



## COVID-19 Workplace Safety Plan - St Saviour's School (updated on 21 August 2020)

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. This information will help employees to know exactly what to do and what to expect and is shared with them

The COVID-19 pandemic is an evolving situation – this plan is reviewed regularly and changes made as required.



### St Saviour's School Covid-19 Safety Plan September 2020

Department:	CYPES	Name of Manager completing the form:	Kirstie Williams and Sarah Jones
Div./ Group:	All Directorates		
Location:	St Saviour's School	Has this plan been agreed by your H&S Advisor and business continuity lead?	Yes
Date of completion:	UPDATED 21.8.20		
Revision Date:	Reviewed dynamically and at least every two weeks		

Refer to the Government of Jersey guidance on coronavirus [www.gov.je/coronavirus](http://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><b>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?</b></p>	<p>Risk – maintaining physical distancing for adults, cross contamination, infection control and anyone showing symptoms while at work.</p> <p><b>PLEASE SEE COMPLETED RISK ASSESSMENT</b></p> <ul style="list-style-type: none"> <li>• Business Continuity Plans (BCP) in place, currently, all staff working in the school.</li> <li>• Staff placement: follow Gov procedures and as per allocated class and job descriptions</li> <li>• Separately allocated classrooms for each year group bubble and school spaces and desk spacing to accommodate physical distancing between pupils and staff.</li> <li>• 3 distinct areas within the school for separate entry/exit and flow during the day</li> <li>• One-way system applied for movement around the building. Except if there is a fire.</li> <li>• Flexible and staggered school hours applied. But within existing hours allocation.</li> <li>• A safe return to work risk assessment completed with control measures implemented</li> <li>• Cleaning strategy developed and updated with control measures implemented.</li> <li>• Increased cleaning regimes and hygiene standards implemented.</li> </ul>	<p>BCP and staff review. Risk Assessment - updated</p> <p>Workplace mapping to ensure physical distancing – classroom, toilets, rest areas and one-way system</p> <p>One way system in the downstairs of the school and through the school library upstairs</p> <p>Hazard ID checklists completed for each area</p>	<p>Kirstie Williams Sarah Jones</p>

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	<ul style="list-style-type: none"> <li>• Controls and restrictions placed around welfare facilities (toilets, shared rest areas) i.e. allocated toilets/sinks/staff rooms.</li> <li>• Increased measures during longer break periods with 2m distancing at lunchtimes in staff rest areas</li> <li>• Bubbles of children in year groups, wherever possible, staff working with a single group of children. This is not the same for PE, PPA and some specific support staff.</li> <li>• Staff/children placement if showing symptoms: follow Gov procedures - in a single designated room and defined containment zone. Staff to wear PPE before entering any containment zone and remain in PPE until they leave.</li> <li>• PPE provided to staff supporting pupils with specific special needs, intimate care/toileting.</li> <li>• Use of individual IT equipment within classes and not shared between classes where possible. Any shared equipment will be cleaned with disinfectant wipes before use. Computer area developed to ensure 1 available per pupil – cleaning regime in place to clean after use.</li> <li>• Separately allocated offices/rooms and not sharing office spaces in school where possible. Cleaning regime in place to clean after use.</li> <li>• Allocated resources will be limited to each bubble and will not be used by other pupils</li> <li>• Resources sent home will be limited. Any resources taken home and returned will be stored for at least 24 hours before giving to another child (for example if a child brings back a</li> </ul>	<p>JPH/caretaker</p> <p>Allocated staff rest areas</p>	<p>Kirstie Williams and Sarah Jones</p>

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	<p>reading book on Monday then don't issue it to another child until Tuesday afternoon)</p> <ul style="list-style-type: none"> <li>• Sharing of stationery and other equipment will be limited. Pupils will have their own tray and stationery pack provided if they don't have their own.</li> <li>• Limited shared materials and surfaces (computers) will be cleaned and disinfected between users</li> <li>• Practical lessons can go ahead, equipment will be cleaned between users</li> <li>• There is a one-way system in each area of the school. Walking down the left side of the corridors and stairs to keep spaces between staff and pupils. Except if there is a fire (fire procedures have been updated and practice/drill will be held in September)</li> <li>• Limiting numbers of staff at a time in toilet, kitchen and reprographic areas – 3 areas made for rest breaks, tea and coffee – rainbow room, staffroom, and FS kitchen. 1m distance at breaktimes, 2 m distance at lunchtimes.</li> <li>• A hazard identification check sheet developed and implemented, to include building maintenance/inspections and emergency procedures reviews.</li> <li>• Emergency procedures (mental health first aiders, first aiders, fire marshals) in place with appropriate levels of first aiders and fire marshals in situ during working hours.</li> <li>• JPH mandatory PPM works completed to ensure building maintenance/inspection compliance.</li> </ul>		<p>Mark Sheldon and Kirstie Williams</p>

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<p><b>2.a How will you operate your work activities in a way that keeps colleagues and others safe from potential exposure to COVID-19?</b></p>	<ul style="list-style-type: none"> <li>• In-house cleaning will follow enhanced cleaning procedures and carried out by caretaker and contractors.</li> <li>• Clear signage and floor markings to help pupils and staff know where they should go, wait, walk etc.</li> <li>• On/off site meetings kept to a minimum and where possible remote meetings (Teams and StarLeaf) continue to be encouraged.</li> <li>• Risk assessments completed for staff and pupils who have any underlying illnesses.</li> <li>• The Government's guidelines on physical distancing applied on site for staff (1m/2m). Staff informed not to put themselves at risk if these are not being followed at meetings held offsite.</li> <li>• When interacting with other people, staff directed to ensure control measures are in place.</li> <li>• Surfaces, handles, switches etc. disinfected on a regular basis.</li> <li>• PPE provided for staff dealing with anyone showing signs of COVID-19 stored at the entrance to the designated room. PPE disposed of appropriately.</li> <li>• PPE provided to staff supporting pupils with special needs i.e. toileting/intimate care.</li> <li>• Follow the guidance on the use of cloth masks, with pupils and staff using them if they choose. Staff have been provided with a number of masks if they want to use them.</li> <li>• Hand sanitiser is supplied and readily available for staff, visitors and pupils throughout the school</li> </ul>	<p>Allocated spaces for work and breaks have been shared with all staff.</p>	<p>Kirstie Williams Sarah Jones</p>

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<p><b>2.b. For each area of your building/ workplace identify what adjustments you are making to ensure physical distancing and hygiene measures are maintained.</b></p>	<ul style="list-style-type: none"> <li>• Any children, parents, visitors or staff with any symptoms to not come onto the school site.</li> <li>• Office space only used for limited personnel and others not allowed to work in the office when the designated person is there due to limited space.</li> <li>• Any documents moved out of office to be signed out and worked on in other office spaces</li> <li>• Phones used by allocated members of staff, cleaned after use</li> <li>• Classrooms used by limited members of staff</li> <li>• Staff on rota or bubbles with groups of children.</li> <li>• Following the safe exit advice (Level 1) for schools and an updated COVID-19 home-school agreement created.</li> <li>• Consultation with all staff members about safety and taking on board their views.</li> <li>• Pupils will stay in the same class groups at all times. Class bubbles, in near phases may mix together ie Nursery/Reception, Y1/Y2, Y3/Y4, Y5/Y6 when necessary. Further mixing is not allowed this supports contact tracing.</li> <li>• The field will be split into 3 with a bubble allocated to 2 areas, allowing 1 area for PE sessions. Early Years and Year 1 pupils will access the outside areas with the astro turf, resources will be cleaned between class use. The playground will be used if the field is too wet, with markings half way across. Playtimes may need to be staggered depending on the weather.</li> <li>• Pupils will have their own tray and equipment.</li> </ul>	<p>Staff have classrooms/available allocated spaces for computer and phone use. Hall is used for one way system. Clear hygiene measures in place for increased cleaning. Clear signage Staff briefing on Wednesday 2<sup>nd</sup> September at 8.15am– all staff expected to attend and previously emailed the safety plan, risk assessment and home school agreement for information</p>	<p>Kirstie Williams Sarah Jones</p>

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	<ul style="list-style-type: none"> <li>Play equipment will be allocated to each class bubble and stored in a tub which only that bubble of pupils can use daily.</li> </ul>		
<b>3. What arrangements have you put in place to ensure the safety of service users/ visitors to the workplace?</b>	<ul style="list-style-type: none"> <li>Shorter staggered drop off and pick up times for all classes to limit amount of parents on site (5 minute intervals), only 1 adult to accompany their child.</li> <li>Visitors and parents asked not to come into the school - phone/email instead (except for emergencies)</li> <li>School secretary in office with a minimum 1m distance between anyone attending</li> <li>Any conversations with parents (e.g. informal as they drop off) to be outside in playground.</li> <li>Clear signage and instructions given to parents when dropping off their children in school.</li> <li>All staff told they must adhere to 1 metre physical distancing except in certain situations (e.g. first aid for a child, emergency situation).</li> <li>In-house will follow enhanced cleaning procedures.</li> <li>On/off site meetings kept to a minimum and where possible held remotely (Microsoft Teams used).</li> <li>Staff with underlying illness/issues are back to work having checked with their GP/Consultant and a risk assessment has been completed.</li> <li>The Government's (STAC) updated guidelines for schools on physical distancing applied and displayed on site including banner at school entrance so parents and visitors are aware.</li> </ul>	<p>Clear communication to parents</p> <p>Clear procedures already in place for children and staff coming into school.</p> <p>All staff informed to share concerns in line with Gov policy.</p>	<p>Kirstie Williams Sarah Jones</p>

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	<ul style="list-style-type: none"> <li>• Staff informed not to put themselves at risk if physical distancing is not being followed by others.</li> <li>• When interacting with other people staff directed to ensure control measures are in place.</li> <li>• Lone working risk assessment reviewed and updated (No staff lone working at present)</li> <li>• Touchdown surfaces, handles and switches disinfected on a regular basis. (following the CYPES cleaning strategy).</li> <li>• PPE provided for staff dealing with anyone showing signs of COVID-19.</li> <li>• Physical distancing – one at a time applied to toilets and waiting areas.</li> </ul>	PPE arrived and stored in First Aid Room (designated space)	
<b>4.How will you share this information with colleagues to ensure they all know how to keep themselves safe from exposure to COVID-19?</b>	<ul style="list-style-type: none"> <li>• Providing guidance (posters displayed), modelling good practice, asking staff to model following the rules on physical distancing between staff, safety plans and building and facilities hazard identification check sheet.</li> <li>• Meetings (physical and virtual) with staff and senior leads to discuss process implementation, distancing, hygiene and layers of protection. Full consultation with staff to help shape the school COVID-19 procedures and regular feedback/updates.</li> <li>• Weekly review meetings in place for staff team.</li> <li>• During planning and implementation - individual site meetings to provide support and advice with the development of safety plans, risk assessments and internal property reviews.</li> </ul>	Posters/signage in school Clear guidelines and advice in place Physical distancing as a high priority COVID-19 Risk assessment Clear lines of communication in school via email and virtual meetings	Kirstie Williams Sarah Jones           Nick Jewell, Mark Sheldon and Kirstie Williams



	<b>Describe what you will do</b>	<b>What is in place already</b>	<b>Identify officers responsible for agreed actions and employee responsibilities</b>
	<ul style="list-style-type: none"> <li>The department's Governance/Health and Safety team review via site visits. (Notes of visits and compliance inspections). Advice sought when necessary.</li> </ul>		
<b>5.How will you gather information to assess the wellbeing of your staff/pupils to ensure that they are safe to work/attend school?</b>	<ul style="list-style-type: none"> <li>Senior leads to have conversations with staff regarding well being and ensure any questions or concerns they have are considered and answered.</li> <li>Timetabled and planned well-being checks for pupils as part of the Recovery Curriculum.</li> <li>Follow-up procedures for absent workers, workplace contact tracing information (e.g. if off with Covid-19). Sign posting to corporate HR support and helplines i.e. AXA Be Supported.</li> <li>Return to work meetings for staff and check-in telephone conversation with families if pupils are absent.</li> <li>Corporate and in-house wellbeing surveys as appropriate.</li> <li>Informal check-ins with staff/pupils to find out if they are well when they come into school.</li> <li>Mental Health First Aider available on site</li> </ul>	<p>Regular informal messages to staff</p> <p>Weekly staff meetings and briefings to all staff</p> <p>ELSA</p> <p>Good relationships already in place within staff team and with pupils</p>	Kirstie Williams Sarah Jones
<b>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?</b>	<ul style="list-style-type: none"> <li>Isolation procedures in place - Staff/child or visitor placement: follow Gov procedures - in a single designated room so far as possible and defined containment zone. Room is an area with good ventilation. Staff wear PPE before entering any containment zone and remain in PPE until they leave the room. PPE disposed of appropriately.</li> </ul>	<p>Follow procedure in place for when an employee falls ill at work.</p> <p>Use designated First Aid room as contained space.</p>	Kirstie Williams Sarah Jones

	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"> <li>Gathering, recording and using workplace contact tracing information.</li> <li>Clean down procedures in operation.</li> <li>PPE provided for staff supporting staff and children with COVID-19 symptoms. Staff/Families are aware of the coronavirus helpline 01534 445566.</li> </ul>	First Aid facilities moved to two areas within school to support bubble groups.	
<b>7.How do any changes to the way you will be working impact on the risks of the work that you do?</b>	<ul style="list-style-type: none"> <li>Regular check-ins with staff and pupils about how they're coping with the changes to be completed.</li> <li>Staff feedback taken on board.</li> <li>Informal feedback from pupils and parents gained as children come back into school and through Smart Survey when appropriate.</li> <li>Department health and safety risk management systems fully implemented (policies and procedures disseminated and embedded into department processes).</li> <li>Security risks considered, and control measures implemented to accommodate changes in employee and pupil school patterns and numbers.</li> </ul>	<p>Staff meetings and pupil timetables</p> <p>H&amp;S Risk management systems in school.</p> <p>Following GoJ and CYPES policies.</p>	Kirstie Williams Sarah Jones
<b>8.How will you evaluate whether your work processes or risk controls are effective?</b>	<ul style="list-style-type: none"> <li>Regular meetings, Caretaker and staff meetings to review day to day operation of the staff and our safe exit strategy plans conducted with learning outcomes and improvements implemented and communicated to all key stakeholders.</li> <li>Notes of visits and compliance inspections will be conducted.</li> </ul>	<p>Review on a regular basis already in place.</p> <p>Monitoring of infection rates by</p>	Senior Leadership team Caretaker Administrator

	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"> <li>• A process of self-evaluation and continuous improvement implemented – Plan, Do, Check, Act.</li> <li>• Regular meetings and liaising with CYPES.</li> <li>• Staff feedback processes in place and relayed to line managers/senior officers.</li> </ul>	GoJ.	
<b>9. How will you monitor this plan to keep it on track?</b>	<ul style="list-style-type: none"> <li>• Regular meetings and feedback, especially with SLT, school secretary and caretaker.</li> </ul>	Team already in place and reviewing on a regular basis.	Senior Leadership team

## CHECKLIST

This checklist has been provided to assist you in completing the workplace safety plan. Not all the questions will be relevant to all types of workplaces.

When completing the Plan ensure you identify what you have done and how you have implemented the change. For example. ensured physical distancing is possible in the shared the shared kitchen area by removing all seating and marking out the floor with 2 metre squares.

QUESTION	ITEM	Comment and action taken
1. Risks	How will colleagues travel to and from work?	Car, bicycle and walking
	How will colleagues move about buildings, workshops, schools etc maintaining physical distancing?	As detailed above and in Risk Assessment Clear entrances and exits
	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 bubble spaces, offices, classrooms and signage displayed
	Is there a one-way system in and out of the building?	In areas this is applicable to. School now has multiple one way systems.
	How will physical distancing be managed for meetings when virtual meetings can't be held?	PD applied and virtual meetings wherever possible
	What cleaning arrangements are in place for the building?	Enhanced cleaning implemented – cleaning strategy developed Caretaker hourly cleaning of toilets, touch surfaces etc
	What cleaning arrangements are in place for workstations, surfaces and equipment?	Disinfectant wipes provided to staff, cleaning increased No hot desking (any computer/phone that is used outside of classrooms will be wiped down after use)
	Are there alternative arrangements to prevent sharing of desks, equipment etc? For workers using the same equipment how will you clean before and after use?	Separate offices/rooms/spaces or classrooms allocated Disinfectant wipes used
	How are you reducing building occupancy and by how much?	We aren't under the new STAC guidance
	Are hand sanitiser and wipes provided and where are they located? Is there enough? Who do staff tell if supplies run out?	Yes Tell the caretaker
	What notices are being displayed reminding colleagues of hygiene requirements and where are they?	Gov and school notices displayed around the site

	How is physical distancing managed in toilet areas/showers?	One at a time, notices displayed. Allocated rest facilities
	How is physical distancing managed in kitchen/canteen areas?	Only the number of staff in each bubbles allocated to each facility area PD maintained at all times in these areas
	Are colleagues aware they shouldn't share food, crockery etc with others?	Yes No preparation of food in these areas either
	Who are the first aiders, mental health first aiders, and fire marshals?	Reviewed and covered provided as part of the usual school rota Risk Assessment
	Are procedures in place if there is a fire and it is necessary to evacuate?	Yes – policy in place and fire action plans displayed Shared with pupils and staff
	How do we report accidents?	Policy in place and reported online
2. Safe Operation	Who needs to be in the workplace?	All staff
	What arrangements are being made for flexible working, staggered working times, homeworking, splitting teams, etc?	Staggered start and finish times, staff not expected to stay onsite before and after 15 mins of the pupils Access to Office 365 for all to support access anywhere
	Who will colleagues interact with?	Pupils, other staff, parents, limited visitors
	What arrangements are in place for meetings? Are you using remote working tools to hold meetings, close small meeting rooms or use them as offices for vulnerable workers?	PD with in the workplace, Microsoft Teams within school or at home.
	What arrangements are in place for lone workers?	Risk assessment completed
	What arrangements are there for staff who are out and about as part of their role?	Risk assessments completed in line with Government guidelines
	Has appropriate PPE been provided in accordance with public health guidelines?	PPE provided for staff dealing with anyone showing symptoms Masks and gloves available for staff use if they choose
	For front facing staff how will you reduce contact with service users? (staff rotas, reduced face to face activity, barriers, screens, etc.)	Physical distancing Reduction of people on site. Parents asked to drop off at outside doors at staggered times. Limited number of visitors on site

	What guidance, operating arrangements have been put in place for home visits?	Risk assessments completed in line with Government guidelines
	What extra equipment may be needed?	PPE and cleaning materials
	If physical distancing is not possible what alternative arrangements are in place to safeguard staff?	PD implemented Risk assessment to cover first aid. One way system in narrow corridors and staircases
	What arrangements are being made for delivery of mail and goods?	Deliveries to front reception areas – 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 area by caretaker.
3. Service Users	What arrangements are in place for service users, and other members of the public and visitors who may visit?	PD controls in place, sign in and out, registers kept. Caretaker contacted all regular delivery people and informed them of routines and times of arrival. VERY limited agreed visiting of the site by delivery companies and others.
	Have separate entrance/ exits/ facilities been put in place for service users/ visitors?	Yes
	How are you ensuring physical distancing is maintained in waiting areas/ queues/ service counters/ desks etc. Are you able to use outside areas, put barriers in place?	Outside areas used as much as possible. Footstep stickers inside. Cones of the playground for lining up to come in. Door entry system
	What alternative ways to provide services are being adopted?	Remotely if possible, even within school for meetings
	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?	Staff on a rota basis or within bubbles. Steps taken for front facing staff. School administrator or HT or Deputy on front of house at all times. Entry door in place to monitor anyone attempting to enter the building.

	How are you limiting the number of customers on site, promoting on-line service, encourage service users to come alone where possible?	Parents asked to not come into the school building, but call/email instead.
	How are you communicating the changes with your customers, what signage and visual aids are you using?	Signage displayed, barriers implemented, emails to parents, photographs to children and parents
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?	Regular staff meetings and emails to share information.
5. Assessing wellbeing	What arrangements are there in place for staff wellbeing?	Open lines of communication
	How do I access support for my staff?	Information given to staff about how to access well being support in school and through Government Well being support with our own staff
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?	Registers of children attending and staff who are in school kept. Contractors/visitors records are also kept including telephone numbers.
7. Work activity changes	Are there any new risks as a result of changes to working practices? How are they assessed?	Changes to how learning is delivered by staff to pupils. Risk assessments Supporting pupils with SEMH needs, they have individual risk assessments
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?	Regular reviews by the Senior Leadership team and other members of staff.

