COVID-19 Workplace Safety Plan

The Government of Jersey requires all business to put in place workplace plans to ensure safe working practices during the pandemic. It is a mandatory requirement for each Department to complete this workplace safety plan before recalling employees to the workplace. Director Generals must nominate a manager to complete this on their behalf for each workplace within their department.

This form documents the actions being taken to reduce the risks to you and your colleagues whilst at work during the COVID-19 pandemic. Provide as much information in response to each question as possible, there is a checklist at the end of this document to assist you in considering appropriate actions. A safety plan is required for each workplace i.e., building, school, college, workshop, or area where your staff are located. A workplace is defined as any place where people are required to work. If you occupy one floor of a building where others are located and other floors are occupied by other teams, you will need to work with colleagues to consider any arrangements where your work activities may overlap, or you share areas.

Before completing this plan, you should read the government of Jersey managers guidance regarding safe exit for departments and employees on Gov.je/employees and business advice provided on Gov.je/coronavirus. We advise you to walk through your work area to make sure you have captured all aspects of the workplace and understand what control measures need to be put in place to mitigate any risks. If you are a frontline service walk through as a service user to understand the arrangements, you need to put in place from their perspective. You must ensure suitable signs and notices are displayed in the workplace to remind staff/ service users of hygiene requirements. A floor plan should be attached where appropriate.

This information will help your employees to know exactly what to do and what to expect and you need to consider how you are going to share this information with them.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required.

You must send this plan once complete to your departmental H&S Adviser Healthandsafetyhub@gov.je **and departmental business continuity lead to review and agree before submitting it to the Business Continuity Team** bcm@gov.je . **Plans must be submitted** **by 29 May.** **(Plans must be submitted before employees return to the workplace.)**

Department Details

Department:	CYPES	Name of Manager completing the form:	Wayne Taylor
Div./ Group:			
Location:	Highlands College	Has this plan been agreed by your H&S Advisor and business continuity lead?	**YES**
Date of completion:	27th May 2020		
Revision Date:	24th June 2020 25th August 2020 9th September 2020 24th September 2020 8th October 2020 21st October 2020 16th November 2020 8th Dec 2020 5th Jan 21 11th Jan 21		

Refer to the Government of Jersey guidance on coronavirus www.gov.je/coronavirus and employee support pack Employee support pack

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions. and employee responsibilities
1.What risks have you	**Risk** – maintaining social distancing, cross contamination, infection control and staff showing symptoms while at work.	BCP and staff review.	Rob Moy, Wayne Taylor &

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions. and employee responsibilities
identified and what actions will be put in place to manage identified risks when restarting business activity following lock-down?	• Business Continuity Plans (BCP) in place with teams (A&B) working both remotely home in the office. • Staff placement: follow Gov procedures - in a single designated room and defined containment zone. Staff to wear PPE before entering any containment zone and remain in PPE until they leave. • Separately allocated offices and desk spacing to accommodate physical distancing. • Café Connect / lounge (Communal areas) Two-meter social distancing and cleaning regime in place. • Café Connect currently only serving take away food. • Hair & Beauty Salons following industry guidelines by providing mask/face shield and gowns to staff. Daily towels to be collected in bins and sent to the in-house laundry, laundry staff to wear masks/face shields. gowns and gloves. *During industry circuit break, all commercial salons are closed to the public, however students may work on each other and members of their own households to ensure the appropriate adaptations can be implemented as stipulated by the Awarding Bodies for vocational practice.* • One-way system applied for movement around the building. Except if there is a fire. • Flexible and staggered working hours applied. But within existing hours allocation. • A safe return to work risk assessment completed by HOD's for each department with control measures implemented. • Cleaning strategy developed with control measures implemented. • Increased cleaning regimes and hygiene standards implemented.	Workplace mapping to ensure social distancing. Staff must continue to work from home wherever possible using the decision trees to decide which staff should come in. All completed but live documents. Completed but live document.	Heads of Departments

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions. and employee responsibilities
	• Controls and restrictions placed around welfare facilities (toilets, shared rest areas). • One member of staff at a time in toilet, kitchen, and reprographic areas. • All toilets sanitised every hour by cleaning team. • A hazard identification check sheet developed and implemented, to include building maintenance/inspections and emergency procedures reviews. • Emergency procedures (mental health first aiders, first aiders, fire marshals) in place with appropriate levels of first aiders and fire marshals in situ during working hours. • JPH mandatory PPM works completed to ensure building maintenance/inspection compliance. • One-meter social distancing is being applied in classrooms and two-meter social distancing in communal areas. • With reference to the Public health guidance - face coverings in schools November 2020 - Face Masks/Face Shields for all Tutors, Student's, Staff and Visitors whilst moving around the College's in indoor areas, such as corridors, staff room, communal areas, café connect and lounge areas. • As an additional layer of protection for staff and students, PCR (half termly) and lateral flow testing (weekly) programme will be implemented for all teaching, support staff and years 11-13. • Students strongly encouraged to wear masks in all areas of the setting (except when eating / drink). This is particularly important in any situations that involve working in proximity or being in the same place for an extended period, such as during longer lesson periods •		

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions. and employee responsibilities
2.a How will you operate your work activities in a way that keeps colleagues and others safe from potential exposure to COVID-19?	• Teams separated with staff working both remotely and in the office. • In-house and contracted cleaning services will follow enhanced cleaning procedures. • On/off site meetings kept to a minimum and where possible remote meetings (TEAM's) encouraged. • BCP and line managers agree who needs to be in the workplace taking into consideration staff with underlying illness/issues. • The Government's guidelines on social distancing applied on site and staff informed not to put themselves at risk if these are not being followed at meetings held offsite/elsewhere. • When interacting with other people/businesses staff directed to ensure control measures are in place. • Touchdown surfaces, handles, switches etc. disinfected on a regular basis. • PPE provided for staff dealing with anyone showing signs of COVID-19. • Lone working risk assessment reviewed and updated, and staff informed. • All tutors should where face shields whilst tutoring in classrooms.	Staff must continue to work from home wherever possible using the decision trees to decide which staff should come into work. Risk assessment templates on MyStates Risk Assessments	Rob Moy, Wayne Taylor & Heads of Departments
2.b. For each area of your building/ workplace identify what adjustments you are making to	Attach floor plans if this is appropriate. **Building Classroom allocation Corona Virus.** **Original date 12th May 2020** **Updates: 1st July 2020/** **8th Dec 2020/**	Review and staff mapping **22/6/2020 Classroom capacity in process of being reviewed due to**	Wayne Taylor & site Manager

	Describe what you will do				What is in place already	Identify officers responsible for agreed actions. and employee responsibilities
ensure physical distancing and hygiene measures are maintained.	**Building**	**Room No**	**Capacity (students/desks) 2 meters**	**Capacity (Adult students/desks) 1 meter**	**Remarks**	**Gov.je guidance changing to 1 meter.**	
	Art	1	16	16			
		4	4	14			
		5	13	20			
		10	8	12			
		11	6	10	Carpentry W/S		
		14	20	20			
		18	17	18			
		101	3	5	(sewing Room)		
		103	2	4			
		104	14	20			
		105	14	20			
	Media	Basement 11	7	11			
		4	11	20	No Furniture		
		101	11	17	12 Computers & 4 Laptops		
		102	11	17	12 Computers & 4 Laptops		
		103	8	13	9 Computers & 4 laptops		

		Describe what you will do				What is in place already	Identify officers responsible for agreed actions. and employee responsibilities
		106	17	20	9 Computers & 15 laptops		
		107	8	9			
		205a	6	8			
		205b	12	14			
		206	13	17			
		207	6	8			
		208	6	15			
		Theatre	N/A	15			
		Studio	N/A	15			
	Brunel	1	10	10	Classroom		
		101	9	10	Classroom		
		103	8	10	Classroom		
		WS	6	12	Plumbing W/S		
		WS	6	12	Welding W/S		
		WS	6	12	Engineering W/S		
	Nightingale	110	6 (swivel chairs)	11	LRC Classroom		
		365 Room 113 - Communal	11	20	365 room - Communal		

	Describe what you will do				What is in place already	Identify officers responsible for agreed actions. and employee responsibilities
	LRC 115	2	2	LRC		
	Computer Room 116 - Communal	7	13	Computer Room - Communal		
	Café Connect - Communal	20	20	Café Connect - Communal		
	Café Connect Lounge - Communal	20	20	Lounge - Communal		
Technology	4	6	12	Carpentry W/S		
	7	8	12	Classroom		
	8	8	12	Classroom		
	10	6	8	Science Lab		
	14	7	12	Classroom		
	15	7	12	Classroom		
	101	6	12	Classroom		
	102	6	8	Electrical Test room		
	103a/b	N/A	14	W/S		
	103e	4	12	Classroom		
	104	6	4	Classroom		
	105	6	12	Classroom		
	107	9	12	Classroom		

	Describe what you will do					What is in place already	Identify officers responsible for agreed actions. and employee responsibilities
Nash	Classroom	6	8	Construction Classroom			
	W/S	10	12	Trowel W/S			
	W/S	6	12	Painting & Decorating W/S			
Stephenson	100	3	5	Classroom			
	102	7	12	Classroom			
	104	6	6	Classroom			
	106	6	7	Classroom			
	W/S	N/A		Garage			
Camden	110	9	13	Classroom			
	105	N/A	20	Hair Salon			
	106	N/A	20	Training Salon			
	114	8	8	Classroom			
	116/117	8	14	Beauty Salon			
	118	8	12	Classroom			
	121	9	12	Classroom (IT)			
	Theatre Kitchen	N/A	4	Prepping			

		Describe what you will do				What is in place already	Identify officers responsible for agreed actions. and employee responsibilities
		Theatre Kitchen		8	Cooking		
		Production Kitchen		5	Prepping		
		Production Kitchen		6	Cooking		
		Skills		2	Preparing		
		Skills		8	Cooking		
		Development		8	Prepping		
		Development		10	Cooking		
	Turner	1	9	12	Classroom		
		2	2	4	Classroom		
		3	2	2	1;1 Room		
		4	8	14	Classroom		
		5	17	20	17 Computers & 15 desks		
		9	16	20	20 Computers & 15 desks		
		12	13	20	16 Computers & 15 desks		
		13	10	20	20 Computers		
		17	12	16	Classroom / Skills Room		
		24	11	16	8 Computers & 8 Laptops		

		Describe what you will do				What is in place already	Identify officers responsible for agreed actions. and employee responsibilities
		27	6	13	5 Computers & 8 Laptops		
		Hall	36	Tables in pods of 4 x 5 = 20	Hall		
		102	5	7	Classroom		
		102a	4	6	Classroom		
		108	14	20	Classroom		
		110	16	20	15 Computers & 15 desks		
		111	13	16	13 Computers & 3 desks		
		121	4	6	Classroom		
		225	16	16	Classroom		
		226	16	16	Classroom		
		228/9	2	2	Study / 1;1		
	University	2	13	20	Exams		
		6	8	17	Exams		
		7	6	17	Exams		
		8	6	15	Exams		
		15	4	8	Exams		
		206	6	9	Classroom		
		207	5	10	Classroom		
		209	12	12	Classroom (IT)		

		Describe what you will do				What is in place already	Identify officers responsible for agreed actions. and employee responsibilities
		212	3	3	Classroom		
		213	5	9	Classroom		
		214	12	18	Classroom		
		307	10	14	Classroom (IT)		
		308	11	17	Classroom (IT)		
		309	9	14	Classroom (IT)		
		310	6	8	Classroom		
		311	8	12	Classroom (IT)		
		312	11	12	Classroom (IT)		
		314	7	9	Classroom		
	PSC	BonSecours Room	13	13	Classroom		
		L'Obsevatorie	13	16	Classroom		
	PMC	Main					
		6	4	6	Classroom		
		8	9	11	Classroom		
		9	Tables 19 Craft Class 9	Tables 20 Craft 12	Classroom		
	PMC	Main					

	Describe what you will do				What is in place already	Identify officers responsible for agreed actions. and employee responsibilities
		10	Tables 10 Fitness/Sports 5	Tables 12 Fitness/Sport 7	Classroom		
		14	7	9	Classroom		
		Art					
		2	6	8	Classroom		
		3	6	8	Classroom		
		W/S	8	10	Pottery W/S		
		W/S	10	12	Craft/Art W/S		
		W/S	9	11	Upholstery W/S		
3. What arrangements have you put in place to ensure the safety of	• Teams separated with staff working both remotely and in the office. • In-house and contracted cleaning services will follow enhanced cleaning procedures. • On/Off site meetings kept to a minimum and where possible held remotely (Teams).					Cleaning strategy document completed All visitors	Rob Moy, Wayne Taylor & Heads of Departments

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions. and employee responsibilities
service users/ visitors to the workplace?	• External visitors to the college, other than centrally employed peripatetic teachers and team members, are limited to the essential e.g., emergency, and statutory maintenance and planned deliveries. • All adult visitors to any school should wear mouth and nose coverings. • BCP and line managers agree who needs to be in the workplace taking into consideration staff with underlying illness/issues. • The Government's guidelines on social distancing applied and displayed on site. • Staff informed not to put themselves at risk if SD is not being followed at meetings held offsite/elsewhere. • When interacting with other people/businesses staff directed to ensure control measures are in place. • A separate lone working risk assessment reviewed, updated, and circulated to all staff. • Touchdown surfaces, handles and switches disinfected on a regular basis. (Cleaning strategy developed). • All toilets sanitised every hour by cleaning team. • PPE (face shield, mask, Gloves, and gown) provided for staff dealing with anyone showing signs of COVID-19. • Isolation room has been provided (Room UC 10) for anyone showing signs of Covid-19. • Physical distancing – one at a time applied to toilets, kitchens waiting and lounge areas - separation barriers or screens if required. • Contact details recorded. • Face Masks/Face Shields for all Tutors, Student's, Staff and Visitors whilst moving around the College's in indoor areas, such as corridors, staff room,	book in via reception. Spare face masks are held within reception for visitors	

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions. and employee responsibilities
	communal areas, café connect and lounge areas (Reception will have a supply of spare mask's and log requests).		
4.How will you share this information with colleagues to ensure they all know how to keep themselves safe from exposure to COVID-19?	• Providing guidance (posters displayed), generic risk assessments, example safety plans and building and facilities hazard identification check sheet. • Team Meetings with staff, Unions, and senior leads to discuss process implementation, distancing, hygiene, and layers of protection. • Weekly review meetings in place. • During implementation - individual site meetings to provide support and advice with the development of safety plans, risk assessments and internal property reviews. • Utilising 365 Teams and Student Teams	Health, safety, and wellbeing advice on MyStates. COVID-19 Risk assessment template (see link above)	Rob Moy, Wayne Taylor & Heads of Departments
5.How will you gather information to assess the wellbeing of your staff to ensure that they are safe	• Senior leads and line managers to complete wellbeing checks with their teams/staff. • Discuss and agree with line managers what options are available with workers for how checks/follow-up meetings will be made. • Follow-up procedures for absent workers, workplace contact tracing information (e.g., if off with Covid-19). Sign posting to corporate HR support and helplines. • Return to work meetings. • Corporate and in-house wellbeing surveys.	*HSW Policy, Homeworking Guidance, DSE and other assessments*	All line managers

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions. and employee responsibilities
to work?	• Meeting with staff to find out if they are well when they come to work. As above • Use a trauma informed response to return to college	Risk Assessments	
6.What will you do if an employee falls ill at work with COVID-19 symptoms and how will you manage suspected exposure to others? **Attach agreed procedure.**	• Isolation procedures in place - Staff/student/patient placement: follow Gov procedures - in a single designated room (**UCJ 10)** so far as possible and defined containment zone. Staff should wear PPE before entering any containment zone and remain in PPE until they leave. • Gathering, recording, and using workplace contact tracing information. • Clean down procedures (both in-house and contracted services) in operation. Contractor cleaners to attend site within 30 minutes of call. • PPE provided for staff supporting staff and children with COVID-19 symptoms. Staff are aware of the coronavirus helpline 01534 445566. • **Action to take if a Student or member of staff develop symptoms while at College/school.** • Ensure that all staff are aware of the symptoms of COVID-19. • Provide a single **designated room (UCJ 10)** as a defined contaminated zone and keep the student / staff member there until they are picked up. • Call the parents, or nearest family member (in the case of a member of staff) to	Follow procedure in place for when an employee falls ill at work. Use designated rooms. [Link to Gov.Je procedures for person falling ill at work]	All line managers

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions. and employee responsibilities
	arrange collection. They should be advised to contact the Coronavirus helpline on +44 (0) 1534 445566 as soon as possible. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. • Staff attending to the sick person should wear PPE before entering any contaminated zone and remain in PPE until they leave. PPE will be provided to each school setting in line with the guidance. • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • After the designated room or contaminated area has been used the area should be cleaned by your service provider or in-house team in line with the cleaning strategy. PPE in line with the guidance is required. • The member of staff that has helped the person who has taken unwell with symptoms should remove and securely dispose of the PPE and wash their hands thoroughly for 20 seconds. If they feel their clothes have been contaminated by someone coughing or sneezing on them, they should change these. They do not need to go home unless they themselves are symptomatic.		
7.How do any changes to the way you will be working impact on the risks of the	• Hazard identification checks completed in line with department policy with new control measures implemented. • Review existing critical risks and whether changes will affect current risk management of a return to work. • Regular check-ins with colleagues about how they are coping with the changes to be completed. • Staff feedback and learning log during the return to work will be developed.	H&S Risk management systems	Rob Moy, Wayne Taylor, & Heads of departments

	Describe what you will do	What is in place already	Identify officers responsible for agreed actions. and employee responsibilities
work that you do?	• Department health and safety risk management systems fully implemented (policies and procedures disseminated and embedded into department processes). • Security risks considered, and control measures implemented to accommodate changes in employee work patterns and numbers.		
8.How will you evaluate whether your work processes or risk controls are effective?	• Regular SLT and operational reviews of our safe exit strategy plans conducted with learning outcomes and improvements implemented and communicated to all key stakeholders. • Notes of visits and compliance inspections will be conducted. • A process of self-evaluation and continuous improvement implemented – Plan, Do, Check, Act. • Regular meetings with Heads of Departments and Senior Management Teams. • Staff feedback processes in place and relayed to line managers/heads of departments. • Department Team meetings and information relayed back to the SLT team. • Buddy systems implemented to assist those for whom English is not their first language		Highlands SLT
9. How will you monitor this plan to keep it on track?	• Regular OH&S committee team meetings and operational reviews of our safe exit strategy plans conducted with learning outcomes and improvements implemented and communicated to all key stakeholders. • Implementation team reviews.	Meeting occurred on	OH&S Committee Team

CHECKLIST

This checklist has been provided to assist you in completing the workplace safety plan. Not all the questions will be relevant to all types of workplaces.

When completing the Plan ensure you identify what you have done and how you have implemented the change. For example. ensured physical distancing is possible in the shared the shared kitchen area by removing all seating and marking out the floor with 2 metre squares.

QUESTION	ITEM	√ / x
1. Risks	How will colleagues travel to and from work?	Car, bicycle, and walking
	How will colleagues move about buildings, workshops, schools etc maintaining safe distancing?	As detailed above
	In the office what arrangements are being made for safe distancing, spacing between desks? Are desks being moved where necessary? Are you using screens dividers to separate people or areas?	Social distancing (SD) controls applied, separate officers and signage displayed & working practice to limit contamination
	Is there a one-way system in and out of the building?	Yes - limited choke points at stairwells (low risk contamination)
	How will safe distancing be managed for meetings when virtual meeting cannot be held?	SD applied, remote working and teams' meetings
	What cleaning arrangements are in place for the building?	Enhanced cleaning implemented – cleaning strategy developed; Toilets being sanitised on an hourly basis.
	What cleaning arrangements are in place for workstations, surfaces, and equipment?	Disinfectant wipes provided to staff; cleaning increased
	Are there alternative arrangements to prevent sharing of desks, equipment etc? For workers using the same equipment how will you clean before and after use?	Separate officers allocated or alternatively have disinfectant wipes/hand sanitiser available for staff to use.

	How are you reducing building occupancy and by how much?	BCP – teams and A&B identified and staggered working - curriculum plan and timetable
	Are hand sanitiser and wipes provided and where are they located? Is there enough? Who do staff tell if supplies run out?	Yes, located at all building entrances, classrooms and issued to staff. When supplies running low contact is Site Manager
	What notices are being displayed reminding colleagues of hygiene requirements and where are they? (Meeting rooms, offices, toilets, showers, shared areas, etc.)	Gov notices displayed, plus entry & exits signs for one-way system
	How is safe distancing managed in toilet areas/showers?	One at a time with notices being displayed
	How is safe distancing managed in kitchen/canteen/salon areas?	One at a time with 1 metre distancing, notices displayed
	Turning off hand dryers and replacing with paper handtowels.	Yes - where applicable and additional handtowels and soap available – checked on a regular basis
	Are colleagues aware they should not share food, crockery etc with others?	Yes - only takeaway service provided in line with industry standards
	Who are my first aiders, mental health first aiders, and fire marshals?	As normal - reviewed and covered provided
	Are procedure if there is a fire and we must evacuate?	Yes – policy in place and fire action plans displayed.
	How do we report accidents?	Policy in place, recorded and reported online
2. Safe Operation	Who needs to be in the workplace?	Highlands College staff who are essential to support the student progression, staggered teams and remote working still

		applies in line with GoJ Directives.
	What arrangements are being made for flexible working, staggered working times, homeworking, splitting teams, etc?	As above and directed by HOD in relevant RA
	Who will colleagues interact with?	Work colleagues, students, contractors, and visitors
	What arrangements are in place for meetings? Are you using remote working tools to hold meetings, close small meeting rooms or use them as offices for vulnerable workers?	SD within the workplace and remote working, (Teams)
	What arrangements are in place for lone workers?	Risk assessment completed
	What arrangements are there for staff who are out and about as part of their role?	SD & PPE followed and remove themselves if they feel unsafe
	Has appropriate PPE been provided in accordance with public health guidelines?	PPE provided for staff dealing with anyone showing symptoms and for those students who need additional care and support (RA completed)
	For front facing staff how will you reduce contact with service users? (staff rotas, reduced face to face activity, barriers, screens, etc.)	Face to face activities will be limited however, ensure 2 metre distancing, this has now been reduced to 1-meter distancing and where appropriate screens/barriers
	What guidance, operating arrangements have been put in place for home visits?	All staff working from home will receive a Cardinus, DSE invite, in accordance with Gov.Je guidelines
	What extra equipment may be needed?	PPE and cleaning materials on order and will be regularly reviewed and ordered when stock reaches a specified limit

	If safe distancing is not possible what alternative arrangements are in place to safeguard staff?	Where not possible RA conducted and relevant PPE issued if applicable, alternately utilise TEAM's to deliver lessons.
	What arrangements are being made for delivery of mail and goods?	Deliveries to Reception or postal desk area – SD implemented
	What consideration is being given to quantity of goods being delivered e.g., bulk deliveries v single items, and how they will be moved from delivery point to where it is required?	For deliveries single point of control identified. Good cleaned and delivered to department area.
3. Service Users	What arrangements are in place for service users, and other members of the public and visitors who may visit?	SD controls in place, sign in and out, registers kept.
	Have separate entrance/ exits/ facilities been put in place for service users/ visitors?	Yes - within all buildings and map produced.
	How are you ensuring physical distancing is maintained in waiting areas/ queues/ service counters/ desks etc. Are you able to use outside areas, put barriers in place?	We have safe distance markers in place, and we will ask all visitors to book appointments to limit overcrowding in support of social distancing
	What alternative ways to provide services are being adopted?	The college is delivering most of the provision online – only specific T&L will commence within classrooms or assessments within Technical and Vocational Areas
	What steps are being taken to ensure the same person is not in a customer facing role for a whole day? What arrangements are being made to swap staff in and out of customer facing roles, minimise their contact?	Shift patterns and staggered start times and screen protection & mask/face shields
	How are you limiting the number of customers on site, promoting on-line service, encourage service users to come alone where possible?	Utilising on-line services and working with contractors to limit essential maintenance where possible

		How are you communicating the changes with your customers, what signage and visual aids are you using?	Signage displayed; barriers implemented and on digital platforms and through Central Comms
4.	Information sharing	What arrangements are in place for sharing information between colleagues who may be in different work locations? How is this plan reaching them?	Utilising 365 and TEAM's, social media, letters and MSM messages
5.	Assessing wellbeing	What arrangements are there in place for staff wellbeing?	The college has a wellbeing group and staff who continue to support cross college wellbeing, also we are adopting a trauma informed response for returning to college
		How do I access support for my staff?	Through Wellbeing Group and HOD
6.	Illness at work	Do I know where to find the procedure if someone falls ill at work?	Staff Book/Teams
		What measures are there to trace contacts for my staff if they fall ill at work?	Confirmation of staff who have been at college daily – limiting contact utilising Group A & B staff protocol
7.	Work activity changes	Are there any new risks because of changes to working practices? How are they assessed?	Not identified at this current time, however, will be reviewed when working practice is established
8.	Evaluation of risks	Have risk assessments been carried out?	Yes - and will be continued to work on – live documents
9.	Monitoring of risks	What measures are in place to make sure safe distancing and hygiene practices are monitored on a regular basis?	Regular inspections and strict policing of social distancing from the outset.