



South Staffordshire College

Lichfield • Cannock • Tamworth • Rodbaston



COVID19 Health & Safety Policy

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Audience:	All Staff and Governors

COVID19 Health & Safety Policy

1.0 Policy Statement

- 1.1 The purpose of this policy is to establish the temporary changes made to the current H&S Policy to counteract the effects of COVID19.
- 1.2 This Policy is operated in conjunction with a COVID19 risk assessment which is being used guide the safe reopening of the College campuses.
- 1.3 This Policy will support the implementation of our “Purpose”:
“Transforming the life chances of our communities.”

2.0 Scope

- 2.1 This Policy applies to all areas of the College including subsidiaries and will involve all staff and governors.
- 2.2 Other policies and procedures linked to this Policy include:
 - Health & Safety Policy
 - Financial Regulations

3.0 General

- 3.1 It is acknowledged that guidance and legislation continue to evolve in relation to COVID19. The College is using relevant guidance, both sector specific and more general information, to inform the reopening of College buildings.
- 3.2 The most significant risk in the College is assessed as being the risk of infection, and this will be controlled by:
 - The use of social distancing to reduce the transmission of the virus from person to person
 - Encouraging unwell students, staff members and visitors stay away from the College buildings based on government
 - Infection control to remove the virus from contaminated surfaces where the virus may be present
- 3.3 Where a learner, member of staff or visitor enters a College building but subsequently feels ill with COVID19-type symptoms, the College will ask the individual to return home or, at worst, to isolate within a quiet area of the College.
- 3.4 The College has made some minor, temporary alterations to its H&S Policy in light of the COVID19 pandemic. These different areas are listed below.

First Aid Policy

- 3.5** The College is required to provide first aid support to learners, staff members and visitors to all College sites. There is no change to this Policy.
- 3.6** In some instances, it will not be possible for first aiders to maintain social distancing guidelines with a patient. This also includes situations where a support worker is administering medicines or other treatments.
- 3.7** First Aiders will require access to additional items of PPE to carry out their role. Gloves, apron and mask should be available to all first aiders.
- 3.8** If the first aider is in a situation where they are performing resuscitation, chest compressions will continue to be made but there is no expectation to perform rescue breaths unless specialist equipment is available. This is in line with government advice.

Fire Safety

- 3.9** To maintain social distancing rules at College sites, there have been a number of adjustments to the flow of pedestrian traffic within buildings and occasionally outside of buildings. These measures deliberately alter or stagger the flow of people in particular areas.
- 3.10** In the event of an evacuation due to fire or similar, it is important that building users leave as quickly as possible by the designated escape route for that particular room or area. Any routes or access changes made for social distancing should be ignored, particularly with staircases.
- 3.11** Individuals and groups should gather at muster points and, where possible, social distancing should again be observed until it is safe to re-enter the building.

Manual Handling

- 3.12** Manual handling of items should be undertaken with the additional assessment of infection control risk. Items that have been handled by another person may need to be sterilized to ensure that there is no infection on the item.
- 3.13** Before manually handling any items, hands should be washed or sanitised and similarly should be washed or sanitised afterwards. Disposable gloves could also be worn if it is known that the object has been handled by numerous people.

Personal Protective Equipment

- 3.14** The College is operating its PPE requirements based on general and sector guidance. Guidance currently suggests that PPE is not a requirement for general teaching and administration in Colleges provided that social distancing can be observed.

3.15 There are instances where PPE should be used and will be prioritised for the following roles:

- First Aiders
- Staff working in provision or services that work closely with learners eg Futures, Transport.

Working from Home

3.16 A proportion of the College's staff have been or are continuing to work from home. The College has supported many members of staff with College IT hardware to allow them to access College systems and reporting.

3.17 The College has further supported health and safety and well-being at home in a number of ways, for example:

- Encouraging regular communication between line managers and teams.
- Circulating a DSE questionnaire and following up issues with practical solutions.
- Allowing staff to be more flexible with their hours of work, eg to accommodate childcare.
- Guidance has been provided to staff members in respect of managing anxiety and stress from the College and the Employee Assistance Programme (Life Works).
- Support has been provided on domestic abuse in line with the increased prevalence of such abuse during lockdown.

Incident and Near-Miss Reporting

3.18 The College has an obligation to report suspected and confirmed cases of COVID19 to Staffordshire County Council as part of the Local Outbreak Control Plan.

3.19 A report should be made when an outbreak occurs – i.e. when two or more individuals within 14 days identified with confirmed or suspect COVID-19 infection within the same setting. However, it is recommended that the College reports any confirmed individual case, so that we get appropriate advice and early support.

3.20 Report to Public Health England

<https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2l> or by telephone on 0344 225 3560 (opt 0 opt 2)

3.21 Report to LA Response Team - email C19LocalOutbreakControl@staffordshire.gov.uk

3.22 Near-miss and accident reporting should continue to be undertaken. Any accident or near-miss should be reported to the H&S Administrator. The College is obliged to collect and review such statistics to ensure that it is aware of issues affecting the safety of its employees, and can also act on trends and emerging issues.

3.23 These statistics will continue to be reviewed on a quarterly basis by Health and Safety Committee.