

COVID-19 safety plan template

Use this form to document your thinking about how you and your workers will keep safe at work during the COVID-19 pandemic. Provide as much information in response to each question as possible. This information will help your workers and other people to know exactly what to do and what to expect.

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

There is guidance on what to think about when you're planning a safe return to work here: <http://www.worksafe.govt.nz/>

School details

Name of school _____ Name of Principal _____ Names of health and safety reps _____

Date completed _____ date distributed to staff _____

Date reviewed _____

Refer to the WorkSafe guidance for constructing a COVID-19 safe work plan for full details

DESCRIBE WHAT YOU WILL DO

WHO IS RESPONSIBLE

<p>What will be done to manage risks from restarting school after lockdown?</p>	<p>Consider: changed workforce, changed delivery of lessons, hygiene needs (surfaces, separation, toilets), maintenance, ventilation/heating systems <i>Example: Check and prepare all student/staff accessible space and sterilise all touch surfaces. Order sanitiser from NXP etc</i></p>	<p>Principal</p>
<p>How will you ensure all your workers know how to keep themselves safe from exposure to Covid-19?</p>	<p>Consider: providing guidance and resources, remote meetings to discuss distancing and hygiene, regularly reviewing <i>Example: Ensure procedures are up to date by a daily review of MoH guidance; Safety plan sighted by all workers before they return</i></p>	<p>Principal H&S Reps and H&S Committees</p>

How will you gather information on the wellness of your staff to ensure that they are safe to work?	<p>Consider: daily health screening check, discussing options with workers, follow-up procedures for ill workers, contact tracing information.</p> <p><i>Example: To find out if workers are well when they come to work, we will ask each worker basic questions about their physical and mental health.</i></p>	SLT
How will you operate your school in a way that keeps workers and others safe from exposure to COVID-19?	<p>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, disinfecting surfaces, shared equipment, equipment for remote workers, training requirements, physical separation or PPE requirements, worker transport.</p> <p><i>Example: We will review guidance on the Ministry of Health website and to be sure we are cleaning surfaces the right way with the right disinfectant.</i></p>	Principal H&S Reps and H&S Committees
How will you manage an exposure or suspected exposure to COVID-19?	<p>Consider: isolation procedures, gathering and using workplace contact tracing information, clean down procedures, contacting Healthline.</p> <p><i>Example: Arrange safe transport home immediately and provide all workers with advice on contacting GP and/or Healthline.</i></p>	Principal H&S Reps and H&S Committees
How will you evaluate whether your work processes or risk controls are effective?	<p>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.</p> <p><i>Example: We need workers' feedback on how we are progressing</i></p>	SLT
How do these changes impact on the risks of the work that you do?	<p>Consider: with workers, review existing critical risks and whether work practice changes will affect current risk management, are any new critical risks introduced due to changes in worker numbers, work practices, what new risk controls are required?</p> <p><i>Example: Regular check-ins with workers about how they're coping with the change to in school/distance learning work.</i></p>	Principal H&S Reps and H&S Committees

Notes

