



**BRIDGWATER  
& TAUNTON  
COLLEGE**

# **BRIDGWATER & TAUNTON COLLEGE OPERATING PROCEDURES COVID-19**

## **Guidance Document**

Version: 03.09.2020  
Approved by: SMT  
Date: Sept 2020

# 1. Overarching Statement of Intent

Dear all,

As we begin academic year 2020-21, a return to a “new normal”, we are putting into place additional controls to mitigate against the spread of COVID-19.

Our approach at BTC is based against four key principles:

- Staff and student safety and well-being
- Supporting our students to continue to learn and make progress
- Ensuring the College remains solvent and financially viable
- Civic and wider community responsibilities

These controls do not replace those already in existence but are to enhance our current processes.

I am very proud of how we at BTC have responded to the COVID-19 pandemic and look forward to working together to make 2020-21 a successful year for all our staff and students.

Andy Berry  
Principal & CEO



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## 2. Introduction

This document provides Bridgwater & Taunton's overarching approach to mitigation for use within the COVID-19 period as a set of pandemic control measures.

While it is impractical to outline every detailed COVID-19 scenario across the College, particularly as the situation evolves, the principles set out here will assist us all to review risks and protect staff, students and visitors on College campuses.

The document has been based on advice from the Government, Department for Education, Public Health England and the Association of Colleges.

This document does not replace any other in existence, but works to enhance and specify our response at BTC to COVID-19. It should be read in conjunction with the College's Health and Safety Statement.

The approach to mitigation is based upon the following requirement:

“all learners will return to a full high-quality education programme”

and guidance which stipulates:

“the balance of risk is now overwhelmingly in favour of young people and adults being able to take part in a full education, including attending on site, with appropriate controls in place to manage the transmission risk”

*(What FE colleges and providers will need to do from the start of the 2020 Autumn term - Department for Education July 2020).*

Bridgwater & Taunton College has approached its mitigation control to address the systems of controls as set out by the Department for Education:-

- **Prevention**
- **Response to any infection**

The College has in place a central organisation risk assessment for the whole organisation. This in turn informs any additional mitigation actions which are relevant to a department, location and/or activity risk assessment.

All risk assessments are live documents and will be reviewed and updated in response to any changes in guidance or regulations.

This approach aligns to government guidance which states:

-you should implement sensible and proportionate control measures which follow the health and safety hierarchy of control to reduce the risk to the lowest reasonably practical level.

Bridgwater & Taunton College's approach to mitigation is through a consultative process with staff, students and recognised unions.

This document and the central College risk assessment will be made available to all staff, students, visitors, contractors and stakeholders via direct communication and the College website. All will be asked to read and make themselves familiar with their responsibilities and mitigating actions to inform individual actions and behaviours.

### 3. About COVID-19

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

The most common symptoms of this new coronavirus (COVID-19) are:

- A new, continuous cough
- High temperature
- A loss of, or change to your sense of smell or taste

The main route of transmission is from cough and sneeze droplets.

**OCEAN AREA**

BRIDGWATER & TAUNTON COLLEGE

**Be aware of the symptoms**

Continuous Cough      High Temp      Loss of Smell      Loss of Taste

**What should you do?**

**If you have any of these symptoms, please do NOT come in.**

If any of these symptoms start whilst you are here, please immediately report them to a member of Staff so that we can support you.

**PLEASE STAY IN YOUR AREA**

CV19 08/20 (01) ©

**This is sample sign, showing one of the Covid-19 Areas**

## 4. Systems of controls

### • Prevention

**Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend your site.**

- The College will adhere to government guidance at all times. Individuals will be directed to the most up to date information
- Individuals must stay at home if they have coronavirus symptoms or have tested positive in the last 7 days
- Students/parents will be asked provide agreement to abide to this requirement via the College medical form and Student Code of Conduct
- College posters/visual aids will remind staff and students of this requirement
- Non- essential visitors will be stopped
- Contractors and essential visitors will be asked to complete a self- declaration when arriving at college
- The College will have a central reporting and recording system via the health and safety team to record tests
- The College will liaise where appropriate and follow actions from Public Health England
- The College will have in place control measures to isolate any staff, student or visitor/contractor who becomes ill whilst on campus. Anyone who becomes unwell with a new, continuous cough, or a loss of temperature, or has a loss, or change in their normal sense of taste or smell will be sent home
- Students will be accommodated in dedicated isolation rooms until they can be safely collected or return home

Each coloured area building will have a designated isolation room. This room will not be used for any other purpose

- Personal Protective Equipment will be provided if it is necessary, as identified in the risk assessment
- Medical attention will be sought if required
- Where possible the member of staff supporting the students should be from the curriculum area to protect the bubble. Guidance in managing a student who becomes unwell will be provided to all staff and guidelines will be displayed in each isolation room
- Isolation rooms and any welfare facility/areas used will be cleaned and disinfected using standard cleaning products

...continued on next page

- Individuals who develop symptoms should self-isolate and arrange to take a test. Please refer to [www.gov.uk](http://www.gov.uk) for guidance.
- Stay at home guidance ([Gov.uk](http://Gov.uk),) should be followed
- Anyone who has contact with someone who is unwell should wash their hands for 20 seconds or use hand sanitiser as soon as possible.

## **Clean hands more often than normal**

**Coronavirus is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser-**

*(What FE colleges and providers will need to do to from the start of the 2020 Autumn term-  
Department for Education July 2020.)*

- staff and students will be reminded to wash hands when arriving at college and after breaks, eating and when/if they change rooms
- Hand sanitiser stations will be readily available
- Supervision and support will be provided to those who are vulnerable or have complex needs
- Visual reminders on regularity and guidance for hand washing will be provided.

## **Ensure good respiratory hygiene by promoting the “catch-it, bin it, kill it, “approach**

- Ensure sufficient bins are available to allow students to follow this routine
- Specific support and tissues may be provided for students who have complex needs. This will be considered within department risk assessments
- Public Health England does not (currently,) recommend the use of face masks in schools or further education settings. However, if an individual chooses to wear a mask they should supply their own and follow government guidance on their safe use
- The College will provide bins for the safe disposal of masks
- Visual aids will be provided to remind all of this approach.

## **Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents or bleach**

- The College will via its contracted cleaning company ensure cleaning is generally enhanced
- This approach will be approved by the Director of Finance and Estates and the Head of Estates. This will be kept under review
- The external cleaning contractors will be responsible for their risk assessments and method statements
- The College will introduce a mechanism for reporting concerns
- All staff and students will be reminded to wash hands frequently, especially after using toilet facilities
- Where possible all doors will be propped open to reduce contact. In this instance doors will release in the event of fire
- Cleaning stations to be provided in each classroom, workshop or college facility. Staff and students will be asked to safely clean their own working space or equipment. Guidance will be provided
- Where possible students will be allocated individual sets of tools/equipment. These will be cleaned following use.

## **Minimise contact and maintain social distance**

- The College will where possible limit the number of students and staff in contact with each other
- Normal College class sizes will apply in the first instance. Any required adjustments to this will be identified through the department/ location and activity in the risk assessment document.
- The College has mandated the use of face coverings in communal areas including corridors. We will follow Government guidance in relation to exemptions. Please talk to your line manager if you feel this applies to you. Students will be asked to agree any exemption with their personal tutor.

## **Forming Groups**

- Students and staff will be allocated to a coloured area. Upon arrival they will be asked to proceed via a identified route directly to that area
- Students and staff will be allocated access to a food outlet and nearest welfare facility.
- Access and timing to the designated food outlet will be staggered
- Students and staff will be asked to return to their designated classroom/staff room after purchasing food/drink

- Central common room spaces such as the hub will be remain closed in the first instance. This will be kept under review
- Staff and students will be reminded not to form groups and any groups will be dispersed
- Where possible students will stay in a single classroom with the member of staff moving between rooms
- Students may be in more than one bubble, for example when using transport or attending English and maths classes. This will be a priority when timetabling
- Directional guidance for moving around the College will be provided. This will include one way systems where possible. Where this is not possible signage will indicate the flow required i.e. corridors. Students and staff will be asked to move through these spaces quickly to maintain low risk.

## **Measures within rooms and workshops**

- Where it is possible and reasonably practical social distancing of 1 metre will be in place in classrooms and workshops. We will review class sizes and allocated spaces, making adjustments where necessary
- Classrooms where possible will have a standard set up. This will include all tables and chairs arranged in rows to discourage face to face working. Working in groups will be avoided
- Teachers should where possible maintain a distance of two metres from students and remain at the front of the room
- Where it is necessary for a teacher or member of staff to work within closer proximity this should be identified in the risk assessment. In this instance the right level of PPE for that activity/location should be identified, agreed and provided by the College
- For students with complex needs specific mitigating controls will be identified in the department risk assessment
- The College recognises guidance that adults should maintain two metres distancing and where possible in adult-only classes this will be adhered to. However, in some instances this may not be possible, for example where an adult infills into a study programme or where closer proximity is required for practical activities agreement and acknowledgement should be sought. Where appropriate PPE should be identified in the risk assessment and used accordingly
- Where it is not possible to maintain this distance, the student will be asked to give their consent
- Staff in classrooms and those working with students will be given the option of using an individual face shield

## **Measures Elsewhere**

- All non-socially distanced gatherings of groups will be dispersed. Visual reminder will be provided
- All staff rooms will be individually risk assessed to ensure social distancing can be maintained.

## **Measures for arriving and leaving settings**

- Students will be encouraged to walk, cycle or use personal transport to travel to college
- Students will be required to follow the government guidance for travelling on public transport, this includes the use of face coverings
- This guidance will also apply to college provided transport
- The College will make available provision for the disposal of masks
- Students will be encouraged to social distance when using bus bays
- Duty Managers will supervise bus bays.

## **Where necessary, wear appropriate personal protective equipment (PPE)**

- Individual risk assessments will take into account student need, activity and location. Any requirements for PPE will be identified
- Staff required to wear PPE will be advised on how to use this safely
- Where it is a requirement the College will supply and make arrangements for the disposal of PPE.

- **Response to any infection**

## **Engage with the NHS Test and Trace process**

- Anyone showing symptoms should not attend college. Anyone displaying symptoms whilst on college premises will be asked to return home
- Where an individual is showing symptoms they will be asked to get a test
- The health and safety team should be advised of the results of the test
- The College will apply government guidance for negative and positive results
- The College will monitor the number of staff and students reporting absences related to symptoms of coronavirus via its normal reporting mechanisms for staff, and via registers for students
- The College will work with our local Public Health England Health Protection Team and follow their advice accordingly
- The College will follow Government guidance in relation to tiers of restriction.

## 5. Appendices

### COVID-19 Signage

The College has developed a range of signage to increase awareness and instruct staff, students and visitors on the correct protocol. Some samples of this signage can be found below:



# Welcome to Bridgwater Campus

## Staying COVID-19 Secure

We confirm we have complied with the government's guidance on managing the risk of COVID-19

### FIVE STEPS TO SAFER WORKING TOGETHER

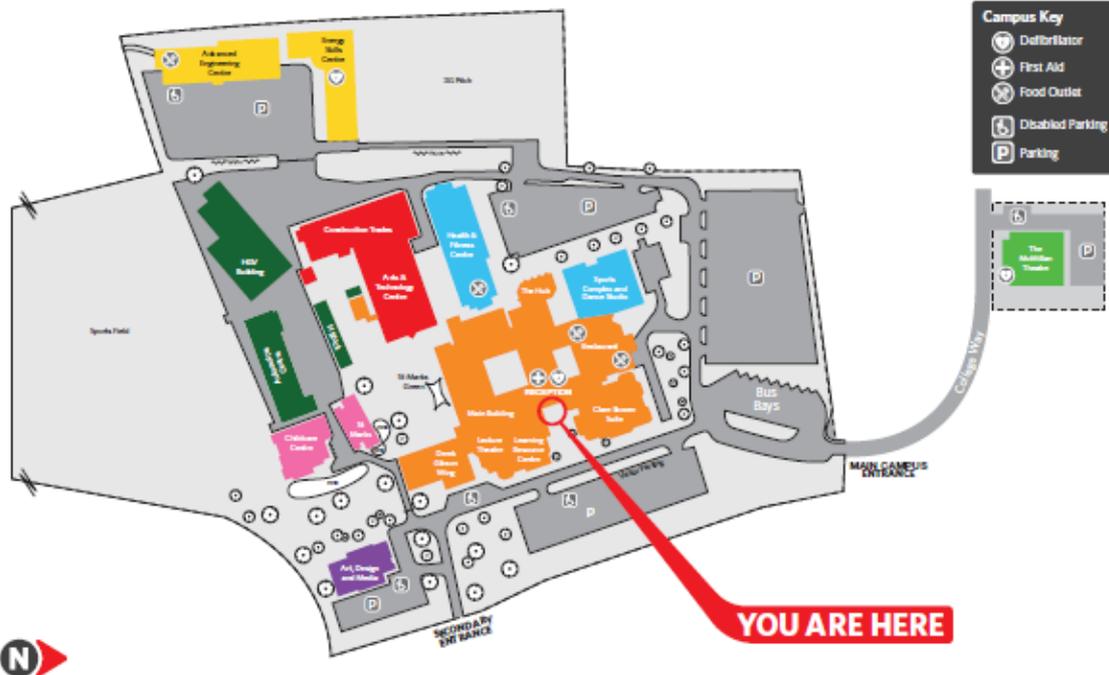
- We have carried out a **COVID-19 risk assessment** and shared the results
- We have **cleaning, handwashing and hygiene procedures** in line with guidance
- We have taken all reasonable steps to help people **study and work safely**
- We have taken all reasonable steps to **maintain social distancing**
- We have taken all the mitigating actions possible to **manage transmission risk** and support the Government's Test and Trace programme

**Please follow the COVID-19 notices and instructions while on campus.**

***This is for both your safety and those around you.***

# COVID-19 INFORMATION

## Bridgwater Campus



**IMPORTANT**  
 To protect you and others we have zoned the College into coloured areas. It is very important that you stay within these areas wherever possible.

 Please observe social distancing while on campus

  Please wash or sanitise your hands regularly

### BE AWARE OF THE SYMPTOMS

-   
Continuous Cough
-   
High Temp
-   
Loss of Smell
-   
Loss of Taste

**WHAT TO DO**  
 If you have any of these symptoms, please do **NOT** come in.  
 If any of these symptoms start whilst you are here, please immediately report them to a member of Staff so that we can support you.

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# COVID-19 INFORMATION

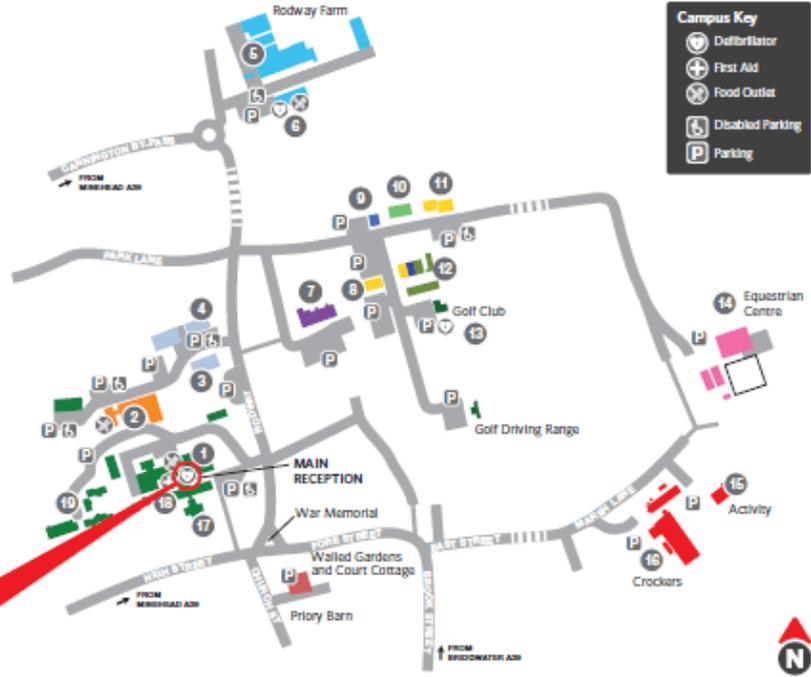
## Cannington Campus



### Campus Directory

- 1 Main Building & Reception
- 2 National College for Nuclear
- 3 Brian Galloway Building (BGB)
- 4 Estates Office/Workshops
- 5 Rodway Farm
- 6 Agriculture Innovation Centre (AIC)
- 7 Animal Management Centre (AMC)
- 8 CSI Classrooms
- 9 Arboriculture
- 10 14-16 Centre
- 11 Construction Skills and Innovation Centre (CSIC)
- 12 Workshops
- 13 Golf Club and Driving Range
- 14 Equestrian Centre
- 15 Activity Centre
- 16 Crockers
- 17 LRC
- 18 Residential Team
- 19 Accommodation

- ### Campus Key
- Defibrillator
  - First Aid
  - Food Outlet
  - Disabled Parking
  - Parking



**IMPORTANT**  
 To protect you and others we have zoned the College into coloured areas. It is very important that you stay within these areas wherever possible.

Please observe social distancing while on campus

Please wash or sanitise your hands regularly

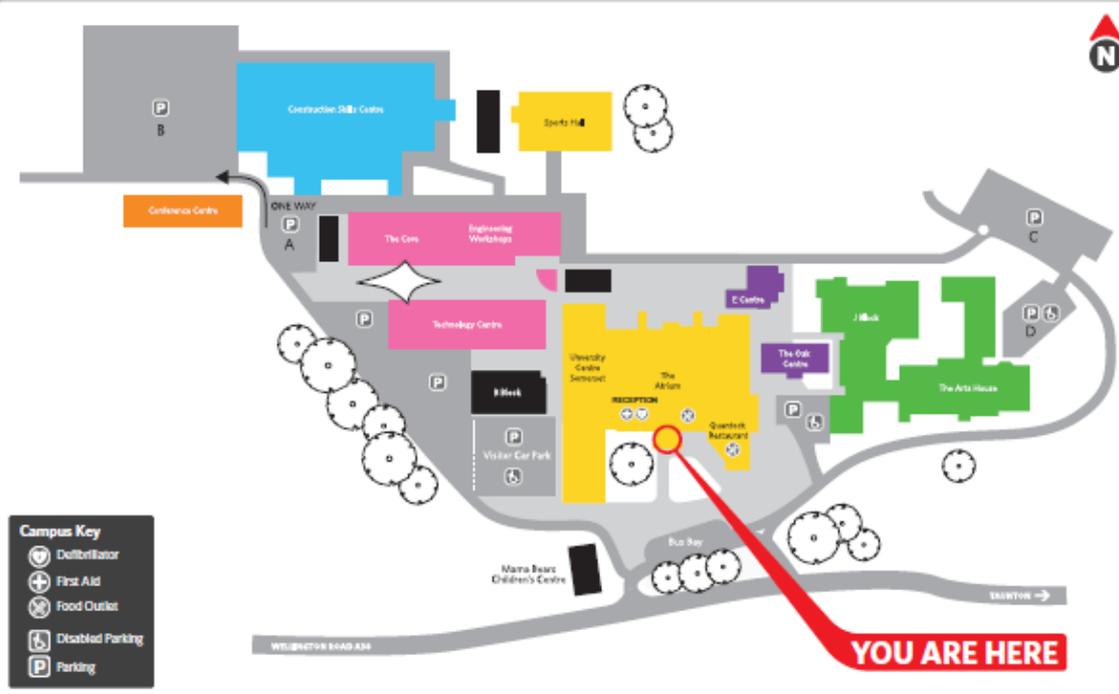
### BE AWARE OF THE SYMPTOMS

- Continuous Cough
- High Temp
- Loss of Smell
- Loss of Taste

**WHAT TO DO**  
 If you have any of these symptoms, please do NOT come in.  
 If any of these symptoms start whilst you are here, please immediately report them to a member of Staff so that we can support you.

# COVID-19 INFORMATION

## Taunton Campus



### IMPORTANT

To protect you and others we have zoned the College into coloured areas. It is very important that you stay within these areas wherever possible.



Please observe social distancing while on campus



Please wash or sanitise your hands regularly

### BE AWARE OF THE SYMPTOMS



Continuous Cough



High Temp



Loss of Smell



Loss of Taste

### WHAT TO DO

If you have any of these symptoms, please do NOT come in.

If any of these symptoms start whilst you are here, please immediately report them to a member of Staff so that we can support you.

# Bridgwater & Taunton College BRIDGWATER CAMPUS

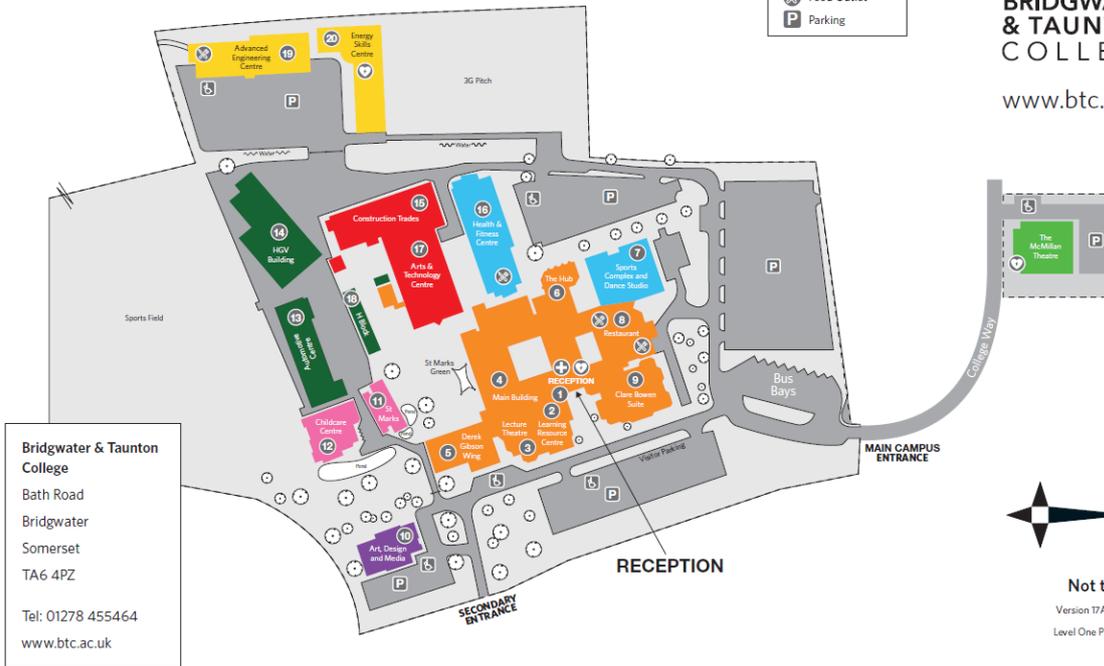
**Key**

- Defibrillator
- Disabled Parking
- First Aid
- Food Outlet
- Parking



**BRIDGWATER  
& TAUNTON  
COLLEGE**

www.btc.ac.uk



**Bridgwater & Taunton College**  
 Bath Road  
 Bridgwater  
 Somerset  
 TA6 4PZ  
 Tel: 01278 455464  
 www.btc.ac.uk



**Not to scale**  
 Version 17A July 2020  
 Level One Plan (COVID)

# Bridgwater & Taunton College CANNINGTON CAMPUS

**Key**

- Defibrillator
- Disabled Parking
- First Aid
- Food Outlet
- Parking



**BRIDGWATER  
& TAUNTON  
COLLEGE**

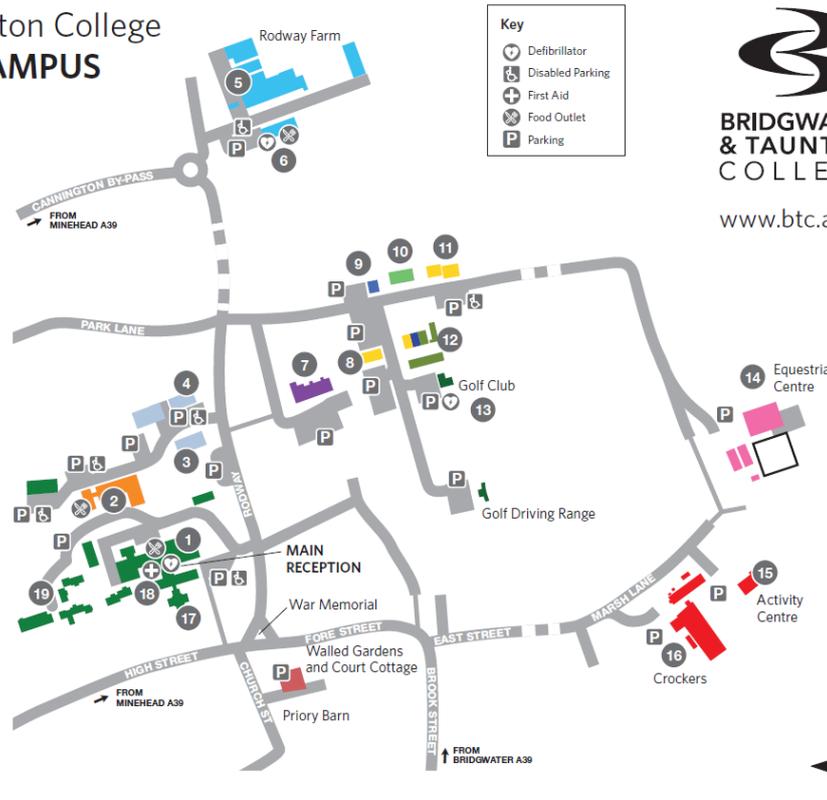
www.btc.ac.uk

- 1 Main Building & Reception
- 2 National College for Nuclear
- 3 Brian Galloway Building (BGB)
- 4 Estates Office/Workshops
- 5 Rodway Farm
- 6 Agriculture Innovation Centre (AIC)
- 7 Animal Management Centre (AMC)
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- 12 Workshops
- 13 Golf Club and Driving Range
- 14 Equestrian Centre
- 15 Activity Centre
- 16 Crockers
- 17 LRC
- 18 Residential Team
- 19 Accommodation

**Main Site**  
 Rodway, Cannington  
 Somerset TA5 2LS  
 01278 455464

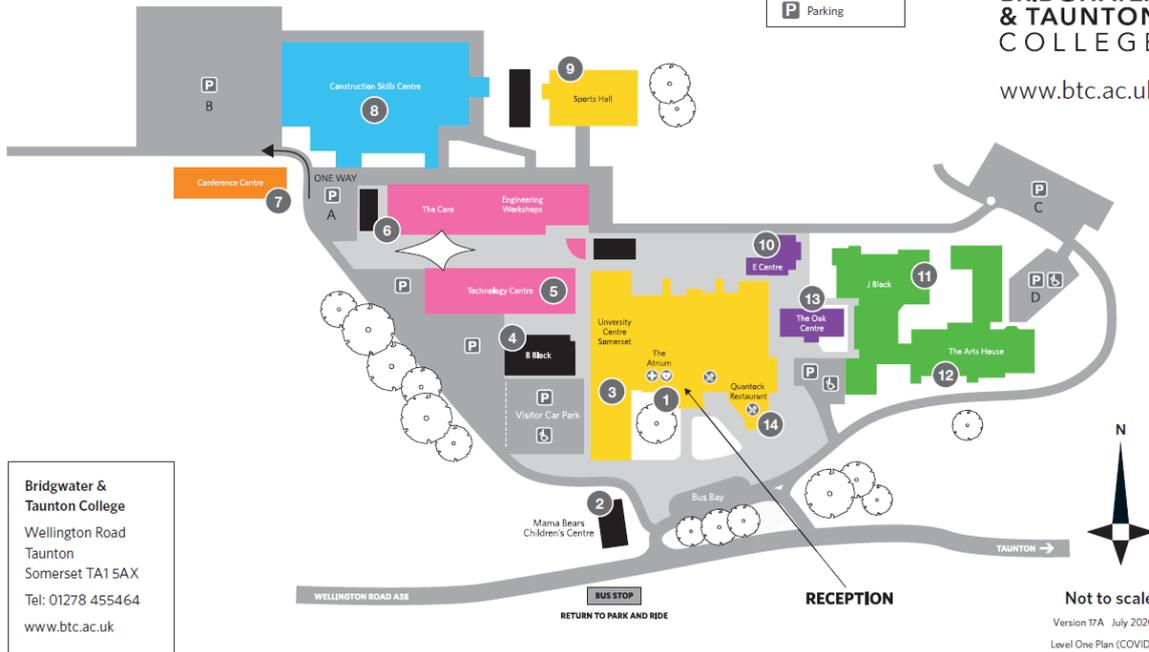
**Agriculture Innovation Centre**  
 Rodway Farm, Cannington,  
 Somerset TA5 2PJ  
 www.btc.ac.uk

**Not to scale**  
 Version 17A July 2020  
 Level One Plan (COVID)




# Bridgwater & Taunton College TAUNTON CAMPUS

Key	
	Defibrillator
	Disabled Parking
	First Aid
	Food Outlet
	Parking



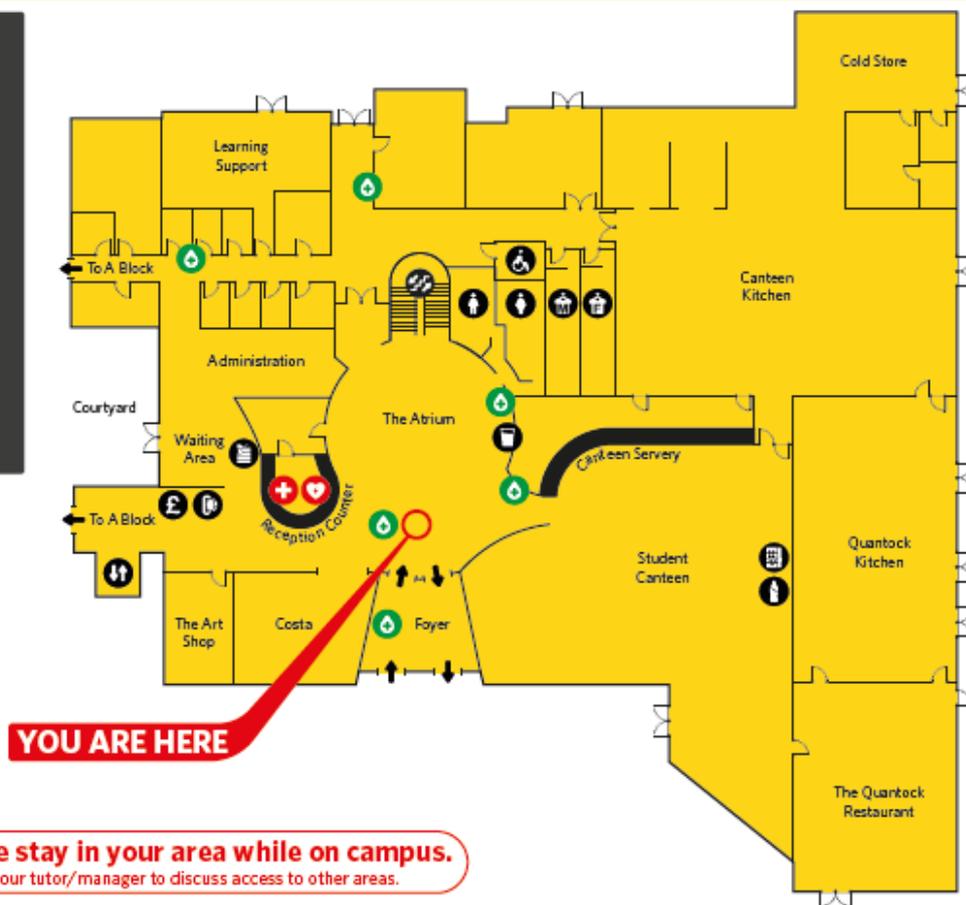
**Bridgwater & Taunton College**  
Wellington Road  
Taunton  
Somerset TA1 5AX  
Tel: 01278 455464  
www.btc.ac.uk

Not to scale  
Version 17A July 2020  
Level One Plan (COVID)

# YOU ARE IN THE GOLD AREA



- Site Key**
- Defibrillator
  - First Aid
  - Hand Sanitiser
  - Disabled Toilets
  - Men's Toilets
  - Women's Toilets
  - Male Changing
  - Female Changing
  - Water Station
  - Photocopier
  - Cash Point
  - Parking Meter
  - Vending Machine
  - Drinks Machine
  - Lift
  - Stairs



**!** Please stay in your area while on campus.  
Contact your tutor/manager to discuss access to other areas.



**Please observe social distancing while on campus**



**Please wash or sanitise your hands regularly**

## BE AWARE OF THE SYMPTOMS



Continuous Cough



High Temp



Loss of Smell



Loss of Taste

## WHAT TO DO

- Inform your tutor/manager
- Make your way home
- Follow the current self-isolation guidance
- Do not visit a GP, Pharmacy or Hospital
- Arrange a test

© CVR 20/08/20

**RUBY  
AREA**



# **Clean all equipment**

**Please clean any  
equipment after use  
to protect others**

**PLEASE STAY IN YOUR AREA**

CV19 08/20 (05) ©

**RUBY  
AREA**



**BRIDGWATER  
& TAUNTON  
COLLEGE**



**Please wash  
your hands  
regularly for  
20 seconds**

**PLEASE STAY IN YOUR AREA**

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## **6. Review**

This process guidance will be reviewed in the light of changes and updates to Government guidance.