

## Safety Arrangements for COVID 19

Moulton College is committed to ensuring the highest level of education and development for all of its students. This is particularly important during times of disruption which can be caused by COVID-19.

The Principal, supported by the Chair of Governors and the College Incident Management Team, is responsible for the coherence and effectiveness of the College's emergency and business continuity planning arrangements.

This includes ensuring that the College is fully prepared to cope with any further lockdown that may arise as a result of COVID-19 and providing a continued education and place of safety for the students.

The COVID-19 Lockdown Plan will enable the College to fulfil its obligations to:

- **Protect students and staff, including the vulnerable**
- **Maintain business continuity when faced with any disruptive challenge associated with COVID-19**

We will achieve this through:

- **Effective planning and preparation**
- **Establishing roles, responsibilities and a leadership structure**
- **Working towards a confident and controlled incident response and recovery**
- **College wide training and awareness raising**
- **Tailoring this plan to meet the College's specific needs**

It is recognised that it is the responsibility of every member of staff and College personnel to assist with the continued implementation of the safety arrangements to ensure a COVID safe environment.

This guidance has been produced to outline the College's approach to ensuring our premises meet the Government's definition of COVID-Secure. We have done everything reasonably practicable to satisfy our legal responsibility to minimise risks, recognising you cannot completely eliminate the risk of COVID-19. This document outlines the measures in place to ensure employees, students and other persons can stay safe at college adhering to current government advice for Further and Higher Education Providers. This arrangement exists in addition to all other current health and safety policies and guidance.

The college has made every reasonable effort to ensure all staff and students can work or study safely, whilst undertaking a mixture of on site and remote activities. In the event of a full lockdown Moulton College will follow government guidance as laid out below:

- **Level 1 (default position)**  
Education providers are to provide blended learning with face-to-face tuition while following the provisions of current guidance (i.e. appropriate use of face coverings).
- **Level 2 (fall-back position)**  
Education providers should move to an increased level of online learning where possible. Providers should prioritise the continuation of face-to-face provision based on their own risk assessment.

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- Level 3 (where stricter measures are needed)  
Education providers to increase the level of online learning to retain face-to-face provision for priority courses (for example, clinical and medical courses), and in as limited a number of situations as possible.  
Students to follow government guidance published as part of any additional restrictions applied locally, including where this says that students should remain in their current accommodation and not return their family home or other residential accommodation to reduce the risk of transmitting the virus through travel. In these circumstances, providers to support students by keeping services for students, such as libraries and catering facilities, open.
- Level 4 (last resort)  
The majority of provision will be online, with buildings open only for essential workers and students who are required to attend because in-person teaching is essential.

All activities are subject to a suitable and sufficient COVID risk assessment, which are regularly reviewed and updated.

If displaying symptoms of COVID-19 (a new continuous cough, fever or loss / changed sense of normal smell or taste), even if only mildly, you must self-isolate (not attend college), should follow NHS 'Test and Trace' advice and inform the college. If you develop symptoms whilst on site, you should inform your line manager / personal tutor and immediately go home. The Facilities Management team will arrange cleaning after being notified that someone reports symptoms.

To be considered COVID-Safe we must:

Must maintain social distancing arrangements in place.

Regularly wash or sanitise hands.

Coughs and sneezes should be covered with a tissue and disposed of immediately (or into your elbow if no tissue) followed by the washing or sanitising of hands.

All communal areas (buildings and transport) users are asked to take personal responsibility for observing social distancing and wearing of face coverings (unless exempt).

Additional cleaning is undertaken during the day and sanitiser wipes are available across the College to aid individuals cleaning their workspace and equipment.

One-way travel routes, to help control the flow of all persons in and out of buildings are in place, where possible.

Signage to remind persons of the social distancing rules, hand washing, wearing of face coverings, along with additional signage reminding everyone not to enter the premises if they have symptoms.

The use of lifts in buildings is restricted.

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To increase ventilation, windows and doors must be opened and during the winter months, heating will be adjusted, where possible, to ensure a comfortable environment is provided for occupants.

Remote working tools (e.g. Microsoft Teams) to be used to reduce the need for in person meetings / visits and for participants to travel to meetings. Where in person meetings are necessary social distancing between attendees should be observed, wherever possible.

For those working behind service desks, catering etc therefore at higher risk of unavoidable face to face contact, the College has provided protection screens.

In our Cafes / Restaurants, a one way system is in operation where possible, face coverings are required on entrance until you are seated, a limited number of seats are provided, where the space allows and social distancing requirements can be met. If choosing to 'dine in', customers are expected to follow local guidelines with a maximum of 6 at any table regardless of 'bubbles'. Tables and chairs are not to be moved. Cash payments will not be available.

Travel: current government advice encourages individuals to use alternatives to public transport (walking, cycling or driving) where possible. If you do travel, you are encouraged to think carefully about the times, routes and ways you travel so that we will all have more space to stay safe. Use of face coverings on public and college transport is mandatory