

Workplace Safety Plan

Introduction and Overview

There has been extensive planning and preparation of the school site to enable the safe return of staff from June 8th and students from June 9th. A key consideration has been managing our school site, which is a large campus with many access points. From 15th June, we are opening more of the school to students during their phased return. **In addition to Le Brocq and Science which opened in phase one, JADAT, some rooms in De Carteret, and some rooms in New Building, which opened in Phase Two, we are now extending the rooming further. New Building and De Carteret will be fully opened (excepting Maths5), allowing classrooms to have a reduced daily occupancy, and permit of more cleaning.** We are continuing to restrict student access to rooms, based on a clear timetable. Students on phased return will not generally enter the Main Building unless in need of First Aid of a non-Covid-19 nature, though Sixth Form students will access the Great Hall via the external staircase, for supervised study periods.

Where possible, we have opened up access points to rooms, and where that has not been possible, we have clearly marked a one-way system. **Bottlenecks have been identified and planned for in the rooming strategy and through updated signage.**

Staff who were not able to attend the induction day on Monday 8th have been identified and will receive induction on their arrival to site. **All staff are required to watch the recording of the induction on Monday 8th which is shared on Teams.**

	Plan	What is in place already	Who
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?	<p>Risk – maintaining social distancing, cross contamination, infection control and staff showing symptoms while at work.</p> <ul style="list-style-type: none"> • Distance learning protocols in place, with many teaching/non-teaching staff working remotely. • Social distancing maintained in classrooms and for all movement around the site. • One-way system applied for movement around Main Building, except in the case of fire/emergency. • Limited year group return, to mitigate large numbers at start and end of day congregating. • Physical distancing is practised (1M), close contact is avoided. • Covid-19 information posters prominently displayed around the site and in classrooms. • Cleaning strategy developed and control measures implemented. • Good respiratory hygiene is practised (catch it, bin it, kill it). 	<p>Remote teaching support and training.</p> <p>Workplace mapping to ensure social distancing.</p> <p>Signs around site to remind students, and regular reminders from staff</p> <p>Sanitiser equipment in each classroom at point of access.</p>	<p>Alun Watkins, Gareth Hughes, Simon Barnett</p>

	<ul style="list-style-type: none"> • Clear guidance and contract sent to parents and students before any return to school. • Reduced length of school day, with shorter break. • Classroom capacity reduced, and chairs placed 1 metre apart. All excess furniture removed from rooms. • Toilets assigned to teaching blocks, and limited numbers at one time. • Electric driers in toilets disabled, and paper towels provided. • Social distancing marshals, consisting of Senior Staff, roving during day, and highly visible at transition times. • Any teacher or pupil displaying symptoms of Covid-19 will isolate at home and not attend the workplace. Contact tracing will be followed, and relevant bubbles will be informed. • Extra hand sanitiser stations placed around the site. • Reminders in social spaces to maintain social distancing, and not to share food/drink utensils. 		
4.How will you share this information with colleagues to ensure they all know how to keep themselves safe from exposure to COVID-19?	<ul style="list-style-type: none"> • Guidance displayed prominently throughout the site. • Teams Meetings with staff, union leaders and SMT • Daily briefings via email and video • Day one of return dedicated to staff training, with guidance given on safe use of spaces, evacuation and emergency procedures, safety and wellbeing support. • Regular reminders for staff and students regarding safety processes. 	MyStates guidance paperwork RA shared with staff. Safe Return pack prepared.	
5.How will you gather information to assess the wellbeing of your staff to ensure that they are safe to work?	<ul style="list-style-type: none"> • SMT and line managers to complete regular wellbeing checks with their teams and staff. • Return to work meetings • Wellbeing survey • Review provision regularly and dynamically. 	SoJ Employee support pack	
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?	<ul style="list-style-type: none"> • Isolation procedures in place – designated location and staff action plan. • Gathering, recording and using workplace contact tracing procedures. • Clean down procedures in place. • PPE provided for staff supporting those with Covid-19 symptoms. Staff aware of coronavirus helpline 01534 445566 	Follow procedure in place for when an employee falls ill at work. Designated room: The Temple	
7.How do any changes to the way you will be	<ul style="list-style-type: none"> • Hazard identification checks completed in line with department policy with new control measures implemented. 	RA completed	

<p>working impact on the risks of the work that you do?</p>	<ul style="list-style-type: none"> • Review existing critical risks and whether changes will affect current risk management of a return to work. • Regular check-ins with colleagues about how they're coping with the changes to be completed. • Staff feedback and learning log during the return to work will be developed. • Department health and safety risk management systems fully implemented (policies and procedures disseminated and embedded into department processes). • Security risks considered, and control measures implemented to accommodate changes in employee work patterns and numbers. 		
<p>8.How will you evaluate whether your work processes or risk controls are effective?</p>	<ul style="list-style-type: none"> • Regular SLT and Site team reviews of safe working strategy, with improvements implemented and communicated with all staff • Staff feedback processes in place and feeding into SLT review meetings. 		
<p>9. How will you monitor this plan to keep it on track?</p>	<ul style="list-style-type: none"> • Regular open forums for staff to feedback/ask questions. • Daily wash-up sessions with staff and pupils to identify issues and monitor. 		

Checklist

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, following one-way plans
	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 offices and signage displayed
	Is there a one-way system in and out of the building?	Yes in the Main Building
	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 offices allocated; classrooms allocated to staff and smaller groups of students.

	How are you reducing building occupancy and by how much?	Staggered working times, and where suitable, continued remote working.
	Are hand sanitiser and wipes provided and where are they located? Is there enough? Who do staff tell if supplies run out?	Provided, and located in each room being used. Report shortages to Simon Barnett.
	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?	Limited numbers at a time, notices displayed
	How is safe distancing managed in kitchen area?	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 cover 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?	Teaching and admin 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 students
	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 within the workplace, remote working, Teams, 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 remove 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 reduced, rotas to limit on-site time, option for staff bubbles to manage time independently.
	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 where possible. Bubbles created to restrict number of interactions.
	What arrangements are being made for delivery of mail and goods?	Deliveries to front reception area – SD implemented

3. Students	What arrangements are in place for students, and other members of the public and visitors who may visit?	SD controls in place, sign in and out, registers kept. Clear expectations shared, and parents and students required to sign a contract.
	Have separate entrance/exits/facilities been put in place for students/visitors?	Yes
	What alternative ways to provide services are being adopted?	Distance learning continued for students who are not in school.
	How are you limiting the number of students on site?	Rota for student attendance, with upper limit of 50% in one day.
	How are you communicating the changes with students, what signage and visual aids are you using?	Signage displayed, markings on floors
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?	Email, staff briefings
5. Assessing wellbeing	Are arrangements in place for staff wellbeing?	Yes
	Can staff access support?	Yes
6. Illness at work	Do staff 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?	Rota system and staff sign in protocols
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	Are measures in place to make sure safe distancing and hygiene practices are monitored on a regular basis?	Yes

