Addendum to the TCC H&S Policy

Approved by:	Version:	Issue Date:	Review Date:	Contact Person:
SEG and H&S Council	TCC H&S Policy **v.10.3**	**Nov 2020**	**Nov 2023**	**Health & Safety Manager**

Epidemics & Pandemics i.e. Coranavirus COVID 19 – Addendum to the TCC H&S Policy

Originally approved by SEG via Craig Scott/Catherine Donnelly 19/08/2020. Union input requested and received 19/08/2020

Reviewed and revised: November 2020 following update paper approved by SEG

⊕ AIM:

It is the intention of Tyne Coast College to identify and control where possible Infectious diseases including Corona virus's i.e. COVID 19 potentially carried and transmitted by visitors, staff and students so that such exposure risks are kept to a minimum.

⊚ SCOPE: (including Definition)

Definitions:

Infectious diseases are caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi; the diseases can be spread, directly or indirectly, from one person to another.

Coronaviruses are a group of related RNA viruses that cause diseases in mammals and birds. In humans, these viruses cause respiratory tract infections that can range from mild to lethal. Mild illnesses include some cases of the common cold (which is also caused by other viruses, predominantly rhinoviruses), while more lethal varieties can cause SARS, MERS, and COVID-19 There are as yet (Aug 2020) no 'definitive' vaccines or antiviral drugs to prevent or treat human coronavirus infections.

Coronavirus disease 2019 (**COVID-19**) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).[As of 6 August 2020, more than 18.7 million cases have been reported across 188 countries and territories, resulting in more than 706,000 deaths with 11.3 million who have recovered.

Common symptoms include fever, cough, fatigue, shortness of breath, and loss of smell and taste. While the majority of cases result in mild symptoms, some progress to acute respiratory distress syndrome (ARDS) possibly precipitated by multi-organ failure, septic shock, and blood clots. The

time from exposure to onset of symptoms is typically around five days, but may range from two to fourteen days.

The virus is primarily spread between people during **close contact, most often via small droplets produced by coughing, sneezing, and talking.** The droplets usually fall to the ground or onto surfaces rather than travelling through air over long distances. However, the **transmission may also occur through smaller droplets that are able to stay suspended in the air for longer periods of time in enclosed spaces**, as typical for airborne diseases. **Less commonly, people may become infected by touching a contaminated surface and then touching their face.** It is most contagious during the first three days after the onset of symptoms, although spread is possible before symptoms appear, and from people who do not show symptoms. The standard method of diagnosis is by the rRT-PCR method from a nasopharyngeal swab.

This policy will cover all aspects of risks associated to possible transmission of COVID 19 within Tyne Coast College premises and of those external locations/premises in which our staff or students may visit as a result of their work/education.

⚖️ LEGISLATION:

Health and Safety at Work etc. Act 1974 and the **Control of Substances Hazardous to Health Regulations 2002 (as amended).** Our employees may also be subject to action by the authorities arising under health protection (Coronavirus) regulations.

Current guidance is via:

https://www.gov.uk/coronavirus/education-and-childcare

https://www.hse.gov.uk/coronavirus/index.htm

https://www.aoc.co.uk/covid-19-resources

👥 RESPONSIBILITIES:

The Chief Executive will be responsible for implementing this policy for visitors, members of staff and learners. Also for ensuring: all other policies are reviewed to determine implications and requirements for strategic change; that health, safety and hygiene standards are maintained; and for ensuring a post outbreak review of this policy.

Principals/Assistant Principals will be responsible for ensuring arrangements are in place to satisfy the requirements of this policy and for monitoring and enforcing the effectiveness of this policy. They will ensure that all curriculum risk assessments are reviewed and revised to ensure additional protective measures are incorporated as per guidance. They will ensure, that resources are available for Duty Manager, Safeguarding, First Aid and Fire Wardens on a daily basis. They will close down any or all parts of the college if an outbreak is confirmed or thought to exist.

Director of Human Resources will be responsible for ensuring clinically vulnerable staff and staff who are constrained by child care limitations are suitably considered in the risk assessment

process and that staff mental health is monitored and controlled. They will ensure welfare facilities are adequate and effective.

Heads of department will be responsible for ensuring risk assessing and controlling their areas of responsibility based on government and Health & Safety Executive guidance and current scientific best practice. They will be responsible for ensuring department specific activities/tasks are reviewed and revised by competent staff to ensure additional protective measures are incorporated as per guidance. They will ensure sufficient personal protective equipment, cleaning/sanitising materials and other protective materials i.e. face coverings, surgical face masks, face shields etc are available to meet control, hygiene and surface decontamination requirements within their areas. They will ensure clinically vulnerable staff and students within their departments are suitably protected through individual risk assessments.

The Health & Safety Manager in conjunction with The Director of IT will be responsible for ensuring arrangements are in place for DWH, catering provision, welfare facilities and college premises; that they are risk assessed and suitably controlled. Whereby the crisis causes reduction of staff availability then planning must prioritise statutory requirements e.g. fire alarm test, legionella tests and thorough examinations. They will also be responsible for ensuring planning and implementation of IT systems for remote working and effective communication throughout the pandemic. They will ensure resources are available for Duty Manager, Safeguarding, First Aid and Fire Wardens on a daily basis.

The Health and Safety Manager will be responsible for proposing policy change, arranging effective generic risk assessments, and offering advice, information & guidance to management, learners and staff. Report to the HSE: an unintended incident at work has led to someone's possible or actual exposure to coronavirus; a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work; a worker dies as a result of occupational exposure to coronavirus.

Head of SEND will be responsible for ensuring high risk staff and vulnerable students who will require close contact during care are suitably protected and controlled under the SEND provision.

Head of Estates will be responsible for ensuring contractors and lettings are risk assessed and controlled while on college premises following government guidance and college policy. They will be also responsible for ensuring any additional maintenance and cleaning as required by this policy. They will ensure sufficient supplies are available of hand sanitiser, cleaning and disinfectant solutions for general use purposes. They will be responsible for pedestrian segregation while accessing, travelling through and exiting the premises.

Duty Managers will be responsible for 'first responder' duties in so far as they will be required to manage procedures associated with suspected cases. See section on 'What happens if a student shows symptoms'

All Staff

- all staff are to follow this policy and the government's published guidance on social distancing and hygiene.

- self-isolate if they have symptoms for the recommended period of time or when directed by their medical practitioner. Contact NHS 111 online or call 111 or in an emergency, call 999. Contact should also be made with their line manager and Human Resources Department.
- Read, comprehend and revise with their line manager appropriate risk assessments to ensure controls are effective and reasonably practicable
- Feedback concerns to line management immediately they arise to ensure compliance with this policy and government advice

PROCEDURE:

The following arrangements should be made:

Senior Executive Group (SEG)/Governors

1. Regularly monitor, circulate and act upon advice from government, HSE and AoC on safe practice for educational establishments during outbreak;
2. Plan for policy reviews and risk assessment & control measures to be implemented;
3. Review and amend other policies as required in line with government guidance and temporary legislation during the pandemic;
4. Ensure systems are sufficiently robust to cope with implications and necessary planned changes;
5. Ensure sufficient resources are available to provide controls;
6. Ensure staff are sufficiently informed of policy, plans and government guidance;
7. Ensure Senior Management are directed in meeting agreed plan;
8. Work with college suppliers, partners and other educational establishments to ensure that its actions are in line with others in order to promote best practice;
9. Regularly and formally review and revise situation and plans;
10. Provide regular updates to staff to identify the current risk levels, appropriate control measures and government guidance.

Senior Management

1. Will follow instruction of the SEG and other relevant senior management. Failure to do so may be treated as misconduct and Company disciplinary procedures may be implemented;
2. Conduct Business Impact Assessment of outbreak on own areas of responsibility and plan for changes, resourcing and contingencies;
3. Ensure any functions which can be carried out via remote working will be considered and accommodated where possible;
4. Ensure, where required, their staff are competent to review, revise and implement risk assessments in their own activity/task areas;
5. Ensure risk assessment & control measures are reviewed and revised;
6. Ensure their staff, contractors and students are aware of the risks and what to do to ensure reduction of transmission and if they believe they have been exposed to coronavirus or may be infected;
7. Ensure materials and staff resources are available to implement proposed control measure changes;
8. Implement schedule to allow cleaning of equipment/area between uses

9. Work with college suppliers, partners and other educational establishments to ensure that actions are in line with others in order to promote best practice;
10. Provide feedback to SEG on effectiveness of policy and risk assessments;
11. Ensure that health, safety and hygiene standards are maintained.

Director of IT

1. Arrange effective homeworking facilities and systems for ITC

Head of Marketing

1. Ensure effective communication of all aspects associated with the outbreak.
2. Distribute guidance and rules for use of college facilities and premises i.e. policy, transmission risk and control measures i.e. social distancing measures and hygiene control
3. Prepare media statements and press release where required
4. Promote all government initiatives with students including 'safer travel guidance for passengers', 'test and trace'

Health & Safety Manager

1. Coordinate all aspects of premises and business operations risk
2. In coordination with Principal of Marine College, ensure the halls of residence is safe for residents and that welfare facilities are in place
3. Report through SEG on risk assessments, controls and resource implications
4. In coordination with Executive Director of HR collect data on staff and student groups to ensure effective contact if one or more show symptoms
5. In coordination with Head of Marketing & Communication to providing effective systems of communication to all
6. In coordination with Head of Estates ensuring sufficient resources for cleaning and maintenance are available including those for computer keyboards, photocopiers and other common electronic equipment
7. Review and publish all relevant guidance to SEG, management and staff;
8. Review common risks and controls with other H & S practitioners at local and national level and propose risk assessment revisions;
9. Interact with other regional and national colleges to ensure common and best practice throughout the risk assessment and control process.

Staff

1. Staff should inform the Human Resources Dept and H & S Manager if they have developed symptoms of the virus or have had confirmation that they have contracted the virus. **HSE have listed COVID 19 as a reportable disease if contracted out of or in connection with work.**
2. Follow all guidance provided and report non-compliance to their line managers

General policy arrangements and basic principles

Risk assessment

1. **Thorough risk assessments** will determine and govern appropriate controls in line with government, HSE and AoC advice and best practice; All aspects of risk should be considered (see guide below). Risk assessments should consider these basic principles.
2. **Further risk elements** should be considered in the risk assessment approach e.g. short staffing, absence of key staff, the need to evacuate premises temporarily and lack of materials or protective equipment;
3. Consider all government initiatives such as **'NHS Track and Trace'** in risk assessments;
4. **Priority must be given to all close contact activities** where remote learning is not practicable such as: *visual assessment by tutor of students practical work or computer screen; SEND activities including care activities; vehicle sharing; sharing info via books, handouts, computers (sitting by Nellie); MIS and SS transactions; receptions; post room; small workspaces (offices, storage areas, tea rooms, kitchens, cleaners cupboards, toilets, locker areas, changing areas, meeting rooms, lifts); narrow corridors and staircases; entry and egress points; queueing areas; pinch points and bottle-necks; customer interaction activities (hair, beauty, massage, floristry, catering); smoking areas; communal showers*
5. All risk assessments must gain feedback from the Health & Safety Manager and be approved by the Head of Department

Remaining at home

1. It is expected that staff will return to work on-premise, in some cases staff may be able to continue to work from home on a full time or part time basis with the agreement of their line manager. If staff are not on the premises they are not at risk and cannot transmit the virus to others.
2. **Remote, on-line and blended learning** should be considered before other control measures are considered
3. If while **not at college**, staff, students or potential visitors are **displaying symptoms** they should not be allowed to attend college and medical advice should be sought. If staff, students or visitors have vulnerable people in their household then it is recommended they do not attend

Attending college premises

4. **External visitors** must be restricted to appointments only and located in a well segregated area by reception before being seen. **Contractors** will be limited to essential works only.
5. Students, staff and visitors **coming from abroad** should self isolate for 14 days unless government guidelines state otherwise i.e. within the Common Travel Area or where Travel Corridors have been agreed.
6. **Surveys and Self Declarations** must be made by students prior to entry to college to collect information regarding current health and close contact/family health
7. The College will collect data on student health issues related to COVID-19
8. Line mangers will meet with staff to collect information about concerns or health issues related to COVID-19
9. **Payments** for courses, goods and services should be by contactless or electronic payment where possible.

On college premises

10. **Collect data on student and staff groups** to ensure effective contact if one or more of those groups show symptoms

11. Campus should be segregated into **designated zones** with own entrance/exit, toilets, water outlet, other welfare facilities and catering. Routes between zones should be blocked off with signage or barriers. Staff should stay in their zones and students should be restricted within their zones. Fire evacuation must be considered and staff/fire marshals are required to ensure social distancing on exit and within assembly points.

12. Effective timetabling to provide **bubble and/or classroom containment** should be adopted for students within the zones of no more than 30 students where possible. 'Base rooms' should be timetabled where possible for groups who are in full days.

13. **Minimise number of group interactions** by: timetabling staff to as few groups as possible; staggering starts, breaks and finish times

14. Staff and students should **go directly to their classrooms and staff rooms** on entry to the building. Further staff may be required to direct students in the early stages to relieve confusion and requesting direction from others.

15. Telephones, emails and video/tele conferencing should be used to remove need for **unnecessary interaction**

16. **Misbehaviour leading to close contact** between students will not be tolerated during this period and will be required to leave the premises

17. **Staff should maintain distance from their learners**, staying at the front of the room where possible, adults should maintain a 2 metre separation from each other, they should avoid close face to face contact and **avoid** time spent within 1 metre of anyone. Where this cannot be guaranteed then face covering **must** be worn.

18. **Classroom capacity** will be calculated based on a 1.5 metre (Minimum) separation. Desks should be spaced 2.0 metres distant from centerlines where possible. Where ventilation is good this may be reduced up to 1.5 metres on agreement with your line manager. However, separation may be decreased further to allow a bubble of students to be timetabled in a given classroom with further approval from the Principal

19. **Furniture and workstation rearrangement and/or physical barriers** are necessary to adopt **Furniture and workstation rearrangement and/or physical barriers** are necessary to adopt

21.20. **Pedestrian traffic routes** should be signed and managed/enforced to ensure either one way or single file & keep left. Queueing areas and bottleneck areas require further signage and control entry/exit doorways, corridor/classroom doorways, staffroom doorways, smoking areas, student services, finance and MIS access. Internal areas will take priority.

22.21. Where possible **classrooms or other temporary staffrooms should be allocated to individual staff members** to reduce social interaction between staff.

23.22. **Face coverings** will be made available for those who wish to wear them and they should be worn at all times by staff and students in close contact areas.

24.23. **Face covering used on public transport** whilst traveling to College must be removed as they enter the building. Temporary coverings should be disposed of, and reusable coverings placed in sealed bags for keeping on their person. Hands should then be washed for a minimum of 20 seconds or sanitised.

25.24.   Facilities will be made available for **disposal of disposable face coverings**

26.25.   **Face shields** may be worn by staff in close contact areas where communication is impaired by face coverings

27.26.   **Personal Protective Equipment (PPE)** such as FFP2/3 respiratory protection or surgical masks should be worn during prolonged or very close contact such as personal care in SEND activities, First Aid or emergency situations. Additional PPE such as disposable nitrile gloves, aprons, face shields or safety spectacles should also be considered.

28.   **Social distancing** guidelines to be strictly observed. Current policy is 2 metres without need for further controls or 1 metre plus with further protection.   N.B. '*SPACE - Stay 2 metres apart from people you do not live with where possible, or 1 metre with extra precautions in place (such as wearing face coverings or increasing ventilation indoors)*' from **Coronavirus (COVID-19): Meeting with others safely (social distancing)** Updated 7 October 2020

29.28.   The college will publicise and prompt for staff, students and visitors to: **wash hands frequently** for at least 20 seconds; **use available hand sanitiser** with at least 60% alcohol frequently; **cover coughs and sneezes with a tissue** and dispose of it safely in a bin 'Catch it – Bin it – Kill it!'; **avoid touching** your eyes, nose, and mouth with unwashed hands; avoid close contact with people who are unwell · clean and disinfect frequently touched objects and surfaces; contacting NHS 111 if symptoms arise

30.29.   Methods to **improve ventilation and air flow** should be adopted at all times e.g. open window, doors and use ventilation systems. Where students are working within 2 metres of each other AND good ventilation cannot be confirmed THEN face coverings should be worn.

31.30.   **Additional waste disposal** considerations must be included in risk assessments for local (classroom waste) and campus wide (general waste) protection

32.31.   **Surface cleaning** considerations must be included in risk assessments for local [self clean] e.g. workshops (benches, machinery contact points, vices, hand tools) and individual workstations (desks, chairs, computer keyboards and screen) and campus wide [contract cleaning] e.g. door handles/pushes, lights switches, photocopying machines. Also where multiple groups use same work spaces.

33.32.   **Toilets** will be regularly and appropriately cleaned and sanitised throughout the day, twice daily and as necessary, to reduce the increased risks posed by the Coronavirus via bodily fluids. Segregation of sinks and urinals must be arranged and notices on hygiene posted.

34.33.   **Reduce sharing of equipment/materials** e.g. students to bring own equipment with them and follow clear desk policy when they leave. Where this is not possible then ensure effective cleaning of all contact surfaces before reuse or 3 day quarantine. Where possible workstations should be allocated to specific learners or small groups of learners.

35.34.   **Where work cannot continue safely** and with the required standard of emergency back-up e.g. rescue arrangements, fire safety and first aid, the activity will be stopped until alternative health and safety arrangements can be put in place;

36.35.   If anyone presents themselves for work or study and displays **signs of COVID illness**, they are to be removed to a designated isolation room (preferably within their own bubble area or outside) and arrangements made to travel home where they should get tested and isolate for at least 10 days from their onset of symptoms (or 10 days from the date of their

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test if asymptomatic). If close contact is required with that person then appropriate PPE should be worn – FFP2/3 mask, apron, nitrile gloves, face shield or safety spectacles (These are available from the Duty Manager). Staff and students who were in contact with that person should be informed using a standard protocol handout and contact details recorded. They should be relocated to another classroom. Specific toilet facilities should be identified for that person. Areas where that person have been should be isolated for 3 days before being cleaned (to protect the cleaners) and sanitised in line with PHE advice. No further restrictions are necessary unless student found to be positive. If there is a confirmed case, a risk assessment will be undertaken by TCC with advice from the local Health Protection Team. Closure will generally be unnecessary but option will rest with college Principals. Staff must make sure that children and young people know to tell a member of staff if they feel unwell.

37.36.   If a staff member reports that someone else in the **household has coronavirus symptoms**, they are instructed to isolate for at least 14 days, and if they begin to display symptoms themselves, must isolate for 10 days from their onset of symptoms (or 10 days from the date of their test if asymptomatic)..

Premises and management

38.37.   Where **statutory examinations or safety checks** of equipment or vehicles fall due in a period when such services are scarce or unavailable, then the management will put in place plans consistent with government advice. This may involve a permitted extension to the due date or, as necessary, ceasing the use of an installation, piece of equipment or vehicle until they are declared safe and compliant.

39.38.   For **functions not appropriate for homeworking**, staggered shift patterns and other measures will be taken to ensure service standards are maintained as much as possible whilst maintaining social distancing.

40.39.   Where all or part of a **premises must be decommissioned**, the management will put in place a plan for safely shutting down and subsequent recommissioning.

41.40.   **Communication** effectiveness is essential. Several methods will be adopted to provide an inclusive communication policy:

- Posters, notices and signage will be displayed;
- TV screens used;
- Email Chief Executive briefings – frequency dependent on risk;
- Policy and risk assessments will be issued, read and confirmed acceptable;
- Training and information presentations (See below);
- Pre-arrival briefings and Induction materials;
- Direct emails and texts to staff and students;
- Social media
- Electronic staff feedback surveys

42.41.   Produce a **Designated Duty Manager** rota for each site to ensure single point of contact for control issues. Duty managers will be issued with 'first responder' PPE box which will include sufficient materials to keep that person sufficiently safe from anyone with the virus.

43.42.   **Educational Visits and Work Placements** must be fully risk assessed for transmission risks prior to any agreement for delivery;

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44.43.　**Gatherings and meetings** the following steps will be taken to maximise social distancing during staff working:

- all meetings will be carried out via video link or conference call. Where the room is sufficiently large and social distancing can be confirmed face to face meetings may be allowed
- Group walkabouts and inspections must observe social distancing
- Staff must frequently clean and disinfect areas and surfaces that are touched regularly
- start times and break times may be staggered to avoid overcrowding and enable social distancing to take place.

45.44.　It is expected that **all staff will return to work on-premises** as agreed with their line manager unless they are showing symptoms of the virus, shielding, have returned from certain countries abroad or self-isolating. In some cases staff may be able to continue to work from home on a full time or part time basis with the agreement of their line manager.

WHAT HAPPENS IF A STUDENT SHOWS COVID SYMPTOMS WHILST ON COLLEGE PREMISES?

If they are in a classroom and you are their tutor:

- Ensure there is a 2m separation between the student and all other individuals
- Contact Main Reception and advise that a student is showing COVID-19 symptoms.
- Ask if they are well enough to travel home themselves (without using public transport).
- Main reception will contact the Duty Manager who will arrange: for the student to be escorted out of the building, or to the isolation room; the room to be signed 'Do not enter due to COVID 19 risk until <time/date + 72 hours>'
- Ask everyone to sanitise their hands
- Ask the student where they have been whilst in College, write down these locations
- Ask the student if they have come into close contact with anyone whilst they were in College, ask them to tell you who so you can write down their names
- Ask Registers to identify a free classroom and relocate to this room (being careful not to touch anything the symptomatic person may have touched)
- Arrangements should then be made to travel home where they should get tested and isolate for at least 10 days from their onset of symptoms (or 10 days from the date of their test if asymptomatic).

If they are elsewhere in the building

- Ensure there is a 2m separation between the student and all other individuals
- Ask the student where they have been whilst in College, write down these locations
- Ask the student if they have come into close contact with anyone whilst they were in College, ask them to tell you who so you can write down their names
- Ask if they are well enough to travel home themselves (without using public transport), if so escort them out the building by nearest exit, if not escort them to an isolation room. These are located main reception at both STC and TyneMet
- Wash hands for a minimum of 20 seconds or sanitise your hands
- Advise Main Reception who will then contact the Duty Manager and Estates teams

- Arrangements should be made to travel home where they should get tested and isolate for at least 10 days from their onset of symptoms (or 10 days from the date of their test if asymptomatic).

WHAT HAPPENS IF A MEMBER OF STAFF SHOWS SYMPTOMS?

If you begin to show symptoms of COVID whilst at work you should:

- Ensure you maintain a 2 metre separation between yourself and other persons.
- If you share an office with other staff ask them to leave the room until the office has been cleaned
- Place a sign on the door of the room to advise people not to enter due to COVID-19 risk
- Make a list of any rooms you have been in, or persons you have had close contact with
- Contact your line manager, via telephone or e-mail to advise them of situation and let them know who you have been in contact with AND contact the HR Department immediately.
- Contact main reception who will contact the Duty Manager who will arrange safe passage for you out of the building, and for the room to be cleaned
- Avoid using public transport to travel home, if possible

RISK ASSESSMENT:

Main Aspects of Risk and Control to be considered

Risk Assessments should be conducted for all major business transmission risks and curriculum activities/tasks and be written down following current risk assessment policy (see fig. below).

Risk Assessments already in place should be review and revised by a competent person and additional control measures adopted in line with government and HSE guidance.

Generic risk assessment are to be produced and agreed by SEG for distribution to develop information, direction and for training use.
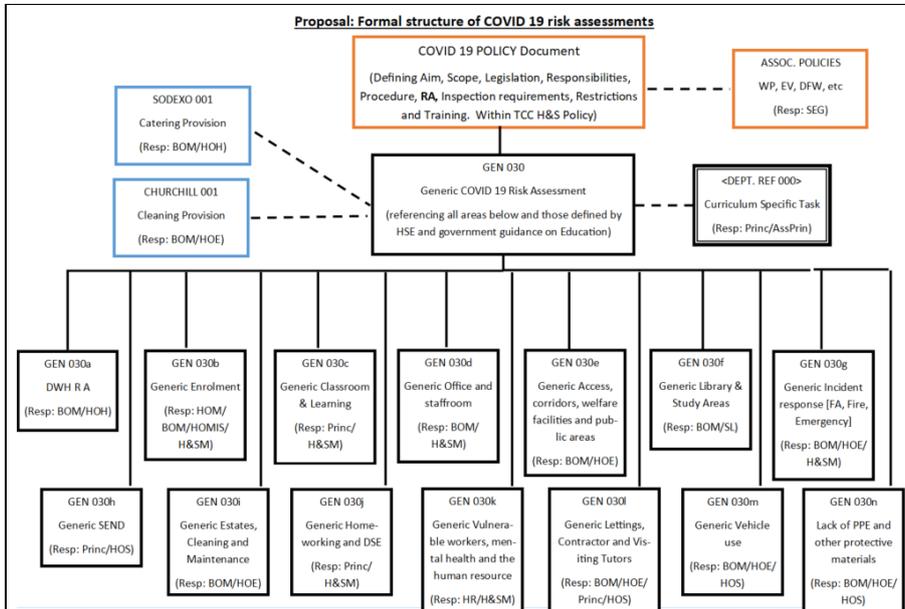
Figure 1 structure of required risk assessment areas

Catering

All catering contractors and staff MUST provide risk assessment and plan for suitable control measures PRIOR to catering being re-established on the premises. All risk assessments and controls must follow government and industry guidelines and national best practice.

No catering functions can continue until such time the risk assessment has been reviewed by SEG and suitable control measures implemented and agreed.

Stream-line service e.g. click and collect and delivery should be adopted with a designated catering location in each zone.

Cleaning

All cleaning contractors MUST provide risk assessment and plan for suitable control measures to be adopted immediately and approved by SEG. All risk assessments and controls must follow government and industry guidelines and national best practice.

Staff availability must be planned to ensure sufficiency for the numbers and tasks involved in running a large college on several premises.

Supplies must be prioritised to ensure sufficient quantities of cleaners, disinfectants and sanitisers.

Cleaning must occur daily, prior to commencement of work and between any changes of work groups.

Thorough surface cleaning should take place using an appropriate disinfectant solution as soon as confirmation or suspicion has been made.

All waste from areas where staff or students are showing signs of illness should be treated as contaminated waste.

Dr Winterbottom Halls of Residence

Risk assessment and associated plans must take into account:
1. Residents imediately prior to outbreak
2. Residents currently residing during outbreak
3. Arrangements following outbreak completion
4. Supervision of residents and their welfare
5. Information and signage
6. Response to suspected or confirmed case
7. First Aid and Fire evacuation
8. Close contact within rooms and corridors
9. Cleaning, welfare and Catering facilities
10. Reporting of incidents of outbreak
11. Information and guidance to residence on risks and controls
12. Information and guidance on response to suspected or confirmed case
13. Resourcing all of the above
14. Contingency planning

Curriculum and Business Services work areas and staff rooms (Enrolment, Classroom & Office)

All college work areas including: classrooms; workshops; office; access; corridors; welfare facilities; public areas internal and external; library; study areas and break out areas **must be** considered for social distancing, pedestrian traffic flow; effective air flow/ventilation; sufficient supervision; effective signage; access to toilets, cloak rooms, rest areas and other welfare facilities.

Specific consideration should be made to Enrolment and other special events.

Where possible classrooms should be allocated to individual staff members to reduce social interaction.

Incident Response, Emergencies and First Aid

Risk assessments must consider the increased risk of transmission through close contact during emergencies and first aid provision;

Personal Protective Equipment and Training must be provided to all Fire Wardens, Fire Marshals and First Aiders.

SEND

Due to the requirements for close contact care of those with Special Educational Needs, no SEND functions can continue until such time as risk assessments, controls, personal protection and additional training have been put in place. SEG must approve the SEND curriculum function. (See government guidance on 'clinically vulnerable people'

Premises, Cleaning and Maintenance

All college premises must adopt effective drop off/pick up, access and pedestrian traffic flow controls within the risk assessments to ensure risk reduction of transmission and ensuring where possible social distancing guidance.

Cleaning and Maintenance contractors must review their risk assessments and provide copies to Head of Estates prior to attending site. Contractors must be supervised or governed by a formal induction with defined work limits. Contractors must provide their own PPE.

Welfare facilities such as common toilets, cloak rooms, first aid rooms and facilities for drinking water supply must be clean and sanitised.

Passenger lifts should be marked out of order and only be used for staff and students who are given permission.

Homeworking

Should be considered as a means of reducing risk in all cases
Individual homeworking and DSE risk assessments must be conducted and controls adopted
Social and welfare considerations must also play a part of any risk assessment

Vulnerable Workers, Mental Health and the Human Resource

Risk assessments should consider the impact homeworking, disruption, social exclusion and stress have on staff as well as those who are particularly vulnerable such as those with current respiratory illnesses or immunodeficiencies. Individual risk assessments may be required on staff who are particularly vulnerable or showing mental health problems. Research shows that black and ethnic minorities are also classed at a higher risk

Lettings, Contractors and Visiting Tutors

Risk assessments must take into account the lack of familiarity with college premises and rules. Letting holders and contractors may require their own separate risk assessment for work on college premises or/and induction to the college from a competent person.

Restrictions must be made on areas of access and interactions allowed.

Vehicle use

Risk assessment must consider the possible transmission through close contact of staff within company, leased and privately owned vehicles used for business. Close contact risk must be

mitigated at all times with effective personal protective equipment or surgical face coverings by both driver and passengers. (See 'guidance on private cars and other vehicles')

Inspection requirements:

Heads of department to arrange appropriate inspection of work areas to ensure policy, guidance and risk assessment controls are adopted and effective.

RESTRICTIONS:

Contractors and visitors must be limited in access to college premises

TRAINING:

Staff
- Homeworking and DSE training
- Return to work during outbreak training
- Assessment/quiz of understanding of policy, risk assessment and rules

Students
- Induction
- Assessment of understanding of rules

Visitors/Contractor
- Induction by supervisor