



**PLEASE NOTE THAT THIS IS A SAMPLE SAFETY PLAN AND SHOULD BE ADAPTED TO REFLECT CURRENT PUBLIC HEALTH GUIDANCE AND YOUR SPECIFIC SITE AND SITUATION**

## **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](http://Gov.je/employees) and business advice provided on [Gov.je/coronavirus](http://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](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 5 June. (Plans must be submitted before employees return to the workplace.)**

### Department Details

<b>Department:</b>	CYPES	<b>Name of Manager completing the form:</b>	Nick Jewell
<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>	20/5/20		
<b>Revision Date:</b>	20/6/20		

Refer to the Government of Jersey guidance on coronavirus [www.gov.je/coronavirus](http://www.gov.je/coronavirus) and 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-</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.</li> <li>• Staff placement: follow Gov procedures - in a single designated room and defined containment zone. Staff to</li> </ul>	<p>BCP and staff review.</p> <p>Workplace mapping to ensure social distancing</p>	Nick Jewell, Faye Scott and Peter Horsfall

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
down?	<p>wear PPE before entering any containment zone and remain in PPE until they leave.</p> <ul style="list-style-type: none"> <li>• Separately allocated offices and desk spacing to accommodate physical distancing.</li> <li>• One-way system applied for movement around the building. Except if there is a fire.</li> <li>• Flexible and staggered working 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 with control measures implemented.</li> <li>• Increased cleaning regimes and hygiene standards implemented.</li> <li>• Controls and restrictions placed around welfare facilities (toilets, shared rest areas).</li> <li>• One member of staff at a time in toilet, kitchen and reprographic areas.</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> <li>• Aircon and Ventilation systems have been checked and are operating correctly.</li> </ul>	<p>Staff must continue to work from home wherever possible using the decision trees to decide which staff should come into work</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>• Passenger lifts have been checked and are operating correctly.</li> <li>• Water systems have been frequently used and have all been flushed through.</li> <li>• Fire alarms systems and monthly emergency lighting have been checked and are operating correctly. Fire extinguishers where all checked.</li> <li>• First aid kits have been checked.</li> <li>• Additional cleaning is now performed daily.</li> </ul>		
<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.</li> <li>• In-house and contracted cleaning services will follow enhanced cleaning procedures.</li> <li>• On/off site meetings kept to a minimum and where possible remote meetings (Teams, Star Leaf and Zoom) encouraged.</li> <li>• BCP and line managers agree who needs to be in the workplace taking into consideration staff with underlying illness/issues.</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.</li> <li>• When interacting with other people/businesses staff directed to ensure control measures are in place.</li> <li>• A separate lone working risk assessment reviewed, updated and circulated to all staff.</li> </ul>	<p>Staff must continue to work from home wherever possible using the decision trees to decide which staff should come into work</p>	<p>Nick Jewell, Faye Scott and Peter Horsfall</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>• Touchdown surfaces, handles, switches etc. disinfected on a regular basis.</li> <li>• PPE provided for staff dealing with anyone showing signs of COVID-19.</li> <li>• Lone working risk assessment reviewed and updated and staff informed.</li> </ul>																																																																																	
<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>	<table border="1"> <thead> <tr> <th data-bbox="584 576 920 687">Area</th> <th data-bbox="920 576 1420 687">Measures put in place (specify maximum occupancy levels for each area)</th> </tr> </thead> <tbody> <tr> <td colspan="2" data-bbox="584 699 1420 727" style="text-align: center;"><b>2m social distancing</b></td> </tr> <tr> <th data-bbox="584 727 674 756">Building</th> <th data-bbox="674 727 763 756">Floor</th> <th data-bbox="763 727 987 756">Room</th> <th data-bbox="987 727 1245 756">Team (s)</th> <th data-bbox="1245 727 1413 756">Capacity (people)</th> </tr> <tr> <td>EDU</td> <td>Ground</td> <td>Tin Hut</td> <td>SEMHIT</td> <td>TBC</td> </tr> <tr> <td>EDU</td> <td>Ground</td> <td>IT &amp; Office</td> <td>EDU IT support</td> <td>6</td> </tr> <tr> <td>EDU</td> <td>Ground</td> <td>Reception</td> <td>Customer Service</td> <td>3</td> </tr> <tr> <td>EDU</td> <td>Ground</td> <td>Standard &amp; Achievement</td> <td>CEYS, Senior Advisors &amp; Staff</td> <td>14</td> </tr> <tr> <td>EDU</td> <td>1st</td> <td>Directorate &amp; Offices</td> <td>Policy &amp; Planning, Insight, DLT</td> <td>15</td> </tr> <tr> <td>EDU</td> <td>1st</td> <td>Old HR Area</td> <td>Governance, FSW</td> <td>13</td> </tr> <tr> <td>EDU</td> <td>2nd</td> <td>Top Floor</td> <td>IT &amp; Commissioning</td> <td>11</td> </tr> <tr> <td>PDC</td> <td>Ground</td> <td>Jerriaire</td> <td>Jerriaire</td> <td>3</td> </tr> <tr> <td>PDC</td> <td>Ground</td> <td>ED PSYCHs</td> <td>ED PSYCHs</td> <td>8</td> </tr> <tr> <td>PDC</td> <td>1st</td> <td>SEN</td> <td>SEN</td> <td>5</td> </tr> <tr> <td>PDC</td> <td>1st</td> <td>Wellbeing</td> <td>Wellbeing</td> <td>2</td> </tr> <tr> <td>PDC</td> <td>1st</td> <td>EWO offices &amp; IEI Admin</td> <td>EWO offices &amp; IEI Admin</td> <td>8</td> </tr> <tr> <td>PDC</td> <td>Ground</td> <td>EYAT</td> <td>EYAT</td> <td>2</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Total</td> <td>90</td> </tr> </tbody> </table>	Area	Measures put in place (specify maximum occupancy levels for each area)	<b>2m social distancing</b>		Building	Floor	Room	Team (s)	Capacity (people)	EDU	Ground	Tin Hut	SEMHIT	TBC	EDU	Ground	IT & Office	EDU IT support	6	EDU	Ground	Reception	Customer Service	3	EDU	Ground	Standard & Achievement	CEYS, Senior Advisors & Staff	14	EDU	1st	Directorate & Offices	Policy & Planning, Insight, DLT	15	EDU	1st	Old HR Area	Governance, FSW	13	EDU	2nd	Top Floor	IT & Commissioning	11	PDC	Ground	Jerriaire	Jerriaire	3	PDC	Ground	ED PSYCHs	ED PSYCHs	8	PDC	1st	SEN	SEN	5	PDC	1st	Wellbeing	Wellbeing	2	PDC	1st	EWO offices & IEI Admin	EWO offices & IEI Admin	8	PDC	Ground	EYAT	EYAT	2				Total	90	Review and staff mapping complete	Nick Jewell and Peter Horsfall
Area	Measures put in place (specify maximum occupancy levels for each area)																																																																																	
<b>2m social distancing</b>																																																																																		
Building	Floor	Room	Team (s)	Capacity (people)																																																																														
EDU	Ground	Tin Hut	SEMHIT	TBC																																																																														
EDU	Ground	IT & Office	EDU IT support	6																																																																														
EDU	Ground	Reception	Customer Service	3																																																																														
EDU	Ground	Standard & Achievement	CEYS, Senior Advisors & Staff	14																																																																														
EDU	1st	Directorate & Offices	Policy & Planning, Insight, DLT	15																																																																														
EDU	1st	Old HR Area	Governance, FSW	13																																																																														
EDU	2nd	Top Floor	IT & Commissioning	11																																																																														
PDC	Ground	Jerriaire	Jerriaire	3																																																																														
PDC	Ground	ED PSYCHs	ED PSYCHs	8																																																																														
PDC	1st	SEN	SEN	5																																																																														
PDC	1st	Wellbeing	Wellbeing	2																																																																														
PDC	1st	EWO offices & IEI Admin	EWO offices & IEI Admin	8																																																																														
PDC	Ground	EYAT	EYAT	2																																																																														
			Total	90																																																																														
<p><b>3. What arrangements have you put in place to ensure the safety of service users/ visitors to the</b></p>	<ul style="list-style-type: none"> <li>• Teams separated with staff working both remotely and in the office.</li> <li>• In-house and contracted cleaning services will follow enhanced cleaning procedures.</li> </ul>		Nick Jewell, Faye Scott and Peter Horsfall																																																																															

	<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>
<b>workplace?</b>	<ul style="list-style-type: none"> <li>• On/off site meetings kept to a minimum and where possible held remotely (Teams, Star Leaf and Zoom encouraged).</li> <li>• BCP and line managers agree who needs to be in the workplace taking into consideration staff with underlying illness/issues.</li> <li>• The Government's guidelines on social distancing applied and displayed on site.</li> <li>• Staff informed not to put themselves at risk if SD is not being followed at meetings held offsite/elsewhere.</li> <li>• When interacting with other people/businesses staff directed to ensure control measures are in place.</li> <li>• A separate lone working risk assessment reviewed, updated and circulated to all staff.</li> <li>• Touchdown surfaces, handles and switches disinfected on a regular basis. (Cleaning strategy developed).</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, kitchens and reprographic and waiting areas - separation barriers or screens if required.</li> </ul>		
<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), generic risk assessments, example safety plans and building and facilities hazard identification check sheet.</li> <li>• Team Meetings with staff, Unions and senior leads to discuss process implementation, distancing, hygiene and layers of protection.</li> <li>• Weekly review meetings in place.</li> </ul>	<p>Health, safety and wellbeing advice on MyStates.</p> <p>COVID-19 Risk assessment template (see link above)</p>	Nick Jewell, Faye Scott and Peter Horsfall

	<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>• During implementation - individual site meetings to provide support and advice with the development of safety plans, risk assessments and internal property reviews.</li> <li>• The department's Governance and staff Hub teams regularly reviewed via site visits. (Notes of visits and compliance inspections.</li> </ul>		
<b>5.How will you gather information to assess the wellbeing of your staff to ensure that they are safe to work?</b>	<ul style="list-style-type: none"> <li>• Senior leads and line managers to complete wellbeing checks with their teams/staff.</li> <li>• Discuss and agree with line managers what options are available with workers for how checks/follow-up meetings will be made.</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.</li> <li>• Return to work meetings.</li> <li>• Corporate and in-house wellbeing surveys.</li> <li>• Meeting with staff to find out if they are well when they come to work. As above</li> </ul>	<i>HSW Policy, Homeworking Guidance, DSE and other assessments</i>	All line managers
<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.</li> <li>• Gathering, recording and using workplace contact tracing information.</li> </ul>	<p>Follow procedure in place for when an employee falls ill at work.</p> <p>Use designated rooms.</p> <p>[Link to</p>	All line managers

	<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>
<b>Attach agreed procedure.</b>	<ul style="list-style-type: none"> <li>• Clean down procedures (both in-house and contracted services) in operation.</li> <li>• PPE provided for staff supporting staff and children with COVID-19 symptoms. Staff are aware of the coronavirus helpline 01534 445566.</li> </ul>	procedure for person falling ill at work]	
<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>• Hazard identification checks completed in line with department policy with new control measures implemented.</li> <li>• Review existing critical risks and whether changes will affect current risk management of a return to work.</li> <li>• Regular check-ins with colleagues about how they're coping with the changes to be completed.</li> <li>• Staff feedback and learning log during the return to work will be developed.</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 work patterns and numbers.</li> </ul>	H&S Risk management systems	Faye Scott, Peter Horsfall and Paul Baine
<b>8.How will you evaluate whether your work processes or risk controls are effective?</b>	<ul style="list-style-type: none"> <li>• Regular Gold (DLT) and operational reviews of 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> <li>• A process of self-evaluation and continuous improvement implemented – Plan, Do, Check, Act.</li> </ul>		Education SLT



	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>• Regular meetings with section leads and senior management teams.</li> <li>• Staff feedback processes in place and relayed to line managers/senior officers.</li> <li>• Department support Team identified with weekly catchup meeting and information relayed back to the department DLT/Gold teams.</li> <li>• Buddy systems implemented to assist those for whom English is not their first language.</li> </ul>		
<b>9. How will you monitor this plan to keep it on track?</b>	<ul style="list-style-type: none"> <li>• Regular Gold/in-house operational reviews of our safe exit strategy plans conducted with learning outcomes and improvements implemented and communicated to all key stakeholders.</li> <li>• Staff Hub washup meeting every day – feedback on issues, concerns and recommendations for improvement.</li> <li>• Implementation team reviews.</li> </ul>	Team agreed	Staff Hub 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 safe distancing?	As detailed above
	In the office what arrangements are being made for safe distancing, spacing between desks? Are desks being moved where necessary? Are you using screens dividers to separate people or areas?	Social distancing (SD) controls applied, separate officers and signage displayed
	Is there a one-way system in and out of the building?	Yes
	How will safe distancing be managed for meetings when virtual meetings can't be held?	SD applied, remote working and virtual meetings
	What cleaning arrangements are in place for the building?	Enhanced cleaning implemented – cleaning strategy developed
	What cleaning arrangements are in place for workstations, surfaces and equipment?	Disinfectant wipes provided to staff, cleaning increased
	Are there alternative arrangements to prevent sharing of desks, equipment etc? For workers using the same equipment how will you clean before and after use?	Separate officers allocated
	How are you reducing building occupancy and by how much?	BCP – teams and A&B identified and staggered working
	Are hand sanitiser and wipes provided and where are they located? Is there enough? Who do staff tell if supplies run out?	Yes
	What notices are being displayed reminding colleagues of hygiene requirements and where are they?	Gov notices displayed

	How is safe distancing managed in toilet areas/showers?	One at a time, notices displayed
	How is safe distancing managed in kitchen/canteen areas?	One at a time, notices displayed
	Are colleagues aware they shouldn't share food, crockery etc with others?	Yes
	Who are the first aiders, mental health first aiders, and fire marshals?	Reviewed and covered provided
	Are procedures in place if there is a fire and it is necessary to evacuate?	Yes – policy in place and fire action plans displayed
	How do we report accidents?	Policy in place and reported online
2. Safe Operation	Who needs to be in the workplace? Who indeed.	Education staff, staggered teams and remote working still applies
	What arrangements are being made for flexible working, staggered working times, homeworking, splitting teams, etc?	As above
	Who will colleagues interact with?	Work colleagues and 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?	SD with in the workplace, remote working, Teams, Star Leaf etc.
	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?	SD followed and removed themselves if they feel unsafe
	Has appropriate PPE been provided in accordance with public health guidelines?	PPE provided for staff dealing with anyone showing symptoms
	For front facing staff how will you reduce contact with service users? (staff rotas, reduced face to face activity, barriers, screens, etc.)	Face to face activities stopped or reduced
	What guidance, operating arrangements have been put in place for home visits?	

	What extra equipment may be needed?	PPE and cleaning materials
	If safe distancing is not possible what alternative arrangements are in place to safeguard staff?	SD implemented
	What arrangements are being made for delivery of mail and goods?	Deliveries to front reception areas – SD 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. Good cleaned and delivered to department area.
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.
	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?	
	What alternative ways to provide services are being adopted?	
	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?	
	How are you limiting the number of customers on site, promoting on-line service, encourage service users to come alone where possible?	
	How are you communicating the changes with your customers, what signage and visual aids are you using?	Signage displayed, barriers implemented
4. Information sharing	What arrangements are in place for sharing information between colleagues who may be in different work locations? How is this plan reaching them?	
5. Assessing wellbeing	What arrangements are there in place for staff wellbeing?	Yes

	How do I access support for my staff?	Yes
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?	
7. Work activity changes	Are there any new risks as a result of changes to working practices? How are they assessed?	No
8. Evaluation of risks	Have risk assessments been carried out?	Yes
9. Monitoring of risks	What measures are in place to make sure safe distancing and hygiene practices are monitored on a regular basis?	Yes