

Work health and safety plan for COVID-19

Use this template to record how you and your workers will stay safe at work during the COVID-19 pandemic. This information will help your workers and others know exactly what to do and expect.

Refer to our guide, [Work health and safety during COVID-19](#) to assist in completing your plan.

You need to consult with your staff and their representatives to develop responses to the questions below—and other people who are relevant to reopening your business.

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

You do not need to send this plan to Workplace Health and Safety Queensland. However, you must complete and maintain your plan and make it available to our inspectors or other Queensland Government officials if they ask for it.

Business details

Business name: Les Petits Princes Association	Manager approval: President of Les Petits Princes	Worker representative consultation: Teacher Coordinator
Division/group: Les Petits Princes Committee		
Date completed: 24/08/2020		
Date distributed: 25/08/2020	Manager's name: Alix Hetteling	Worker representative's name: Clara Chastan
Revision date: 27/08/2020		

	Describe what you will do	Who is responsible
<p>What checks and preparation have you done to know your business can re-open?</p>	<p>Consider: advice on www.Covid19.gov.au, checked condition of equipment and facilities, condition of perishable items, staff training</p> <p>The following has been put in place to enable reopening our Saturday morning school in Term 3:</p> <ol style="list-style-type: none"> 1. Worked with Hendra State School to organise additional cleaning sessions at the school every Friday afternoon ahead of our Saturday morning session and every Monday morning ahead of the school week; make hand sanitizers available in each classroom; 2. Update our signing in/out sheets to enforce parents to confirm there are no COVID cases within their household. This is signed by parents at every school session (Saturday mornings); 3. No food sharing at break time; 4. Communicate closely with parents on measures taken by Les Petits Princes to safeguard pupils and parents as well as behaviours to foster in this health risk period: social distancing, hand cleansing before and after class, to avoid coming to school if any symptoms appear and inform Les Petits Princes if a member of the family tests positive to COVID-19. 	<p>Overall: Les Petits Princes Committee</p> <ol style="list-style-type: none"> 1. President and Vice-President working with Hendra State School Principal and Office Manager 2. Vice-President and Secretary 3. Parents, Committee Members 4. Secretary

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<p>How will your business comply with social distancing requirements?</p>	<p>Consider: Signage at entry points, how are you restricting numbers within the premises, separating entry and exit.</p> <p>Ensured social distancing:</p> <ol style="list-style-type: none"> 1. For children ages 5 to 12 in big rooms keep a desk in between two children and where possible stagger desks. 2. For small rooms such as the adult class which has 4 pupils: have class outside where possible and stay as far from each other to enable 1.5 m between adults. 3. For playgroup and kindy (children are 2 to 4 years old): both take place in spacious classes, enable 1.5 m rule between adults and as long as the weather is fair, have class outside rather than in the classroom. 4. During break: we ask that parents keep the 1.5 m social distancing rule and stay in groups of 10 people or less. <p>Overall: We ask that only one parent accompanies the child to Les Petits Princes to reduce the number of adults on the school ground.</p>	<p>Teachers</p> <p>Teachers and Adult students</p> <p>Teachers and Parents</p> <p>Committee members, Teachers and Parents</p>

	Describe what you will do	Who is responsible
<p>What extra measures is your business doing to keep customers/clients safe? (For example, cafes are now required to keep contact information of customers dining in.)</p>	<p>Consider: If you are a café or restaurant, how will you record and retain contact details for workers, clients and others who attend your business, records should be kept for 28 days.</p> <p>As a Saturday morning school, all parents who's children attend class are to sign-in their child and confirm there are no known cases of COVID-19 in their household. Les Petits Princes have the phone numbers and emails of all pupils' parents. Therefore if a parent were to test positive to COVID-19, as soon as we are informed, we are able to retrieve the names of children present on the day and inform all their parents. In addition, if a pupil appeared to have cold or flu-like symptoms he/she will be sent back home immediately.</p>	<p>Teacher, Secretary</p>

	Describe what you will do	Who is responsible
<p>What measures have you put in place to keep workers safe?</p>	<p>Consider: Changing work processes to allow for social distancing, increased cleaning frequency, postponing or cancelling non-essential face to face gatherings, meetings or training, re-organising work schedules and rosters, considering alternative work arrangements where possible for workers considered at increased risk.</p> <p>We've informed the teachers of the new rules and behaviours. We've shared our COVID-safe plan and asked for anything else they wish to see happening at Les Petits Princes.</p>	<p>President, Vice-president, Teacher Coordinator</p>

	Describe what you will do	Who is responsible
<p>How is your business complying with hygiene and cleaning requirements?</p>	<p>Consider: Instruction on how to practice good hygiene, maintaining quantities of soap for hand washing and detergent for cleaning, providing hand washing facilities for customers and patrons, reducing shared equipment and tools, ensuring frequently touched areas and surfaces are cleaned regularly with detergent, ensuring any surfaces used by clients/customers are cleaned between use, ensuring routine cleaning carried out in all areas of the workplace.</p> <p>We've worked with Hendra State School to organise additional cleaning sessions at the school every Friday afternoon ahead of our Saturday morning session and every Monday morning ahead of the school week; make hand sanitizers available in each classroom; and proper signs to encourage frequent hand cleaning.</p>	<p>President and Vice-President working with Hendra State School Principal and Office Manager</p>

	Describe what you will do	Who is responsible
<p>How is your business managing deliveries, contractors and visitors attending the workplace?</p>	<p>Consider: Contact free deliveries, removing paperwork from delivery interactions, keeping contact details of all visitors to assist with contact tracing.</p> <ol style="list-style-type: none"> 1. We have no deliveries. 2. Our only contractors are our teachers at Les Petits Princes. Our Teacher Coordinator keeps track of which teachers are present each Saturday morning. We have all the numbers and emails of our teachers. 3. Parents are the only known visitors of Les Petits Princes. They come to drop off their children. Their presence is needed at break time to help manage their children. As mentioned on page 3 of this plan, we ask that parents keep the 1.5 m social distancing rule and stay in groups of 10 people or less during their stay with Les Petits Princes. 	<ol style="list-style-type: none"> 1. N/A 2. Teacher Coordinator 3. Secretary

	Describe what you will do	Who is responsible
<p>How is your business reviewing and monitoring work health and safety compliance?</p>	<p>Consider: review processes to ensure the measures in place are effective, 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>We have each term a teacher meeting. This term we've discussed how to continue teaching with the risk of COVID-19. Our teachers in the majority prefer to teach children face to face. We know that if measures harden we'll need to go back to online teaching which we've put in place in term 2 and we can switch back to this solution if and when it will be required.</p> <p>Teachers also receive all communications going to parents, to keep them informed.</p>	<p>Teacher Coordinator, Teachers, Secretary</p> <p>Secretary</p>

Notes