

The City of Stoke on Trent Sixth Form College

Covid risk assessment September 2020

The college mobilization strategy has been used to increase in stages the number of staff and students in college, in face to face learning. This risk assessment has been updated following the adoption of the plan-B timetable and does not reference the earlier mobilization stages.

As a dynamic document the Risk Assessment is being updated daily and the RA on the website will be updated periodically, for example once a week to reflect a number of recent changes.

Last updated 15th September 2020

College Building risk assessment

Colleges have been advised that “the overarching principle to apply is reducing the number of contacts between learners and staff” including through keeping groups separate and maintaining social distancing. They have also been advised to apply protective measures to reduce risk and prepare plans for managing individual cases and outbreaks.

Hazard	Who might be harmed?	How is the risk controlled? Control Measures
Covid 19 enters the building.	Building users	All staff and students are regularly reminded in communications that they should not travel to work if they have symptoms of COVID 19. Signs are prominently displayed throughout the building and particularly in the reception / arrival area to remind users that they should self-isolate if they display any symptoms. Staff and students have been reminded to continue following government advice on the safe use of public transport. Hand sanitiser is prominently available at reception and Costa Coffee and in every corridor on every floor. Hand Sanitiser, wipes and tissues are available in every classroom and general office. Only staff, students and essential visitors will be permitted to use and enter the building. Parents and non-essential visitors will not use the building.
Additional cleaning	Users	Additional cleaning is being undertaken by the contractors as the number of users increases. In day cleaning has increased by 100% and is focused on pinch points.
Users who are extremely clinically vulnerable.	Staff and Students	Following the end of Covid-19 shielding on 1 st August all staff and identified students have had the opportunity to complete a personalized risk assessment and re-orientation visit to the college. All staff will work from site in the new academic year. The exceptions to this are colleagues who have ill health or are self isolating following government guidance, track and trace procedures, and the points above about not attending work if you have a positive test.

<p>The infection spreads within the college building.</p>	<p>Staff, students and visitors.</p>	<p>A maximum number of users has been defined for some smaller staff rooms. In Staff workrooms team leaders will specify the maximum number.</p> <p>In Classrooms there may be the usual number of students, with additional control measures in place.</p> <p>If users do not respect social distancing the first steps will be polite support to understand them. The staff and student performance management procedures can be used if earlier interventions are not effective.</p> <p>All users are encouraged to wash their hands regularly and for 20 seconds. Equipment is placed in every room to support users personal hygiene;</p> <ul style="list-style-type: none"> • Hand sanitiser • Disposable wipes to self-clean desks and other equipment. • Box of tissues to 'catch-it, bin-it, kill-it'. <p>Regular signage through the college encourages users to social distance themselves from other users. Floor tape will mark two meter distances, one way systems and posters will remind users of the social distancing expectations.</p> <p>Staff will be able to distance 1m+ in the workroom and by using classrooms to work in when not teaching.</p> <p>All college users are being strongly encouraged to wear a face covering or shield/visor in communal areas of the college. Re-useable face shields/visors will be available to staff who would like one. By communal areas we mean corridors, circulation spaces, coffee shop and refectory that are transitory. This would be comparable to public transport and retail environments where this is now mandatory. In classrooms, labs and other learning environments there are additional measures in place and following government guidance users (staff and students) will be encouraged to remove face coverings to support communication in sedentary locations, however this should remain the student's choice.</p> <p>Students should stay in their classroom during Breaks before moving to the new classroom 5 minutes before the start of the lesson. At lunchtime students should stay in the classroom until 5 minutes before the next lesson. Students should eat 'dry' hot and cold food in their classrooms with 'wet' food consumed in the refec.</p>
<p>The infection is caught by a user.</p>	<p>Staff, Students and visitors.</p>	<p>The most effective way of preventing the spread of the illness is through a combination of, isolating symptomatic cases, social distancing and regular hand washing. Therefore the college will not issue staff or students with disposable PPE. Face</p>

		shields/visors will be provided to those staff who would value this re-usable PPE measure. Students with lessons in the Science Centre are being issued with a re-useable face visor.
The infection spreads through high usage 'pinch points' in the building	Staff, students and visitors.	<p>Additional day time cleaning will concentrate on pinch points. Additional cleaning staff will work during the college day sift.</p> <p>Reception staff will open the accessible door automatically so that users are not required to use the handle. The revolving swivel door is available for use, particularly when there is two way traffic, but the preference is the automatic door.</p> <p>All internal doors (except fire doors) are being left open so that users are not required to use the handle to access a general office or classroom. Fire Marshals will close these internal doors in the event of a fire evacuation.</p> <p>Staff to use the laptops issued to them rather than the desktop computers in classrooms.</p> <p>Hand sanitizer, tissues and disposable wipes are located in every room to allow users to self clean high usage areas.</p> <p>A one way system will operate to support distancing – Clockwise, on each floor. To support use of the one way system the three stair cases will remain two-way, with keep left signage.</p> <p>Please can we insist that students place the wipes directly into the bin in the classroom. We are having the unblock the drains every three days due to the wipes being flushed down the toilets.</p>
Infected users continue to attend the college site.	Staff and students.	<p>Prominent signage will remind users that they should self-isolate and take a test if they believe that they may have the virus.</p> <p>All staff, students, visitors and their families are entitled to a free Covid-19 test.</p> <p>If students, staff or visitors develop symptoms at home the advice remains the same. To self isolate for 14 days. They should arrange a test. If negative they are able to continue attending college as normal.</p> <p>Staff and students who have been in close contact with the person expressing symptoms will be traced, contacted and requested to self-isolate for 14 days (their households would not self-isolate unless symptoms appear). If the test for the symptomatic person is negative then those in close contact with them will be contacted and invited back into college. Those in close contact are entitled to a free test.</p>
A user of the site becomes ill on-site and transfer the infection to others.	Staff, students and visitors.	<p>If a student, visitor or member of staff is taken ill at college they should leave immediately and go home.</p> <ol style="list-style-type: none"> 1. They should arrange a test as soon as possible.

		<p>2. If waiting for a lift they should wait outside if safe and appropriate to do so.</p> <p>3. If seriously unwell and awaiting urgent medical assistance they will be isolated in an appropriate small office as per the previous guidelines.</p> <p>4. The small office will be quarantined for 72 hours. A deep clean will take place before anyone uses the office after the 72 hours.</p>	
First aiders supporting a member of the college community have to break social distancing rules, risking the spread of infection.	First Aid staff	<p>Staff on the First Aid rota have access to face masks, gloves and face shields.</p> <p>First Aiders will assess the risks to themselves and others before breaking the social distancing expectations.</p> <p>First aiders may ask for support by contacting the college reception in the first instance, dialing the duty phone 216 on an internal phone or 01782 854216 from an external phone.</p>	
The college air circulation system spreads the virus to new locations and risks transmitting to users.	Staff, students and visitors.	<p>Control of the ventilation and cooling system through the room based Mitsubishi units has been returned to the room users, who are able to set the system to their preferences. Staff communications explain how to use the room panel to set the room to auto, cooling or fan (fresh air only).</p> <p>The college does not have a central ventilation or cooling system, the air from one room is not being re-circulated to other rooms.</p>	
Staff are not aware of the social distancing measures inside the building.	All staff in the building.	<p>Regular communications with all staff have highlighted the measures being taken to ensure that the building and its users are Covid secure. The risk assessment is being shared with staff as staged developments are released and the Risk Assessment is published on the college website. The weekly staff notices, staff meetings and the meetings with union representatives have discussed the risk assessment and measures being taken.</p> <p>Staff and students communications regularly remind users about the control measures in place;</p> <ul style="list-style-type: none"> • Plan-B, • AM v's PM timetable, • Face coverings, • One way systems, • The procedures to be followed at lunch and break times to minimise the number of users in communal and circulation spaces at any one time. 	
What further action is required to control the risk?		Outcome	Date
Review the risk assessment regularly,		The risk assessment will be reviewed regularly.	15 th September 2020

particularly as the number of users increases.			
Assessment undertaken by:			
Signature	Matthew J Marshall	date: September 2020	

Classroom Risk Assessment

Hazard	Who might be harmed?	How is the risk controlled? Control Measures
Spreading the virus due to pinch points.	Staff and students	<p>Teachers will use their personal laptop to project onto the electronic whiteboard for students in the classroom. An appropriate lead has been placed into every classroom for this purpose. Teachers may need to use their laptop charger. Guidance on how to plug the lead into the laptop is being provided in the staff communications.</p> <p>Staff and students are to use their own equipment. That means not sharing pens for example, and teachers removing communal pens from classrooms.</p> <p>Staff and students are able to use printed resources. Where possible these may be available in the online learning platform being used. Print copies may also be issued to students who would take, use and retain their personal copies. The bursary fund may be used to increase the purchase of textbooks for classroom use.</p> <p>Where possible the classroom door is to remain open at all times so that users are not touching the handle. The small number of classroom doors that are fire doors may be wedged open while the teacher is present and closed when the teacher is not within the room, so that the students are not touching the handle. The handle may be cleaned with the wipes in the room and users may use the hand sanitizer in the classroom.</p> <p>College electronic devices may be used by students in the classroom. Wipes are available to clean cases and keyboards in every classroom. The student may choose to bring their own keyboard and all students should be supported to bring their personal devices if they wish to do so.</p>
The virus spreads through a reduction in distancing.	Staff and students.	All students are required to attend all lesson in all locations. This means that for students social distancing of more than one meter is not always possible. In these situations additional control measures are used.

		<p>Lessons will take place in the science Centre and at Fenton Manor as 'normal'. Additional work has taken place to make these locations covid secure for our students while also meeting the other building user's requirements.</p> <p>The focus is on the teacher maintaining distance from the students, not students being distant from each other.</p> <p>Control measures</p> <p>The teacher should remain at the front of the class and maintain more than 1 meter social distancing where possible.</p> <p>Where possible classroom desks to be set out in Victorian format of rows of separated desks. Where possible tables will be spaced so that there are aisles between every desk. Students will be 2+ meters distant from the majority of other students. In a small number of specialist rooms the desks will remain in their usual format.</p> <p>Students will sit with a consistent partner to support the track and trace system. This partner may change through the term but not every lesson! Where there are spare desks in the room the students should space themselves out so that distancing is observed where it is possible.</p> <p>Every room has hand sanitizer, wipes and tissues to 'catch-it, bin-it, kill-it'. Spare re-supplies of these control measures are located in the teaching staff work rooms on the three floors.</p> <p>Teachers will use their authority to remind students about social distancing and use standard college procedures to explain the importance of this to students. Teachers will be supported to apply the relevant procedures if students refuse to operate social distancing sensibly.</p> <p>All students have received an induction PP on covid security and teachers are regularly briefed on reminding students and re-enforcing positive expectations. In the week of 7th September two staff bulletins reminded colleagues of these messages and to require students to wear a face covering when leaving lessons.</p>							
<p>What further action is required to control the risk?</p> <p>None</p>		<table border="1"> <thead> <tr> <th data-bbox="748 1626 1358 1675">Outcome</th> <th data-bbox="1358 1626 1543 1675">Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="748 1675 1358 1794">Leads placed into every classroom so that teachers can connect their laptop to the projector.</td> <td data-bbox="1358 1675 1543 1794">12th June</td> </tr> <tr> <td data-bbox="748 1794 1358 1906">The desks to be laid out in a socially distant pattern.</td> <td data-bbox="1358 1794 1543 1906">12th June</td> </tr> </tbody> </table>	Outcome	Date	Leads placed into every classroom so that teachers can connect their laptop to the projector.	12 th June	The desks to be laid out in a socially distant pattern.	12 th June	
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Assessment undertaken by:

Signature

Matthew J Marshall

date: September 2020

Staff Workroom and General Office Risk Assessment

Hazard	Who might be harmed?	How is the risk controlled? Control Measures
A failure to social distance leads to the spread of the virus.	Staff	<p>As previously leaders will set a maximum number within the workroom at any one time but this may be different people at different times.</p> <p>Staff will use their own desk in the workroom rather than hot desks. There is a preference for back to back working rather than face to face. Additional Perspex screens are being placed in staff workrooms as requested and where required. These may not be optional for staff as health and safety measures are not a choice.</p> <p>Teaching staff should continue to maintain distance by working in classrooms and alternative locations if there are a large number of staff in the workroom.</p> <p>Staff are to use their own equipment. That means not sharing pens for example. Teachers should use their personal laptop rather than communal PCs or classroom Pcs.</p> <p>The MFD multifunctional devices can be used by staff and students. This potential pinchpoint may be cleaned by a disposable wipe. A bottle of spray and cloth should not be used due to the sensitive nature of the device and the transition point of the bottle and cloth.</p> <p>Signage at eye level and on the floors to remind staff, students and visitors. Particularly in Reception.</p> <p>Support Staff should continue to use the furniture and alternative work locations to ensure that there is distancing where possible. Some support staff may request that they continue to work from home on some days agreed with their line manager.</p>
Use of the Kitchenette is a pinch point and risks spreading the infection among colleagues.	Staff	<p>Users may regularly wipe down the kitchenette before use, using the disposable wipes available in every room.</p> <p>Staff should use their own equipment.</p> <p>A separate college catering risk assessment has been drawn up by the catering contractor. This details the use of disposable cutlery and crockery only.</p>

What further action is required to control the risk? None		Outcome	Date
Assessment undertaken by:			
Signature Matthew J Marshall		date: September 2020	

Common areas and circulation space risk assessment

Hazard	Who might be harmed?	How is the risk controlled? Control Measures
Social distancing is not maintained and any virus in the building spreads to other users.	Staff, students and visitors.	<p>Measures to support users to observe social distancing;</p> <p>Lifts will be limited to one person at a time.</p> <p>Regular signage to maintain a keep left approach on stairwells and in corridors, including the Atrium.</p> <p>Screens have been erected in some customer facing locations, for example reception and coffee shop.</p> <p>While passing in corridors is the lowest risk, a one-way system has been introduced on each floor, with keep left signage where this is not possible. The stairwells remain two-way. Face coverings are required where possible in corridors and stairwells where staff and students are transitory. They are not required when students are sat in lessons, the refectory or the LRC where students are sedentary.</p> <p>The benching in bamboo lane has been labelled as not available to ensure the flow of pedestrians rather than creating blockages in the corridor.</p> <p>The adoption of Plan-B timetable was to reduce the number of students in communal areas and circulation spaces.</p> <p>Some washbasins have been taken out of use to maintain distance between users washing their hands. All toilet cubicles may be used because the cubical is maintaining the social distancing. The toilets do not require cleaning after every use because users will wash their hands for 20 seconds after use. The one-way system in the washrooms should aid the flow of users through the facility and support social distancing.</p>
The virus is transmitted during non-teaching /		To limit the transmission of any virus in communal areas measures have been taken to reduce friction and maintain movement through the building. In reception the hand sanitisers

<p>non-working periods during the day.</p>		<p>have been placed away from the entrance door to encourage pedestrians to flow through the building. Visual checks of ID badges will continue because they are frictionless. We will not issue temporary ID cards to remove this pinch point. We will not check the names of student's against the list for that day to maintain flow.</p> <p>Students are being encourage to go straight to their lessons and arrive early. They can socialize with the teacher and other students in the socially distant classroom. At breaks students may stay in the classroom or arrive early at the next classroom as well as purchasing a snack at Costa and using the washrooms.</p> <p>Students with a long gap in the day will be encouraged to work with social distancing in an empty classroom. If this is not available they may use the refectory.</p> <p>Staff and students are encouraged to eat their lunch in the outside spaces available. Eg Patio outside the refectory, the college grounds and appropriate seating in the university quarter.</p> <p>Social distancing to be maintained in the staff lounge and communal areas of the college, for example refectory and costa coffee. Some furniture has been removed from the Costa Coffee area to provide for social distancing and secondly space for a queuing system. Three users will be allowed in Costa at a time.</p> <p>Staggering lunch has previously been built into student and staff timetables. This will be checked to ensure a broadly even number of staff and students have an early and later lunch.</p> <p>"Support staff who can work from home may continue to work off site for some/all of the time with the agreement of their line manager. Teaching staff will work on site wherever possible to provide support and supervision for students. Individual arrangements will be agreed with line managers where this is not possible. Students who attend the site for their allocated day will leave after their lessons on-site are completed. For example, if classes finish at 2.30 then students will leave the site at 2.30 rather than adding to the number of users in communal areas like the LRC."</p>	
<p>What further action is required to control the risk?</p> <p>Additional signage.</p>		<p>Outcome</p>	<p>Date</p>
		<p>Keep left signs installed on the A Frames in the Atrium and other communal areas. Signs on the stair cases to also remind users to keep left.</p>	<p>11th June</p>
<p>Assessment undertaken by:</p> <p>Signature Matthew J Marshall date: September 2020</p>			

Personal Office risk assessment

Hazard	Who might be harmed?	How is the risk controlled?	
<p>Social distancing is not maintained and any virus in the building spreads to other users.</p>	<p>Staff, students and visitors.</p>	<p>Staff using personal offices should assess the size of the space and distance between chairs. Users should not hold meetings in small offices if social distancing can't be maintained. There is a booking system in place for G20, the Boardroom and classrooms.</p> <p>Users should be aware of GDPR if they are moving to a new location for a meeting.</p> <p>In the new location staff may wipe down any surfaces they are using or items like keyboards if they wish.</p> <p>Staff who share an office should consider their working practices. Shared workrooms have a separate risk assessment.</p>	
<p>What further action is required to control the risk?</p> <p>None</p>		<p>Outcome</p>	<p>Date</p>
<p>Assessment undertaken by:</p> <p>Signature Matthew J Marshall date: September 2020</p>			

Procedures to follow in the event of a test and positive result.

Where staff and students are unwell they are requested to work and study from home, following government advice so there is not the risk of transmitting the virus to others in travelling or working at college.

If a college user become unwell they should follow government advice at all times and notify college through the usual methodology. If the member of staff or student is symptomatic and books for a COVID-19 test they should inform college that they are attending for a test.

College user is booked for a test, but the result has not yet been received.

1. If the college is notified that a user has booked for a test the Business Continuity policy shall apply.
2. An appropriate group of senior staff and HR Manager will meet to gather the necessary information and agree the appropriate next steps. The following points are a guide and not intended as the limit of actions that may be taken.
3. The college uses track and trace methodology to assess where the user has been working, what activities they have undertaken and what equipment they may have used. For example a student may have been to three classrooms and the LRC. A member of estates staff may have used a trolley.
4. The work areas and any equipment that has been used will be deep cleaned as a priority.
5. Users who have come into contact with the suspected case for a prolonged period, based on the prevailing Government guidance, will be asked to go home and self-isolate for the period that Government guidance requires, currently 14 days. For example, students and staff within their subject bubble. The college will not expect everyone in college to self-isolate.
6. Each situation will be unique and the size and composition of users self-isolating may vary due to a number of factors. For example, Period of time since last attendance at college, length of contact, type of work, locations of work, number of people in the social bubbles.
7. The college will consider how to manage the flow of information, to balance a range of purposes including but not limited to; protecting the personal data of college staff and students, limiting the spread of anxiety in the college community, sharing information with staff, students and parents about the risk factors in the college building.
8. Once a negative test has been received, this result will be communicated to all of the users from the relevant bubbles who have been requested to self-isolate, inviting them back into college for the next timetabled activity.

College user tests positive.

1. Once notified that a positive test has been conducted the Business Continuity policy will apply.
2. Appropriate senior staff will meet with the HR manager to gather the necessary information and agree the appropriate next steps.
3. Information and guidance from Public Health England will apply, and help guide the college response.
4. If the college was notified of the symptoms and booking of a test then the stages above will have been followed.
5. If the steps above have not been taken before the positive test result was received then they would be taken following receipt of the positive result.
6. The HR manager and working group will consider the information management strategy following the positive test.
7. Union representatives will be updated following the positive test, and appropriate information about actions shared with the union representatives.

Covid-19 related student absence

A quick reference guide for parents and staff (September 2020)

What to do if...	Action Needed	Return to school when...
...my child has Covid-19 symptoms.	<ul style="list-style-type: none"> • Do not come to school • Contact school to inform us by phone or emailing covid@stokesfc.ac.uk • Self-isolate the whole household • Get a test • Inform the school immediately about the test result 	...the test comes back negative or a period of 10 days has passed since the symptoms started, and the child feels well.
...my child tests positive for Covid-19.	<ul style="list-style-type: none"> • Do not come to school. • Contact school to inform us by phone or emailing covid@stokesfc.ac.uk • Self-isolate the whole household for 14 days 	...10 days have passed since symptoms began, even if they still have a cough or loss of taste/smell. <i>(These symptoms can last for several weeks.)</i> AND the child feels well.
...my child tests negative.	<ul style="list-style-type: none"> • Contact school to inform us. • Discuss when your child can come back (same day/next day) 	...the test comes back negative.
...my child is ill with symptoms not linked to Covid-19.	<ul style="list-style-type: none"> • Do come to school if you are well enough. • Please use the usual absence procedure if you are not well enough to attend. • Ring on each day of illness 	... you are well enough to attend.
...someone in my household has Covid-19 symptoms.	<ul style="list-style-type: none"> • Do not come to school • Contact school to inform us by phone or emailing covid@stokesfc.ac.uk • Self-isolate the whole household • Household member to get a test • Inform school immediately about test result 	...the test comes back negative.
...someone in my household tests positive for Covid-19.	<ul style="list-style-type: none"> • Do not come to school • Contact school to inform us by phone or emailing covid@stokesfc.ac.uk • Self-isolate the whole household 	...the child has completed 14 days of isolation.
...NHS test and trace has identified my child as a close contact of somebody with symptoms or confirmed Covid-19.	<ul style="list-style-type: none"> • Do not come to school. • Contact school to inform us by phone or emailing covid@stokesfc.ac.uk 	...the child has completed 14 days of isolation.
...NHS test and trace has identified a household member (other than my child) as a close contact of somebody with symptoms or confirmed Covid-19.	<ul style="list-style-type: none"> • The household member must self-isolate for 14 days • Child can continue to attend school 	...child can continue to attend school
... a sibling attending another school has been sent home to self-isolate due to their being a positive case in their school.	<ul style="list-style-type: none"> • Sibling must self-isolate within the household for 14 days • Sixth Form College students can continue to attend 	...child can continue to attend school

<p>... my child has travelled abroad from a country or territory that is NOT on the exempt list of countries.</p>	<ul style="list-style-type: none"> ● If returning from a destination where quarantine is needed*: ● minimum of 14 days' self-isolation for all those who travelled ● Contact school to inform us by phone or emailing covid@stokesfc.ac.uk ● Self-isolate the whole household <p>*Foreign, Commonwealth & Development Office (FCDO) – for up to date travel information</p>	<p>...the quarantine period of 14 days has been completed.</p>
<p>... my child has travelled abroad from a country or territory that IS on the exempt list of countries.</p>	<p>If returning from a destination where quarantine is NOT needed:</p> <ul style="list-style-type: none"> ● Check the current Exempt countries and territories list to confirm the country you have travelled from or through is on the exempt list ● Contact school to inform us by phone or emailing covid@stokesfc.ac.uk 	<p>... you have informed the office of your return to the UK (<i>the office will ask you a few questions about your travel</i>).</p>
<p>...I have travelled from a country that requires us to quarantine (but my child didn't travel).</p>	<ul style="list-style-type: none"> ● As long as you do not have / have not had symptoms in the last 14 days, your child can continue to attend school ● The person who has travelled MUST NOT leave the house, including to do pick-ups and drop offs 	<p>...child can continue to attend school</p>
<p>...my child's bubble is closed due to a Covid-19 outbreak in school.</p>	<ul style="list-style-type: none"> ● Child must not come to school ● Support your child at home with remote education provided by your school ● Your child will need to self-isolate for 14 days ● Other siblings may continue to attend school 	<p>...school inform you that the bubble will be reopened.</p>
<p>... I am unable to get a test for someone in the household who has symptoms</p>	<p>If you are not able to get a test in the first 5 days of having symptoms, your child and anyone they live with must stay at home and self-isolate for 14 days. Anyone in your support bubble must also stay at home.</p> <p>The college has a small supply of postal tests if your child requires a test and you can't book one.</p>	<p>...the child has completed 14 days of isolation.</p>

Frequently Asked Questions 15.9.20

Q. How will I enter the building?

The front accessibility door next to the swivel door will be wedged open. You won't need to touch any door handles to come into college. If you arrive after 9am, a member of staff on reception will open the automatic door for you. You will need to show your badge as usual, so please remember to bring this with you. Hand sanitiser will be available in the atrium.

Q How are we ensuring social distancing?

A range of measures have been introduced, these are detailed in the risk assessment available on the college website and within these Frequently Asked Questions. One of the most important measures is to ensure that students and staff are aware of social distancing and supported to ensure that staff and students are maintaining social distancing through their actions whilst in the college building. The measures include but are not exclusive to;

- Signage throughout the building.
- Floor markings to measure 2 metres.
- Limits to the number of people in college – only users and essential visitors.
- Moving furniture to create distance between users and between adults and students.
- Limiting the number of pinch points.
- Frequent cleaning of pinch points.
- One way systems.
- Frictionless movement, all internal doors and entrance/exit wedge open throughout the day.
- Students will remain in their classrooms during lunch and breaks, leaving to transition to the next lesson, use the washrooms or purchase food and drink.
- Students are encouraged to arrive on time for their first lesson and travel home at the end of their lessons.
- A duty rota of senior staff will support all staff to encourage distancing in communal areas and circulation spaces.

Q. Should I wear a face covering in college?

Yes – it is now mandatory to wear a face covering in the communal areas and circulation spaces as users move around the building. Face coverings may be worn in classrooms but we would like staff and students to be able to communicate effectively with each other during the lesson. Face coverings need not be worn in the LRC's where additional control measures are in place.

If you are unable to wear a face covering please talk to your process coach about the 'communication' lanyard and/or display the sunflower symbol on your lanyard or badge.

Q. What will I do during break?

To support social distancing we would like to limit the number of students in corridors and communal areas of the college. During a short break you should stay a little longer in the classroom used for the previous lesson, you may also arrive early for the next class, the classroom door will be open and you should go in and sit down before the lesson starts. You will want to use the washrooms and may grab a bite to eat or drink from costa coffee.

Please chat to your friends in the classroom maintaining social distancing. There is a queuing system for Costa to maintain distances and so don't leave this to the last minute!

Q. What will I do if I have a long gap between lessons?

If you have a large gap between lessons then a great thing to do would be to use the college and University Quarter outside spaces for a short walk or to consume your lunch. In college, the refectory and LRC's are available for students to sit, chat or study, provided social distancing is maintained. In October the new college extension will be opened providing a significant increase in social study space.

In addition there will be many classrooms available where you can sit, study, chat and consume lunch. Classroom doors will be open, please go in as use them.

Q. Will food and drink be available?

Costa coffee will be available for cold and cold food and drinks from Monday 24th September and the refectory from 3rd September. The usual refectory menu's will be available from 3rd September.

Q. Is the college 'covid secure'?

Yes the college is covid secure and you can be confident that we have taken all of the appropriate control measures expected by government guidance. We have risk assessed the college, the number of students coming into the building and taken all of the appropriate measures to provide a covid secure place for the staff and students to use.

The most important thing that you can do is to social distance yourself from other users and secondly wash your hand often, for 20 seconds.

Q. Will I be able to get a bus pass?

The usual arrangements for issuing bus passes will operate. Bursary students will receive a bus pass and free school meal as usual.

If you have not previously applied for bursary then you can do so at any time.

Q. is public transport operating?

Yes, (although you are required to wear a face covering unless you have a very good medical reason not too). The government have provided additional funding to the Local Authority to increase capacity on the scheduled bus and train services. We have provided some anonymous location data to the local authority plan this and coordinate with the transport operators. We will communicate with students when this is confirmed.

Q. Will teachers work at the same desk every lesson?

We are following the usual timetable. Lessons will take place in the rooms indicated on the CEDAR timetable.

Q. What do I do if I injure myself or feel unwell?

The usual first aid arrangements are in place. The duty first aider will attend anyone who is unwell. First aiders have access to appropriate PPE and will risk assesses each event on a case by case basis.

Q. What do I do if I feel unwell and suspect that I might have the virus?

The advice remains that if you suspect that you may have the virus please do not attend college. Please book a test and inform college firstly that you have symptoms and have booked a test. The college will start the track and trace process once we are informed that a test has been booked.

When you receive the outcome of the test please contact the college again so that we know the outcome. The college will use information about positive and negative tests to influence the next steps to ensure that the college remains 'Covid Secure'.

If you become unwell in college, the procedures used from January 2020 will continue. If you are unwell please call for a first aider. If you are concerned that you may have the virus please declare that to the first aider. If you are able to make your way home please do so, following the government guidance on safe travel. If you are waiting for a lift and it is safe to do so please wait outside to reduce the risk of spreading the virus.

Q. I'd like to ask a question, how do I do this?

Please direct any questions to your progress coach in the first instance. If your progress coach is not able to answer the enquiry they will pass the question on to an appropriate colleague who will reply for them.

Q. Will college issue PPE?

Staff and students should always follow the most recent government guidance on PPE. It is now expected on public transport and in retail environments but is not required / is optional in all other situations. You may provide your own masks and gloves but this must not contain any latex due to allergies within the college community.

The most important safety measures you can take are;

- Don't attend college if you are showing symptoms of Covid 19. Book a test.
- Wash your hand regularly for 20 seconds.
- Maintain a social distance of 2 metres from other users of the building.

Q. Will Fenton Manor and the Science Centre operate as normal?

Yes – except please go straight to your classroom and do not use or congregate in the circulation spaces. Please do not use any seating outside the classroom in these venues.

Q. Why has the Plan-B timetable been introduced and will this affect my academic progress?

The advantage of this split to AM and PM is that it has approximately halved the number of students in corridors, the refectory and communal areas. This is supporting staff and students to maintain distance where possible in the building and also on public transport.

In plan-B all students will be receiving the same amount of tuition every week, through blended learning. We also believe there to be significant benefits in students meeting their teachers regularly every week, to talk about their work and share feedback. While there will be variations in different subjects, in broad terms each 90 minute lesson will be split into;

1. The inspirational starter, higher level thinking, demonstration, skill development and feedback will be in the face-to-face 45 minutes.
2. The collaborative working, the Blooms lower level skills, skill practice and development, will be taking place in the second 45 minutes of remote or blended learning. In the 90 minute lesson these activities would not normally require interaction with the teacher.
3. In addition to the 4 hours of independent study that we would normally be setting every week.

Teachers will be maintaining the pace and objectives established in their detailed Scheme of Work, but achieving the same objectives through the blended learning approach.