

COVID 19 RISK ASSESSMENT: STAFFORD CAMPUS: APRIL – MAY 2021

This risk assessment is site-specific for the Stafford campus buildings and is based on the arrangements for the period from 19 April 2021 until the May half-term. The risk assessment takes account of Government Guidance for the reopening of educational settings. The contents of this document will be reviewed in light of feedback once the term is underway.

The measures covered in this document are to protect the health of college users but if the fire or lockdown alarm was to sound, then normal procedures for evacuation or lockdown must be followed. No drills or practices are scheduled to take place in the Autumn Term.

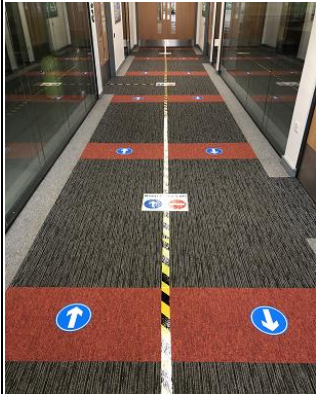
Staff MUST familiarise themselves with all aspects of this risk assessment document within 3 days of their return to the workplace. Once in College, if you have any issues or concerns you wish to raise, please see your Line Manager in the first instance. If this is not possible, please speak to Andy Bailey, Head of Compliance & Governance and Andy will deal with the matter.

In the risk assessment we refer to “Regular” cleaning which will occur a minimum of 3 times per day.

THEME	CONTROL MEASURE	ACTION REQUIRED	BY WHOM/ BY WHEN	STATUS
1 GENERAL				
1.1 Hours of operation	06.00-07.30 – Cleaners and estates staff only 07.30-18.00 – Staff and students (FT provision) 18.00-20.00 – Staff and students (PT provision) 20.00–22.00 – Cleaners and estates staff	Cleaners will also be present throughout the day to assist with sanitising and regular cleaning. In order to avoid congestion near entrance and exits points there will be additional manager supervision of these areas to ensure students do not congregate or linger unnecessarily.	S Capewell/ Managers/ Lecturers	Ongoing
1.2 Building capacity	Following revised DfE Operational Guidance and in light of reduced transmission rates within the wider community, the College will resume full face-to-face delivery for all full-time students. The situation will be kept under careful review in light of further evidence as the half-term progresses.	Careful review by managers, in consultation with TU representatives, over the course of the half-term in light of the number of positive cases reported.	Managers	Ongoing

THEME	CONTROL MEASURE	ACTION REQUIRED	BY WHOM/ BY WHEN	STATUS
1.3 Practical activities	Practical activities can be undertaken provided appropriate PPE and other mitigations are in place and a risk assessment is in place to address any hazards associated with the normal operation of the activity.	Heads and managers to ensure that appropriate PPE, mitigations and risk assessments in place prior to practical activities being undertaken and that these are approved in the normal fashion.	Heads/ Managers	Ongoing
1.4 Lateral Flow Testing	In line with DfE guidance, staff and students will be provided with twice weekly LFD tests and encouraged to undertake home testing.	<p>All staff and students will have the opportunity to undertake twice weekly LFD tests at home from 19 April. Students who have difficulty in undertaking LFD tests independently at home will continue to be able to access testing facilities in College.</p> <p>Staff and students, have been instructed in how to administer tests on themselves.</p> <p>Anyone testing positive will be isolated from other students and asked to undertake a confirmatory PCR test. They will be asked to leave the premises and, subject to the outcome of the PCR test, commence self-isolating for a period of 10 days.</p>	Managers / Security & Reception Staff	Ongoing
2 COLLEGE ESTATES & FACILITIES				
2.1 GENERAL SPACES				
2.1.1 Entrance & Exit Points	Clear markings at entrance and exit points to ensure safe distancing and navigation of the building	<p>2 metre social distancing markers are in place outside the main entrance. Perspex screen installed at reception desk. 2 metre floor markings denoting safe distance. All people entering the buildings required to use hand sanitiser provided.</p> <p>Entry/exit only stickers in place at security barriers to maintain distancing and maintain smooth flow of traffic.</p>	S Capewell/ In advance of the building reopening	Complete

		<p>Bins will be provided in Reception for the safe disposal of any masks which have been worn en-route to College which need to be discarded on entering the building.</p> <p>Duty managers will provide additional supervision for reception areas as peak times.</p>		
THEME	CONTROL MEASURE	ACTION REQUIRED	BY WHOM/ BY WHEN	STATUS
2.1.2 Visitors	Arrangements for visitors to be carefully managed and information shared with Reception. Visitors to be collected from Reception by the staff member.	<p>Members of staff will be contacted when visitors arrive. Staff will collect them and take them to their destination ensuring that all health and safety protocols are followed during the visit including wearing masks whenever a 2m distance from others cannot be maintained.</p> <p>Visitor contact details will be retained for Test & Trace and those spending a full day in College will be asked for details of recent negative LFD tests.</p>	Covid-19 Charter	Ongoing
2.1.3 Costa, Food Hall and Vending Facilities	Curriculum bubbles to stagger usage of the Food Hall in order to reduce peaks in demand and minimise risks of transmission.	<p>The Food Hall and Costa will re-open to all staff and students but each curriculum bubble will retain its designated lunchtime time slot as follows</p> <p>11.30 – 12.30: HSC/EY 12.00 – 13.00: A Level / Bus / Travel / IT / AAT 12.30 – 13.00: H & B / Access / Perf Arts 13.00 – 14.00: Foundation 13.30 – 14.30: Creative Arts</p> <p>Separate arrangements will apply at Palmbourne</p> <p>Students should take the most direct route between their curriculum bubble the Food Hall/Costa.</p>	L Morrey/ N Edwards	Ongoing

		<p>Additional external seating areas will be provided and the amount of internal seating correspondingly reduced to a minimum.</p> <p>Wherever possible staff and students will be expected to eat outdoors.</p> <p>Students and staff will be encouraged to bring their own lunch.</p> <p>Costa will be open for take-aways or for customers sitting outside in the courtyard.</p>		
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2.1.4 Social Distancing	Minimise contact in corridors, stairways and general circulation areas.	 <p>All corridors and stairwells have central line markings with directional arrows and a keep left strategy adopted supported by either 2m tape intervals or red carpet inserts.</p> <p>On arriving at College students must go straight to their first classroom; where this is a lab or workshop managers should ensure appropriate staff supervision will be in place.</p>	S Capewell/ Managers	Complete

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2.1.5 Toilets	Cleaning regime already in place. All touch point surfaces cleaned and sanitised regularly.	<p>All staff and students must wear masks in all areas where a 2m distance cannot be maintained (subject to specific medical exemptions or for activities where the wearing of a mask could increase rather than decrease risk).</p> <p>Students should continue to use the toilets closest to their curriculum bubble. At lunchtimes the toilets adjacent to dining/seating areas will be available to all students.</p> <p>Regular cleaning & soap replenishing will be undertaken with additional monitoring in place at peak times. Timed check-sheets will be completed to indicate the frequency of cleaning.</p> <p>All touch point surfaces regularly cleaned. “Have you washed your hands?” posters to be displayed. Sanitary/nappy bins to be regularly emptied by designated contractor.</p>	S Capewell/ Cleaners – ongoing	Ongoing
2.1.6 Lifts	Regularly cleaned and sanitised by cleaners.	<p>Lifts are only available for those with mobility difficulties/carrying heavy loads. The maximum occupancy per lift should not exceed one person. Those with caring responsibilities assisting students should refer to their own PCP.</p> <p>The student lift located close to the cash office will be taken out of action. Cleaners to regularly sanitise keypads and touch points. Masks should be worn by all lift users to reduce aerosol spray in confined spaces.</p>	All staff	Ongoing

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2.2 ROOMS				
2.2.1 Classrooms	Furniture configuration in rows in place. Use only permitted in allocated bubble areas	<p>Classrooms have desk orientation in rows facing forward and furniture must not be moved. Students are permitted to sit next to each other but not facing each other. No additional furniture should be added without prior approval of an SMT member.</p> <p>Masks must be worn by students in any classroom which does not permit the maintenance of a 2m distance from staff and peers (subject to agreed exemptions).</p> <p>General classrooms, including IT rooms should NOT be locked between classes and students should be instructed to enter rooms as they arrive rather than queueing in corridors. This will NOT apply to labs, salons, workshops or other practical teaching spaces.</p>	S Capewell/ Lecturers	Complete
2.2.2 IT Break Out Areas (exc IT classrooms)	Minimise congestion/transmission. Use only permitted in allocated bubble areas. Signage in place to promote social distancing.	Breakout areas will be supervised by managers at break times and any users must wear gloves upon entry and disposed of upon exit, with additional cleaning undertaken using the appropriate sanitiser to avoid contamination between users.	S Capewell/ Managers	Complete
2.2.3 General Break Out Areas (not IT)	Minimise congestion/transmission. Use only permitted in allocated bubble areas. Signage in place to promote social distancing.	Breakout areas will be supervised by managers at break times for use within bubbles with additional cleaning undertaken using the appropriate sanitiser to avoid contamination between users.	S Capewell/ Managers	Complete
2.2.4 Art Rooms (Practical)	Minimise congestion/transmission. Use only permitted in allocated bubble areas	Specialist practical art rooms can be used ensuring that equipment is sanitised between use using the appropriate sanitiser provided. Where possible users should wear gloves providing it is safe to do so. Students to be encouraged to bring their own equipment .	S Capewell/ Lecturers	Complete

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		<p>A limited number of personal equipment packs are available to be allocated to those students deemed to be in greatest need.</p> <p>Students should remove their masks when the operation of machinery requires eye protection to be worn. Staff should ensure students can maintain a 2m distance when using machinery so far as possible.</p>		
2.2.5 IT Classrooms	Minimise congestion/transmission. Use only permitted in allocated bubble areas	Students using IT as part of their curriculum will wear the gloves provided upon entry and these should be disposed of in the facilities provided upon exit.	S Capewell/ Lecturers	Ongoing
2.2.6 Library	The Library will re-open for normal usage by all students, subject to continued observance of standard hygiene measures.	<p>Sanitising facilities will be provided and learners asked to sanitise on entry. Furniture layout to be fixed and not moved, thus determining maximum occupancy levels. Users to be required to wear gloves when handling books and to wipe down work area prior to usage.</p> <p>Where possible, essential textbooks will be distributed to curriculum areas (although e-books should be used where available).</p> <p>Additional supervision by managers will be available at peak times.</p>	S Capewell/ Lecturers / LRC staff	Ongoing
2.2.7 Salons/Treatment Rooms	Salons and treatment rooms are permitted to re-open to external clients from 12 April subject to continued observance of sector specific safety requirements.	Individual workstations have been created with appropriate cleaning routines undertaken between client/student use. Screens are in place to separate workstations. Appropriate PPE, including masks, to be worn by all Hair and Beauty staff and students undertaking practical activities. A separate risk assessment is in place for these activities.	S Capewell/ CM Hair and Beauty	Complete

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2.2.8 Outside Spaces	Sanitiser/wipes to be provided	The volume of external seating will be increased and its use encouraged in preference to internal seating. Sanitising of tables/chairs and waste collection will be undertaken at the end of each session. Equipment provided for users to wipe down tables/chairs before and after use.	S Capewell/ All users	Ongoing
2.2.9 Tenterbanks Theatre	The Theatre will re-open for normal usage by all students, subject to continued observance of standard hygiene measures.	Groups should be spread as widely as possible within the available seating with at least every other seat left free. Mechanical ventilation operational on each floor.	S Capewell - ongoing	Complete
2.2.10 Staff Workrooms/ Offices/Kitchen Facilities	Minimise congestion/transmission	<p>Perspex screens will be installed where desks are in a face to face configuration. Desks to be cleared after use as far as reasonably practicable to allow for cleaning and sanitising desk surfaces.</p> <p>Staff should ensure when accessing kitchen facilities that a 2 metre distance is maintained (or 1m+ with masks and other mitigations) and that appropriate routines are adopted to prevent contamination of self and others.</p> <p>These to include limiting multiple occupancy wherever possible, wiping down of work surfaces before and after use, ensuring any items used are cleaned and returned to their rightful place and no food items to be left on site. Sanitiser sprays/wipes will be provided for staff to clean areas before and after use.</p>	S Capewell/ Managers/ Staff	Ongoing
2.2.11 Meeting Rooms	Meetings should be held via online platforms whenever possible. Rooms can be used by several groups of staff during the course of a day.	Table/chair layout will be arranged and set and must not be moved. Floor indicators will be provided at 2 metre intervals.	S Capewell - in advance of re-opening	Ongoing

		Cleaning staff will sanitise the room after each session. Cleaning wipes and gloves for IT kit will be provided. Schedules of use to be made available to cleaning teams to enable sanitising between meetings.		
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2.2.12 Teaching Kitchens/Restaurant	Minimise congestion/transmission. Authorised use only permitted.	Individual workstations have been created with appropriate cleaning routines undertaken between client/student use. Screens are in place to separate workstations. Appropriate PPE, including masks, to be worn by all Catering staff and students undertaking practical activities. Restaurant will not be open to the public during April.	S Capewell / AD Creative Arts/ Lecturers	Ongoing
2.2.13 Palmbourne Centre	Minimise congestion/transmission. Authorised use only permitted.	Specialist engineering and construction workshops can be used ensuring that equipment is sanitised between use using the appropriate sanitiser provided. Where possible users should wear gloves providing it is safe to do so. Students to be encouraged to bring their own equipment (brushes, trowels etc to be stored in lockers). A limited number of personal equipment packs are available to be allocated to those students deemed to be in greatest need. A separate risk assessment is in place for these activities.	S Capewell / Head of S&T/ Lecturers	Ongoing
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2.2.14 Performing Arts Provision	Minimise congestion/transmission. Authorised use only permitted.	Specialist performing arts facilities can be used ensuring that equipment is sanitised between use using the appropriate sanitiser provided.	S Capewell / Head of PA/ Lecturers	Ongoing

		<p>Where possible users should wear gloves providing it is safe to do so.</p> <p>Students to be encouraged to bring their own equipment (guitars etc to be stored in lockers). A limited number of personal equipment packs are available to be allocated to those students deemed to be in greatest need.</p> <p>Singing should not take place indoors (unless visors are worn and 2m social distancing is maintained). Music technology students will not be permitted to cross bubbles between the PAC and main site studios.</p> <p>Masks must be worn in all settings where a 2m distance cannot be maintained with the exception of practical dance classes.</p> <p>A separate risk assessment is in place for these activities.</p>		
2.2.15 Beaconside Sports Centre	Minimise congestion/transmission.	<p>All Sport and Public Services provision will take place off-site at the Beaconside Sports Centre. A dedicated bus service will be provided for students who cannot access the site independently. Car parking and dining facilities are available at Beaconside.</p> <p>The College will have exclusive use of a suite of classrooms and practical facilities. Showers and changing facilities will remain closed to all users. Maximum occupancy of the Gym will be maintained at all times in accordance with the Beaconside RA.</p> <p>Staff/students are not required to wear masks while undertaking physical activity/practical sports classes.</p> <p>A separate risk assessment is in place for these activities.</p>	S Capewell / Sports Centre Manager & staff/ Lecturers	Ongoing

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2.3 CLEANING				
2.3.1 Confirmed Cases	Isolation and deep cleaning of affected area	<p>In the event of a confirmed case of Covid19, the rooms (including toilet facilities if applicable) where the individual has been present to be temporarily taken out of use and closed off until deep cleaning has taken place, in accordance with approved methods.</p> <p>Where an individual leaves a room because they are feeling ill/showing symptoms everyone else present in the room will immediately rewash/sanitise their hands; the desk/chair where they were sitting (and surrounding areas) will be cleaned down and left vacant for the remainder of the lesson but they class may resume.</p>	S Capewell/ Cleaners	Ongoing
THEME	CONTROL MEASURE	ACTION REQUIRED	BY WHOM/ BY WHEN	STATUS
2.3.2 Classrooms, offices, breakout areas etc	Cleaners already operating an amended cleaning and sanitising work practice. No office hot desking to be practised.	<p>Cleaners will adapt their working practice to regularly clean touch point surfaces including door handles, light switches, desktops etc. Staff to adopt a clear desk/worktop policy to accommodate this and to assist by taking personal responsibility for cleaning their own work areas, using the resources provided, where appropriate.</p> <p>Non-fire doors should be propped open.</p> <p>Masks will not be required in workrooms where facing desks are separated by Perspex screens but will be required where staff are seated side-by-side at less than 2m distance.</p>	S Capewell/ Cleaners / Staff – ongoing	Ongoing
2.3.2 Toilet Facilities	Cleaners already operating an amended cleaning and sanitising work practice.	Cleaners will adapt their working practice to regularly clean toilet flush plates, toilet seats, taps and door push plates and panels where facilities are open.	S Capewell/ Cleaners – ongoing	Ongoing

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2.3.4 Waste removal	Daily disposal of waste via agreed routes	Waste moved to goods lift using waste trolley and then moved via designated building route to waste compound. Lift control panels sanitised after use	S Capewell/ Cleaners - ongoing	Ongoing
2.3.5 Grounds litter picking	Daily collection and disposal of waste via agreed routes	Bins emptied and litter removed from the outside areas using litter pickers/brushes and designated trolley. Waste moved to waste compound by designated route.	S Capewell/ Cleaners - ongoing	Ongoing
2.3.6 Watercoolers	Avoidance of potential transmission points	Watercoolers will be regularly sanitised as per cleaning schedule. Staff and students will need to provide own cups and also encouraged to bring in own bottled water. Guidance posters will demonstrate the correct method of re-filling water bottles.	S Capewell	Ongoing
2.3.7 Entrance barrier control panel	Minimise visitors coming in to the College at all times and include cleaning of the control panel into scheduled cleaning operation.	Cleaners to regularly clean and sanitise the entrance barrier control panel. Staff and students to be reminded to register details with ANPR system.	S Capewell/ Cleaners	Ongoing
2.4 TRAINING	Staff to view and familiarise themselves with the strategy and risk assessment. Staff to confirm that all students will receive an explanation of their mode of attendance, student bubble and break/toilet arrangements as part of their induction. These details to be recorded on promonitor.	All staff are to read the strategy and familiarise themselves with its contents within 3 days of returning to or coming on to the relevant site. All staff are to read and familiarise themselves with the contents of this risk assessment document and raise any queries or concerns with the relevant line manager.	SMT/Heads/ All staff	Ongoing

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<p>2.5 PERSONAL PROTECTIVE EQUIPMENT (PPE)</p>	<p>The College has available a quantity of PPE kits including face masks, gloves and hand sanitiser available to staff from a central point on Reception.</p>	<p>PPE (including masks and gloves) is available for all staff. Staff and students must wear a mask in all areas where they cannot maintain a 2m distance from other people.</p> <p>Where possible classrooms will be configured to provide a 2m gap at the front for the teacher. Where this is not possible, and in all workshop environments, and in any situation where a member of staff is working face-to-face with a student with less than a 2m gap, a mask must be worn by the member of staff and student (unless the requirements for other PPE would render it unsafe to do so).</p> <p>Sanitiser is available and must be used on entry to/exit from all rooms.</p> <p>Gloves are available and must be used and then disposed of in all IT settings and also when distributing any equipment or materials (including handouts) to students.</p> <p>All desks/work benches etc should be cleaned on entry by each new class using the resources provided in each room.</p> <p>Staff should avoid the use of handouts where possible and allow for a quarantine time on any Print Room orders.</p> <p>Staff and students should not share pens, resources, calculators etc. Limited supplies of calculators etc will be available to lend to students based upon those judged to be most in need.</p> <p>Wherever non-teaching staff are unable to maintain a 2m gap from others, masks must be worn.</p>	<p>S Capewell / All staff</p>	<p>Ongoing</p>

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<p>2.6 EXTERNAL CONTRACTORS COMING ON TO SITE</p>		<p>The use of external contractors coming on to the site is to be discouraged during normal working hours unless it is unavoidable in which case approval needs to be sought from the Head of Estates & Facilities.</p> <p>In the event that approval is given, the contractor must agree to adhere to the College's rules and procedures and must adopt appropriate safe working practices including wearing a mask in corridors and circulation areas.</p> <p>The College will provide contractors with Covid19 "Do's and Don'ts" and contractors will need to confirm receipt and understanding. Signing in/out measures via the Estates Department.</p> <p>Contractors will be asked to provide evidence of recent negative LFD tests when first arriving on site.</p>	S Capewell	Ongoing
<p>2.7 STAFF TRAVEL/ COLLEGE VEHICLES</p>	<p>Minibuses may be used for authorised activities subject to observance of the standard safety guidelines.</p>	<p>NSCG vehicles should only be used for College business. Each vehicle will be provided with appropriate cleaning products to allow internal surfaces to be sanitised. This should be undertaken by the user, both before and after use.</p> <p>Face masks should be worn by all drivers and passengers using College vehicles. Windows should be at least partly opened at all times.</p> <p>The vehicle checklist has been amended to include a section confirming that cleaning has been undertaken.</p> <p>Minibus passengers and drivers should be asked to take an LFD test prior to boarding or provide evidence of a negative test taken in the last 24 hours.</p>	S Capewell	Ongoing

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2.8 AIR CONDITIONING		In accordance with latest HSE guidance, air conditioning will be switched on. Doors and windows will be opened where there is no A/C.	S Capewell	Complete
2.9 FIRST AID		<p>First Aiders are trained in First Aid practice, including the awareness of the importance of their own personal safety and hygiene when administering first aid. Covid19 advice is displayed in the allocated first aid room.</p> <p>Alternative location to be decided on for students/staff displaying symptoms of Covid-19 while waiting to be transported off site. Facilities to be deep cleaned after use. First aiders will wear full face visors, and other suitable PPE. gloves, aprons, when administering first aid. Safe disposal of PPE after use.</p> <p>Details of individuals who complain of or show symptoms of COVID-19 will be maintained and reported to senior management. Email COVID first aid advice to all first aiders and encourage them to undertake the free refresher training https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/ .</p> <p>A designated first aider with appropriate PPE will be on site, accessed via Reception.</p>	L Morrey / E Edwards/ 1 st -Aiders	Ongoing
3. STAFFING				
3.1.1 Staff who are displaying symptoms of Covid-19 or who have tested positive for Covid-19.	Government/PHE guidance requires individuals in these categories to self-isolate and seek a test.	See Annex A for the process flow chart and actions to be taken. Staff to be reminded that they must not attend the workplace whilst unwell and to immediately go home if they become unwell in the workplace and observe PHE guidance at all times (including accessing the NHS Test and Trace System).	All staff	Ongoing

THEME	CONTROL MEASURE	ACTION REQUIRED	BY WHOM/ BY WHEN	STATUS
		Staff in this category should not be working from home as they will be on sick leave.		
3.1.2 Staff who have been contacted through the Government's Test and Trace system	Government/PHE guidance requires individuals in these categories to self-isolate and seek a test.	See Annex A for the process flow chart and actions to be taken. Staff to be reminded that they must not attend the workplace whilst subject to PHE self-isolation guidance (and should access seek a test). Staff in this category should work from home (to the extent their role permits) as they will not be on sick leave.	All staff	Ongoing
3.2 Shielding Staff – unable to attend	Individuals who previously received medical advice that they should shield.	Staff will be asked to return to work at College, subject to any specific recommendations which may be received as a result of an Occupational Health assessment. Exceptionally, it may be agreed that certain individuals may continue to undertake specific activities from home or to adjust their start/finish times to avoid congestion in Reception areas. Working from home will not be accepted as an alternative to sick leave.	Relevant staff and their managers	Ongoing
3.3 Staff with caring responsibilities	Individuals who share their household with someone who continues to receive advice to shield (as in 3.2 above).	Staff with caring responsibilities will be expected to fulfil their contractual duties on site. If appropriate discussions may take place regarding adjustments to contracted hours to enable individuals to meet any caring responsibilities outside of work.	Relevant staff and their managers	Ongoing
3.4 Staff who are pregnant	Pregnant women are advised to work from home after the 28 th week of pregnancy.	Anyone who has disclosed they are pregnant will have an individual pregnancy risk assessment undertaken. In certain circumstances individuals may be advised to shield, particularly in the later weeks of pregnancy. In such cases the individual will be referred to Occupational Health.	Relevant staff and their managers	Ongoing

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3.5 'Reluctant' staff	From 8 March Govt advice asks Colleges to ensure students receive a full-high quality education programme. In order to facilitate this it is necessary for all staff who do not fall into categories 3.1 – 3.4 above to return to the workplace on their normal contractual terms.	<p>Where it is agreed that there is a continuing need to shield for all or part of the working week, the individual will be expected to work from home provided they are not currently unwell.</p> <p>Staff to be provided with information on the steps being put in place to safeguard their health & safety at the workplace.</p> <p>It is recognised that difficulties in arranging suitable childcare and/or a reliance on the use of public transport may be contributory factors for staff in this category.</p>	All staff and their managers	Ongoing
3.6 Teaching staff returning to college for face-to-face delivery to students.	From 8 March Govt advice asks Colleges to ensure students receive a full-high quality education programme. In order to facilitate this it is necessary for all staff to return to the workplace on their normal contractual terms.	<p>Student attendance to be managed by the creation of discrete bubbles (see Strategy document)</p> <p>2 metre social distancing or 1m+ with PPE (see 2.5 above), as measured from the front of a class to the front row of students, to be rigorously enforced.</p>	All teaching staff and their managers	Ongoing
3.7 Teaching staff returning to college but delivering remotely	From 8 March Govt advice asks Colleges to ensure students receive a full-high quality education programme. In order to facilitate this it is necessary for all staff to return to the workplace on their normal contractual terms.	<p>All full-time students will resume full face-to-face delivery for all of their classes from 19 April. Individual arrangements will be made for part-time and work-based learning students according to their specific circumstances.</p> <p>Face coverings should continue to be worn wherever a 2m distance cannot be maintained from others and standard precautions in moving around the building (maintaining distance, wearing a mask, keeping left, using sanitiser etc) must still be observed. Students should not queue in corridors to await entry to general teaching rooms.</p>	All teaching staff and their managers	Ongoing

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3.8 Support Staff	From 8 March Govt advice asks Colleges to ensure students receive a full-high quality education programme. In order to facilitate this it is necessary for all staff who do not fall into categories 3.1 – 3.4 above to return to the workplace on their normal contractual terms.	<p>The nature of the College's operations are such that there are no roles which can be routinely undertaken from home. On occasion individuals may, with their manager's prior agreement, undertake certain tasks from home, but this will not be the default arrangement for any role.</p> <p>Support staff whose roles involve face-to face contact with students (e.g. learning support) will be required to wear masks in such situations.</p> <p>Face coverings should continue to be worn wherever a 2m distance cannot be maintained from others and standard precautions in moving around the building (maintaining distance, wearing a mask, keeping left, using sanitiser etc) must still be observed.</p>	All support staff and their managers	Ongoing
3.9 Staff in Identified Vulnerable Groups	Guidance from Public Health England and the Health & Safety Executive recognises that certain groups (e.g. those with disabilities and those from BAME communities) may be at greater risk than others.	<p>Any member of staff who feels they may be at greater risk by virtue of their personal characteristics should discuss their concerns with their line manager in the first instance. Where appropriate individuals may be referred to Occupational Health and an individual risk assessment undertaken.</p> <p>Where it is agreed that the individual may need to amend their normal pattern of attendance s/he will be expected to work from home provided they are not currently unwell.</p>	Relevant staff and their managers	Ongoing
3.10 Travel to the workplace	Govt guidance advises that staff who are returning to the workplace should avoid public transport at peak times and walk/cycle if possible.	There is significant reliance upon public transport, particularly by students, to access the Stafford campus. Students are reminded of the requirement to wear face mask and maintain social distancing whilst travelling by bus/train. Cyclists will continue to be able to use the bike racks on campus and cycling to be promoted.	All staff	Ongoing

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3.11 Location/Circulation at The workplace	Employers are required to put in place measures to maintain social distancing (2m or 1m+ with other mitigations) wherever possible. .	All staff who return to the workplace will be required to maintain social distancing (see section 2 above). Staff should remain within 'bubbles' wherever possible but with the use of PPE may move between 'bubbles'. Within the overall parameters of s1.1, staff should try to avoid entering or leaving the building at peak times for students' entry/exit.	All staff	Ongoing
3.12 Training & Communication	Employers are expected to take reasonable steps to ensure that health and safety rules are communicated to staff and any necessary training is provided	The details of this risk assessment and the associated documents will be circulated to all staff who will be expected to familiarise themselves with the contents within 3 days of returning to the workplace.	All staff	Ongoing
3.13 Safety & Compliance	Employers are required to ensure their premises operate safely at all times and that restrictions are observed.	In addition to briefing and training information a rota has been compiled of managers and other staff who will be in place to oversee circulation areas. Anyone repeatedly failing to comply with restrictions will be asked to leave the premises. Disciplinary action may be considered.	All staff	Ongoing
THEME	CONTROL MEASURE	ACTION REQUIRED	BY WHOM/ BY WHEN	STATUS
4. STUDENTS				

<p>4.1 Students mode of attendance</p>	<p>Govt guidance requires colleges to reduce risks of transmission amongst students by grouping students into 'bubbles'. By doing so the need for students to socially distance within classroom setting is removed.</p>	<p>The following student bubbles will be established:</p> <table border="0"> <tr> <td>Palmbourne Centre</td> <td>Brown</td> </tr> <tr> <td>Hair, Beauty & Catering</td> <td>Green</td> </tr> <tr> <td>Sport & Public Services</td> <td>Orange</td> </tr> <tr> <td>1st Floor Tenterbanks (Early Years/HSC/Foundation)</td> <td>White</td> </tr> <tr> <td>Science & Technology Building (A Level, BTec Eng, Computing)</td> <td>Red</td> </tr> <tr> <td>Vocational Creative Art & Music Technology</td> <td>Purple</td> </tr> <tr> <td>Business, Travel, IT & Accounting</td> <td>Yellow</td> </tr> <tr> <td>Access, Performing Arts & WbL</td> <td>Dark Blue</td> </tr> </table> <p>Students in each bubble will have a colour coded lanyard and will remain within designated areas of the College (see Strategy document).</p> <p>Each bubble will have be directed to use their closest toilets and to take the most direct route to and from the Food Hall/Costa when accessing their designated food services slot.</p>	Palmbourne Centre	Brown	Hair, Beauty & Catering	Green	Sport & Public Services	Orange	1 st Floor Tenterbanks (Early Years/HSC/Foundation)	White	Science & Technology Building (A Level, BTec Eng, Computing)	Red	Vocational Creative Art & Music Technology	Purple	Business, Travel, IT & Accounting	Yellow	Access, Performing Arts & WbL	Dark Blue	<p>L Morrey/ Curriculum Managers</p>	
Palmbourne Centre	Brown																			
Hair, Beauty & Catering	Green																			
Sport & Public Services	Orange																			
1 st Floor Tenterbanks (Early Years/HSC/Foundation)	White																			
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Business, Travel, IT & Accounting	Yellow																			
Access, Performing Arts & WbL	Dark Blue																			
<p>4.2 Vulnerable and disadvantaged students requiring additional welfare support.</p>	<p>Safeguarding Policy updated to incorporate Coronavirus COVID-19 considerations – following recommended format from Stoke on Trent & Staffordshire Safeguarding Children's Board.</p> <p>All identified students (at risk) will continue to be allocated to a student welfare officer's caseload and contacted regularly within the curriculum bubbles or remotely on split week delivery. External referrals will continue on an as need basis.</p>	<p>Communicate the exact location of support staff to students and staff during the in-college delivery hours to reduce the amount of individuals circulating around the college building.</p> <p>In order to preserve student bubbles, Student Welfare Officers and other support staff will be allocated to and based in each bubble.</p> <p>All staff engaging in face-to-face contact with individual students will be required to wear a face covering.</p>	<p>L Morrey/D Haney</p>	<p>Ongoing</p>																

THEME	CONTROL MEASURE	ACTION REQUIRED	BY WHOM/ BY WHEN	STATUS
4.3 Provision for SEND, Looked After and students with a social worker/EHCP/key worker children	<p>All identified students (at risk) will continue to be allocated to a Student Welfare Officer's caseload and contacted regularly within the curriculum bubbles or remotely on alternate week delivery.</p> <p>Some learners with EHCPs who's individual needs cannot be met by remote learning will attend college on a full time basis in accordance with their timetable.</p>	<p>Communicate the exact location of support staff to students and staff during the in-college delivery hours to reduce the amount of individuals circulating around the college building.</p> <p>In order to preserve student bubbles, Student Welfare Officers and other support staff will be allocated to and based in each bubble.</p> <p>All staff engaging in face-to-face contact with individual students will be required to wear a face covering.</p> <p>Individual student reviews and PEP meetings will be conducted via virtual meeting platforms as arranged by the Local Authority.</p>	L Morrey/D Haney	Ongoing
4.5 Behavioural expectations of students when attending in college provision	<p>Student behaviour policy and code of conduct updated to include Coronavirus (COVID19) considerations. Information on the expectations regarding students' bubbles and movement around the college to be communicated during student induction. Increased security and supervision staff available to monitor compliance.</p> <p>Any searches on students to be completed by staff wearing full PPE. The college will use the NSCG disciplinary procedure for any student who does not comply with the safety</p>	<p>Communication to students, parents/guardians and staff on the safety measures put in place at each campus. Students will also receive verbal instruction on their first visit to help them understand the plans</p> <p>Staff to be situated at various locations in and around the college to monitor compliance.</p>	L Morrey/ Curriculum Managers	Ongoing

THEME	CONTROL MEASURE	ACTION REQUIRED	BY WHOM/ BY WHEN	STATUS
4.6 Travel arrangements	<p>measures in place</p> <p>Students who travel independently to college will be advised to wherever possible avoid using public transport and if necessary to follow the Government guidance on wearing face covering. The promotion of walking, cycling and obtaining a lift from a family member will be encouraged. Signage posted on the door to cycle storage facilities to ensure social distancing.</p> <p>Students who have provided transport via the Local Authority will comply with the contracted taxi company's social distancing measures.</p>	<p>Students may need support on accessing suitable secure storage for cycles. One person at a time to enter cycle storage facilities.</p> <p>Student bus pass sales will be in a scheduled in a determined location within each bubble</p>	<p>D Haney/ Student Services staff</p> <p>Finance</p>	Ongoing
4.7 Communal areas in and around the college	<p>Students will be expected to remain within their bubble as much as possible and will be expected to make use of external seating for dining or social space.</p> <p>Staff will encourage students to enter the college as soon as they arrive for their first teaching session and leave as soon as their final session is completed.</p>	<p>Signage will be displayed in designated areas to prevent students from accessing communal areas. Signage will be displayed identifying social spaces for each curriculum bubble.</p> <p>Staff will be monitoring students' whereabouts when attending the in college provision</p>	Curriculum Managers/Security Staff	<p>Complete</p> <p>Ongoing</p>
THEME	CONTROL MEASURE	ACTION REQUIRED	BY WHOM/ BY WHEN	STATUS
4.8 Moving around the College	All students will arrive and enter the building following the signage and complying with the	Students will be required to wear a mask in all areas where a 2m distance from others cannot be	Curriculum Managers /	Ongoing

	<p>2 metre distancing measures in place</p> <p>Students will be instructed to go straight to their teaching room and enter, sitting at one of the desks provided.</p> <p>Students will only be allowed to leave the teaching room if they wish to use the toilet or if there is an emergency situation (College fire/lockdown procedures will be followed)</p> <p>Lifts are to be used by single passengers only</p>	<p>maintained.</p> <p>Signage to teaching rooms will be displayed</p> <p>Electronic screens to display alert message and reminders of social distancing</p> <p>Students will be reminded of what to do in the unlikely event of a fire.</p> <p>Staff who support students to access the lift will require PPE. Masks, gloves and wipes to be kept in CRASH boxes for use in lifts, refuge points, evac chairs etc. COVID re-opening fire risk assessment is separate document.</p>	Security Staff	
4.9 On Line learning	<p>Where students are required to self-isolate they should access on-line their classes which are being delivered to the remainder of their group in college. In such circumstances the priority for the member of staff will be the teaching and learning of the group of students physically present in the room.</p> <p>Safeguarding considerations for increased remote learning have been considered and updated in the Safeguarding procedure.</p>	<p>Student services will continue to work with curriculum teams to identify individual student needs</p> <p>Staff will continue to establish and maintain “online etiquette” guidance information at the start of each delivered session</p>	L Morrey/ Safe- guarding Team	Ongoing
4.10 Attendance recording and monitoring of students with coronavirus symptoms	<p>Registers will be completed for in college delivery and evidence will be recorded for the level of individual student online engagement</p> <p>The College’s established absence line will be in use to capture absence due to coronavirus symptoms.</p>	<p>Absence records for students with coronavirus symptoms will be communicated to senior management team to enable liaison with local Public Health officials.</p>	L Morrey/ Curriculum Managers	Ongoing
THEME	CONTROL MEASURE	ACTION REQUIRED	BY WHOM/ BY WHEN	STATUS
4.11 Students attending college who live with people who are	<p>Students who fall into this category will receive support from the specific curriculum</p>	<p>Teaching staff & personal tutors will liaise with Student Welfare Officers. Transition information</p>	L Morrey / Curriculum	Ongoing

still advised to shield.	team and the student services team to consider any adjustments which may be required to their study programme.	regarding new students will be processed directly by Student Services.	Managers	
4.12 Students in Identified Vulnerable Groups	Guidance from Public Health England and the Health & Safety Executive recognises that certain groups (e.g. those with disabilities and those from BAME communities) may be at greater risk than others.	Individual information is recorded and records maintained using promonitor Their student welfare officer and curriculum team will work together to ensure the best possible outcomes for all students	Student Services	Ongoing
4.13 Trips, Excursions and Work Experience Placements		There will be no overnight or overseas trips or excursions arranged during this period. Day trips/excursions/visits within the UK may take place subject to prior approval of a risk assessment for the proposed activity. Work placements may take place with the agreement of all parties and subject to confirmation that appropriate risk assessments are in place.	Managers	Ongoing

ANNEX A

