



JUNIPER VENTURES LIMITED

JUNIPER PURSUITS LIMITED IS A SUBSIDIARY OF JUNIPER VENTURES LIMITED

Return to Work Planning

Health and Safety Operational Plan Guidance

Protecting employee health during COVID-19

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Title of Author	Rosherville Safety Solutions Ltd
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1.0 Introduction

- 1.1 The COVID-19 pandemic has brought changes to our service areas and the way in which we operate. Whilst a number of employees are working from home and still have the potential to do so, essential and frontline services such as the kitchen and cleaning services have continued to operate albeit with revised procedures and schedules.
- 1.2 This is changing due to the 'relaxing' of some of the Government Covid-19 guidance and we now have to plan for the full opening of schools from September, and how that affects our current Covid-19 risk management to ensure the health, safety and wellbeing of our staff and those affected by our work activities.
- 1.3 The COVID-19 pandemic continues, and the schools are now having to plan for full opening of schools from September 2020.
- 1.4 The Government issued new guidance, published on the 2nd July 2020 – [‘Guidance for full opening: Schools’](#) which covers mainstream and alternative provision, primary, secondary, 6th forms, infant, junior, middle, upper, school-based nurseries. It also covers pupils with SEND and EHCPs in mainstream schools. Separate DFE guidance is available for early years, further education colleges and special schools. It is the government's intention that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term.
- 1.5 This guide has been prepared by Rosherville Safety Solutions Ltd and aims to:
1. Help protect Juniper employees' health during the extended COVID-19 pandemic
 2. Provide direction in terms of how to mitigate health and safety risks (**a risk-based approach**) to employees and service delivery as part of pandemic planning
 3. Signpost to other sources of information
 4. Assist the Juniper leadership in developing their risk assessment and risk control strategies
 5. Raise awareness of the risks and controls required
 6. Link to the current Government guidance document/s, in a simplified health and safety approach
 7. Raise awareness of the virus, infection control, social distancing, and related control measures
 8. Raising profile of Test and Trace requirements for Juniper and all staff
 9. Help to understand the legal requirements
 10. Change management, behaviour watch – campaigns to assist in staff action required to managed the virus

2.0 Why we need a *return to work* plan, and a review of the Government updates

2.1 Juniper services are diverse, and mainly working in other businesses property such as school kitchens, plans and associated risk assessments need to reflect service area specific needs.

2.2 Health and safety is integral to the return to work of employees and to normal service delivery; key legislation includes:

[Health & Safety at Work Act 1974](#) Ensure *reasonably practicable* steps are taken to safeguard employees and non-employees; planning and implementing risk reduction measures and remaining up to date with Government advice relating to Covid-19.

[Management of H&S at Work Regulations 1999](#) Requirement to ensure suitable and sufficient risk assessments are in place; reviewed and updated to reflect: changes in circumstances e.g.:

- Change in Government advice
- New challenges faced by the return to work of employees
- Bringing services back online (e.g. kitchen equipment, equipment inspections / checks etc.)
- The Full return of the school requires that we legally review our risk assessment and make any changes, updating our clients and staff on the changes
- Changes in the use of premises and/or materials on-site e.g. are there more hazardous materials on-site (associated with increased cleaning regime)
- Changes in health status of employees (self-isolating; shielded etc.)
- Building and activity risk assessments associated with changes in use and/or adaptations following COVID-19 guidance and current legislation. This may include security, fire safety and emergency evacuation management, social distancing, hygiene, infection control etc.
- Test and Trace and recording of COVID-19 confirmed cases
- Ensuring we review the RIDDOR requirements as it is now listed under the dangerous occurrence and disease categories

[Personal Protective Equipment at Work Regulations 1992](#) Duty to provide suitable PPE in line with risk assessment findings

2.3 Health and safety is integral to the return to work of employees and service delivery. This means ensuring *reasonably practicable* steps are taken to safeguard employees and non-employees; planning and implementing risk reduction measures and remaining up to date with government advice relating to COVID-19. Suitable and sufficient risk assessments must in place; reviewed and updated to reflect changes in circumstances throughout the pandemic period.

2.4 Employee safety and welfare is important; many people will be concerned and anxious about returning to work. Employees will want to know what the council is doing to support their return including their physical and mental health.

3.0 A risk-based approach to restarting work

3.1 The *Plan – Do – Check – Act* (PDCA) methodology advocated in the Health and Safety Executive's (HSE) managing for health and safety (HSG65) is applicable to your overall COVID-19 planning (Figure 1).

3.2 The PDCA cycle¹ is one that supports on-going improvement; it considers health and safety management as an integral part of good management. With government guidance likely to change over the coming weeks and months, return to work plans will need to be reviewed and amended.

3.3 Whilst the main focus will be creating a workplace environment that prevents the transmission of COVID-19, that considers:

- the risks associated with the resumption of services
- review of existing risk assessment with the current changes
- seeking assurance information and assessing of other site covid-19 risk management
- changes to procedures that had been implemented
- the introduction of new procedures and processes that need to be applied
- communication with employees regarding changes

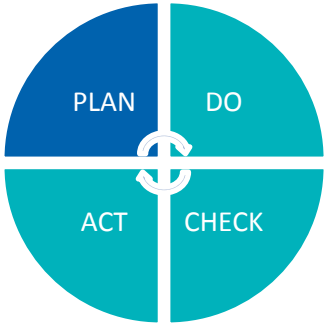
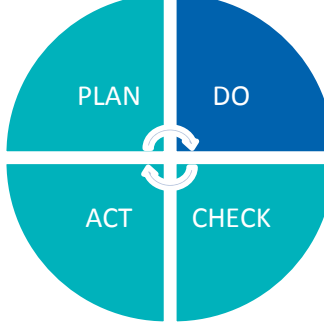
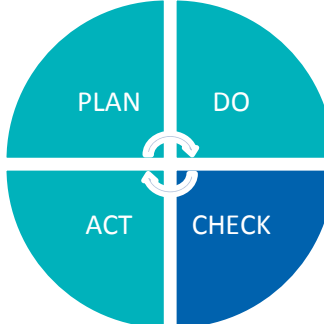
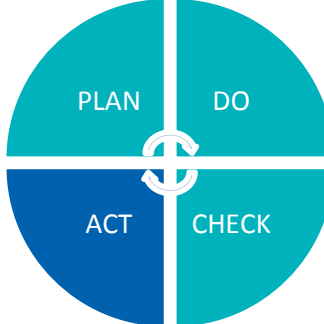
3.4 A three-pronged approach² is required:

1. A review of the current Covid-19 risk assessment for all staff work activities such as Office, Kitchen and Cleaning staff has been completed.
2. Sharing of the risk assessment, consultation with staff and clients
3. An operational review of planning requirements, control measures and how this will be implemented. Taking into account the requirement for social distancing measures; changes to activities and pattern of working, infection control, changes to physical lay out or cleaning regime as some examples

¹ HSE (2013) [Managing for Health and Safety](#) (HSG65)

² BOHS (2020) [Guidance for Members and non-Healthcare Businesses](#)

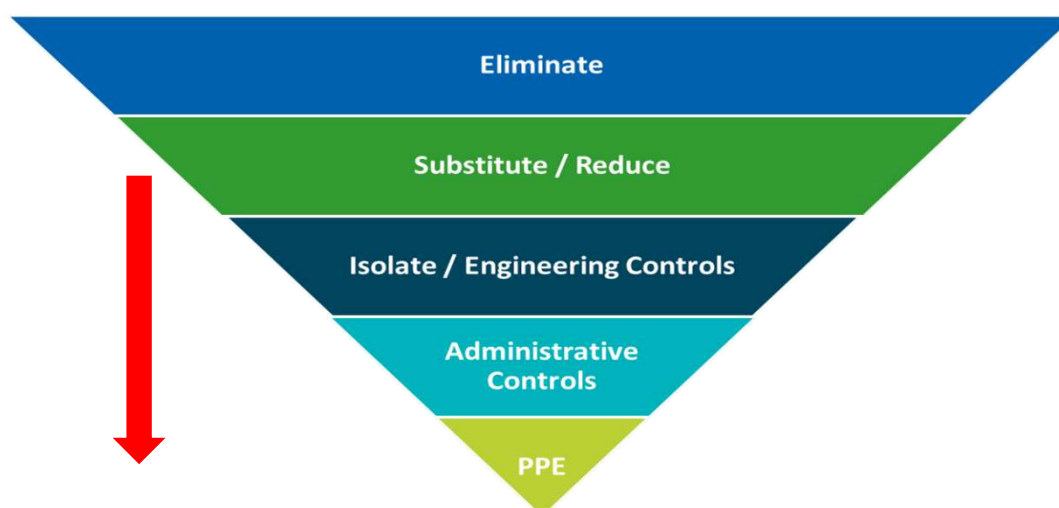
Figure 1: Plan-Do-Check-Act cycle / COVID-19 planning

	<p>PLAN:</p> <ul style="list-style-type: none"> • Determine your <i>return to work</i>, review the full return of schools and what is required • Think where you are now and where you want to be, by when? • Who do you need to co-ordinate with? • Determine how you will measure / monitor the implementation of your plan • Consider how you will communicate with your team • Review your plan and be prepared to change it; government COVID-19 guidance is changing frequently
	<p>DO:</p> <ul style="list-style-type: none"> • Assess your risks • Review your existing risk assessments including your COVID-19 risk assessment; are changes required in line with government advice? • Organise your activities so you can implement your plan incl. communication / consultation with employees • Decide on what measures need to be completed to support your plan e.g. building checks / inspections etc. • Implement your plan; ensure arrangements are followed
	<p>CHECK:</p> <ul style="list-style-type: none"> • Check and ensure your <i>return to work/full return of school environment</i> plan has been implemented: <ul style="list-style-type: none"> - Are employees following what has been agreed? - Do employees have concerns that need to be addressed? - Are risks associated with COVID-19 transmission being controlled? Is more required? • Investigate check the infection control and social distancing during the staff working environment
	<p>ACT:</p> <ul style="list-style-type: none"> • Review your performance; is your plan working? • Revisit your plan, risk assessments and procedures in light of government or council advice • Learn from any accidents, incidents, ill-health data or other teams and services. Other teams may have introduced procedures that would work for your service area • Ensure the test and trace system is followed and staff are aware

4.0 Risk Assessment COVID-19

- 4.1 RSS has produced a return to work (COVID-19) risk assessment for Juniper.
- 4.2 However, each service area, kitchen/cleaners must review this risk assessment and complete a site assessment to addresses how they will restrict the transmission of COVID-19 in the workplace, ensure that the current risk assessment is suitable and sufficient for your environment
- 4.3 Remember this is an assessment about minimising the potential transmission of COVID-19 *as low as is reasonably practicable* whilst planning for and operating a phased return to work, and full opening of Schools.
- 4.4 Reducing the risk associated with the transmission of COVID-19 requires the use of the hierarchy of control (Figure 2). Whilst elimination (of the hazard) remains the first and priority action, it will be necessary to adopt a full range of control measures, as detailed in the covid-19 risk assessment.

Figure 2: Hierarchy of Control



5.0 The System of Control: Protective Measures (New DFE Guidance 02 July 2020)

- 5.1 It is prudent for Juniper to review this guidance and this has been part of our risk assessment review and update, as a large percentage of our staff work within the school environment, together with the 'test and trace' joint potential impacts.

Preventing the spread of coronavirus (COVID-19) involves preventing:

- Direct transmission, for instance, when in close contact with those sneezing and coughing
- Indirect transmission, for instance, touching contaminated surfaces

5.2 The new DFE guidance includes a 'system of control – protective measures.' Having assessed potential risks, the instruction is that schools **must** work through the system of controls, adopting measures that address the risks identified in their risk assessment.

5.3 The system of control, the actions that school must take, are grouped into measures that focus on '**prevention**' and those in '**response to any infection**'; these are presented in the table below. Although this is specific school guidance, Juniper have implemented the principle of prevention control and this preventative system of control has formed part of Juniper's Covid-19 risk management.

Table 1: System of Control – Protective Measures

PREVENTION	
Control no.1 Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	Numbers 1 - 4 must be in place in all schools, all the time
Control no.2 Clean hands thoroughly more often than usual	
Control no.3 Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	
Control no.4 Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach	
Control no.5 Minimise contact between individuals and maintain social distancing wherever possible	Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances
Control no.6 Where necessary, wear appropriate personal protective equipment (PPE)	Number 6 applies to specific circumstances
RESPONSE TO INFECTION	
Control no.7 Engage with the NHS Test and Trace process	Numbers 7 – 9 must be followed in every case where they are relevant
Control no.8 Manage confirmed cases by following local health protection team advice	
Control no.9 Contain any outbreak by following local health protection team advice	

6.0 System of Control: Response to Infection

CONTROL 7 – Test and Trace

Engage with the NHS Test and Trace process

Key Aim: What are the 'MUST DO's for Juniper in relation to Test and Trace?

Juniper must ensure they understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](#).

HOW, by offering training, awareness, sharing of risk assessment, control measures, supported by Public Health Guidance and flow chart of processes

Juniper must ensure that staff members understand that they will need to be ready and willing to:

- [Book a test](#) if they are displaying symptoms.
- Staff must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them at work
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
- Have a communication implementation plan, awareness, sharing staff risk and control measures, reminding by regular repeated guidance
-

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet.

The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient.

If someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to work only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

CONTROL 8 – Managing Confirmed Cases

Manage confirmed cases by following local health protection team advice

Key Aim: What is critical for Juniper to manage confirmed cases?

What does this mean; considerations?

- Juniper **must** take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). They should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.
- The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The health protection team will work with schools in this situation to guide them through the actions they need to take.
- Based on the advice from the health protection team, those people who have been in close contact with the person who has tested positive will be sent home, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

What does Close contact mean?

- Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- Travelling in a small vehicle, like a car, with an infected person
- Juniper need to keep a record of staff and visitors for each area, and any close contact that takes places between different groups
- If the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)
- Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

CONTROL 9 – Outbreak Management

Contain any outbreak by following local health protection team advice

Key Aim: What are the ‘MUST DO’s for Juniper to contain any outbreak

What does this mean; considerations?

- If there are two or more confirmed cases within 14 days or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.
- If schools and Juniper are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

7.0 Government Guidance / Juniper implementation

7.1 Government guidance has continued to change throughout the pandemic period. This document has been prepared following such guidance but the reader is advised to check for any amendments or changes to sector-specific information.

PHE Covid-19 guidance:

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses>

(undated 26 June 2020)

<https://www.gov.uk/government/publications/review-of-two-metre-social-distancing-guidance/review-of-two-metre-social-distancing-guidance>

(updated 26 June 2020)

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

(updated 10 July 2020)

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>

(updated 10 July 2020)

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

(updated 10 July 2020)

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing>

(updated 25 June 2020)

Department of Education:

[Guidance for full opening: Schools](#) (published 02 July 2020)

Guidance for Schools: [Coronavirus](#) (published 17 June 2020 / updated 02 July 2020)

Early Years and Childcare: [Coronavirus](#) (published 17 June 2020)

Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) [Coronavirus](#) (updated 16 June 2020)

Appendix 1 – Test and Trace NHS

