



## Coronavirus COVID-19 Risk Management

### Statement of Intent

DN Colleges Group (the College) pursues high standards and progressive improvements in the health, safety and wellbeing of its staff, students, contractors, visitors and others who may be affected by its work activities. It will do all that is reasonably practicable to enable and promote good practice in the risk management of COVID-19. In particular, the College recognises that health, safety and wellbeing is a core management function and good practice entails its full integration into the management of all other activities. To succeed in this the College will endeavour to ensure that adequate resources are provided to enable controls to be implemented in line with Government guidance and to support control measures identified through the risk assessment process.

The College affirms its commitment to the following:

1. **A re-opening of the College** that prioritises:
  - a. The safety of all students, staff, contractors, visitors and others who may be affected by its work activities across all College sites
  - b. A suitable and sufficient COVID-19 risk assessment
  - c. Safeguarding and promoting the welfare of all students
  - d. A blended learning model for students
  - e. The adoption of a blended working approach for staff
  - f. Adequate and effective fire safety and first aid arrangements that take account of the protective measures for COVID-19
  - g. Resources (e.g. finance, equipment, personnel and time) to ensure the identified control measures can be achieved
  
2. **To minimise contact on site** by:
  - a. Arranging smaller classes or group sizes, with students only mixing within their smaller, consistent group
  - b. Re-arranging classrooms and workshops to maintain appropriate distancing in line with UK Government guidance
  - c. Providing prominent signage and floor markings
  - d. Introducing room and social space restrictions, lift/escalator controls
  - e. Reducing group mixing by having staggered break times and staggered start and finish times
  - f. Applying child ratios within nurseries and capping numbers in line with specified guidance
  - g. Re-arranging office and staff room layouts and usage to maintain appropriate distancing in line with UK Government guidance
  - h. Adopting car parking and bicycle rack controls
  
3. **To promote personal hygiene** by:
  - a. Good respiratory hygiene – promoting the ‘catch it, bin it, kill it’ approach
  - b. Promoting regular and thorough hand washing as per relevant guidance
  - c. Effective siting of cleaning and hand sanitation facilities
  - d. Providing prominent signage

4. To **provide effective infection protection** by:
  - a. Ensuring cleaning arrangements follow guidance for non-healthcare settings, and with an enhanced cleaning schedule, including particular attention to frequently touched surfaces e.g. door handles, shared equipment
  - b. Providing personal protective equipment (PPE) including face coverings where identified as a requirement through risk assessment and/or where social distancing requirements cannot be achieved/maintained
  - c. Providing protective screening for reception and other customer-facing areas
  - d. Removing unnecessary items from classrooms and other environments where there is space to store it elsewhere
  
5. To **promote safe transport arrangements** by:
  - a. Encouraging students and staff, where possible, to walk or cycle and to avoid public transport at peak times
  - b. Signposting information and advice on public transport routes and timetables and social distancing measures
  - c. Ensuring that transport arrangements cater for any changes to start and finish times
  - d. Not planning non-essential educational visits and trips by students
  
6. To **develop safe and effective digital solutions** including for:
  - a. Teaching and learning delivery
  - b. Student communities
  - c. Online safety and access to safeguarding and counselling support
  - d. Enrolments, admissions, applications
  - e. Financial assistance
  - f. Staff recruitment and other Human Resources processes
  - g. Fee payments and other receipts
  - h. Careers information advice and guidance
  - i. Virtual tours, open days
  - j. Virtual meetings e.g. Microsoft Teams
  
7. To **provide clear and effective communications** by:
  - a. Providing prominent on-site signage and online information
  - b. Keeping students, parents and carers informed of emerging plans e.g. not to attend if displaying coronavirus symptoms, travel guidance
  - c. Involving staff in area planning e.g. safety measures, timetable changes, training requirements
  - d. Providing a robust induction process prior to and upon building users' return
  - e. Providing the necessary training and supervision to ensure compliance with the identified control measures, and taking action where non-compliance is observed
  - f. Early communication with contractors and suppliers e.g. hygiene product suppliers, maintenance contractors
  - g. Ongoing communications as plans and guidance remain under review
  - h. Communicating risk assessment findings and identified control measures to all staff, students, contractors, visitors and others who may be affected by its work activities

The College has carried out a COVID-19 risk assessment which confirms, through our commitment as stated above and through the protective measures introduced, that we have complied with the UK Government's guidance on managing the risk of COVID-19 and that:

- We have cleaning, handwashing and hygiene procedures in line with guidance
- We have taken all reasonable steps to help people work safely from a COVID-19 secure workplace or work from home
- We have taken all reasonable steps to maintain an appropriate distance in the workplace in line with guidance
- Where an appropriate distance cannot be maintained, we have done everything practical to manage transmission risk

The College will regularly monitor and review risk assessment findings and dynamically respond to changes in guidance from the UK Government and other key leading organisations and in response to local community needs.



Signed: \_\_\_\_\_

*Chair of the Corporation Board*



Signed: \_\_\_\_\_

*Chief Executive Officer*

Date: \_\_\_\_\_ June 2020 \_\_\_\_\_

Date: \_\_\_\_\_ June 2020 \_\_\_\_\_