



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 .

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?	NOT AT THIS TIME
Date of completion:	5 th Sept, 2022		
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
<p>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>	<p>Risks –</p> <ul style="list-style-type: none"> - Updated guidance is put in place and clear communications are shared with staff, parents and pupils. - Appropriate infection control measures are in place within the school. - Updated procedures are communicated and put in place to minimise the possibility of cross contamination. - Updated procedures for parents, staff and pupils are put in place when people show symptoms while at work or at home. 	<p>Existing BCP, School Safety Plan, Risk Assessment and Cleaning Strategy were already in place with a number of control measures and procedures in operation.</p>	<p>Richard Heaven Marianne Hickling Tom Hall Ian Mildren All supervising staff</p>

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	<p>Actions:</p> <ul style="list-style-type: none"> • The Senior Leadership Team have met and discussed the changes to the Covid Guidance for Schools. Changes to the School's Safety Plan have been discussed within the context of St Clement's School. • The School's Business Continuity Plan (BCP) has been updated with staff working in school, either in class as normal or shielding in the Library or ARC. • The School Safety Plan, Risk Assessment and Enhanced Cleaning Strategy have been updated in accordance with the revised School's Guidance (Sept 2022). • Control measures detailed within the above documents are being implemented by all staff, parents and pupils. • Updated guidance regarding drop off and pick up procedures has been communicated to parents. • Changes have been shared with staff as part of the INSET Day on 5th September 2022. • Revised Safety Plans and Risk Assessments will be communicated to parents. • Staff recently received a Covid update as part of the INSET day on 5th September. 	<p>Existing BCP, School Safety Plan, Risk Assessment and Cleaning Strategy will be updated and in place from 5th Sept.</p>	<p>Richard Heaven (HT) Marianne Hickling (DHT) Tom Hall (Senior Teacher)</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"> • HT will summarise changes to the School Safety Plan at an assembly first thing on Tuesday 6th September. Class teachers to reinforce these changes with pupils, answering any questions they may have. • School to follow the updated Gov of Jersey procedures in the event of a staff member or pupil showing symptoms – use of the Medical Room etc. • Regular testing (twice weekly) by staff and pupils using Lateral Flow tests will continue to take place to ensure that staff and pupils are as safe as possible in school. • Increased cleaning regimes and hygiene standards continue to be observed. 	<p>- Twice weekly LFT tests for staff & pupils were already in place.</p>	
<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"> • Lateral Flow testing for staff will continue to be offered regularly throughout the Autumn Term (twice weekly). • Regular and thorough handwashing by children, young people, staff and all visitors will take place. • Hands will be washed with soap and water and dried thoroughly. • As a minimum, children will wash or sanitise their hands, on entry, before and after eating, after sneezing/coughing, when they use the toilet, on entry/exit to the hall for PE, on entry/exit to the ICT Suite and on their way out to go home. • Help will be available for children and young 	<p>- Regular LTF tests for staff and pupils were already in place.</p> <p>- Hand and respiratory hygiene procedures have been put in place.</p>	<p>Richard Heaven Marianne Hickling Tom Hall Ian Mildren All supervising staff</p>

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	<p>people who have trouble cleaning their hands independently</p> <ul style="list-style-type: none"> • 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. • Supplies of soap, hand sanitiser and cleaning products will be monitored to ensure that they are available at all times. • 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'). • Staff or pupils should not attend school if they have COVID symptoms. They should book in a PCR test and contact school asap to inform the HT/DHT of the situation. • Contract cleaning services (G4S) will continue to follow enhanced cleaning procedures. • Specific unisex toilets will continue to be used by year groups throughout the Autumn Term. • Touch points - surfaces, handles, switches etc. will be disinfected on a regular basis. This will be included as part of the cleaner's daily schedule - see Enhanced Cleaning Strategy. 	<ul style="list-style-type: none"> - Hand Sanitizers have been fitted and refills stored in school with wipes, soap and sanitizer bottles. - Caretaker daily checklist in operation. - Enhanced Cleaning Strategy already in place. 	

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	<ul style="list-style-type: none"> • Staff with high / moderate risk health conditions have all signed an individual risk assessment detailing specific arrangements within school to minimise the risk of exposure to COVID. • All spaces will be well ventilated using natural ventilation, air conditioning units or air filtration units. • Staff and children are not required to wear face masks/shields at all while at school. However, they can if they choose to. • Nursery children will enter/exit through their external Nursery door. • Rec – Year 6 pupils will be dropped off in the lower car park and access the playground by walking up the long pathway adjacent to the field between 8.25 and 8.45am. • Reception parents will wait with their children until the first bell at 8.35am. They are able to help their child put their belongings away before leaving. • Reception, Yr 1 and Yr 2 children will be picked up from their balconies at the end of the day. KS2 children will leave through the front of the school, where parents will pick up and drive through the front car park. 	<p>Arrival / Departure points to change back to old pre-Covid system.</p>	

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	<p>Other Community Users (e.g: Fit Kids and Brazilian Soccer) will continue to run in the hall. Third party providers will construct their own risk assessments in order to limit the spread of Covid e.g: by encouraging children not to attend if they have Covid symptoms.</p> <p>Offsite Visits:</p> <p>Offsite trips for the curriculum are managed in accordance with the guidelines with appropriate control measures in place and so are able to take place at the Headteacher’s discretion.</p> <p>Off-Island Visits:</p> <p>Autonomy has been given to Headteacher’s to decide if they want to organise off island visits. Enhanced risk assessments would be essential for this to occur. The Headteacher has decided that no off-island trips will be organised during this Autumn Term.</p>	<p>Staff already aware of restrictions regarding off-island visits.</p>	

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<p>2.b. For each area of your building/ workplace identify what adjustments you are making to ensure hygiene measures are maintained.</p>	<p>In all areas of the building:</p> <ul style="list-style-type: none"> The importance of good ventilation will be stressed – external windows and doors will regularly be opened to ensure the circulation of fresh air. Air filtration units will be used if required in the two rooms without external ventilation. Hand hygiene will continue to be promoted through the use of hand sanitizers and bathroom / classroom sink areas throughout the school. 	<p>Area and staff mapping complete.</p>	<p>Richard Heaven Marianne Hickling Tom Hall Ian Mildren All supervising staff</p>
<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 do not have to wear masks whilst on the school site. However, they may choose to do so if they wish. In-house and contracted cleaning services will follow enhanced cleaning procedures. Touch point surfaces, handles and switches disinfected on a regular basis throughout the day. (Enhanced cleaning strategy has been updated – Sept 2022). 	<p>- Enhanced Cleaning Strategy already in place.</p>	<p>Richard Heaven Marianne Hickling Debbie Davies Ian Mildren All supervising staff</p>
<p>4. How will you share this information with colleagues to ensure they all know how to keep themselves safe from COVID-19?</p>	<ul style="list-style-type: none"> The Senior Leadership Team have met and discussed the changes to the Covid Guidance for Schools. Changes to the School’s Safety Plan have been discussed within the context of St Clement’s School. 		<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"> • The School Safety Plan, Risk Assessment, BCP and Enhanced Cleaning Strategy have been updated in accordance with the revised School's Guidance (Sept 2022) and shared with parents, pupils and staff. • Staff recently received a Covid update as part of the INSET day on 5th September. HT will summarise changes to the School Safety Plan at an assembly first thing on Tuesday 6th September. Class teachers reinforce these changes with pupils, answering any questions they may have. • Updated guidance regarding arrival / pick up procedures was communicated to parents before pupils returned to school in September. Changes were also recently shared with staff on the school INSET day on Monday 5th September. • Any future information updates will be sent out to staff within the weekly briefings and to parents via InTouch. • Printed versions of the key documents will be pinned to the Staffroom Board, emailed to staff and stored in T Sensitive Area. • Regular reviews will be organized through both SLT meetings and staff meetings. • Further email updates will be given if the situation changes. • Appropriate signage encouraging good hand hygiene is displayed throughout the school. 	<p>- Existing BCP, Safety Plan and Risk Assessment have been displayed on the staffroom board.</p> <p>- Staff are aware of the content of the previous Safety Plan and Risk Assessment following the 'Return to School' briefings.</p>	

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<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 followed (e.g: if off with Covid-19) • Return to work meetings continue to be completed. • Signposting to support and helplines where needed. • Regular checking in with staff to find out if they are well when they come to work. • Staff Wellbeing Team to continue to meet. • Regular reviews will be organized through both SLT meetings, staff meetings and following weekly briefings. 	<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>
<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 they should not attend school. They should book a PCR test using either the online booking system or by phoning the Covid helpline 0800 735 5566. • If a child shows symptoms whilst in school, staff will isolate the child and make arrangements to send them home. • A single designated room (the school's Medical Room) has been identified and the student / staff member should be kept there until they are picked up. Where possible, open windows to increase ventilation. 	<p>- Designated room has already been identified.</p> <p>- Basic process has been communicated to staff and has been followed since May.</p>	<p>Richard Heaven Marianne Hickling Tom Hall 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
	<ul style="list-style-type: none"> • Call the parent to arrange collection. They will be advised to either book a PCR test online or contact the coronavirus helpline on 0800 735 5566 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. • 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 using standard cleaning products before being used by anyone else. • 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. • If a child is absent from the setting with COVID-19 symptoms this will be recorded. • If a PCR 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 child / staff member will isolate for 5 days. After 5 days they may return to school if they have provided two negative lateral flow test results. • If a positive PCR test result is received by a child within the school, this will be recorded using the appropriate codes on the school registers on SIMS. 		

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<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"> Assemblies are now permitted – there is a slightly increased risk of transmission due to classes all congregating in the hall. As pupils and classes are permitted to mix inside school there is an increased risk of transmission of Covid. There may be a slight increase in risk levels due to the reduction of LFT testing to only twice weekly rather than daily. Staff feedback will be obtained regularly throughout the term regarding these increased risks. 	<p>No assemblies were previously permitted.</p> <p>Bubbles were in place previously.</p> <p>LFT Testing had previously taken place on a daily basis.</p>	<p>Richard Heaven Marianne Hickling Tom Hall</p>
<p>8. How will you evaluate whether your work processes or risk controls are effective?</p>	<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 and Staff to review Safety Plan and Risk Assessment. Improvements implemented and communicated to all staff members through Weekly Briefings. 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 isolation / testing. Make alterations to the procedure 	<p>- Staff briefings and meetings have already been used to review previous Safety Plans and Risk Assessments.</p>	<p>Richard Heaven Marianne Hickling Tom Hall 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>where necessary – learning is ongoing and dynamic.</p> <ul style="list-style-type: none"> • Informal conversations between HT/DHT and staff, pupils and parents to check how effective systems are. • Regular check ins with School’s Senior Advisor to feedback to CYPES if necessary. 		
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 on both 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 they already 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 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?	√	Change – Returning to old system for drop off and pick ups. See further details above.
	How will colleagues move about buildings, workshops, schools etc maintaining safe distancing?	x	Not required any more
	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?	x	Not required any more
	Is there a one-way system in and out of the building?	x	Not required any more
	How will safe distancing be managed for meetings when virtual meeting can't be held?	x	Not required any more
	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?	x	Not required any more
	How are you reducing building occupancy and by how much?	x	All staff in school now.
	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 have been 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 encouraging hand hygiene are still 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.	x	Not required any more
	How is safe distancing managed in kitchen/canteen areas?	x	Not required any more
	Turning off hand dryers and replacing with paper handtowels.	x	Not required any more
	Are colleagues aware they shouldn't share food, crockery etc with others?	x	Not required any more
	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 school procedures apply.
2. Safe Operation	Who needs to be in the workplace?	√	All staff are returning to school now.
	What arrangements are being made for flexible working, staggered working times, homeworking, splitting teams, etc?	√	All staff are returning to school Those who are high risk and have been advised to remain working from home should do. Those that have been advised to work away from children can work in the library / ARC.
	Who will colleagues interact with?	√	Staff / pupils across the school. Staff can teach across bubbles.

			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?	x	Not required any more
	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. Guidance for Home Visits will be followed by Nursery staff.
	Has appropriate PPE been provided in accordance with public health guidelines?	x	Not required any more
	For front facing staff how will you reduce contact with service users? (staff rotas, reduced face to face activity, barriers, screens, etc.)	x	Not required any more
	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?	x	Not required any more
	What arrangements are being made for delivery of mail and goods?	x	Not required any more
	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?	x	Not required any more
	Have separate entrance/ exits/ facilities been put in place for service users/ visitors?	x	Not required any more
	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?	x	Not required any more
	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?	x	Not required any more
	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 weekly briefings at school. Urgent messages are communicated via staff Whats App group message.
5. Assessing wellbeing	What arrangements are there in place for staff wellbeing?	√	Be Supported material has been shared with staff. Staff Wellbeing Team has been operating.
	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?	x	Not required any more

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?	√	Distancing not required any more. Staff briefings on Monday will highlight and encourage hygiene practices aswell as informing of any changes or adjustments to procedures. Regular reminders to staff. HT / DHT to observe / monitor procedures around school.