



Richmond upon  
Thames College

# Reorientation Session

Health, Safety & Best Practice  
Response to COVID-19

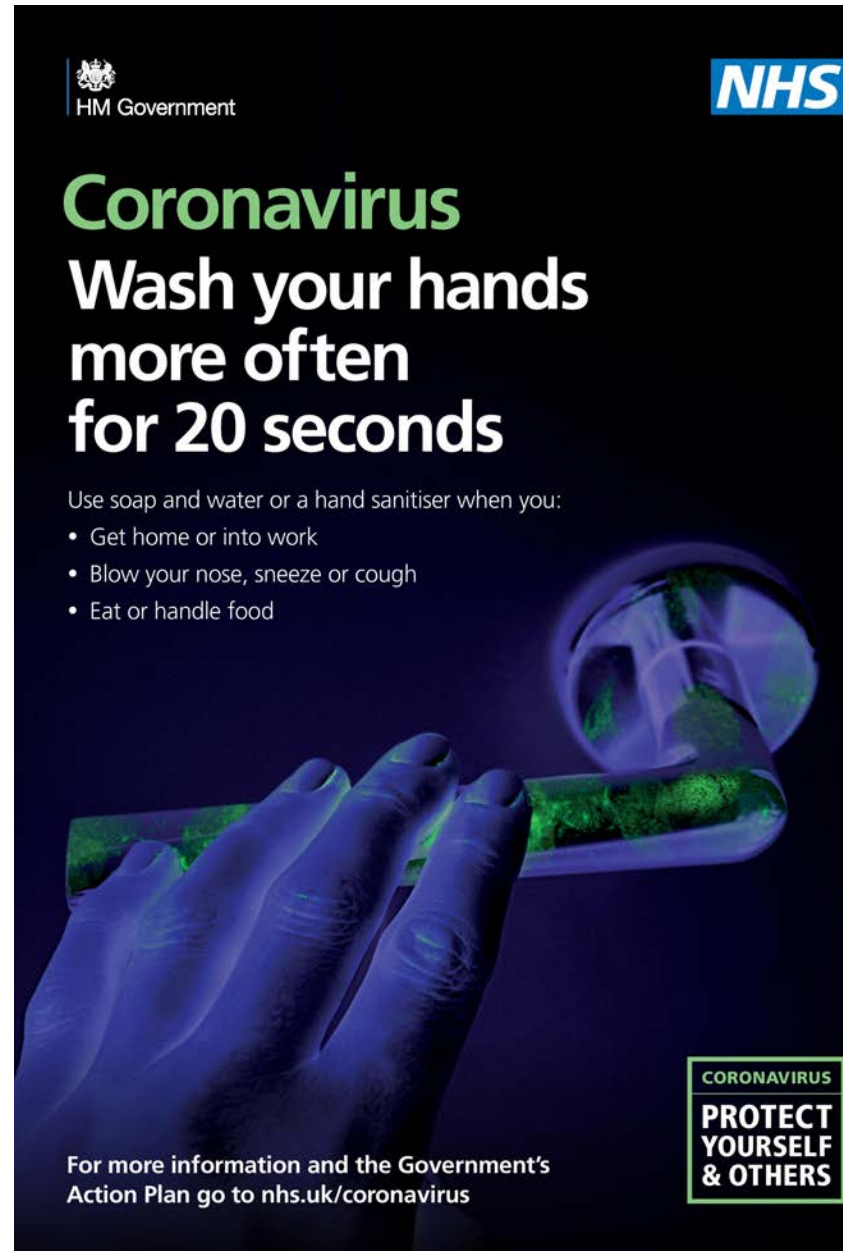




# Infection control

- All areas of the college have been deep cleaned prior to the return of staff/students.
- Daily cleaning routines have been refocused and increased, including additional mid-day cleaning routines and regular cleaning of contact points cross college.
- Basic cleaning provisions will be available in all classrooms & shared areas, so that regular touched areas can be quickly disinfected.
- Equipment in classes will be cleaned after use, ready for the next class.
- Bins are provided for the disposal of waste

# Infection Control – Personal Hygiene



The poster features a dark background with a hand holding a glowing green test tube. The text is in white and green. Logos for HM Government and NHS are in the top corners. A 'CORONAVIRUS PROTECT YOURSELF & OTHERS' logo is in the bottom right.

HM Government

**NHS**

## Coronavirus

### Wash your hands more often for 20 seconds

Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food

For more information and the Government's Action Plan go to [nhs.uk/coronavirus](https://nhs.uk/coronavirus)

**CORONAVIRUS**  
**PROTECT YOURSELF & OTHERS**

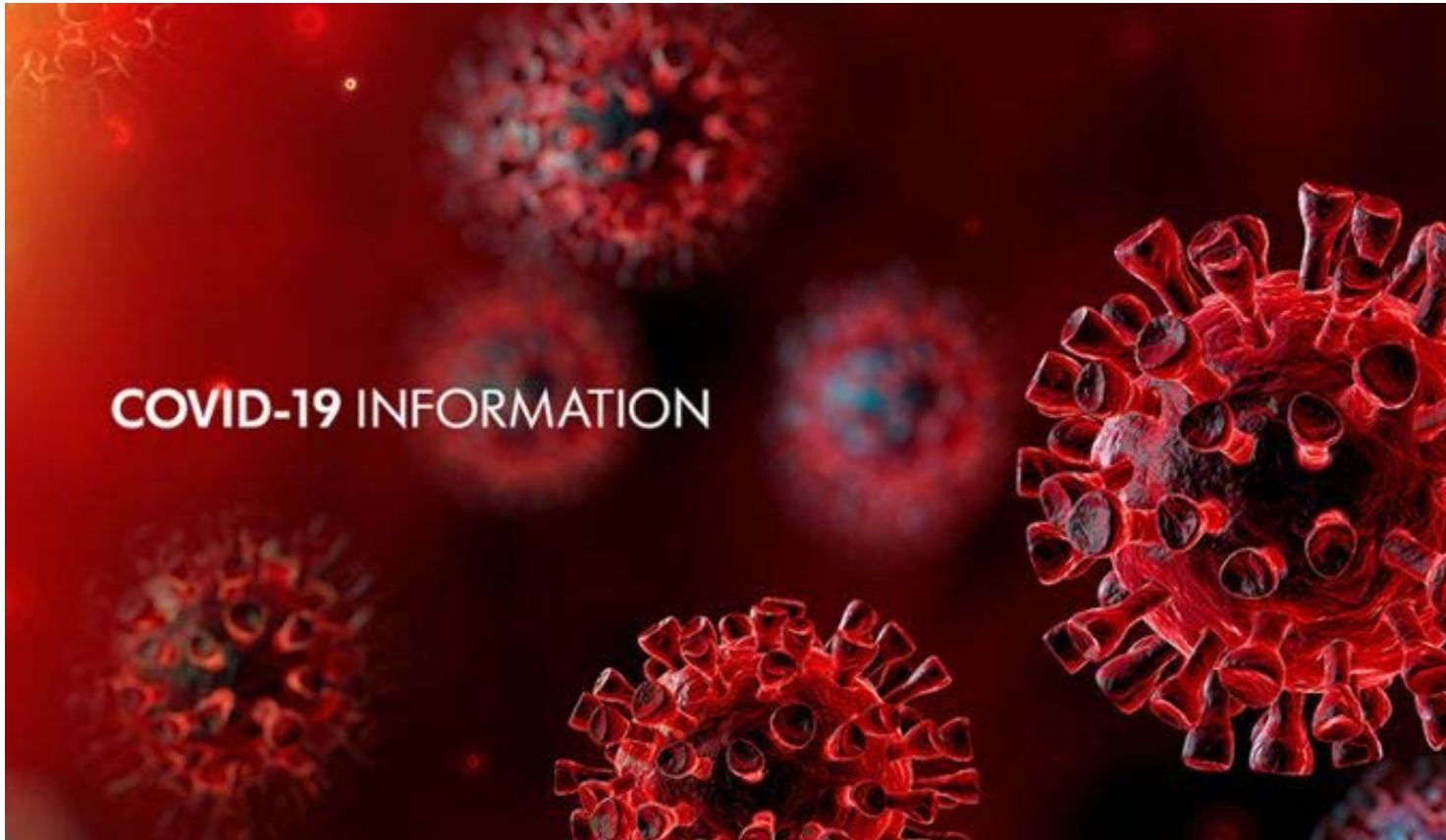
- Staff & students are to be reminded regularly to wash their hands & use sanitising stations throughout the day.
- Wash hands for a minimum of 20 seconds.
- Try to avoid touching your face.
- Staff & students to limit unnecessary contact.
- Staff & students to be arranged into groups 'bubbles' where possible.

# Management of Toilet Facilities



- Notices asking students to observe and use these systems will be displayed on the front & rear of all toilet access doors.
- Additional, supplementary signage will also be included, reinforcing regular washing & sanitizing of hands.
- Additional cleaning of toilet areas will be adopted by cleaning staff.

# Managing Suspected Cases of COVID-19



- STAFF
- Staff with suspected symptoms, or who have come into contact with someone who might have symptoms, should not attend the College.
- They will notify their line manager who will notify HR.
- Those at work will leave immediately after informing their line manager and self-isolate for 7/14 days as necessary.
- They will arrange a test through NHS.uk
- They will keep their manager updated.

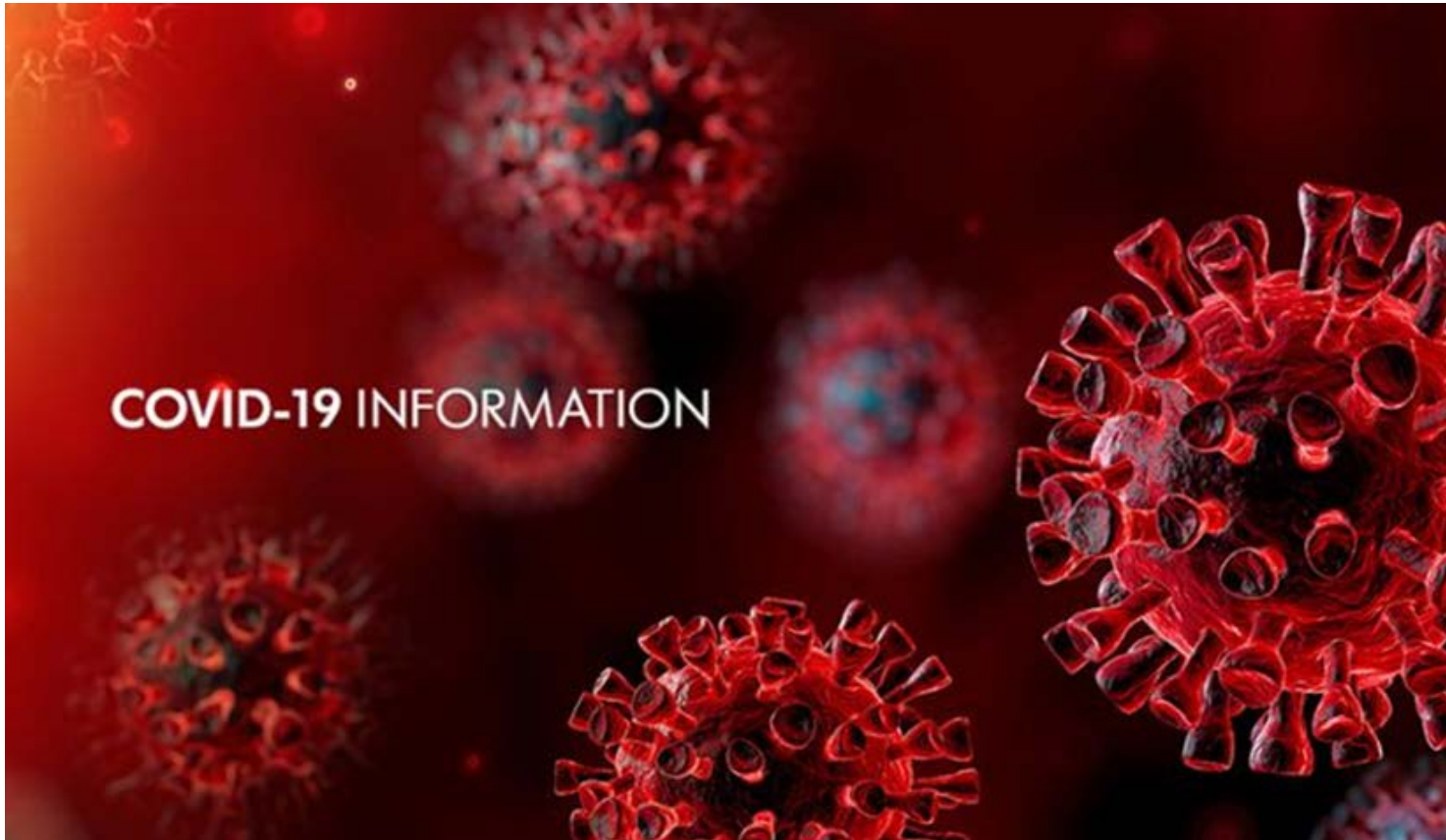
A microscopic view of several COVID-19 virus particles. The particles are spherical with a textured surface of red, cone-shaped spikes. The background is a dark, reddish-brown gradient.

COVID-19 INFORMATION

## Managing Suspected Cases of COVID-19

- STUDENTS
- Students with suspected symptoms or have come into contact with someone who might have symptoms , should not attend the College.
- They should self-isolate for 7/14 days as necessary.
- It is advised that they arrange a test through NHS.uk.
- Parents/carers to be notified by Student services.
- The College will keep in contact with the student.

# Managing Suspected Cases of COVID-19



- Any individual expressing Symptoms should Isolate for 7 days and seek to be tested by NHS uk.
- Any individual coming into contact with someone who is expressing symptoms should isolate for 14 days.

# Managing Suspected Cases of COVID-19

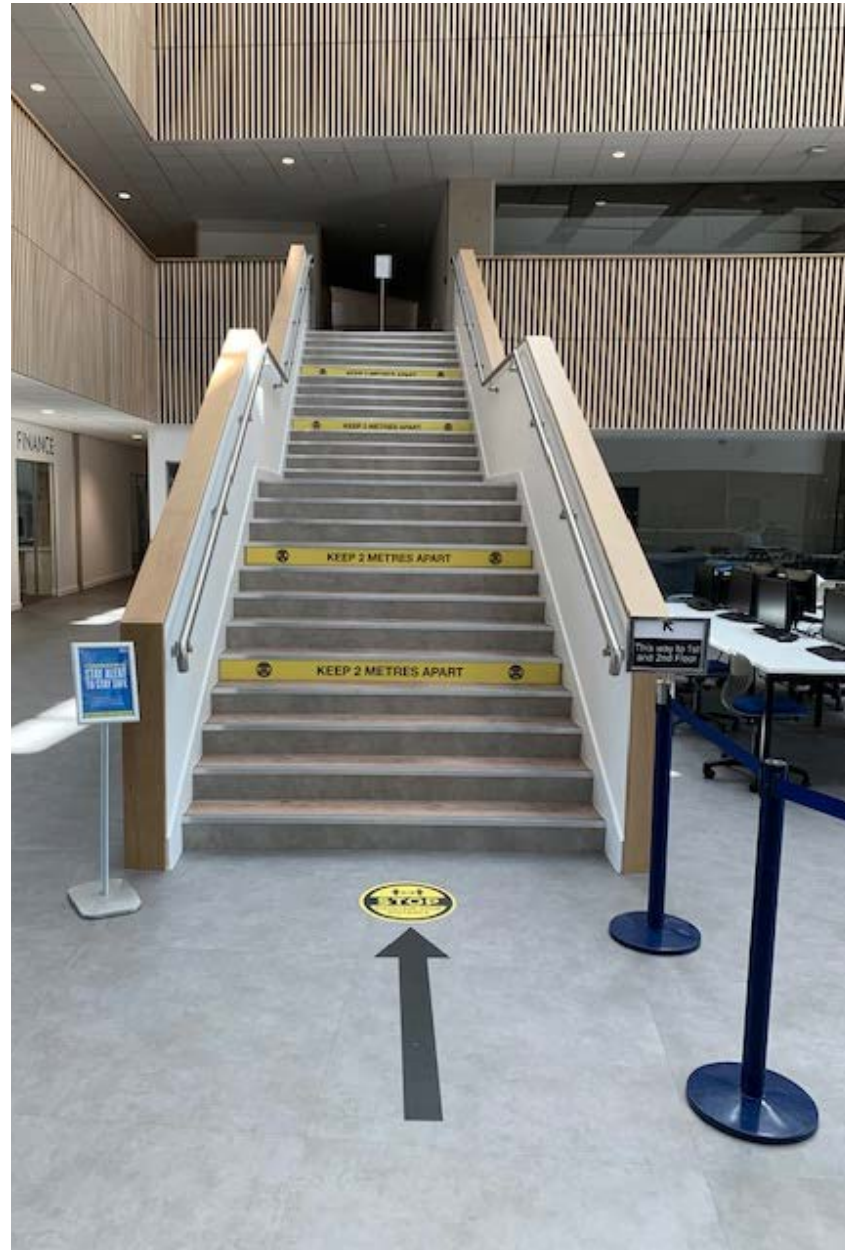


**QUARANTINE**  
**COVID-19**

- Students waiting to be collected after expressing symptoms will be taken to an isolation room whilst waiting to be collected or if waiting for a taxi
- Security staff will monitor outside these areas.
- Security staff to inform cleaning staff when the room is free for deep cleaning.
- A supply of PPE is held in these rooms / face masks to be given to suspected cases.



# Socially Distancing Measures



- Maintaining social distance is our best form of defense against potential infection. It should always be adhered to as far as possible.
- Visual 2m social distancing measures throughout all corridors & circulation spaces have been installed.
- Revised timetables & continuation of distance learning techniques to help reduce student numbers present on site.
- Supplementary screens have been positioned in customer focused areas to help avoid close contact.
- Remote working will continue where possible.
- If they have no lessons then students should work from home to keep student numbers to a minimum.

# Signage



- All rooms throughout the College have had their capacity reassessed in line with social distancing measures.
- A minimum of 2m distance between workstations, when in seated positions must always be maintained.
- Capacity numbers should not be amended, even where a room could accommodate increased numbers unless approved by CLT by exception.
- Where possible, furniture will be moved to accommodate the revised capacity numbers

# Signage

- Additional signage has been introduced throughout the College campus, including;
- One-way - systems have been introduced
- Social Distancing reminders.
- Hand washing reminders.
- Lifts – No unauthorized access. They have been taken out of routine action to assist with Social distancing. (Exception – Students/staff with mobility issues to go to reception)



# Emergency & Evacuation Procedures

- All emergency policy & procedures remain in effect;
  - Fire evacuation
  - Lock down
  - Critical incident.
  - First Aid
- All these procedures have been suitably revised to include the need to maintain social distancing

**IN AN EMERGENCY**  
SAY IT TWICE. SAY IT TWICE.



# Fire Safety

- Fire Escape Procedures remain in the most part unaffected by COVID-19.
- Upon activation of the fire alarm Staff/students are to evacuate the building in an orderly fashion whilst continuing to maintain social distancing as far as possible.
- Where possible continue to observe social distancing at Evacuation points.
- The availability of Fire Marshal's will be continually monitored for staff absences.



# First Aid

- The College has sufficient first aiders who will be on a rota to ensure we have coverage across the campus at all times.
- Additional PPE is available for individuals dealing with First Aid requests.
- A request for additional first aiders to cover all eventualities including staff sickness/cover



# Risk Assessment

- Workshop and Classroom Risk Assessments have now been completed & include COVID related risks & considerations.
- If an activity involves increased risks it should be avoided.
- Consideration has been given to the available space/layout of the room for Practical activities.
- Consideration has been given to where classroom equipment/materials are stored & used to avoid unwanted contact.
- **IMPORTANT:** Regular checks are made of the suitability of the current control measures, especially as the guidance develops.

**RISK  
ASSESSMENT**

# Useful Resources

- College COVID-19 Risk Assessment.
- Risk Assessment Guidance Notes.
- COVID FAQ's for Staff.
- Department for Education.
- Public Health England.

COVID-19

Relevant to all

