm. • The Club will keep a daily register, as usual, to assist contact tracing if necessary. 			
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)	Area and staff mapping complete. This has already been reviewed for Sept 2020.	Richard Heaven Marianne Hickling Tom Hall Ian Mildren All supervising staff
	Office	Over 2m distance between Secretary / staff photocopying / Headteacher Increased hygiene practices observed. Enhanced cleaning with specific attention to touch points throughout the day. Well ventilated Staff to be discouraged from accessing the School Office – other than for photocopying. Clear signage of guidance displayed on Office Windows. Hand sanitiser available on counter.		

	Describe what you will do		What is in place already	Identify officers responsible for agreed actions and employee responsibilities
	Corridors	<p>Corridors operating a one way system around the school in order to reduce physical contact on the stairs and in corridors.</p> <p>Class bubbles to identify corridor tables to be used for group work where necessary.</p> <p>Increased cleaning of touch points throughout the day.</p> <p>Well ventilated</p> <p>Clear signage of guidance and directions displayed, including directional stickers on the floor.</p>		
	Hall	<p>The hall will be used for class PE lessons.</p> <p>Shared resources need to be minimised.</p> <p>Equipment to be wiped down after use.</p> <p>Children to wash hands before and after PE sessions.</p> <p>Well ventilated</p> <p>Clear signage of guidance displayed</p> <p>Hand sanitiser available on entry / exit points for staff and pupils.</p>		

	Describe what you will do		What is in place already	Identify officers responsible for agreed actions and employee responsibilities
	Music Room	<p>Limited use by classes for music and PSHE lessons. Shared resources need to be minimised. Equipment to be wiped down after use. Children to wash hands before and after sessions. Well ventilated Clear signage of guidance displayed Hand sanitiser available on exit to playground. No brass or woodwind instruments or singing is permitted at the current time. Use of string or percussion instruments is permitted with lessons.</p>		
	Year 5/6 Classrooms	<p>Prepared for use by Year 5 or 6 children. Increased hygiene practices and attention to touch points Area limited to those pupils and specific members of staff attached to each 'class bubble' where possible.</p>		

	Describe what you will do		What is in place already	Identify officers responsible for agreed actions and employee responsibilities
		<p>Designated unisex toilets only used by Year 5/6 pupils. Well ventilated Clear signage of guidance displayed Hand sanitiser available in classroom.</p>		
	Year 3/4 Classroom	<p>Prepared for use by Year 3 or 4 children. Increased hygiene practices and attention to touch points Area limited to those pupils and specific members of staff attached to each 'class bubble' where possible. Designated unisex toilets only used by Year 3/4 pupils. Well ventilated Clear signage of guidance displayed Hand sanitiser available in classroom.</p>		

	Describe what you will do		What is in place already	Identify officers responsible for agreed actions and employee responsibilities
	Year 1/2 Classroom	<p>Prepared for use by Year 1 or 2 children.</p> <p>Increased hygiene practices and attention to touch points</p> <p>Area limited to those pupils and specific members of staff attached to each 'class bubble' where possible.</p> <p>Designated unisex toilets only used by Year 1/2 pupils.</p> <p>Well ventilated</p> <p>Clear signage of guidance displayed</p> <p>Hand sanitiser available in classroom.</p> <p>No use of balconies for the first two weeks due to building works.</p> <p>Children to exit for breaks and lunch through the rear door of the school.</p>		
	Nursery / Reception Classrooms	<p>Prepared for use by Reception / Nursery children.</p> <p>Increased hygiene practices and attention to touch points</p>		

	Describe what you will do		What is in place already	Identify officers responsible for agreed actions and employee responsibilities
		<p>Area limited to those pupils and specific members of staff attached to each 'class bubble' where possible.</p> <p>Designated toilets only used by Year N/R pupils.</p> <p>Well ventilated</p> <p>Clear signage of guidance displayed</p> <p>Hand sanitiser available in classroom.</p>		
	ICT Suite	<p>Prepared for use by a 'class bubble' of KS2 children.</p> <p>Increased hygiene practices and attention to touch points</p> <p>Area limited to KS2 pupils and specific members of staff attached to the 'bubble' on that day.</p> <p>Enhanced cleaning of keyboards and mice at end of use.</p> <p>Well ventilated – A/C can be used.</p> <p>Clear signage of guidance displayed</p> <p>Hand sanitiser available in classroom.</p>		

	Describe what you will do		What is in place already	Identify officers responsible for agreed actions and employee responsibilities
	Multi-Purpose Room	<p>Prepared for general use by a 'small bubble' of 8 children / Staff as an overflow staffroom / pupils in the after school club facility.</p> <p>Limited number of desks used, set out 1m metre apart. 1 large table for staff to eat at.</p> <p>Increased hygiene practices and attention to touch points throughout the day.</p> <p>Well ventilated</p> <p>Clear signage of guidance displayed</p> <p>Hand sanitiser available in classroom.</p> <p>Staff not to prepare food in the room, including no microwaves.</p> <p>Staff to use their own cutlery and wash it up.</p> <p>Staff should use the MPR as an overflow room when there are no empty seats in the staffroom.</p> <p>Room cleaned before and after staff lunchtime and before and after After School Club use.</p>		

	Describe what you will do		What is in place already	Identify officers responsible for agreed actions and employee responsibilities
	Playground	<p>Stagger usage times during both break and lunch periods.</p> <p>Provide three playground zones for class bubbles to play in – field / lower playground / upper playground including Nature Garden.</p>		
	Staffroom	<p>Prepared for general use by staff.</p> <p>Only 1 table used, with a 8 chairs 2m apart.</p> <p>Increased hygiene practices and attention to touch points throughout the day.</p> <p>Well ventilated</p> <p>Clear signage of guidance displayed</p> <p>Hand sanitiser available in classroom.</p> <p>Staff not to prepare food in the room, including no microwaves.</p> <p>Staff to use their own cutlery and wash it up.</p> <p>Staff should only have their break/lunch in the staffroom if there is an empty chair in order to remain 2m away from other adults.</p>		

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
<p>3. What arrangements have you put in place to ensure the safety of service users/ visitors to the workplace?</p>	<ul style="list-style-type: none"> • Visitors to the school will be kept to a minimum. • Any visitors to the site will be required to sign in / out as normal, ensuring that they also leave their contact details and information regarding who they have worked with in the school. This will assist with any contact tracing required. • Visits for contractors should be scheduled for times when the setting is closed where possible. • Deliveries and contractors will use electronic paperwork where possible. • Hand sanitizer will be available to staff after handling deliveries. • Gates and perimeter gates locked after pupils are on the site. • School will communicate to parents to inform them of the current guidelines around physical distancing and about not gathering as groups of parents before and after school. • Relevant signage is displayed externally on the Parent notice Board and external windows aswell as throughout the internal school building. • 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) 	<p>- Visitors kept to a minimum already.</p> <p>- Gates are locked after pupils are inside school already.</p> <p>- Signage already displayed.</p> <p>- Enhanced Cleaning Strategy already in place.</p>	<p>Richard Heaven Marianne Hickling Christiane Dixon Ian Mildren All supervising staff</p>

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
	<ul style="list-style-type: none"> • 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 physical distancing will be applied and displayed on site. • Staff informed not to put themselves at risk if PD 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 has been shared with all staff. • Touch point surfaces, handles and switches disinfected on a regular basis throughout the day. (Enhanced cleaning strategy has been updated). • PPE provided for staff dealing with anyone showing signs of COVID-19. • Physical distancing – 'one at a time' procedure applied to toilets, kitchens and reprographic and waiting areas. 		
<p>4.How will you share this information with colleagues to ensure they all know how to keep themselves safe from exposure to COVID-19?</p>	<ul style="list-style-type: none"> • Updated information within the BCP, Safety Plan and Risk Assessment will be shared with all staff at the INSET Day on Wednesday 2nd September. • Clear guidance provided within the documents will be pinned to the Staffroom Board, emailed to staff and stored in T Sensitive Area. 	<p>- Existing BCP, Safety Plan and Risk Assessment is currently displayed.</p>	<p>Richard Heaven Marianne Hickling Tom Hall</p> <p>All staff</p>

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
	<ul style="list-style-type: none"> • Regular review meetings will be organized through SLT meetings, staff meetings and weekly briefings. • Further email updates will be given if the situation changes. • Appropriate signage encouraging physical distancing is displayed throughout the school. 	<p>- Staff are aware of the content of the previous Safety Plan and Risk Assessment following the 'Return to School' briefings in June.</p>	
<p>5.How will you gather information to assess the wellbeing of your staff to ensure that they are safe to work?</p>	<ul style="list-style-type: none"> • Senior Leaders to complete informal wellbeing checks with their teams/staff. • Follow up procedures for absent workers / workplace contact tracing information (e.g: if off with Covid-19) • Signposting to support and helplines. • Return to work meetings where possible. • Regular checking in with staff to find out if they are well when they come to work. 	<p>- Existing processes in place to feedback / review procedures e.g: SLT meetings, staff meetings etc.</p> <p>- Staff Wellbeing Team already exists as a feedback forum.</p> <p>- Signposting to Be Supported Wellbeing support has already been shared with staff.</p>	<p>Richard Heaven Marianne Hickling Tom Hall</p>

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
<p>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?</p>	<ul style="list-style-type: none"> • School will ensure that all staff and parents are aware of the symptoms of COVID-19. • If a child or a member of staff has symptoms, or someone in their household has symptoms, they should not attend school. • If a child showing symptoms comes into school, staff will isolate the child and make arrangements to send them home. • A single designated room (the school's Medical Room) will be provided as a defined contaminated zone and the student / staff member should be kept there until they are picked up. Where possible, open windows to increase ventilation. • Call the parent, or nearest family member (in the case of a member of staff) to arrange collection. They will be advised to contact the coronavirus helpline on +44 (0) 1534 445566 as soon as possible. The helpline is available to support parents in determining whether or not the symptoms are likely to be consistent with COVID-19 and whether or not testing and isolating is required. • In an emergency, the school will call 999 if the person is seriously ill or injured or their life is at risk. • Staff attending to the sick person will wear PPE before entering any contaminated zone and remain in PPE until they leave. • If the sick person needs to go to the bathroom while waiting to be collected, they will use the designated toilet if possible. The bathroom will be cleaned and disinfected 	<ul style="list-style-type: none"> - Designated room has already been identified. -Identified First Aider has been identified. - Basic process has been communicated to staff and has been followed since June. 	<p>Richard Heaven Marianne Hickling Caroline Hateley Ian Mildren</p> <p>All staff</p>

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
	<p>using standard cleaning products before being used by anyone else.</p> <ul style="list-style-type: none"> • After the designated room or contaminated area has been used the area will be cleaned by the school's service provider or in-house team in line with the cleaning strategy. PPE in line with the guidance is required. • The member of staff that has helped the person who was taken unwell with symptoms will remove and securely dispose of the PPE and wash their hands thoroughly for 20 seconds. If they feel their clothes have been contaminated, by someone coughing or sneezing on them, they should change these. They do not need to go home unless they themselves are symptomatic. • If a child has symptoms, the school setting does not need to inform other parents that a child is symptomatic. • If a child is absent from the setting with COVID-19 symptoms this will be recorded. • If the test is negative, the child/staff member will be advised to stay at home until they feel better. • If there is a confirmed case (a positive PCR test) then the contact tracing process will start. <p>If there a positive PCR test result is received by someone within the school setting then the following guidance should be followed:</p> <ul style="list-style-type: none"> • the Headteacher/Deputy Headteacher will wait until they are contacted by the contact tracing team informing them of a confirmed positive case within their setting before taking any action or informing parents. This will avoid any unnecessary 		

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
	<p>panic or confusion arising from a suspected case that is later found to be negative.</p> <ul style="list-style-type: none"> • The contact tracing team will discuss the individual circumstances with the confirmed positive case to establish their movements and who they have been in direct contact with. • The contact tracing team may need to consult the infection control team to obtain advice on the cleaning process necessary within the school. • The contact tracing team will contact the Headteacher as soon as they have the necessary information surrounding the confirmed case. • The confirmed case will need to provide sufficient information in order to enable the identification of their direct contacts (those that have been within 2 metres for 15 minutes or more of the confirmed case during their infectious period) • the contact tracing team will potentially request assistance from the Headteacher/Deputy Headteacher in establishing the names and contact details of all the direct contacts of the confirmed case. • The contact tracing team will contact the parents of the children directly to provide advice on isolation and to offer them a PCR test • the Headteacher does not need to inform the direct contacts of the confirmed case – the contact tracing team are better placed to be able to offer the correct advice, offer reassurance and to book direct contacts in for a PCR test as necessary 		

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
	<ul style="list-style-type: none"> • anyone who is not identified as having been within 2 metres for 15 minutes or more of the confirmed case during their infectious period without any PPE is unlikely to be identified as a direct contact and such individuals will not be contacted by the contact tracing team. • Headteachers will carefully communicate with the school community in a timely manner to avoid speculation and concern. All efforts will be made to provide accurate information, reassure parents and to make sure that the contact tracing team is not overwhelmed with phone calls from people that are not direct contacts. • After the contact tracing team have called confirming the positive case within the setting, the Headteacher will inform the CYPES Hub cypeshub@gov.je who can provide further support on how to manage the situation and communicate with parents. • The School will follow the advice given by the contact tracing team and/or infection control in terms of any deep cleaning required. • School will make every effort to respect the privacy of the confirmed case and encourage others to do the same. 		
<p>7.How do any changes to the way you will be working impact on the risks of the work that you do?</p>	<ul style="list-style-type: none"> • Duty Rota will be updated to reflect the staggered break and lunch periods. This will ensure that appropriate ratios of adult supervision are maintained. • Regular check-ins with colleagues about how they're coping with the changes put in place since schools returned. 	<p>- Duty Rota already in place for staggered breaks and lunches.</p>	<p>Richard Heaven Marianne Hickling Tom Hall</p>

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
	<ul style="list-style-type: none"> • Staff feedback will be obtained regularly during the return to work. • Headteacher and Caretaker to continue to update policies and procedures within the H&S Risk Management System. 	- H&S Risk Management System in place	
8. How will you evaluate whether your work processes or risk controls are effective?	<ul style="list-style-type: none"> • Headteacher and Deputy Headteacher to observe how smoothly procedures run during the school day. • Regular meetings with Senior Leadership Team to review Safety Plan and Risk Assessment. • Improvements implemented and communicated to all staff members. • Staff feedback processes in place – senior leaders to welcome/encourage feedback from staff in a similar way to near misses etc. • Reflect on procedures following an incident – e.g: procedures for contact tracing. Make alterations to the procedure where necessary. • Regular check ins with School Senior Advisor to feedback to CYPES if necessary. 	- Staff briefings and Meetings have already been used to review previous Safety Plans and Risk Assessments.	Richard Heaven Marianne Hickling Tom Hall Ian Mildren All staff
9. How will you monitor this plan to keep it on track?	<ul style="list-style-type: none"> • Informal meetings with key staff to review plan in a daily and ongoing basis. • Weekly SLT meeting to review the Safety Plan including feedback on issues, concerns and recommendations for improvement. 	- SLT Team in place and meet regularly.	Richard Heaven Marianne Hickling Tom Hall

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	√ / x	COMMENTS
1. Risks	How will colleagues travel to and from work?	x	No change
	How will colleagues move about buildings, workshops, schools etc maintaining safe distancing?	√	Details in workplace Safety Plan and Risk Assessment
	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?	√	Details in workplace Safety Plan and Risk Assessment
	Is there a one-way system in and out of the building?	√	One-way systems have been implemented for stairs and corridors.
	How will safe distancing be managed for meetings when virtual meeting can't be held?	√	Initially, staff will use the distanced tables in one of the larger classrooms for staff meetings. As IT skills in Teams improve, meetings may take place online if necessary.
	What cleaning arrangements are in place for the building?	√	Follow updated Cleaning Strategy
	What cleaning arrangements are in place for workstations, surfaces and equipment?	√	Follow updated Cleaning Strategy
	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?	√	Individual resources will be put on tables. Enhanced cleaning of touchpoints will take place as per the Cleaning Strategy.

	How are you reducing building occupancy and by how much?	√	In line with CYPES guidance all children are returning to school.
	Are hand sanitiser and wipes provided and where are they located? Is there enough? Who do staff tell if supplies run out?	√	Large hand sanitisers to be placed on the wall at entry and exit points of the building. Smaller pumps in each room. Staff to inform Caretaker or Secretary should sanitiser run out. Wipes available in ICT suite.
	What notices are being displayed reminding colleagues of hygiene requirements and where are they? (Meeting rooms, offices, toilets, showers, shared areas, etc.)	√	CYPES posters and floor stickers are being displayed in three languages. Unisex toilet signs displayed. Signs for the designated Covid room displayed.
	How is safe distancing managed in toilet areas/showers? How many can use the shower facility at any one time to maintain a safe distance of one metre? Consider whether you need to limit entry, cleaning routines, etc.	√	Designated unisex toilets for each cluster of class bubbles. Designated toilets for staff according to Key Stage. One at a time for toilet use.
	How is safe distancing managed in kitchen/canteen areas?	√	MPR used as an overflow for staff at break/lunch time. SLT to monitor. No crowding or gathering around kitchen facilities.
	Turning off hand dryers and replacing with paper handtowels.	√	Hand dryers have been turned off. Paper towels to be available in all toilets.
	Are colleagues aware they shouldn't share food, crockery etc with others?	√	Risk assessment shared with staff.
	Who are my first aiders, mental health first aiders, and fire marshals?	√	List of First Aiders in staffroom. HT and Caretaker are Fire Marshals
	What is the procedure if there is a fire and we have to evacuate?	√	Normal procedure for fire evacuation.

	How do we report accidents?	√	Normal procedures apply.
2. Safe Operation	Who needs to be in the workplace?	√	All staff are returning to school in September, with the exception of those who are high risk and have been advised to remain working from home.
	What arrangements are being made for flexible working, staggered working times, homeworking, splitting teams, etc?	√	All staff are returning to school in September, with the exception of those who are high risk and have been advised to remain working from home. Staff may work online from home if they are asked to isolate.
	Who will colleagues interact with?	√	Staff / pupils within their 'class bubble' Staff can teach across bubbles, but this will be kept to a minimum. Other children whilst on duty. Other staff whilst having breaks. HT and DHT
	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?	√	SLT meetings are meeting in the HT's office where they can still remain physically distanced. Weekly briefings may be organised for the hall on Monday mornings. Staff email updates wil still be used to ensure info is disseminated. Staff meetings to be held in the largest classroom initially with Teams possibly being used when training is complete.

	What arrangements are in place for lone workers?	√	See Lone Worker Policy.
	What arrangements are there for staff who are out and about as part of their role?	√	Caretaker will follow local guidance when out and about across the Island.
	Has appropriate PPE been provided in accordance with public health guidelines?	√	Yes - As per recommendations from CYPES
	For front facing staff how will you reduce contact with service users? (staff rotas, reduced face to face activity, barriers, screens, etc.)	√	Glass window remains closed whilst Secretary speaks to parents in the Office. Limit visitors on site. Limit staff in the office area.
	What guidance, operating arrangements have been put in place for home visits?	√	Nursery staff who complete Home Visits will follow all relevant guidance.
	What extra equipment may be needed?	√	Refreshed Signage – some outdoor posters might be faded. Hand Sanitiser / Paper Towels
	If safe distancing is not possible what alternative arrangements are in place to safeguard staff?	√	Cloth masks are available for staff that would like to wear them. If close contact occurs then it should be for less than 15 minutes.
	What arrangements are being made for delivery of mail and goods?	√	Contactless hand over of post.
	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?	√	Contactless delivery to arranged location. Caretaker to distribute accordingly.
3. Service Users	What arrangements are in place for service users, and other members of the public and visitors who may visit?	√	Limited access for visitors. Contractors to attend after the school is closed where possible.
	Have separate entrance/ exits/ facilities been put in place for service users/ visitors?	√	No additional access available.

	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?	√	Staggered drop off and pick up times to prevent parents gathering. Only one person in the entrance area at a time.
	What alternative ways to provide services are being adopted?	√	Home Learning via SeeSaw.
	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?	√	HT / DHT covering Office during lunch times.
	How are you limiting the number of customers on site, promoting on-line service, encourage service users to come alone where possible?	√	Limited access to the School. Encourage parents to wait in cars or pick up and go. Parents to email or phone rather than attend in person where possible.
	How are you communicating the changes with your customers, what signage and visual aids are you using?	√	CYPES posters and signage. Newsletters / Videos on SeeSaw
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?	√	All staff are attending the INSET day when this information will be distributed. Staff updates may be continued to be shared via email. Urgent messages are communicated via Whats App group message.
5. Assessing wellbeing	What arrangements are there in place for staff wellbeing?	√	Be Supported material has been shared with staff.
	How do I access support for my staff?	√	Via CYPES
6. Illness at work	Do I know where to find the procedure if someone falls ill at work?	√	Details in workplace Safety Plan and Risk Assessment
	What measures are there to trace contacts for my staff if they fall ill at work?	√	Details in workplace Safety Plan and Risk Assessment

7. Work activity changes	Are there any new risks as a result of changes to working practices? How are they assessed?	√	Details in workplace Safety Plan and 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?	√	Staff briefings on Monday will highlight safe distancing and hygiene practices. Regular reminders to staff. HT / DHT to observe / monitor procedures around school.