



Believe you can

**Jersey College for Girls**

**5 June 2020 - email to [Healthandsafetyhub@gov.je](mailto:Healthandsafetyhub@gov.je) [bcm@gov.je](mailto:bcm@gov.je)**

**17 June 2020**

**1 September 2020**

**11 September 2020**

**2 November 2020**

**16 November 2020**

**18 March 2021**

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## 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>	JCG	Name of Manager completing the form:	Pierre Louw
<b>Div./ Group:</b>			
<b>Location:</b>	JCG Site	Has this plan been agreed by your H&S Advisor and business continuity lead?	Yes
<b>Date of completion:</b>	4 June 2020	Revised / 1 Sept 2020/ 11 Sept 2020/ 2 Nov 2020 /18 March 2021	
<b>Revision Date:</b>	When guidance change		

Refer to the Government of Jersey guidance on coronavirus [www.gov.je/coronavirus](http://www.gov.je/coronavirus) and employee support pack [Employee support pack](#)

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
<p><b>1. What risks have you identified and what actions will be put in place to manage identified risks when restarting business activity following lock-down?</b></p>	<p><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 in place with teams working remotely or with designated groups.</li> <li>• Separately allocated offices or classrooms to accommodate physical distancing</li> <li>• Entry system applied for movement around the building. Individual class groups to use the entrance closest to their room and to follow the 'keep left' system to their class room. Except if there is a fire,</li> </ul>	<p>Business Continuity Plan and staff review.</p> <p>Classroom allocation and design of keep left systems ensure social distancing</p> <p>Teaching staff will work from home</p>	<p>Carl Howarth and Pierre Louw</p>

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
	<p>when evacuation will be to closest assembly point following marked exit routes.</p> <ul style="list-style-type: none"> <li>• Flexible and staggered working hours applied to staff not needed for face to face teaching. *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. Cleaning schedules for deep cleaning and sanitising schedules are in place for both in-house cleaning staff and contract service provider.</li> <li>• Increased cleaning regimes and hygiene standards implemented.</li> <li>• Controls and restrictions placed around welfare facilities (toilets, shared rest areas).</li> <li>• No more than two members of staff at a time in toilet, kitchen and reprographic areas. Keep 2m distance where possible.</li> <li>• Face coverings for staff and all adult visitors -</li> </ul> <p>Early years settings and primary schools</p> <ul style="list-style-type: none"> <li>○ adults are not required to wear face coverings within early years and primary school settings due to the age of the children and the fact that class / group bubbles are in place to reduce the number of contacts each person has.</li> </ul> <p>Secondary schools</p>	<p>when not required to teach at College</p> <p>Admin staff will be able to work remotely or/and in the office, when required</p>	

	<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>○ adults (including teachers, other staff and visitors) should wear face coverings when moving around in indoor areas within the premises, such as in corridors and communal areas where social distancing cannot easily be maintained.</li> <li>○ face coverings should be worn by all adults in classrooms when delivering or participating in any indoor lesson, presentation, talk, class or practical demonstrations to students. It is recommended that face visors are used in preference to masks as these will aid communication, especially to those with hearing impairments.</li> <li>● Incident reporting system 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>● Jersey Property Holdings mandatory planned maintenance works completed to ensure building maintenance/inspection compliance.</li> <li>● Routine checks/inspections complete and issues reported and rectified.</li> </ul>		

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
<p><b>2.a</b>  <b>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>• Staff separated with staff working both remotely and in the office.</li> <li>• Contracted cleaning services will follow enhanced cleaning procedures.</li> <li>• On and off site meetings kept to a minimum and where possible remote meetings on Zoom or Teams encouraged.</li> <li>• Business Continuity Plan 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 Physical 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 visitors/parents staff directed to ensure control measures are in place.</li> <li>• Touch points, hard surfaces, handles, switches etc. are disinfected on a regular basis.</li> <li>• Learning walks and lesson observation -staff only in a classroom for less than 15 minutes at a time, and maintaining a distance of 2 metres where possible.</li> <li>• Protective equipment provided for staff/students/visitors dealing with anyone showing signs of COVID-19.</li> <li>• Lone working risk assessment reviewed and updated and staff informed.</li> </ul>	<p>Classroom allocation and design of keep left systems to assist with and ensure social distancing  Teaching staff can work from home when not required to teach at College</p> <p>Admin staff will be able to work remotely or/and in the office, when required</p> <p>Risk assessment completed</p> <p>Cleaning schedule in place</p> <p>Distancing and face covering compulsory</p>	<p>Carl Howarth and Pierre Louw</p>

	<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>
<p><b>2.b.</b>  <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>	<p><b>Preparing the building and premises</b>  Areas used:  Barton, Roberts, Chessire, College House, JADAT</p> <p>How have you ensured that staff and pupils are able to move around buildings safely?</p> <p>We have in place:</p> <ul style="list-style-type: none"> <li>• signage, posters and keep left systems</li> <li>• enter buildings from designated entrances</li> <li>• the marking of corridors</li> <li>• appropriate use of stair cases and lifts</li> <li>• the use of other facilities such as toilets</li> <li>• use of outdoors to limit interaction of groups of students and staff</li> <li>• to follow distancing guidelines</li> <li>• set classroom furniture at distances as guided</li> </ul> <p>For classes:</p> <ul style="list-style-type: none"> <li>• students at JCG follow a timetable to attend subject teaching. Groups will change rooms following signage, posters and keep left or one-way systems to stay separate from others.</li> <li>• facilities are allocated for the various year groups, i.e. break-out areas such as the Dome, QSR, Library, marquees and Tutor rooms.</li> </ul>	<p>Review and staff/school mapping complete</p>	<p>Carl Howarth and Pierre Louw</p>

	<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>3. What arrangements have you put in place to ensure the safety of service users/ visitors to the workplace?</b>	<ul style="list-style-type: none"> <li>• Staff working both remotely and in school.</li> <li>• Communication mostly through email, Zoom and Teams.</li> <li>• In-house cleaning by caretakers and contracted cleaning services will follow enhanced cleaning procedures.</li> <li>• On/off site meetings kept to a minimum and where possible held using Zoom and Teams technology</li> <li>• Business Continuity Plan 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>• The Government's guidelines on face coverings applied.</li> <li>• Staff informed not to put themselves at risk if Physical distancing 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>• Touch points, hard surfaces, handles and switches disinfected on a regular basis.</li> <li>• Cleaning strategy developed and monitored.</li> <li>• Personal Protective Equipment available for staff dealing with anyone showing signs of COVID-19.</li> </ul>	<p>Risk assessment/School Mapping</p> <p>Controlled visitors entrance/reception</p>	<p>Carl Howarth and Pierre Louw</p>



	<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>Physical distancing signage displayed. One person at a time rules applied to smaller areas such as lifts, toilets, kitchens, reprographic and waiting areas.</li> <li>Separation screens in place at Reception area and Canteen POS.</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>Induction meeting with staff on return from breaks.</li> <li>Updated information emailed regularly.</li> <li>Correspondence shared with staff, parents, students.</li> <li>Providing guidance displaying posters and signage.</li> <li>Risk assessments are completed.</li> <li>Safe return guidance provided to all staff, students and parents.</li> <li>Safety plans and building and facilities hazard identification checks done regularly.</li> <li>Identified hazards rectified without delay.</li> <li>Team Meetings held with staff where Senior Leadership discuss process, implementation, distancing, hygiene and layers of protection.</li> <li>Weekly review meetings in take place (Senior Leadership team)</li> </ul>	<p>Health, safety and wellbeing advice on display</p> <p>COVID-19 Risk assessment template</p>	Emma Silvestri-Fox and Senior Leadership team
<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 Leadership and line managers to complete wellbeing checks with their teams/staff. (Weekly meetings either face to face, Zoom or on Teams)</li> <li>Discuss and agree with line managers what options are available with staff for how checks/follow-up meetings will be made.</li> </ul>	<p>Risk Assessments</p> <p>Weekly check ins/meetings</p>	Senior Leadership team and 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>
	<ul style="list-style-type: none"> <li>• Follow-up procedures for absent workers, workplace contact tracing information (e.g. if off with Covid-19). Sign posting to HR support and helplines.</li> <li>• Return to work meetings.</li> <li>• Corporate and in-house wellbeing surveys.</li> <li>• Calls to and meetings with staff to find out if they are well when they come to work.</li> </ul>	Consider wellbeing survey.	
<p><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></p> <p><b>Attach agreed procedure.</b></p>	<ul style="list-style-type: none"> <li>• Isolation procedures in place – Staff/student placement: follow Government of Jersey procedures - in a single designated room (Millais Room) so far as possible - 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> <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>	Follow procedure in place for when an employee falls ill at work. Use designated rooms. (Millais room) Follow guidelines Cleaning schedule Daily Registers of pupils/staffing/visitors	Senior Leadership team and line managers
<p><b>7. How do any changes to the way you will be working impact on the risks of the work that you do?</b></p>	<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> </ul>	H&S Risk management systems  Issues reported by all staff	Carl Howarth, Pierre Louw, June Fosse

	<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>• Regular check-ins with colleagues about how they're coping with the changes to be completed.</li> <li>• School health and safety risk management systems fully implemented (policies and procedures disseminated and embedded)</li> <li>• Security risks considered, and control measures implemented to accommodate changes in employee work patterns and numbers.</li> </ul>		
<b>8. How will you evaluate whether your work processes or risk controls are effective?</b>	<ul style="list-style-type: none"> <li>• Regular Senior Leadership team meetings to review processes and check on staff/pupil wellbeing and safety.</li> <li>• Notes of visits and compliance inspections will be conducted.</li> <li>• Staff feedback processes in place and relayed to line managers</li> <li>• School support Team identified with weekly catchup meetings and information relayed back to Senior Leadership team</li> </ul>	<p>H&amp;S committee meetings</p> <p>Wellbeing Team meetings</p> <p>Senior Leadership meetings</p>	Carl Howarth, Pierre Louw, June Fosse, Senior Leadership team
<b>9. How will you monitor this plan to keep it on track?</b>	<ul style="list-style-type: none"> <li>• Regular Senior Leadership team operational reviews of our safe exit strategy plans conducted with learning outcomes and improvements implemented and communicated to all key stakeholders.</li> </ul>	Senior Leadership team meetings	Carl Howarth, Senior Leadership team

## Checklist

This checklist has been provided to assist you in completing the workplace safety plan. Not all the questions will be relevant to all types of workplaces. When completing the Plan ensure you identify what you have done and how you have implemented the change. For example, ensured physical distancing is possible in the shared kitchen area by removing all seating and marking out the floor with spaced lines.

QUESTION	ITEM	Comment and action taken
1. Risks	How will colleagues travel to and from work?	Public transport, car, bicycle and walking
	How will colleagues move about buildings, workshops, schools etc maintaining safe distancing?	By following signs and instruction as detailed above
	In the office/classrooms what arrangements are being made for safe distancing, spacing between desks? Are desks being moved where necessary? Are you using screens dividers to separate people or areas?	Physical distancing controls applied, separate offices or spaced desks. Signage displayed
	Is there a one-way system in and out of the building?	Yes at main entrance/reception and a keep left system where one way is not possible and this is marked clearly.
	How will safe distancing be managed for meetings when virtual meetings can't be held?	SD applied, remote working and virtual meetings (Teams)
	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, cleaning increased. Screens in place for Admin/reception and Canteen area.
	Are there alternative arrangements to prevent sharing of desks, equipment etc? For workers using the same equipment how will you clean before and after use?	Separate offices/classrooms allocated
	How are you reducing building occupancy and by how much?	Staff will continue to work from home wherever possible if not face to face teaching

	Are hand sanitiser and wipes provided and where are they located? Is there enough? Who do staff tell if supplies run out?	Yes, and the Site Manager will be informed if supply runs low
	What notices are being displayed reminding colleagues of hygiene requirements and where are they?	GoJ notices displayed
	How is safe distancing managed in small areas i.e. 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 identified
	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 through an online system
2. Safe Operation	Who needs to be in the workplace?	Some staff will continue to work from home wherever possible if not face to face teaching, caretaker and admin staff. Some teachers will work from their empty classrooms to prepare resources etc.
	What arrangements are being made for flexible working, staggered working times, homeworking, splitting teams, etc?	Some staff will continue to work from home wherever possible if not face to face teaching, caretaker and admin staff. Some teachers will work from their empty classrooms to prepare resources etc.
	Who will colleagues interact with?	Work colleagues and pupils
	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?	Physical distancing within the workplace, remote working, Zoom, Teams
	What arrangements are in place for lone workers?	Lone worker procedure and Risk assessment in place

	Has appropriate PPE been provided in accordance with public health guidelines?	PPE available 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 and clear panels in office and canteen.
	What guidance, operating arrangements have been put in place for home visits?	None N/A
	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?	Physical distancing implemented and use of PPE
	What arrangements are being made for delivery of mail and goods?	Deliveries to Canteen external door and front reception areas – Physical distancing 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?	Items delivered are cleaned on arrival. Caretakers and Canteen staff only deal with deliveries.
3. Service Users	What arrangements are in place for service users, and other members of the public and visitors who may visit?	Physical distancing controls in place, sign in and out, registers kept.
	Have separate entrance/ exits/ facilities been put in place for service users/ visitors?	Yes, College house, main reception
	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?	Floor tape in place, signs displayed. Staff supervision
	What alternative ways to provide services are being adopted?	N/A
	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?	Minimal face to face contact
	How are you limiting the number of customers on site, promoting on-line service, encourage service users to come alone where possible?	External gates locked during the school day, single & controlled entry point

	How are you communicating the changes with your customers, what signage and visual aids are you using?	Signage displayed, communication to staff, students and parents
4. Information sharing	What arrangements are in place for sharing information between colleagues who may be in different work locations? How is this plan reaching them?	Inductions, email and electronic meetings
5. Assessing wellbeing	What arrangements are there in place for staff wellbeing?	Counsellor available, Assistant Head Staffing. Regular communication
	How do I access support for my staff?	Counsellor available, Assistant Head Staffing. Regular communication
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?	Critical Incident contact list held by all Senior Leadership team and Site Manager
7. Work activity changes	Are there any new risks as a result of changes to working practices? How are they assessed?	Covid-19 Risk assessed
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?	Daily monitoring by Senior Leadership team. Daily cleaning schedule completed and regular monitoring by caretaker and site manager.

## **Attachment**

### **Procedure for anyone displaying Covid – 19 symptoms**

The symptoms are a new continuous cough and/or fever which may be accompanied by one or more of the following:

- headaches
- tiredness
- muscle ache
- respiratory symptoms besides cough such as a sore throat, blocked or runny nose
- gastro-intestinal symptoms can also be a feature of COVID 19 and these are more common in children than adults
- loss of smell and taste (in some cases this may be the only symptom present)

If a child or a member of staff has symptoms, or someone in their household has symptoms, they should not attend. If you or anyone in school are experiencing any of the accompanying symptoms listed above, regardless of having a new continuous cough and / or fever, and are concerned that you or anyone in school may have coronavirus you should –

- immediately go to the Millais room or escort that person to the Millais room
- ensure distancing rules are maintained and as far as possible, that nothing is touched
- on your way past the Admin office, inform staff of symptoms and concern
- ask the patient to sit and wait until instruction from the helpline is received

Should the patient need any treatment, only assist if it is safe to do so. Personal protective equipment is available in the Millais room.

The Admin office staff member will inform the Principal or if he is not available, someone in the Senior Leadership Team and then call the helpline on +44 (0) 1534 445566.

Once the patient is taken to hospital, the Millais room will be deep cleaned by the contractor cleaners following Government of Jersey advice on deep cleaning. All the areas in school where the patient was prior to displaying symptoms will also be deep cleaned.