

Returning to the Workplace

Stay Safe. Stay Well.

24th August 2020

Introduction

This booklet contains information for the prevention and control of COVID 19 to ensure that the safety of our staff, students and visitors is maximized, and is based on the latest version of the College's Covid 19 Risk Assessment (which can be accessed through The Hub in the Staff Resources tab, along with this booklet). It provides general information and guidance about what to expect and plan for when you are in College. A booklet aimed at students will also be shared, which compliments this information and should be used by curriculum teams during student induction.

The College has followed, and continues to follow, the advice and guidance issued by the Association of Colleges and the Department for Education. As this is subject to change, so the College will make changes. Information from the NHS has also been used in making decisions about the design and application of risk control measures. Where applicable, reference has also been made to government guidance issued to specific industries.

Message from SLT

We hope that you and your families are staying healthy, and we are pleased to be welcoming you back to work. Thank you everyone for your work and support, commitment and dedication during this unprecedented time.

The College has had to make changes to ensure your safety and hope that you will do your bit to keep yourself and your colleagues safe. SLT are always available to discuss any aspect of the changes in place to help protect us all.

When you return to College, your workplace will be different, and it might take a while to get into a new routine. Social distancing, holding meetings, the days and times we work in the office and the more rigorous hygiene measures will all impact on our working lives.

When you return to work, your line manager will arrange a meeting with you so that you can share any concerns you may have, as well as to discuss a personal risk assessment if you believe that you need this.

This handbook is divided into sections, themed as follows:

- Mandatory Instructions that as an employ of Kendal College you must follow
- Guidance related to the 'safety culture' we aim to foster.
- Other considerations

Mandatory Instructions that as an employee of Kendal College you must follow:

You should acknowledge that you have read and understood this handbook through your PeopleHR record. This will provide reassurance that this document has been distributed effectively.

If you develop the 'typical symptoms' of Covid-19 you must not come to work. (i.e. a high temperature, a new continuous cough, a loss or change to your sense of smell or taste <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>)

If you have undertaken a Coronavirus test and had a positive result, without symptoms, you must not come to work and must follow the Government advice to self-isolate.

If you develop symptoms whilst you are at work, you must return home immediately, after making your line manager aware of your concern and decision. You should then request a test within 5 days, and keep the College informed of the outcome.

If you live with someone, or have someone in your 'Support Bubble', who has recently (within the past week) developed symptoms or tested positive, you must not come to work, and it is strongly suggested that you request a test within 5 days. <https://www.gov.uk/get-coronavirus-test>

If you are required to self-isolate, but feel well enough to work, you should discuss working from home arrangements with your line manager.

No fire alarms are planned but if the alarms do sound, make your way, in a socially distancing manner, to the assembly points. Please maintain social distancing at the assembly points.

On arrival at the College, all persons should wash their hands or use hand sanitiser. Good hand hygiene should also be followed throughout your working day

Whilst at work, you must attempt to maintain 2m social distancing from all other persons as far as is practicable. Clearly passing other persons in corridors and communal areas is not ideal, but it is anticipated that this will be for very short periods of time and is practicable provided that individuals are respectful of personal space. No adjacent desks or desks facing each other should be used.

Mandatory Instructions continued...

From the start of the academic term (7th September), all persons are required to wear a face covering whilst in communal areas, for example whilst moving through corridors, using toilets, visiting the café etc. In the event that, an employee has medical exemption from wearing a face covering this should be stated at the 'return to work' meeting with their line manager.

The College will provide masks where necessary to any person requiring one (i.e. staff, students, visitors), however we do need to encourage the use of personal face coverings/masks, as we have a limited supply. Students should be expected to provide their own, and as such they should only be issued with a mask where they do not have the means to acquire one.

The use of face coverings whilst undertaking duties in offices or whilst teaching is not mandatory, and all employees should feel able to make a personal decision about whether they wish to use a face covering or not.

Disposable PPE (masks, face coverings, gloves etc.) must be disposed of responsibly in yellow waste bins which will be located in public areas outside the Café (Milnthorpe Road), and at Receptions. We would encourage employees to take these home to dispose of them wherever possible.

Student timetables have been adjusted to enable full time students to operate in 'Bubbles', in line with the latest guidance from the Department for Education. Full time students will be in Department based bubbles, with their smaller tutor group where they spend most time. Each 'Bubble' has been assigned a colour, with a matching student lanyard colour. This system will enable the College to respond to a confirmed Covid incident within a group and/or 'Bubble', in a manner that minimizes disruption to the whole College.

Where a class has a combination of 'Bubbles' (e.g. an apprentice/adult infilling to FT programme /'Bubble') then they should maintain social distancing of 1m, and not share equipment etc.

Adult students and apprentices will be 'placed' in 'Rainbow groups' indicating they are not within a bubble. They are expected to maintain 2m social distancing from each other in communal areas, and to maintain a distance of 1m from each other whilst seated 'in class', or in a workshop where practicable. In the event that social distancing cannot be upheld, then a risk assessment incorporating the use of PPE must be undertaken for that specific activity (with involvement of the H&S Manager).

No College employees, are intended to be a part of a 'Bubble', meaning that wherever possible all staff should maintain 2m social distancing from all students, as well as all from each other and all other persons. Exceptions to this relate to Learning Support Assistant arrangements, the potential (though unlikely) use of restraint, and the provision of First Aid, or other emergency.

Mandatory Instructions continued...

All College employees are expected to politely challenge in situations where students wearing different coloured lanyards are seen to be mixing on College premises. Appropriate challenge should begin by asking that social distancing be respected, and management support should be sought if this is not request is not followed.

All Curriculum staff with Tutorial responsibility must ensure that all learners, (including adults, and apprentices) for whom they are responsible have spent sufficient time reading and/or discussing the 'Student Handbook' to demonstrate understanding of the College's H&S instructions. All students should acknowledge that they understand the instructions given to them through either Promonitor or Smart Assessor (as appropriate). Learners with learning disabilities, or limited English language ability should be offered alternative forms of communication, and confirmation.

No visitors should be invited into the College where a practicable alternative for remote communication / or out of hours access exists (e.g. guest speakers for students, estates sub-contractors, etc.) Visitor lanyards and badges will be replaced by "visitor stickers".

Where Industry practices are conducted in the College with members of the public (e.g. Restaurant, Hair and Beauty Salons), the Government's industry specific Covid H&S guidelines must be adhered to; in preference to Department for Education Guidelines relating to School and College activity with pupils/students. Any such guidance should be additional too, and not replace the College guidance elsewhere in this document.

Where volunteers are intended to visit the College sites to work with students, arrangements should be confirmed with a Curriculum Head of Department, or SLT member in advance.

'External persons', delivering professional development, or undertaking external verification (for example), should be permitted to access College sites by prior arrangement, and social distancing should be maintained. All visitors are required to undertake the College's Covid 19 H&S induction upon arrival at Receptions.

Deliveries arriving at the College from suppliers should be quarantined for 48 hours before handling without Personal Protective Equipment (PPE). Secure areas for storage will need to be identified. Times and dates of receipt will be marked on parcels when they are placed outside the post room at Milnthorpe Road site, or in a secure area at the Arts Campus (depending on nature of goods).

All PPE used by both employees and students must be designated for their sole use. No items of PPE should be shared (e.g. Steel Toe Capped shoes used in Construction and Production Arts;). The exception to this is plastic face visors provided that they are thoroughly cleaned between users.

Mandatory Instructions continued...

Books from the Learning Centers (or kept Departmentally) should be left for 48 hours before recirculation.

Please do not visit support function offices (Finance, HR, CIS, IT, Learning Services, Technicians' offices, Estates, Marketing, Student Services) unless it is essential; use the telephone or e-mail whenever possible.

In the event that a student (or apprentice) becomes unwell with suspected Covid-19 symptoms whilst at College, they must be isolated immediately and asked to wear a face covering / mask. A manager should then be contacted to support the process of contacting parents or family members as necessary. The Manager will also identify an appropriate place for the student to wait whilst arrangements are made (this will differ depending on the building the student is in, time of day etc.)

Guidance related to the 'safety culture' we aim to foster.

In communal areas, including receptions, cafés and all teaching and office spaces observe 2m social distancing. In corridors, observe markings on the floors. The rule is "keep left".

Remain in areas of the buildings in which you work, as far as possible. For example, use your telephone or virtual meetings rather than going to see a colleague in another office/part of the building or campus.

Different parts of the College buildings have been designated as zones for each fulltime student 'Bubble'. The boundaries of these zones in some cases are easily maintained, in other cases are more ambiguous, we would ask you to be aware of these in order to support a culture of maintaining separation between fulltime student 'Bubbles'.

Observe maximum occupancy notices for specific rooms, including single occupancy of lifts.

Corridors and staircases are designated as two way but you must walk on the left and in single file at the recommended social distance.

Students should only attend the College on days when they have timetabled sessions. Social visits to meet friends should be strongly discouraged, in order to preserve 'Bubbles' and also the to limit number of persons on the College sites.

Students are expected to go straight to the room in which they will be taught upon arrival at College, and to leave the College after taught sessions end where possible students should be allowed to wait in the same room in which they have been taught at the end of their College day whilst waiting for transport.

When a group of students are required to leave the room that they are being taught in, the teacher should check that the corridor (or external space) is reasonably clear outside of the room, prior to releasing the group. There is potential for significant congestion on some of the College's corridors. This simple control measure combined with waiting a minute or two can help to mitigate this risk greatly.

Students will be asked to stay in their designated zones wherever possible; they should not be in corridors unless accessing toilets, a café, or travelling to and from a learning centre.

Staff and students should not congregate in public areas, in preference for returning to rooms within zones, or offices. Seating has been removed from reception areas to help prevent this.

Smoking will only be permitted at the designated smoking areas, and social distancing must be observed within these spaces, amongst staff and students.

Routine cleaning and disinfection of regularly touched objects and surfaces is in place. This includes handrails, door handles, door plates and toilets.

Hand sanitiser stations are in place around the College. They are available at all entrances – please use them when you enter and leave the buildings.

Hand washing should take place regularly; posters are in place to remind everyone of how best to do this.

We request that you are in the most part self-sufficient in terms of your lunch, drinks and snacks, but the College Cafés will be offering a reduced service. Consider using thermos flasks, cool bags and ice packs. Do not share cutlery, cups, or other items of a personal nature. Limited seating will be available in the cafes so you should eat at your desk, in an unoccupied classroom, or outside.

The staff kitchen at Milnthorpe Road is not available for use, since the volume of users presents too high a risk of viral transmission.

Personal possessions should be kept with you whilst at work, and minimized. Curriculum staff will need to consider what they are prepared to leave in a classroom / workshop whilst staffroom access is restricted / rota'd.

Students will also be expected to eat and drink in classrooms and workshops, with designated times for accessing the cafes (in 'Bubbles'). This will create the potential for food waste and litter in these spaces, which clearly needs to be managed carefully – instructions for students will form a part of their induction. Additional bins will be provided, and emptied regularly, but we would also like to encourage students to take their rubbish home with them where possible. A maximum occupancy will be displayed for each classroom, which will apply at all times.

Vending machines, and the change machine have been taken out of service, since the risk of viral transmission through heavy use of touch points is considered to be too great.

Water fountains will remain in service, but we must ensure that hand sanitizer is used before dispensing buttons are pushed. Cleaners will also regularly wipe down touch points.

It is important that all persons take responsibility for the cleanliness of the College environment, in addition to our cleaners. Wipes and/or cloths and disinfectant will be available in all classrooms, offices and workshops. These should be used whenever it is felt necessary by staff and students. Teachers should establish regimes for wiping down touch points, equipment, etc. and involve students in this process.

Paper documents (only used when no other alternative exists) should be quarantined for 48 hours where practicable. In the case of student work submissions on paper, these should be placed in a secure place, and not accessed for 48 hours. The same amount of time should elapse between staff handling the document and it being returned to students.

Paper documents given by teachers to students should be placed in a location students can pick them up from, rather than by handing out documents directly to students. These should be produced 48 hours before being given out and handled, or the staff member should thoroughly wash their hands prior to handling the materials and wear a face covering.

Curriculum resources can be handled by students within a 'Bubble', but not by the teacher and/or technician without cleaning or PPE. This means that some approaches to teaching and learning in practical subjects will need some innovation in order to be purposeful. Staff are encouraged to discuss solutions with their peers and managers; reasonable requests for supporting resources will be look upon favourably.

Photocopiers should be used by one person at a time, and cleaning products will be available to use before and after use. Please do not use wet cleaning products excessively, as this is known to damage these machines.

Gloves will be available for use when handling cash (contactless transactions are preferred), parcels, documents, and other shared resources.

Good ventilation is an effective control measure to limit the viral transmission. Wherever possible office, classroom, and workshop doors should be wedged open, where other health and safety and safeguarding considerations do not indicate against this approach. This will also minimize contact with door handles and push plates. Windows should also be opened where possible. Air conditioning / air handling units should be used on 'extract' wherever possible. In the event of an emergency evacuation, doors and windows should be closed where this can be achieved quickly.

The College's Estates Team will conduct a check at the end of each College day to ensure all doors and windows are closed, but we would ask all employees to also close doors and windows if they are last to leave a room.

Seating and desk arrangements in each classroom (and some workshops) will be laid out in a pattern which ensures that social distancing measures are achievable when required. Whilst it may not be possible to use this configuration at all times, rooms must be returned to this pattern after use. (Patterns will be displayed)

The Learning Centre must not be used by taught groups, since this would present a significant risk of transmission between 'Bubbles', but individual students and staff should feel free to use workstations between timetabled classes (some of which have been decommissioned to enable social distancing).

Laptop trollies will be allocated to 'Bubbles', to ensure that all groups have adequate access to IT, since zoning has necessitated some groups being away from their usual IT rooms. Laptops should be wiped down before and after use.

KC Sixth will be allocated SOLA zone 1 as a 'base room', since they will need a place to go between sessions as they have longer 'wait times' than other full time students between lessons, outside of a curriculum zone.

Occupation of staff rooms and offices will be limited to enable social distancing to be maintained. This means that managers will agree a rota with teams, which will enable 'working from home' for colleagues able to do this. 'Hot desking' is discouraged, but with sufficient cleaning by users before and after use, we believe is acceptable.

Traveling to and from College

Wherever possible, walk or cycle to College. If you travel by car, travel alone. If you travel by public transport, ensure you follow the latest guidance on how to do so as safely as possible.

Employees should use their own vehicle for College business where they feel that they can, in order to limit the number of users of College Cars (and thus the likelihood of transmission of the virus).

If You Feel Ill, a student feels ill, or you need first aid attention

First aid will still be available and designated first aiders will be provided with PPE and additional training in order to carry out their roles.

Risk Management

The College has in place an overarching risk assessment which has been reviewed by the recognised Unions and the College Governors. As guidance evolves over the coming months, the risk assessment and in turn this Handbook and the Student Handbook will be updated. Please pay attention to the publication date of these respective documents when you are required to reference them.

The College will also communicate regularly with all employees to keep you up to date with changes we may need to apply to the way we need to work to keep ourselves safe.

If you have any concerns, or would like to check how this guidance applies to your own working circumstance, please do not hesitate to contact your line manager, and or Phil Dudley the Health and Safety Manager, or any member of the Senior Leadership Team.

Thank you, stay safe, stay well.