



# Hautlieu School

## COVID-19 Workplace Safety Plan

### Introduction

The Government of Jersey requires all Schools that are intending to open on the 3<sup>rd</sup> September 2020 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 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, in conjunction with the CYPES Schools Guidance 20200825 currently in its draft form. 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 is to help all employees to know exactly what to do and what to expect and how we 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](mailto:Healthandsafetyhub@gov.je) and departmental business continuity lead to review and agree before submitting it to the Business Continuity Team [bcm@gov.je](mailto:bcm@gov.je) . Plans must be submitted by Friday 28<sup>th</sup> August 2020. (Plans must be submitted before employees return to the workplace.)**

### Department Details

<b>Department:</b>	CYPES	<b>Name of Manager completing the form:</b>	Jeremy (Jez) Payne
<b>Div./ Group:</b>	All Directorates		
<b>Location:</b>	Education department officers at Highlands College	<b>Has this plan been agreed by your H&amp;S Advisor and business continuity lead?</b>	YES
<b>Date of completion:</b>	17/06/20		
<b>Revision Date:</b>	20/06/20		
	31/08/2020		
	16/09/2020		
	24/09/2020		
	06/10/2020		
	04/11/2020		
	22/11/2020		
	13/12/2020		
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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
<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><b>Risk</b> – maintaining social distancing, cross contamination, infection control and staff showing symptoms while at work.</p> <ul style="list-style-type: none"> <li>Business Continuity Plans (BCP) in place with teams (A&amp;B) working both remotely home in the office. <b>BCP will be monitored by SLG</b></li> <li>Staff placement: follow Gov procedures - in a single designated room and defined containment zone. Staff to wear PPE before entering any containment zone and remain in PPE until they leave.</li> </ul>	BCP and staff review.  Workplace mapping to ensure social distancing  Posters indicating social	Jez Payne and Kate Blackhall

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	<p>Designated Room Is the Medical Room in school with alternate First Aid provision being accessed from the Meeting room in the West Atrium when required</p> <ul style="list-style-type: none"> <li>Separately allocated offices and desk spacing to accommodate physical distancing. Access and control being enforced on areas such as Administration, Finance and the SEN offices, along with Staff room and marking room. Only two staff at a time are to use the reprographics area and must use the photocopiers nearest and furthest away from the entry point.</li> <li>One-way system applied for movement around the building. Except if there is a fire. Interconnecting display boards have been provided in the pinch points in corridors where social distancing would be difficult to achieve. All other routes have been re-designated as two-way routes. To restrict the movement of students around school and minimise their interaction a keep left circulation has been imposed for example on all staircases and in all corridors</li> <li>Use of face coverings by members of the school community All students and staff are required to wear their face covering when inside the school buildings and not eating or drinking. Masks should be changed daily, and visors cleaned at least once per day using warm water and soap, and be dried using the microfibre cloths available around school. Any member of the school community who has a special need, disability or condition that would make it difficult to wear a face covering can collect an exemption lanyard from Reception.</li> <li>Flexible and staggered working hours applied. But within existing hours allocation. Staggered starts for students to access the building and reduce interaction. Year 10, Year 11 and Year 12 students will be attending from 08:35 hrs however for students who travel by school bus then their arrival times will be staggered by the bus timetable and they will be directed to sanitise and attend their mentor rooms on arrival. The school day will end for Y12 and Y13 at 3:15pm, and at 3:20pm for Y10 and Y11</li> </ul>	<p>distancing and promoting good hand hygiene</p>	

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	<p>Access to the Restaurant to be for Y10 and Y11 only at first break and lunchtime. Y12 and Y13 to access the Restaurant between 12 and 1pm only except during examination periods when this will change to Year 10 and Year 11 access only at first break and between 12:20 and 12:45, and Year 13 students access between 12:45 and 1:30.</p> <p>A safe return to work risk assessment completed with control measures implemented</p> <p>Updated Risk assessment completed and attached as Appendices</p> <ul style="list-style-type: none"> <li>• Cleaning strategy developed with control measures implemented. Updated Cleaning Strategy has been developed and briefing carried out with all cleaning staff, Site team hours adjusted to cover all predicted contingencies and maintain high hygiene standards. Additions to the cleaning strategy added to encompass P.E the sports hall, music and during examinations.</li> <li>• Increased cleaning regimes and hygiene standards implemented. Additional cleaning to be implemented throughout the day. The areas that have been used and accessed around the school to be identified each day and disinfected. Prevention of access into areas which have not been specifically planned for use. The cleaning regime is being monitored additional cleaning staff have been employed to keep standards at the level required. Additional cleaners have been requested and will be reviewed on a regular basis to make sure that standards are maintained.</li> </ul> <p>On completion of <b>all</b> lessons throughout the day the teachers are to distribute disinfectant wipes so that the students can wipe down their own desks and chairs before leaving the classroom. Students will dispose of the wipes in the bins provided.</p> <p>Teachers are asked to wipe their desk, keyboards and workstations down if they are sharing a classroom with others.</p>		

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	<ul style="list-style-type: none"> <li>• <b>Monitoring of CO2 Levels</b> CO2 monitors provided by CYPES have been fitted in the Hall and are checked a minimum of twice a day. Additional ventilation of the room using internal and external doors as required based on these readings. Readings provided to CYPES on a regular basis as requested.</li> <li>• Controls and restrictions placed around welfare facilities (toilets, shared rest areas). Specified areas that are particular to Staff such as Admin, Finance and the Staff room and Staff toilets are to be cleaned on regular basis throughout the day by inhouse cleaning staff</li> <li>• Two members of staff at a time in toilet and reprographic areas. Signs to be erected to emphasise the need for physical distancing and the need to remain a minimum of 1m apart where required. Signage to indicate areas for both students and staff that require them to allow for a “two at a time” approach.</li> <li>• A hazard identification check sheet developed and implemented, to include building maintenance/inspections and emergency procedures reviews. Existing Hazard identification sheets to be repurposed for reviews of standards/ Inspections and procedures</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. Emergency procedure reviews conducted to comply with regulations and lists of available staff contained within BCP</li> </ul> <p>Regular monitoring of Fire Marshall numbers and availability to make sure that there are sufficient numbers to effectively evacuate the building if required.</p> <ul style="list-style-type: none"> <li>• JPH mandatory PPM works completed to ensure building maintenance/inspection compliance.</li> </ul>		

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	<p>A close liaison is being maintained between Jersey Property Holdings (JPH) and the sub-contractors so that all of the statutory obligations have been carried out since the Covid-19 pandemic outbreak this will continue and their attendance will be scheduled to minimise the interaction with Staff and Students.</p> <p>Under current guidelines the number of visitors to site during the normal working day will be minimised and all subcontractors asked to work out of hours if possible. Where this is impracticable if there is any interaction with those areas being used by students then the students will be removed prior to the work starting and the area disinfected before they are allowed back.</p>		
<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>Teams separated with staff working both remotely and in the office. All members of staff are expected as default to be at work unless otherwise directed by senior management. Areas such as Admin, Finance and SEN offices to have restricted access to allow for proper physical distancing and for Staff to conduct their additional daily tasks with minimal disturbance</li> <li>In-house and contracted cleaning services will follow enhanced cleaning procedures. Cleaning strategy has been implemented whereby all contracted staff are to attend during their contracted working hours and are to disinfect all areas that have been in use by the Students, Staff and others. This will vary on a daily basis and will be directed by Caretaking staff in the absence of sub-contractor supervision.</li> </ul> <p>Inhouse and contract staff that are present during the day will concentrate on the repeated cleaning and disinfection of all toilets, rest rooms and the medical room, LRC, The tables within the Year 12 zone in the Hall &amp; marquee and year 13 zone in the Canteen &amp; marquee, key touch points and handrails. They will be the cleaners that are given the appropriate PPE should a suspected case use the designated room and it requires further deep cleaning</p>	<p>Risk assessment completed and included as an appendix to this document</p> <p>As the school has not been completely shut since the Covid-</p>	<p>Nick Falle, Jez Payne and Kate Blackhall</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"> <li>On/off site meetings kept to a minimum and where possible remote meetings (Teams, Star Leaf and Zoom) encouraged. This will continue as this has been set up and is working at present</li> <li>BCP and line managers agree who needs to be in the workplace taking into consideration staff with underlying illness/issues. Staff who fall within government guidelines to discuss their individual needs with either NF/KBL and risk assess as appropriate.</li> <li>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. Physical distancing rules have been applied and the school has been set to minimise the risk to staff and students by the use of contraflows and one ways systems. And the additional zones within the school to separate year groups plus restricted access to the Restaurant which is closely monitored by duty staff at break and lunchtimes.</li> <li>When interacting with other people/businesses staff directed to ensure control measures are in place. SIMS is to be used for timely and accurate registration and signing in procedures are in place in reception for visitors and subcontractors. All teachers must provide an up to date seating plan for each class and room that they teach in and are responsible for updating this when required in order to support the contact tracing process. If on cover, staff must ensure that students sit in the correct seat at all times</li> </ul> <p>Hand sanitiser is available and most of the visitors that come to site is through prior arrangement to allow for times/dates and location to be planned. This will allow for the proper recording of details for all visitors to the school site for the Track and Trace purposes should they be required. <b>Staff are required to wear a face covering when</b></p>	<p>19 pandemic outbreak. The senior team will continue to conduct Team meetings with those members of staff who are still isolating to check on their welfare.</p> <p>Teachers will still be required to set work and interact with those students who are unable to</p>	



	Describe what you will do			What is in place already	Identify officers responsible for agreed actions and employee responsibilities	
	<p><b>inside the school building and not eating or drinking</b>, and all visitors should be wearing a face covering when in school.</p> <ul style="list-style-type: none"> <li>A separate lone working risk assessment reviewed, updated and circulated to all staff. Lone working procedures are in place and reviewed regularly. The use of lifts is discouraged unless absolutely necessary. There will be no occasion where staff will be on their own in the building during normal opening hours.</li> <li>Touchdown surfaces, handles, switches etc. disinfected on a regular basis. Use of inhouse and contracted cleaning staff that work throughout the day to concentrate on All toilets, staff room and communal areas wiping down banisters, door handles and push plates, tables within Year 12 and Year 13 zones.</li> <li>PPE provided for staff dealing with anyone showing signs of COVID-19. Full PPE has been provided in the Medical room, disposable aprons, face masks, gloves and face shields, outside of each medical bay, there is then a clinical waste bin for all discarded PPE which will be double bagged for disposal.</li> </ul>			attend in school in line with the Home Learning Guidelines		
<b>2.b. For each area of your building/ workplace identify what adjustments you are</b>	No	Location	Description		Review and staff mapping complete	Nick Falle, Kate Blackhall and Jez Payne
	1	Hall	Will seat maximum 448			
	2	LRC	Will seat maximum 150			
	3	Maths 1	Seats Max 26			
	4	Maths 2	Seats Max 28			
	5	Maths 3	Seats Max 26			
	6	Maths 4	Seats Max 26			
	7	Maths 5	Seats Max 30			
	8	Maths 6	Seats Max 28			
	9	Geography	28 Students			

	Describe what you will do			What is in place already	Identify officers responsible for agreed actions and employee responsibilities
<b>making to ensure physical distancing and hygiene measures are maintained.</b>	10	ICT1	24 Students at computers + 6 desks		
	11	ICT2	23 Students at computers + 6 desks		
	12	ICT3	24 Students at computers + 6 desks		
	13	ICT4	26 Students at computers + 6 desks		
	14	ICT5	24 Students at computers + 6 desks		
	15	ICT6	25 Students at computers + 6 desks		
	16	ICT7	24 Students at computers + 6 desks		
	17	ICT8	21 Students at computers + 6 desks		
	18	English 1	28 Students		
	19	English 2	28 Students		
	20	English 3	28 Students		
	21	English 4	28 Students		
	22	English 5	28 Students		
	23	Psychology 1	26 Students		
	24	Psychology 2	36 Students		
	25	Psychology 3	28 Students		
	26	Biology 1	24 Students on desks + lab tables		
	27	Biology 2	24 Students on desks + lab tables		
	28	Biology 3	24 Students on desks + lab tables		
	29	Chemistry 1	24 Students on desks + lab tables		
30	Chemistry 2	24 Students on desks + lab tables			
31	Physics 1	24 Students on desks + lab tables			
32	Physics 2	24 Students on desks + lab tables			
33	MFL 1	26 Students			
34	MFL 2	28 Students			
35	MFL 3	24 Students			
36	MFL4	24 Students			

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	<table border="1"> <tr><td>37</td><td>History 1</td><td>28 Students</td></tr> <tr><td>38</td><td>History 2</td><td>28 Students</td></tr> <tr><td>39</td><td>History 3</td><td>28 Students</td></tr> <tr><td>40</td><td>Phil/Ethics 1</td><td>28 Students</td></tr> <tr><td>41</td><td>Phil/Ethics 2</td><td>28 Students</td></tr> <tr><td>42</td><td>Sports/Science</td><td>28 Students</td></tr> <tr><td>43</td><td>Media 1</td><td>18 Students sat at computers +6</td></tr> <tr><td>44</td><td>Media 2</td><td>16 Students sat at computers +6</td></tr> <tr><td>45</td><td>Photography 1</td><td>14 Students sat at computers +6</td></tr> <tr><td>46</td><td>DT classroom</td><td>17 Students sat at computers +4</td></tr> <tr><td>47</td><td>DT workshop</td><td>9 Students evenly spaced around the equipment</td></tr> <tr><td>48</td><td>Drama 1</td><td>25 Students evenly spaced on chairs</td></tr> <tr><td>49</td><td>Drama 2</td><td>25 Students evenly spaced on chairs</td></tr> <tr><td>50</td><td>Music Tech</td><td>13 Students sat at computers +6</td></tr> <tr><td>51</td><td>Music 1</td><td>16 Students sat at computers +6</td></tr> <tr><td>52</td><td>Music Practice</td><td>4 rooms 1 student in each</td></tr> <tr><td>53</td><td>Art 1</td><td>16 Students</td></tr> <tr><td>54</td><td>Art 2</td><td>16 Students</td></tr> <tr><td>55</td><td>Art 3</td><td>24 Students</td></tr> <tr><td>56</td><td>Dry room</td><td>10 Students</td></tr> </table>	37	History 1	28 Students	38	History 2	28 Students	39	History 3	28 Students	40	Phil/Ethics 1	28 Students	41	Phil/Ethics 2	28 Students	42	Sports/Science	28 Students	43	Media 1	18 Students sat at computers +6	44	Media 2	16 Students sat at computers +6	45	Photography 1	14 Students sat at computers +6	46	DT classroom	17 Students sat at computers +4	47	DT workshop	9 Students evenly spaced around the equipment	48	Drama 1	25 Students evenly spaced on chairs	49	Drama 2	25 Students evenly spaced on chairs	50	Music Tech	13 Students sat at computers +6	51	Music 1	16 Students sat at computers +6	52	Music Practice	4 rooms 1 student in each	53	Art 1	16 Students	54	Art 2	16 Students	55	Art 3	24 Students	56	Dry room	10 Students				
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	Where required, IT support will be provided for those teaching in the LRC and Hall																																																																
<b>3. What arrangements</b>	<ul style="list-style-type: none"> <li>Teams separated with staff working both remotely and in the office.</li> </ul>				Nick Falle,																																																												

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<p>ents have you put in place to ensure the safety of service users/ visitors to the workplace ?</p>	<p>Visitors should be arranged where possible for those times outside the normal school day. If this is not possible then the students should be removed from the area that is affected and the area cleaned and sanitized again after the work has been completed and before allowing the students to return.</p> <p>Any visitors to the site for educational purposes need to be discussed with SLG on advance of their scheduled visit. All visitors to the site are to wear a face covering and immediately sanitise their hands and then sign in a reception and then wait to be collected by whomever they are on site to see.</p> <p>All sub-contractors to be met by a member of the Site team, maintain social distancing where possible and wear a face covering whilst on the school site.</p> <ul style="list-style-type: none"> <li>In-house and contracted cleaning services will follow enhanced cleaning procedures. As per previous entry on Cleaning Strategy</li> <li>On/off site meetings kept to a minimum and where possible held remotely (Teams, Star Leaf and Zoom encouraged). As per previous entry</li> <li>BCP and line managers agree who needs to be in the workplace taking into consideration staff with underlying illness/issues. SLG to formulate the list of available staff for BCP, consideration given to minimum staffing levels with built in redundancy measures and additional cover if required. All other staff are expected to be in work and assist to maintain physical distancing across the School Community within the school estate on a daily basis.</li> <li>The Government’s guidelines on social distancing applied and displayed on site</li> </ul>		<p>Kate Blackhall and Jez Payne</p>

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	<p>Signage all around the school to reiterate government guidelines on social distancing.</p> <ul style="list-style-type: none"> <li>Staff informed not to put themselves at risk if SD is not being followed at meetings held offsite/elsewhere. Full staff briefing to include the risk assessment and what measures are to be taken if they do not feel social distancing and use of face coverings are being adhered to or students and staff are ignoring guidelines. Further communication to all staff to re-read the documentation as additions for ventilation, seating plans and travel guidance has been added and updated.</li> </ul> <p>All Staff will be expected to enforce the “Keep Left” circulation requirement by both staff and Students any concerns are to be directed in an e mail to the Site manager for consideration and resolution.</p> <ul style="list-style-type: none"> <li>When interacting with other people/businesses staff directed to ensure control measures are in place. Control Measures as previous entry</li> <li>A separate lone working risk assessment reviewed, updated and circulated to all staff. Lone working control measures as previous entry</li> <li>Touchdown surfaces, handles and switches disinfected on a regular basis. (Cleaning strategy developed). Cleaning Strategy as per previous entry</li> <li>PPE provided for staff dealing with anyone showing signs of COVID-19. Full PPE has been provided in the Medical room, disposable aprons, face masks, gloves and face shields, outside of each medical bay, discarded PPE in clinical waste bin for disposal.</li> </ul>		

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	<p>Where suspected case of Covid-19 has been identified then bed linen to be changed and washed</p> <ul style="list-style-type: none"> <li>Physical distancing – two at a time applied to toilets, kitchens and reprographic and waiting areas - separation barriers or screens if required. Signs to be erected on Toilet Doors and Duty Staff to monitor that the “Two Only” rule is applied to All toilets. Reprographics will now allow for two staff members to use the area as long as they social distance and wipe the touchpads after use.</li> <li>Use of face coverings by members of the school community All students and staff are required to wear their face covering when inside the school building and not eating or drinking. Masks should be changed daily, and visors cleaned at least once per day using warm water and soap, and then dried using the microfibre cloths available throughout the school site. Any member of the school community who has a special need, disability or condition that would make it difficult to wear a face covering can collect an exemption lanyard from Reception.</li> <li>Staff and student testing All staff and students in Y12 and Y13 to be given the opportunity for PCR testing on a half termly basis. Lateral flow testing kits are available to all staff from the Hautlieu Site Office and staff are encouraged to participate in twice weekly testing at home and submit their test results through the Government of Jersey portal. Parents and Carers can register for LFT via the Government of Jersey website and order LFT testing kits for students to participate in twice weekly testing at home. If a student is identified as a direct contact then they should undertake Lateral Flow Testing for 10 days following identification as a direct contact using these LFT kits. An emergency supply of LFT kits are available from the Hautlieu Site Office in the event that a student is identified as a direct contact and their household is running low or has no tests left.</li> </ul>		

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<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"> <li>• Providing guidance (posters displayed), generic risk assessments, example safety plans and building and facilities hazard identification check sheet. The student timetable, risk assessments, workplace safety plan and posters will be shared with all staff members via internal e-mails, also physical copies to be available for all those members of staff who cannot access a school account and the basics to be translated into the relevant languages. Face to face briefing for all other staff.</li> <li>• Team Meetings with staff, Unions and senior leads to discuss process implementation, distancing, hygiene and layers of protection. These meetings are in progress and the relevant approved documentation shared when required.</li> <li>• Weekly review meetings in place. Weekly Site Manager and Business manager review meetings are held on a Monday morning with Deputy head</li> <li>• During implementation - individual site meetings to provide support and advice with the development of safety plans, risk assessments and internal property reviews. Working team has been established for meetings to identify information, look at current legislation and government guidelines. This has led to the formulation and implementation of the working strategy documentation.</li> </ul> <p>Any concerns and questions from Students and Staff are to be emailed to the Site manager for consideration and resolution in line with Current Government guidelines. Any adjustments to the documentation or working practices will be circulated to all staff members in a timely fashion</p> <ul style="list-style-type: none"> <li>• The department's Governance and staff Hub teams regularly reviewed via site visits. (Notes of visits and compliance inspections.</li> </ul>	<p>Health, safety and wellbeing advice on MyStates.</p> <p>COVID-19 Risk assessment template (see link above)</p>	<p>Nick Falle, Kate Blackhall and Jez Payne</p>

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	<p>Welcome the departments governance and staff hub teams who may wish to inspect the site, and compliance with procedures and policies as agreed. The latest visit was conducted on 6<sup>th</sup> January 2021.</p>		
<p><b>5.How will you gather information to assess the wellbeing of your staff to ensure that they are safe to work?</b></p>	<ul style="list-style-type: none"> <li>Senior leads and line managers to complete wellbeing checks with their teams/staff. This currently being done to make sure that they all feel included and have an idea of what will be expected of them. All documentation was shared with Staff prior to the start back at school with updates given at Inset. Regular reviews have been conducted (minimum every weekly site meeting), findings implemented, and updates circulated with changes being highlighted in a different colour for clarity</li> <li>Regular updates and discuss and agree with line managers what options are available with workers for how checks/follow-up meetings will be made. As per previous entry any members of staff that have a problem to contact NF or KBL to discuss their needs this has been conveyed to them.</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. Administration and SLG to follow up on any absence and required action if any members of the Hautlieu Community contract Covid-19 on the direction of the track and trace team. Staff, parents and students should be directed to the advice on gov.je regarding isolation requirements: <a href="https://www.gov.je/health/coronavirus/educationchildcare/pages/reopeningofschoools.aspx#IsolationChildren">https://www.gov.je/health/coronavirus/educationchildcare/pages/reopeningofschoools.aspx#IsolationChildren</a></li> <li>Return to work meetings. As and when required initial contact to be made by phone or zoom face time meetings</li> </ul>	<p>Hautlieu Risk Assessment</p> <p>Safe Working Plan</p> <p>Hautlieu Cleaning Strategy</p>	<p>All Staff</p> <p>All line managers</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"> <li>Corporate and in-house wellbeing surveys. Where departmental surveys have been requested then all staff have been encouraged to take part. A checklist of concerns will be compiled by the Site manager so that they can be considered and addressed accordingly</li> <li>Meeting with staff to find out if they are well when they come to work. If Staff are unwell follow procedure outlined in Risk assessment and contact Covid helpline. Staff, should be directed to the advice on gov.je regarding isolation requirements: <a href="https://www.gov.je/health/coronavirus/educationchildcare/pages/reopeningofschools.aspx#IsolationChildren">https://www.gov.je/health/coronavirus/educationchildcare/pages/reopeningofschools.aspx#IsolationChildren</a></li> </ul>		
<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/student/patient placement: follow Gov procedures - in a single designated room so far as possible and defined containment zone. Staff should wear PPE before entering any containment zone and remain in PPE until they leave. As previous Entry for isolation if a member of staff or Student falls ill whilst in school.</li> <li>Gathering, recording and using workplace contact tracing information. Register held for all cleaning staff, Sub-Contractors and visitors within reception, Students and Staff to be marked on SIM system.</li> <li>Clean down procedures (both in-house and contracted services) in operation. As per previous entry on Cleaning Strategy regular clean downs conducted throughout the day by inhouse staff. Cleaning schedule for Oakfield sports centre created and contracted staff cleaning areas used between year group lessons. Touch surfaces and door handles</li> </ul>	<p>Follow procedure in place for when an employee falls ill at work.</p> <p>Use designated rooms.</p> <p>See Risk Assessment</p>	<p>Kate Blackhall and Jez Payne</p>

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
<b>Attach agreed procedure.</b>	<ul style="list-style-type: none"> <li>PPE provided for staff supporting staff and children with COVID-19 symptoms. Staff are aware of the coronavirus helpline 01534 445566. Full PPE has been provided in the Medical room, disposable aprons, face masks, gloves and face shields, outside of each medical bay, discarded PPE in clinical waste bin for disposal.</li> </ul>	Alternative room identified as second First aid room incase the dedicated medical room is being used for suspected Covid-19 patient	
<b>7.How do any changes to the way you will be working impact on the risks of</b>	<ul style="list-style-type: none"> <li>Hazard identification checks completed in line with department policy with new control measures implemented. As previous entry existing Hazard identification sheet to be used for risk reviews</li> <li>Review existing critical risks and whether changes will affect current risk management of a return to work. A review has been carried out on Fire evacuation procedures to make sure that sufficient staff available to cover critical areas. Numbers of available Fire Marshalls closely monitored to allow for sufficient numbers to control effective evacuation in an emergency.</li> </ul>	H&S Risk management systems	Nick Falle, Kate Blackhall and Jez Payne

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
the work that you do?	<ul style="list-style-type: none"> <li>Regular check-ins with colleagues about how they're coping with the changes to be completed. Email feedback requests to all staff on the way in which the school is being used, the circulation of staff and students and any other concerns that they might have</li> <li>Staff feedback and learning log during the return to work will be developed. Any emails to the Site Manager over concerns will be compiled as a learning Log, these will be discussed at weekly managers meeting and can be implemented in a timely fashion. All other urgent concerns will be discussed, and a resolution sourced immediately.</li> <li>Department health and safety risk management systems fully implemented (policies and procedures disseminated and embedded into department processes). Department Policies adhered to within the existing Hautlieu Policies and Procedures</li> <li>Security risks considered, and control measures implemented to accommodate changes in employee work patterns and numbers. See the Risk Assessment</li> </ul>		
8.How will you evaluate whether your work processes or risk controls are	<ul style="list-style-type: none"> <li>Regular SLG meetings and operational reviews of our safe exit strategy plans conducted with learning outcomes and improvements implemented and communicated to all key stakeholders. All findings to be disseminated to all staff members at the earliest opportunity to be open and transparent and accountable to Staff and Students</li> <li>Notes of visits and compliance inspections will be conducted. To be included as part of the review process</li> <li>A process of self-evaluation and continuous improvement implemented – Plan, Do, Check, Act.</li> </ul>		Nick Falle, Kate Blackhall and Jez Payne

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
effective?	<p>Use of the National decision-making model to be implemented as gives more robust and accountable result; Gather information, Assess the risk and threat, Look at Policies and procedures, consider the options and devise working strategy, Action and review</p> <ul style="list-style-type: none"> <li>Regular meetings with section leaders and senior management teams. Weekly team meetings and SLG discussion to be fed back to all staff, daily meetings if required to respond to any rapidly changing situation</li> <li>Staff feedback processes in place and relayed to line managers/senior officers. Use of internal E mails and the staff briefing forum on Monday afternoons use Teams technology for virtual meetings to prevent large gatherings of staff</li> <li>Buddy systems implemented to assist those for whom English is not their first language. Those staff members who are identified to be given opportunity to have updates provided in their native language.</li> <li><b>CO2 Monitors</b> CO2 monitors provided by CYPES have been fitted in the Hall and are checked a minimum of twice a day. Additional ventilation of the room using internal and external doors as required based on these readings with further checks conducted as required. Readings provided to CYPES on a regular basis as requested.</li> </ul>		
9. How will you monitor this plan to keep it on track?	<ul style="list-style-type: none"> <li>Regular SLG operational reviews of our safe exit strategy plans conducted with learning outcomes and improvements implemented and communicated to all key stakeholders.</li> <li>Implementation team reviews.</li> </ul>	Team agreed	SLG and Jez Payne

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
	Heads of faculty to be first point of contact for staff to review the situation which can then be fed back to SLG		

## 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 will be encouraged. There is car parking available as normal
	How will colleagues move about buildings, workshops, schools etc maintaining safe distancing?	As detailed above Open zones allow for social distancing, where pinch points occur separated by 1.8m high boards. Strict controls on access to the Restaurant for a 'grab and go'

		<p>food service as detailed in the risk assessment</p> <p>All students and staff are required to wear face coverings when inside the school building and not eating or drinking. Masks should be changed daily, and visors cleaned at least once a day using warm water and soap, and then dried using a microfibre cloth. Any member of the school community who has a special need, disability or condition that would make it difficult to wear a face covering can collect an exemption lanyard from Reception.</p>
	<p>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?</p>	<p>Physical distancing (SD) controls applied, separate officers and signage displayed. Under current guidelines the Students no longer have to social distance. Teachers and Staff are required to maintain minimum of 1M distance.</p>
	<p>Is there a one-way system in and out of the building?</p>	<p>Yes all Staff and Students to adhere to "Keep Left" guidelines and signage</p>
	<p>How will safe distancing be managed for meetings when virtual meetings can't be held?</p>	<p>SD applied, remote working and virtual meetings.</p> <p>If unable to use virtual meetings, then discussions</p>

		<p>with Site manager who will allocate a bigger room to allow social distancing and then have that room disinfected properly</p> <p>Assemblies are strongly discouraged at the present time; any proposed assemblies need to be discussed with CMJ and can only include one year group bubble</p> <p>School performances and events are also now allowed to recommence but subject to strict control measures; and proposed events need to be fully risk assessed and should be discussed with KBL and JCP in the first instance.</p>
	<p>What cleaning arrangements are in place for the building?</p>	<p>Enhanced cleaning implemented – cleaning strategy developed Please see risk assessment</p>
	<p>What cleaning arrangements are in place for workstations, surfaces and equipment?</p>	<p>Disinfectant wipes provided in Class, cleaning increased Workstations are set to be packed in certain manner keyboards under monitors and when used to be left out so each station easily identified for cleaning. Disinfectant wipes to be provided for teachers to clean their own workstations</p>

		Cleaning of examination rooms to take place between morning and afternoon sessions.
	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 officers allocated Rooms that are used identified to Site team who will then make sure they are disinfected, as above teachers will be responsible for their own computers/laptops
	How are you reducing building occupancy and by how much?	See risk assessment
	Are hand sanitiser and wipes provided and where are they located? Is there enough? Who do staff tell if supplies run out?	Yes Hand sanitiser stations around open atrium points so that Students and staff can socially distance themselves whilst waiting to use them also regular staff checks to maintain supplies of wipes which must remain in the allocated rooms. The Site team informed when they are running low. Hand sanitiser provided in all classrooms for staff and students to sanitise their hands when handling their face coverings. Staff must store the hand sanitiser carefully when leaving the classroom, and duty staff be vigilant to any misuse.
	What notices are being displayed reminding colleagues of hygiene requirements and where are they?	Gov notices displayed Additional notices giving directions and distancing



		<p>notices developed to be in keeping with student age</p>
	<p>How is safe distancing managed in toilet areas/showers?</p>	<p>Two at a time, notices displayed</p> <p>Students encouraged to maintain only two to use the toilets at any one-time, regular checks by duty staff.</p> <p>Staff Showers are permissible to be used however cleaning products will left in shower area to allow for Staff members to wipe down cubicles every time after use</p>
	<p>How is safe distancing managed in kitchen/canteen areas?</p>	<p>Staff to maintain physical distancing in the Staffroom</p> <p>Years 10 and Year 11 only are permitted to purchase items during first break and at lunchtime</p> <p>Year 12 and Year 13 students are only permitted to purchase items between 12 and 1pm</p> <p>During Examination periods as communicated to the whole school community by Mr Campbell, breaks between lessons will be taken in different congregational areas and be confirmed via email, assemblies and mentor time for each examination period.</p> <p>All students may make use of any outside areas on the</p>

		<p>main school site or the courts area at Oakfield.</p> <p>Duty staff to monitor and ensure that the correct students access the servery at breaks and lunchtime  Duty staff to monitor students maintaining 1m distance when queueing  To speed up the service all food will be 'grab and go' and students will be permitted to take their purchased items back to their allocated year group zones for consumption  All rubbish to be disposed of in bins in each year group zone and these to be emptied regularly throughout the day</p>
	<p>Are colleagues aware they shouldn't share food, crockery etc with others?</p>	<p>Yes</p> <p>Facilities will continue to be available to make hot or cold beverages, social distancing of 2m to apply at all times.  Staff must manage their own cups, they are to be returned and washed by the individual staff member, and stored in their pigeonholes when not in use, not left in rooms or the sink.</p> <p>When using the staffroom  Staff must try and maintain a minimum of 2m distancing as</p>

		<p>good practice and the furniture has been re-arranged to encourage this. Where this is not possible (i.e. attending at the boiler or fridges) then Staff to remain at a minimum of 1m for the shortest time possible.</p> <p>All Staff to provide their own cups, crockery, cutlery and wash their own items every time.</p> <p>Staff should avoid any shared food items including cakes and boxes of sweets both in the staffroom and across the school site.</p> <p>When not eating or drinking staff should be wearing a face covering when in the Staffroom.</p> <p>Food can be prepared in the staffroom. Microwaves and toasters can be used but the controls <b>must</b> be wiped before and after <b>every</b> use using the cleaning materials provided. If staff are using the blue cover provided then this must also be thoroughly cleaned by the staff member before and after each use.</p>
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		Fridges will be strictly monitored, and all food must be in covered containers. anything that is found to be open will be disposed of. The room will be well-ventilated with a view to inclement weather. Site team to ensure that bins for tissues and hand towels are emptied throughout the day in accordance with the cleaning strategy
	Who are the first aiders, mental health first aiders, and fire marshals?	Reviewed and covered provided Numbers to be reviewed daily for cover
	Are procedures in place if there is a fire and it is necessary to evacuate?	Yes – policy in place and fire action plans displayed All current and up to date
	How do we report accidents?	Policy in place and reported online As per usual policy
2. Safe Operation	Who needs to be in the workplace?	Minimum numbers for teaching and marshalling duties, all other staff are expected to return to the workplace.
	What arrangements are being made for flexible working, staggered working times, homeworking, splitting teams, etc?	As per updated guidance
	Who will colleagues interact with?	Work colleagues and students Visitors will be kept to minimum

	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?	Teams
	What arrangements are in place for lone workers?	No Lone workers envisaged on site
	<p>What arrangements are there for staff who are out and about as part of their role?</p> <p>Any wellbeing checks are completed using physical distancing guidelines.</p> <p>All home visits have been actively discouraged at this time, individually risk assessed where this can not be avoided.</p>	<p>Trips and visits on Island need to be discussed with NF in the first instance and if approved follow the measures outlined in the risk assessment. All off Island trips are still not permitted.</p> <p>The risk assessment has been updated to include special measures for any visitors coming on site for educational purposes only.</p>
	Has appropriate PPE been provided in accordance with public health guidelines?	<p>PPE provided for staff dealing with anyone showing symptoms</p> <p>Full PPE provided in Medical room</p> <p>Staff should provide their own face coverings to wear outside of lessons. Reusable masks can be collected from the Site Manager if required, and an emergency supply of disposable face coverings can be obtained from the School Office.</p>
	For front facing staff how will you reduce contact with service users? (staff rotas, reduced face to face activity, barriers, screens, etc.)	Please see risk assessment a barrier has been installed on the reception desk.

	What guidance, operating arrangements have been put in place for home visits?	Home visits are being actively discouraged. Each case to be individually risk assessed and appropriate action taken after thorough consultation. Physical distancing to be maintained at all times
	What extra equipment may be needed?	PPE and cleaning materials Sufficient stocks held and reviewed weekly by Site Manager
	If safe distancing is not possible what alternative arrangements are in place to safeguard staff?  Extra Cleaning and Plexiglass screens have been installed in all Music practice rooms to allow for JMS teaching on one to one basis	SD implemented Portable flexi screen if required, PPE and face shields available, interaction time limited to less than 15 minutes
	What arrangements are being made for delivery of mail and goods?	Deliveries to front reception areas – SD implemented Ongoing since outbreak of pandemic.
	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. Good cleaned and delivered to department area. Ongoing since outbreak of pandemic.
3. Service Users	What arrangements are in place for service users, and other members of the public and visitors who may visit?	SD controls in place, sign in and out, registers kept. The register of attending subcontractors, cleaners and visitors to be maintained at reception, with contact details

		<p>for possible use by track and trace authorities.</p> <p>Visitors should be arranged where possible for those times outside the normal school day. If this is not possible then the students should be removed from the area that is affected and the area cleaned and sanitized again after the work has been completed and before allowing the students to return.</p> <p>Any prospective students and parents must be shown around after the school day has ended.</p>
	<p>Have separate entrance/ exits/ facilities been put in place for service users/ visitors?</p>	<p>Yes</p>
	<p>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?</p>	<p>Barriers in place to encourage physical distancing, hand sanitiser station in reception and by appointment only so that visitor numbers can be managed.</p> <p>Year group zones to be implemented for breaks and lunch times</p> <p><b>Year 10</b> students will utilise the East atrium including English, MFL, History and Philosophy and the East courtyard.</p>

		<p><b>Year 11</b> students will utilise the areas of open maths and the upper and lower West atrium. (Maths and Science where there is strictly no eating or drinking in labs under COSHH and CLEAPSS regulations)</p> <p><b>Year 12</b> students the Hall and attached marquee</p> <p><b>Year 13</b> students the Restaurant and attached marquee</p> <p>All students may make use of any outside areas on the main school site or the courts area at Oakfield.</p> <p>During Examination periods as communicated to the whole school community by Mr Campbell, breaks between lessons will be taken in different congregational areas and be confirmed via email, assemblies and mentor time for each examination period.</p> <p>All students may also use the Courts area at Oakfield.</p> <p>Year 12 and 13 students can also study in the LRC at the beginning and end of the school day until 5pm after which the area will be vacated and cleaned ready for the next day. Students need to sign in at the main</p>
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		<p>desk in the LRC so that a record can be kept for contact tracing. The LRC will continue to be cleaned throughout the school day as per the cleaning strategy.</p> <p>Year 13 students are to be permitted to leave school if they do not have any lessons P4 or P5.</p> <p>External doors of the Restaurant to be propped open to enable access to the marquees.</p> <p>In the restaurant There is currently to be no before school breakfast service Years 10 and 11 only are permitted to purchase items during first break and at lunchtime Year 12 and Year 13 students are only permitted to purchase items between 12 and 1pm During examination periods as directed by Mr Campbell this will change to: Years 10 and 11 only are permitted to purchase items during first break and from 12:20 until 12:45</p>
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		<p>Year 12 and Year 13 are only permitted to purchase items between 12:45 and 1:30</p> <p>Duty staff to monitor and ensure that the correct students access the servery at breaks and lunchtime Duty staff to monitor students in different year groups so that they are at least 1m apart</p> <p>To speed up the service all food will be 'grab and go' to speed up the service and students will be permitted to take their purchased items back to their allocated year group zones for consumption All rubbish to be disposed of in bins in each year group zone and these to be emptied regularly throughout the day</p>
	<p>What alternative ways to provide services are being adopted?</p>	<p>Deliveries directed away from main reception and accepted in alternative entrances where possible.</p>
	<p>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?</p>	<p>Admin area will have minimum of three operators throughout the day</p> <p>Restricted access to all other members of staff. Anyone who must enter the office for example in an emergency <b>are required</b> to be wearing a face covering</p>

	How are you limiting the number of customers on site, promoting on-line service, encourage service users to come alone where possible?	Barriers in place to encourage Social distancing, hand sanitiser station in reception and by appointment only so that visitor numbers can be managed
	How are you communicating the changes with your customers, what signage and visual aids are you using?	Signage displayed; barriers implemented Yes
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?	Education department E mails or via Teams meetings
5. Assessing wellbeing	What arrangements are there in place for staff wellbeing?	Staff members and school councillors also directed to Gov.Je website for further contacts
	How do I access support for my staff?	Use Gov.je website and Covid-19 hotline
6. Illness at work	Do I know where to find the procedure if someone falls ill at work?	Follow the government guidelines found on their website also procedures outlined in Risk assessment
	What measures are there to trace contacts for staff if they fall ill at work?	Data recorded on SIMS database
7. Work activity changes	Are there any new risks as a result of changes to working practices? How are they assessed?	None, risks assessed in normal way Ongoing review of control measures which are changed and updated where necessary.
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?	<p>Staff to follow duty rota and to reiterate keep left circulation and social distancing, whilst accessing facilities around school</p> <p>Students to be supplied with hand sanitiser on entry to and exit from school, and are <b>required</b> be wearing a face covering as per the risk assessment</p>
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