

**COVID-19 Workplace Safety Plan**

The Government of Jersey requires all business to put in place workplace plans to ensure safe working practices during the pandemic. It is a mandatory requirement for each Department to complete this workplace safety plan before recalling employees to the workplace. Director Generals must nominate a manager to complete this on their behalf for each workplace within their department.

This form documents the actions being taken to reduce the risks to you and your colleagues whilst at work during the COVID-19 pandemic. Provide as much information in response to each question as possible, there is a checklist at the end of this document to assist you in considering appropriate actions. A safety plan is required for each workplace i.e. building, school, college, workshop or area where your staff are located. A workplace is defined as any place where people are required to work. If you occupy one floor of a building where others are located and other floors are occupied by other teams, you will need to work with colleagues to consider any arrangements where your work activities may overlap or you share areas.

Before completing this plan, you should read the government of Jersey managers guidance regarding safe exit for departments and employees on Gov.je/employees and business advice provided on Gov.je/coronavirus. We advise you to walk through your work area to make sure you have captured all aspects of the workplace and understand what control measures need to be put in place to mitigate any risks. If you are a frontline service walk through as a service user to understand the arrangements, you need to put in place from their perspective. You must ensure suitable signs and notices are displayed in the workplace to remind staff/ service users of hygiene requirements. A floor plan should be attached where appropriate.

This information will help your employees to know exactly what to do and what to expect and you need to consider how you are going to share this information with them.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required.

**You must send this plan once complete to your departmental H&S Adviser** [Healthandsafetyhub@gov.je](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 29 May. (Plans must be submitted before employees return to the workplace.)**

**Department Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Department:** |  | Name of Manager completing the form: |  |
| **Div./ Group:** |  |  | |
| **Location:** |  | Has this plan been agreed by your H&S Advisor and business continuity lead? | **YES/ NO** |
| **Date of completion:** |  |  | |
| **Revision Date:** |  |

**Refer to the Government of Jersey guidance on coronavirus** [www.gov.je/coronavirus](https://admin.gov.je/coronavirus)and employee support pack [Employee support pack](https://soj/Employees/Wellbeing/Pages/Wellbeing-Team-Resources.aspx)

|  | **Describe what you will do** | **What is in place already** | **Identify officers responsible for agreed actions**  **and employee responsibilities** |
| --- | --- | --- | --- |
| **1.What risks have you identified and what actions will be put in place to manage identified risks when restarting business activity following lock-down?** | **Consider:** *Changes to workforce (e.g. redeployment, new team members) flexible working hours, hygiene requirements (surfaces, separation), welfare requirements (toilets, shared rest areas) building maintenance/inspections. Emergency procedures (Mental health first aiders, first aiders, fire marshals)* |  |  |
| **2.a How will you operate your work activities in a way that keeps colleagues and others safe from potential exposure to COVID-19?** | **Consider:** *Who needs to be in the workplace, worker input into different ways of working, what other people or businesses you’ll have to interact with, ensuring separation distances, lone working, disinfecting surfaces, shared equipment, equipment for remote workers, training requirements, physical separation or PPE requirements, worker transport.* | Staff must continue to work from home wherever possible using the decision trees to decide which staff should come into work    Risk assessment templates on MyStates [Risk Assessments](https://soj/Employees/HealthSafety/Pages/RiskAssessments.aspx) |  |
| **2.b. For each area of your building/ workplace identify what adjustments you are making to ensure physical distancing and hygiene measures are maintained.** | |  |  | | --- | --- | | **Area** | **Measures put in place (specify maximum occupancy levels for each area)** | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |   **Attach floor plans if this is appropriate** |  |  |
| **3. What arrangements have you put in place to ensure the safety of service users/ visitors to the workplace?** | **Consider:** *Providing guidance, signage, meetings (online, physical distancing, hygiene, entrances and exits, toilets, regular, waiting areas, separation, barriers or screens.* |  |  |
| **4.How will you share this information with colleagues to ensure they all know how to keep themselves safe from exposure to COVID-19?** | **Consider:** *Providing guidance, meetings (online) to discuss distancing and hygiene, regular review, posters on sight.* | Health, safety and wellbeing advice on MyStates.  COVID-19 Risk assessment template (see link above) |  |
| **5.How will you gather information to assess the wellbeing of your staff to ensure that they are safe to work?** | **Consider:** *Wellbeing check, discussing options with workers for how checks will be made, follow-up procedures for absent workers, workplace contact tracing information (e.g. if off with Covid-19)*.  *Example: To find out if workers are well when they come to work, we will ask each worker  basic questions about their p*hysi*cal and mental health.* | *HSW Policy, Homeworking Guidance, DSE and other assessments*  [Risk Assessments](https://soj/Employees/HealthSafety/Pages/RiskAssessments.aspx) |  |
| **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?**  **Attach agreed procedure.** | **Consider:** *Isolation procedures, gathering and using workplace contact tracing information, clean down procedures, contacting coronavirus helpline 01534 445566.* | Follow procedure in place for when an employee falls ill at work.  Use designated rooms. |  |
| **7.How do any changes to the way you will be working impact on the risks of the work that you do?** | **Consider:** With workers, review existing critical risks and whether changes will affect current risk management, are there any new critical health, safety or security risks introduced due to changes in employee numbers, work practices, what new risk controls are required?  *Example: Regular check-ins with colleagues about how they’re coping with the changes.* |  |  |
| **8.How will you evaluate whether your work processes or risk controls are effective?** | **Consider:** *Adapting plans as you find better/easier ways to do things, how to ensure workers are raising concerns or solutions, conducting regular reviews of your plan, communicating changes.*  *Example: We need workers’ feedback, and some speak little English, so we will team  up workers with buddies who are more fluent in English at team meetings.* |  |  |
| **9. How will you monitor this plan to keep it on track?** |  |  |  |
|  |  |  |  |

**Checklist**

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

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

|  |  |  |
| --- | --- | --- |
| **QUESTION** | **ITEM** | **√ / x** |
| 1. Risks | How will colleagues travel to and from work? |  |
|  | How will colleagues move about buildings, workshops, schools etc maintaining safe distancing? |  |
|  | 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? |  |
|  | Is there a one-way system in and out of the building? |  |
|  | How will safe distancing be managed for meetings when virtual meeting can’t be held? |  |
|  | What cleaning arrangements are in place for the building? |  |
|  | What cleaning arrangements are in place for workstations, surfaces and equipment? |  |
|  | 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? |  |
|  | How are you reducing building occupancy and by how much? |  |
|  | Are hand sanitiser and wipes provided and where are they located? Is there enough? Who do staff tell if supplies run out? |  |
|  | What notices are being displayed reminding colleagues of hygiene requirements and where are they? (Meeting rooms, offices, toilets, showers, shared areas, etc.) |  |
|  | How is safe distancing managed in toilet areas/showers? How many can use the shower facility at any one time to maintain a safe distance of one metre? Consider whether you need to limit entry, cleaning routines, etc. |  |
|  | How is safe distancing managed in kitchen/canteen areas? |  |
|  | . |  |
|  | Are colleagues aware they shouldn’t share food, crockery etc with others? |  |
|  | Who are my first aiders, mental health first aiders, and fire marshals? |  |
|  | What is the procedure if there is a fire and we have to evacuate? |  |
|  | How do we report accidents? |  |
|  |  |  |
| 1. Safe Operation | Who needs to be in the workplace? |  |
|  | What arrangements are being made for flexible working, staggered working times, homeworking, splitting teams, etc? |  |
|  | Who will colleagues interact with? |  |
|  | 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? |  |
|  | What arrangements are in place for lone workers? |  |
|  | What arrangements are there for staff who are out and about as part of their role? |  |
|  | Has appropriate PPE been provided in accordance with public health guidelines? |  |
|  | For front facing staff how will you reduce contact with service users? (staff rotas, reduced face to face activity, barriers, screens, etc.) |  |
|  | What guidance, operating arrangements have been put in place for home visits? |  |
|  | What extra equipment may be needed? |  |
|  | If safe distancing is not possible what alternative arrangements are in place to safeguard staff? |  |
|  | What arrangements are being made for delivery of mail and goods? |  |
|  | 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? |  |
|  |  |  |
| 1. Service Users | What arrangements are in place for service users, and other members of the public and visitors who may visit? |  |
|  | Have separate entrance/ exits/ facilities been put in place for service users/ visitors? |  |
|  | 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? |  |
|  |  |  |
| 1. 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? |  |
|  |  |  |
| 1. Assessing wellbeing | What arrangements are there in place for staff wellbeing? |  |
|  | How do I access support for my staff? |  |
|  |  |  |
| 1. Illness at work | Do I know where to find the procedure if someone falls ill at work? |  |
|  | What measures are there to trace contacts for my staff if they fall ill at work? |  |
|  |  |  |
| 1. Work activity changes | Are there any new risks as a result of changes to working practices? How are they assessed? |  |
|  |  |  |
| 1. Evaluation of risks | Have risk assessments been carried out? |  |
|  |  |  |
| 1. Monitoring of risks | What measures are in place to make sure safe distancing and hygiene practices are monitored on a regular basis? |  |
|  |  |  |