



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 and departmental business continuity lead to review and agree before submitting it to the Business Continuity Team bcm@gov.je .

Department Details

Department:	Jersey Music Service	Name of Manager completing the form:	SMT - GC, VS, LM, KP, GMc
Div. / Group:	CYPES		
Location:	Mont Cantel La Pouquelaye St. Helier	Has this plan been agreed by your H&S Advisor and business continuity lead?	
Date of completion:	1 st September 2020		
Revision Date:	8 th October 2020 20 th October 2020 22 nd October 2020		

Refer to the Government of Jersey guidance on coronavirus 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
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>Risks:</p> <ul style="list-style-type: none"> • Exposure to Covid-19 from other employees, the environment and equipment • Controlling physical distance • A member of staff/student displays symptoms while at JMS • Cross contamination and infection control <p>Business Continuity Plans (BCP) in place with teams working both remotely and in the office.</p> <p>An established regime and routine for handwashing and sanitising is established in the building and at each of the exit and entrance points</p>	<p>Established hygiene resources and equipment for all areas where children and adults will enter the building.</p> <p>Procedures for responding to health issues and COVID cases within school re-communicated to staff and parents. Isolation</p>	GC, LM, VS, KP, GMc

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
	<p>(sanitising). All staff and children will wash their hands with soap and water for 20 seconds frequently, be reminded not to touch their faces and use a tissue to cough or sneeze and dispose of it accordingly.</p> <p>Daily monitoring and schedules are in place to refill sanitisers and replace hygiene products.</p> <p>Hand sanitizers, soap, paper towels/rolls and other hygiene products are consistently available.</p> <p>All guidance published on Gov.je is followed.</p> <p>Arrangements are in place for any employee, child or visitor who falls ill at JMS with Covid-19 related symptoms and all staff are familiar with them: access to isolation room if needed (Vivaldi Room); deep cleaning; communication and tracking and tracing register/records in place.</p> <p>Any child or staff member displaying Covid-19 symptoms will self-isolate at home and not attend the workplace until they are fit and healthy to return.</p> <p>There is a log and register of all contractors and visitors who enter the school along with the time they entered and left. A record of who they have had contact with will be recorded on leaving the premises as well as their direct number for contact.</p>	<p>room available for staff (Vivaldi Room). In case of health issue and COVID cases, students will be escorted to parent/s waiting outside.</p> <p>Established daily cleaning regime throughout the week.</p> <p>Communication with parents and children about procedures, Gov. health requirements and testing; communication with JMS; access to JMS.</p> <p>Staff communication of expectations, requirements and safety measures, including physical distancing measures where possible within JMS.</p>	<p>Cleaning Company, GC, VS, LM, VS, KP, PJ, NR</p> <p>GC, LM, VS, KP, GMc, PJ, NR</p> <p>Teaching rooms allocated to teachers.</p> <p>Track and Trace information collected by admin team. Registers kept with student attendance.</p> <p>Staff Track and Trace will be in place through new door system, in the meantime through admin team.</p>

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
	<p>Staff and children who have specific medical and health needs that fall under the category of 'highly vulnerable' will have an individual care plan and risk assessment (including rigid physical distancing and reduced physical contact with others; possibility (on medical advice) of not attending).</p> <p>Children and staff returning to the island from Green; Amber and Red areas/countries will follow government guidance on testing, test results, isolation periods and communication with school.</p> <p>All children will enter and exit the building from the main student entrance and follow the right of way signage around the building.</p> <p>Parents and visitors to JMS will be limited and only by appointment or in an emergency situation; all visitors to follow hygiene and registration systems established at reception.</p> <p>Parents will be encouraged to physically distance outside the building when dropping off / collecting their child.</p> <p>Students are to bring their own instrument, music and pencil along with any other resources for their sole use.</p> <p>Staff will not share resources where possible or will ensure some cleaning before re-use by other adults where needed (this will also take into account prior hand hygiene regimes).</p>	<p>Staff to liaise with their GP. Staff should then liaise with GC who will liaise with HR if support required.</p> <p>Reminder to parents if returned from areas / countries should not attend in line with Government guidance.</p>	

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
	<p>Limited and monitored access to resources: resources difficult to clean not provided.</p> <p>Up to date with fire alarm and emergency lighting checks. First Aid Kits checked.</p> <p>Additional cleaning performed daily.</p> <p>'Homework' resources will be limited and minimised.</p> <p>Staff will focus on verbal feedback to children's written and recorded work within lesson times. Children encouraged to write in their own note book with their own pencil.</p> <p>Students should turn their own pages and staff should have no contact with music books.</p> <p>Limited access to the main office – administration staff only: no more than 4 adults and ensuring no contact (5 behind the counter if 2 metre distance - where possible - can be maintained).</p> <p>No direct physical touching or contact.</p> <p>Access by contractors is only by appointment and previous communication with JMS (unless urgent/emergency access is needed): established contractor access and controls in place.</p>	<p>1 metre distance maintained between teacher and primary students.</p> <p>2 metre distance advised where possible between adults (including secondary students and in the workplace)</p> <p>For physical distancing requirements in lessons please refer to relevant guidance</p>	

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
	<p>Meetings in offices will follow physical distancing requirements: outside the building used where possible / practical. Teams to be used where possible and when large numbers of adults are required.</p> <p>Emergency procedures (first aiders in situ during working hours) Fire marshals – training pending Mental health first aiders – training pending</p>		First Aiders
<p>2.a How will you operate your work activities in a way that keeps children and staff safe from potential exposure to COVID-19?</p>	<ul style="list-style-type: none"> • Right of way system throughout the building. • Controlled entry to and from JMS by students and staff. • Controlled use of office space and equipment. • Controlled use of teaching resources. • In-house and contracted cleaning services will follow enhanced cleaning procedures. • Staff and other meetings only to be undertaken in controlled context and within limited numbers of attendees (40 max) • Staff returning to work from shielding or as vulnerable health needs will have risk assessment in place before returning and care plan if required. • When interacting with other people/businesses staff directed to ensure control measures are in place. • Touchdown surfaces, handles, switches etc. disinfected daily. “Wipe before and after use” located on printer, kettle, taps etc. • Mask and sanitiser provided in isolation room (Vivaldi) for any staff member showing signs of COVID-19 and anyone dealing with that person. 	<p>Staff can only work in JMS / schools if they fulfill the requirements for a safe return to work: reviewed by GC</p> <p>All staff will have read the risk assessment.</p> <p>Vulnerable staff returning to work will only do this having consulted with their GP.</p> <p>Parents of children informed about non-attendance if their child is symptomatic.</p> <p>Working from home and</p>	GC

	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"> • Access to the building is only available to known staff and visitors at appointed times: access to the building is controlled and hygiene measures in place for anyone coming in. • Access to the building is strictly controlled and communication is preferred through remote methods. • All pupils and staff accessing the building are registered and follow hygiene requirements before entering and on leaving. • 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. • When interacting with other schools / people staff directed to ensure control measures are in place. • Lone working risk assessment to be reviewed and updated and staff to be informed. • Ventilation – windows to be kept open in teaching rooms and administrative offices to increase air flow. 			flexible working is encouraged where appropriate.	
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	Room	Measures	Access to JMS is only available to known staff and visitors at appointed times: access to JMS is controlled and hygiene measures in place for anyone coming in. Access to the building is strictly controlled and communication is	
	Teaching	Teaching Rooms (at JMS and in schools)	Music stands cleaned after use. Chairs wiped after use. No shared resources. Refer to https://www.jms.je/covid-19-advice/ for information on physical		

	Describe what you will do			What is in place already	Identify officers responsible for agreed actions and employee responsibilities
			distancing requirements during lessons and cleaning required in relation to specific instruments.	<p>encouraged through remote methods.</p> <p>All pupils and staff accessing JMS are registered and follow hygiene requirements before entering and on leaving.</p>	
	Admin	Toilet	Daily Cleaning		
	Teaching	Student Toilet	Daily Cleaning		
	Main office	Admin office	2 metre physical distancing maintained; access limited to 4 admin staff (5 if 2 metre distance can be maintained).		
	Main office	Business Manager office	2 metre physical distancing measures in place; access limited to 2		
	Office	Music Leaders & Extended Op. Lead	2 metre physical distancing measures in place; access limited to 5		
	Office	Resources	2 metre physical distancing measures in place; access limited to 2		

	Describe what you will do			What is in place already	Identify officers responsible for agreed actions and employee responsibilities
	Office	MDP & VS office	2 metre physical distancing measure in place. Group meetings on Teams or transferred to staff room / other spacious area. Access limited to 5.		
	Heads Office		Physical distancing measures in place. Large group meetings on Teams or transferred to staff room / other spacious area. Access limited to 3 people		
	Teaching areas	Mozart Room	Access limited to 2 people		
		Four Seasons Room	Access limited to 6 people		
		Brahms Room	Access limited to 9 people		
	Staff areas	Kitchen	Access limited to 1 person		
	Main entrances	Main office waiting area	Access limited to 1 person		
		Porchway / Entrance	Access limited to 1 person		

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
<p>3. What arrangements have you put in place to ensure the safety of service users / visitors to the workplace?</p>	<p>Parents and visitors to the school will be limited and only by appointment or in an emergency situation; all visitors to follow hygiene and registration systems established at the main entrance (sole access).</p> <p>No more than 40 people to be gathered in one place including adults and children.</p> <p>Teams separated with staff working both remotely and in the office.</p> <p>In house and contracted cleaning services will follow enhanced cleaning procedures.</p> <p>On / offsite meetings kept to a minimum and where possible held remotely.</p> <p>BCP and line managers agree who needs to be in the workplace taking into consideration staff with underlying illness / issues.</p> <p>The Government's guidelines on social distancing applied and displayed on site.</p> <p>Staff informed not to put themselves at risk if safe distancing is not being followed at meetings held offsite / in schools / elsewhere.</p> <p>A separate lone working risk assessment will be reviewed, updated and circulated to all staff.</p>	<p>Track and trace register</p> <p>Reduced access points to JMS</p> <p>Access through appointment</p> <p>Cleaning regime in place</p> <p>Signage and Gov notices</p>	

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
	<p>Mask and sanitiser provided for staff dealing with anyone showing signs of Covid19 and for person showing signs of Covid19.</p> <p>Physical distancing – one at a time applied to toilets, kitchens and reprographic and waiting areas – separation barriers or screens if required. Signs displayed identifying number of people permitted in each room.</p> <p>Teachers provided with hygiene kit to take with them to schools (including wipes, hand sanitiser, gloves etc.)</p> <p>Clear guidance on JMS Website:</p> <p>A Safe Return to Music – Addendum to STAC Guidance https://www.jms.ie/wp-content/uploads/2020/09/A-Safe-Return-to-Music-Addendum-to-STAC-Guidance.pdf</p> <p>Teaching Brass Instruments https://www.jms.ie/wp-content/uploads/2020/09/Teaching-Brass-Instruments-from-September.pdf</p> <p>Teaching String, Percussion and Keyboard Instruments https://www.jms.ie/wp-content/uploads/2020/09/Teaching-String-and-Percussion-Instruments-from-September.pdf</p> <p>Teaching Woodwind Instruments https://www.jms.ie/wp-content/uploads/2020/09/Teaching-Woodwind-Instruments-from-September.pdf</p>	<p>Separation barriers in place in admin office</p> <p>Are aware to contact office to restock</p>	

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
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"> • Providing guidance (posters displayed), to parents, children and staff (including signage) • Regular and updated communication with parents and families; staff and visitors in line with Gov requirements and policy • Remote Meetings with staff, and senior leads to discuss process implementation, distancing, hygiene and layers of protection • Weekly review meetings in place. • During implementation - individual site meetings to provide support and advice with the development of safety plans, risk assessments and internal property reviews • The department's Governance and staff hub team regularly reviewed via site visits (notes of visits and compliance inspections) 	<p>Posters in place</p> <p>Covid19 advice on JMS website https://www.jms.je/covid-19-advice/</p> <p>Distribution and publishing of safety plan and risk assessments</p> <p>Health, safety and wellbeing advice on MyStates.</p> <p>COVID-19 Risk assessment template (see link above)</p>	SMT
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"> • Review of care plans (if in place) • Weekly SLT meeting to correlate staff wellbeing: immediate responses available through SLT or Pastoral team • Return to work meetings where needed. • Wellbeing surveys plus responses to identified needs • Direct contact / meeting with staff to review if they are not well at work. 	<p>Risk Assessments</p> <p>Review meetings</p> <p>Direct contact</p>	SMT
6. What will you do if	<ul style="list-style-type: none"> • Isolation procedures in place - staff/student/patient placement: 	Use designated room.	SMT

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
<p>an employee falls ill at work with COVID-19 symptoms and how will you manage suspected exposure to others?</p> <p>Attach agreed procedure.</p>	<p>follow Gov procedures - in a single designated room (Vivaldi Room) so far as possible and defined containment zone.</p> <ul style="list-style-type: none"> • Designated staff (cleaners) should wear PPE before entering any containment zone and remain in PPE until they leave. • Gathering, recording and using workplace contact tracing information. • Clean down procedures (both in-house and contracted services) in operation. • Mask and sanitizer provided for staff supporting staff and children with COVID-19 symptoms. Staff are aware of the coronavirus helpline 01534 445566. 	<p>PPE available and accessible: staff aware of this</p>	
<p>7.How do any changes to the way you will be working impact on the risks of the work that you do?</p>	<ul style="list-style-type: none"> • 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 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>H&S Risk management systems</p>	
<p>8.How will you evaluate</p>	<ul style="list-style-type: none"> • Notes of visits and compliance inspections will be conducted 		

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions and employee responsibilities
whether your work processes or risk controls are effective?	<ul style="list-style-type: none"> • A process of self-evaluation and continuous improvement implemented • Regular meeting with all staff and senior management teams. • Staff feedback processes in place and relayed to line managers/senior officers. • SLT meetings to review staff feedback and review current developments 		
9. How will you monitor this plan to keep it on track?	<ul style="list-style-type: none"> • Regular reviews of our safety plans conducted with learning outcomes and improvements implemented and communicated to all key stakeholders. • Implementation team reviews. 		

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 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	Social distancing (SD) controls applied, separate offices and signage displayed.

	necessary? Are you using screen dividers to separate people or areas?	Screens dividers in place where staff are sat opposite each other.
	Is there a one-way system in and out of the building?	No – give way system in place
	How will safe distancing be managed for meetings when virtual meetings can't be held?	Physical distancing applied; use of Teams where needed and alternative venue when in person meeting required.
	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 workstations allocated. Disinfectant wipes available to clean shared surfaces.
	How are you reducing building occupancy and by how much?	Reduced access to visitors and contractors to appointed times. Staff working from home where possible.
	Are hand sanitiser and wipes provided and where are they located? Is there enough? Who do staff tell if supplies run out?	Yes – report to admin should replacements be required.
	What notices are being displayed reminding colleagues of hygiene requirements and where are they?	Gov notices displayed throughout the building.
	How is safe distancing managed in toilet areas/showers?	One toilet for staff and one for students.
	How is safe distancing managed in kitchen/canteen areas?	1 staff member allowed only
	Are colleagues aware they shouldn't share food, crockery etc with others?	Sign in place and items removed from area.
	Who are the first aiders, mental health first aiders, and fire marshals?	First Aiders: VS, GMc, KP, NR PJ: Pending
	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?	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?	Physical distancing; access to larger meeting rooms; Teams meetings
	What arrangements are in place for lone workers?	Lone Worker Policy to be disseminated
	What arrangements are there for staff who are out and about as part of their role?	Physical distancing for adults
	Has appropriate PPE been provided in accordance with public health guidelines?	Masks 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?	NA
	What extra equipment may be needed?	Masks 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?	
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?	No – priority signs in place

	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?	Limiting the amount of people in the building.
	What alternative ways to provide services are being adopted?	Teams, online teaching
	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?	Appointment only
	How are you limiting the number of customers on site, promoting on-line service, encourage service users to come alone where possible?	Encouraging email / phone communication rather than in person. Appointment only.
	How are you communicating the changes with your customers, what signage and visual aids are you using?	Correspondence by email, 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?	Email / Teams / Sharepoint
5. Assessing wellbeing	What arrangements are there in place for staff wellbeing?	Mental Health FA training to take place
	How do I access support for my staff?	Intranet and GoJ website
6. Illness at work	Do I know where to find the procedure if someone falls ill at work?	Sharepoint
	What measures are there to trace contacts for staff if they fall ill at work?	Contact Tracing Records
7. Work activity changes	Are there any new risks as a result of changes to working practices? How are they assessed?	Screen time. Seeking advice.
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?	As detailed above.

