Workplace Safety Plan
Victoria College
<mark>**Update 8 January 2021**</mark>

Introduction and Overview

The Workplace Safety Plan was updated for the start of the new academic year in September 2020. Victoria College is a large campus, with many access points, and a number of teaching spaces off the main site. Our initial strategy in the summer allowed a steady increase in available rooms, with the vast majority of classrooms in use by the end of the summer term. A parallel timetable structure enabled smaller class sizes but did have an impact on curriculum time, especially in the lower school.

The updated WSP in September was designed to prioritise staff and student safety, while allowing a full return under a single timetable. Some of the key changes included repurposing House Rooms into Year Rooms, no Bistro provision for students, separate toilet facilities and creating designated spaces using marquees for socialising at break and lunch times to avoid mixing of Year groups.

After half term, the WSP has been adjusted to meet the changing GoJ and CYPES guidance for Covid. It should be read in conjunction with the updated Risk Assessment. The entire VCJ community is responsible for making sure the safety guidelines below are strictly observed. Safety and cleanliness are not the responsibility of one team, but of all staff and students and as such, it is expected that staff will take ownership of the details contained within this WSP and the Risk Assessment.

	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 school activity following half term?	**Risk** – maintaining physical distancing, cross contamination, infection control and staff showing symptoms while at work.
	• Physical distancing applied to movement around Main Building, and particularly in the main corridor and school office areas.
	• Physical distancing between staff is encouraged and close contact is avoided.
	• <mark>Physical distancing between students and staff, and between staff, to be maintained at 2 metres</mark>
	• Covid-19 information posters prominently displayed around the site and in classrooms to remind about hygiene procedures and wearing masks.
	• Cleaning strategy developed and control measures implemented.
	• Good respiratory hygiene is practised (catch it, bin it, kill it).
	• Limited numbers of members of staff at a time in the following locations:
	    o Staff Kitchen (4)
	    o Staff Toilets (3)
		Markers are in place for physical distancing in the main corridor leading to the school office.
		
		Signs around site to remind students, and regular reminders from staff
		
		Sanitiser and disinfectant wipes in each classroom ***at point of access***. ***This is absolutely essential. Staff to issue reminder at the start of every lesson.***
			Alun Watkins, Gareth Hughes, Simon Barnett

	○ Quiet Room (6) ○ SCR (16) - Office and Reprographics access restricted to relevant staff. - Emergency procedures in place with appropriate levels of first aiders and fire marshals in situ during working hours. - GoJ have introduced 8 week workforce PCR tests for all staff working with students in an education environment. Workforce Screening Test for all staff including VCP to take place on Wednesday 2 December.	Physical distance markers are in place in the main corridor leading to the school office. Office first aid bay available and qualified first aiders in school office. Site Manager called for suspected Covid symptoms and individual taken to Isolation Room, next to Sixth Form Centre.	
2.a How will you operate your work activities in a way that keeps colleagues and others safe from potential exposure to COVID-19?	- Access to site controlled. All visitors will report to school office. - Staff sign in and out of school via email or using central sign-in. - Touch surfaces regularly disinfected at least twice daily by G4S. ***Desks in classrooms sprayed with disinfectant and wiped with blue paper towels at the start and end of each lesson***. - PPE provided for staff dealing with anyone showing symptoms of Covid-19. - Non-essential visits to site strictly controlled. - From 8 December, masks/visors to be worn by Years 7 – 13 in communal areas and staff and visitors at all times. From 11 January, all boys to be strongly encouraged also to wear face coverings in lessons and examinations. - If pupils travelling in school minibus, all ages should be required to wear face covering. - Flexible attendance for students in place from 7 December, working with Government guidelines and attendance coding. Remote learning protocols in place for those students absent due to Covid-related reasons. From 11 January, we will follow the attendance protocols issued by CYPES and communicated to parents.	Temperature will be taken and if it exceeds the critical level (37.8C) the visitor will be asked to leave the site. The main school gates will be closed at 9.00 am. Parent tours now much reduced and only after school. Site Manager holds a stock of visors. School office holds a stock of masks. Staff member driving minibus to ensure sufficient stocks of masks are available to students. Our staff and Sixth Formers have been offered a one-off PCR test following a positive result for 2 Sixth Formers during half term.	
2.b. For each area of your building/ workplace identify what adjustments you are making to ensure physical distancing and hygiene measures are maintained.	**Teaching Rooms** - Classrooms set out in rows where possible and seating plans have been produced. - Windows and doors kept open as far as practicable as we move towards colder weather. Students are encouraged to bring extra clothing, as required, to stay warm. - Students not to queue outside classrooms but go directly in (except labs).	Tea/coffee provided in the Senior Common Room kitchen. Seating plans produced and stored via ShowMyHomework.	

	• ==Year Group Rooms and classrooms – staff to adhere to physical distancing requirements, ensuring no contact within 2m with pupils for a period longer than 15 minutes.== • From Wednesday 23 November 2020, Sixth Form Centre is split to create separate social spaces for Years 12 and 13 with additional designated space for Year 13 in the de Quetteville Library. **Non-Teaching** School Office Admin staff respect physical distancing LRC Capacity limited to 24 students DQL Mixed space (24 students, 1 teacher station) SCR General staff (16 staff) Offices General staff (4 staff maximum) The Temple Meeting space (maximum 4) House Rooms These are now Year Rooms, to support the limiting of mixing across year groups. **Covid-19 Isolation Bay** Office next to Sixth Form Centre is Isolation Bay.	Marquees have been erected in 4 locations to support Years 7 – 11. PPE available in Site Office and Isolation Bay.	
3. What arrangements have you put in place to ensure the safety of service users/ visitors to the workplace?	• All visitors report to school office on arrival. • Enhanced cleaning programmes (Cleaning Strategy June 2020) • All gov.je guidance displayed prominently throughout the site. • Clear guidance and contract sent to parents and students before any return to school. • Toilets assigned to year groups. • Paper towels provided in toilets. • Duty staff, consisting of Senior Staff, roving during day, and highly visible at transition times, to ensure physical distancing. • 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 direct contacts will be informed. • Extra hand sanitiser stations placed around the site on walls. • Reminders in social spaces not to share food/drink utensils. • ==Site staff to check ventilation of Year Group Rooms and classrooms throughout the day, ensuring a good flow of air. This is especially important ahead of breaktime and lunchtime==	Temperature of visitors will be taken as detailed above. This is still effective and was enacted in the summer term prior to phased re-opening. Bistro open from 04.11.20 and hot food from the Bistro to be consumed in marquees in year groups. Packed lunches and cold Bistro food can be consumed in tutor rooms.	
4.How will you share this information with colleagues to ensure they all know how	• Guidance displayed prominently throughout the site. • Daily briefings via email from the Deputy Head. • Regular reminders for staff and students regarding safety/hygiene procedures.	MyStates guidance paperwork RA shared with staff.	

to keep themselves safe from exposure to COVID-19?	• This WSP plus the Risk Assessment is shared with Union reps and colleagues and on school website. • From 23 November 2020, weekly Headmaster's Briefing to return to Mondays and via Teams. • Occasional emergency meetings held according to changing guidance. • Classroom protocols on every teacher's desk (from Mon 9th Nov) to clarify processes if student becomes unwell in class.		
5.How will you gather information to assess the wellbeing of your staff to ensure that they are safe to work?	• SMT and line managers to complete regular wellbeing checks with their teams and staff. • Return to work meetings with the Deputy Head. • Targeted wellbeing surveys for staff. • Review provision regularly and dynamically through the President of Senior Common Room and Common Room Committee.	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?	• Isolation process begins: staff notify school office and once cover is in place, move quickly to isolate at home ensuring physical distance at all times. • Site Manager informed and class removed from classroom to suitable alternative space, directed by senior staff. Classroom to be closed and not used until deep cleaned. • 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	School office notify KAP plus member of senior staff (SMT) of suspected Covid case to arrange cover. School office to contact Site Manager to arrange closure of classroom and deep clean. Designated room next to the Sixth Form Centre.	
7.How do any changes to the way you will be working impact on the risks of the work that you do?	• Hazard identification checks completed in line with department policy with new control measures implemented. • Review existing critical risks and whether changes will affect current risk management of a return to work. • Regular updates through the weekly bulletin and Headmaster's Briefing to update colleagues regarding any changes to guidance. • 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.	RA completed HM and Senior Staff promote open channels of communication with staff and meet regularly with Union reps. This is overseen by the Site Manager who is our Health & Safety expert and by the Health & Safety Committee which meets every half term. Staff concerns can be raised by	

		President of Common Room who is part of this Committee. Lanyards worn and staff sign in and out of school every day. Main gates closed at 9.00 am.	
8.How will you evaluate whether your work processes or risk controls are effective?	• Regular SLT and Site team reviews of safe working strategy, with improvements implemented and communicated to all staff. • Staff feedback processes in place and feed into Health & Safety Committee via President of Senior Common Room. New Covid Committee established which meets once every two weeks. SLT and SMT meetings every week.		
9. How will you monitor this plan to keep it on track?	• Regular reminders via Headmaster's Briefing provides staff with an opportunity to ask questions and staff feedback is encouraged at any time with any member of the SMT. • School Council meetings and regular meetings between the Headmaster, Head of Sixth Form, Head Boy and Deputy Head Boy to enable student feedback. • Regular checking of rooms by Senior staff and CYPES staff to ensure signage, wipes and gel are always replenished. • Implement the advice provided by CYPES, Public Health and STAC when there are changes to procedure.		

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 guidance provided about physical 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?	Physical distancing controls applied, separate offices and signage displayed.
	How will safe distancing be managed for meetings when virtual meetings can't be held?	Physical distancing applied, remote working and virtual meetings, if necessary. Physical meetings must ensure 2m distancing. Teams and Zoom meetings are used wherever possible. Meetings involving visitors to the site are kept to

			a minimum and parents are normally seen before or after school, where possible. <mark>From 14 Dec no parental tours after school.</mark>
		What cleaning arrangements are in place for the buildings?	Enhanced cleaning implemented – cleaning strategy developed by G4S. Touchpoint cleaning twice a day throughout the site.
		What cleaning arrangements are in place for workstations, surfaces and equipment?	Disinfectant wipes provided to staff and students and students encouraged to use the wipes and hand sanitiser at the start of every lesson. Cleaning increased especially around door handles, bannisters and other main touch point.
		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. Staff take individual responsibility for cleaning their own work station before and after use. Students have clearly defined seating arrangements and seating plans are in place. Students are encouraged to clean their own stations before and after use. Students should not be sharing equipment or resources.
		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 at the entrance of each room. Report shortages to the Site Manager.
		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. Each year group has a clearly defined toilet area.
		How is safe distancing managed in kitchen area?	Limited numbers, notice displayed clearly on the door.
		Are colleagues aware they shouldn't share food, crockery etc with others?	Yes and asked to clean after use observing hygiene requirements.

	Who are the first aiders, mental health first aiders, and fire marshals?	Reviewed and we have sufficient cover in place. Details are on the Health & Safety Board outside the Quiet Room or are available from the Site Manager.
	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 to CYPES for notifiable incidents.
2. Safe Operation	Who needs to be in the workplace?	Teaching and support staff.
	What arrangements are being made for flexible working, staggered working times, homeworking, splitting teams, etc?	Not currently applicable.
	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?	Physical distancing practised within the workplace. Parent information, parent association, Governor and teacher consultation evenings held remotely via Teams. Teams meetings used wherever possible for other events (eg CYPES meetings, Open Day etc). Face to face meetings minimised, physically distanced and held outside school hours where possible.
	What arrangements are in place for lone workers?	Lone Worker policy in place.
	What arrangements are there for staff who are out and about as part of their role?	Physical distancing followed for school trips. Risk Assessments and off-site visit forms completed.
	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. Masks worn. Physical distancing markings on floor in main corridor to school office. Signage displayed prominently throughout the site. Access to main office minimised by keypad door. Sliding glass screen in place for front facing office staff. One way entrance and exit from area outside office. Sanitiser and wipes available outside school office.

	What extra equipment may be needed?	PPE and cleaning materials are in place.
	If safe distancing is not possible what alternative arrangements are in place to safeguard staff?	Physical distancing implemented where possible. Masks worn by all staff in public areas and face shields in the classroom.
	What arrangements are being made for delivery of mail and goods?	Deliveries to front reception area – physical distancing implemented. All visitors expected to wear face coverings. One person is permitted in the area outside the office at any one time. Markings and signage in place and one way system for entry and exit.
3. Students	What arrangements are in place for students, and other members of the public and visitors who may visit?	Physical distancing controls in place, sign in and out, registers kept. Clear expectations shared with parents and students and parents and students required to sign a contract of Covid guideline expectations. Office staff wear masks. Temperature taken of visitors as above and track and trace contact information provided and maintained by office staff.
	What alternative ways to provide services are being adopted?	Distance learning continued for students who are not in school. We have adopted a blended approach which will include some virtual online learning for students displaying Covid symptoms or self-isolating pending test results.
	How are you communicating the changes with students, what signage and visual aids are you using?	Signage displayed, regular virtual assemblies for students and reminders through the Tutor system. Parentmail and weekly newsletters also provide means of updating students via their 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?	Email, staff briefings every Monday followed by an email summary bulletin. Daily briefings via email from Deputy Head.
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. Contained in this WSP for staff who feel unwell. Staff have classroom protocols on their desks should a student feel unwell.
	What measures are there to trace contacts for staff if they fall ill at work?	Environmental Health Track and Trace team liaise with Headmaster as required.
7. Work activity changes	Are there any new risks as a result of changes to working practices? How are they assessed?	Risk Assessment and WSP regularly reviewed and updated in accordance with changing guidance.
8. Evaluation of risks	Has a Risk Assessment been carried out for the site?	Yes.
9. Monitoring of risks	Are measures in place to make sure safe distancing and hygiene practices are monitored on a regular basis?	Yes.