HEALTH AND SAFETY GUIDANCE

FOR STAFF

Introduction

01.   This document has been created to provide all staff members with an overview to the safety practices that will be in place and the procedures expected of you on returning to work. Trade Union Safety Representatives have also been consulted.

02.   Whilst it must be stressed that no activity is considered risk free, the procedures that are described below contribute to reducing the risk from contracting Covid-19 through any workplace activity to a level that is as low as is reasonably practical.

03.   Where possible, links have been provided in this document to various sites. This is in anticipation that as we progress into a normal working pattern, Government guidance may change. For the latest Government information, these links should be used where possible.

What is Covid-19?

04.   Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person. You can become infected by coming into close contact with a person who has COVID-19. The primary vector for spread from person to person is from respiratory droplets when an infected person talks, coughs or sneezes.

05.   People can also become infected when droplets land directly on them or they touch contaminated objects and surfaces. The virus might also be spread by people 48 hours before developing symptoms or by those who don't develop significant symptoms at all.

Symptoms

06.   The symptoms of Covid-19 are;

      a.   A new continuous cough (a new cough that's lasted for an hour)
      b.   A high temperature (37.8C or greater).
      c.   A loss of, or change in, your normal sense of taste or smell (anosmia)

Do not enter any Edinburgh College location if you are exhibiting any of these symptoms

What to do if you develop the symptoms

07.   If you've developed symptoms (however mild) you should arrange to be tested. Do not go to your GP, pharmacy or hospital. You should remain at home until you get the result of the test, and then follow the advice you will be given based on the result. You should only phone 111 if;

      a.   Your symptoms worsen during home isolation, especially if you're in a higher risk group.
      b.   Breathlessness develops or worsens, particularly if you're in a high or extremely high-risk group.
      c.   Your symptoms haven't improved in 7 days.

Further Advice

08.   If you have a medical emergency, phone **999** and tell them you have coronavirus symptoms.

09.   If they develop symptoms within the 10 days, they'll need to arrange to be tested. They should do this even if it takes them over the 10 day isolation period.

10.   Your whole household should follow our stay at home guidance for households with possible coronavirus infection.

11.   If staff who have household members in a higher risk group are attending College premises, they should be advised to adhere to stringent physical distancing and other specified controls. This should be arranged through line management.

How to protect yourself and others from Coronavirus

12.   Being aware of the symptoms and acting in accordance with the current Government guidance is the greatest control that we have in preventing further infection. You can reduce your risk of being infected and spreading the infection by:

   a.   Avoiding direct hand contact with your eyes, nose and mouth.
   b.   Maintaining good hand hygiene.
   c.   Avoiding direct contact with people that have a respiratory illness and avoiding using their personal items such as their mobile phone.
   d.   Wearing a face covering or surgical mask.
   e.   Following the guidance for households with possible coronavirus infection and arranging to be tested if someone in your household has symptoms.
   f.   Making sure everyone in your household follows the Scottish Government's coronavirus advice.

Test and Protect

13.   Test and Protect is the process in Scotland to prevent the spread of Covid-19 by putting into practice the 'test, trace, isolate, support' strategy. Further information is available on Test and Protect at the NHS Inform website.

WORKPLACE CONTROL MEASURES

14.   Over closedown phases, 'essential' work has continued to be carried out on campus. This included statutory examinations on equipment i.e. lifts and water management checks. These inspections and checks have continued to ensure that workplace environment is safe for staff and students to return to.

15.   In health and safety terms the main effort has been to identify suitable controls to manage the Coronavirus hazard. The College has put a great deal of effort into identifying controls that can be implemented in order to reduce the risk of being infected, and in turn infecting others, including family members. This process is known as risk assessment.

16.   Comprehensive risk assessments will be completed prior to any campus activity. The latest versions of which can be found on SHE. The control measures identified in the risk assessment form the information being conveyed in this staff guidance document.

17.   Staff that have been identified in the high-risk category (by completing the individual health questionnaire) may require to be individually assessed for health issues. If it is assessed that these individuals do require to return to campus, there may be a requirement for additional actions and controls such as:

a.   Start with a short duration visit during a quieter period to demonstrate the safety measures in place.
b.   Keep the initial on-campus visits to a short duration i.e. preparatory work.
c.   Keep the numbers of returning students to a minimum, at least initially.
d.   Identify classes or areas near to the main entrance to reduce time within the building.
e.   Select an area with more ventilation.
f.   Identify toilets / rest areas that may be less populated.
g.   Bring your own lunch to reduce the likelihood of going into communal areas.
h.   Supply Perspex barriers to place around the high-risk individual.
i.   Implement distance guards.
j.   Impose a 2 or 3 meter social distance rule for the individual.
k.   Supply additional hand sanitising wipes and dispensers.
l.   Identify individuals work areas prior to returning to campus.
m.   Define maximum capacity for the room or area.
n.   Review the location of staff seating in their work area to minimise passing persons to maximise ventilation and increase air flow patterns.
o.   Identify and position individuals exempt from wearing face coverings to be closest to any extraction ventilation in room or area (both staff and students).
p.   Undertake and record CO_2 monitoring.
q.   Restructure individual's working pattern.
r.   Timetable or structure delivery to shorten teaching sessions into smaller discrete sections.
s.   Break up periods by vacating the room to allow ventilation if, classes change in that room or the air temperature is an issue because the windows and door is open.
t.   Ventilate area for 10 mins between classes to allow full air change.
u.   The higher risk individual can be assigned PPE but must be face fit tested and trained prior to use (all other options must be explored first).

18.   Individual departments have been working hard to identify suitable arrangements for working on campus. You may have had an opportunity to contribute to your team's risk assessment. When you do return, you should be familiar with that risk assessment and the controls that have been put in place for you. Questions regarding risk assessments can be addressed via your line management. Further information can be sought from Trade Union Safety Representatives and the Health and Safety Team.

19.   For staff that are required to attend campus, procedures will be in place to minimise exposure to the virus. Everyone entering campus must be aware of and adhere to these procedures;

Access and egress - Access and egress points will be controlled. There will be a marked entry and a marked exit. Take your time to understand this process on your first visit back.

Hygiene - Hand sanitising stations will be provided on entry. These are to be used without exception (gloves, if worn, are to be removed and hands washed). Clean your hands for at least 20 seconds when you arrive, regularly at work, before you leave the College and when you get home. There will also be hand sanitising stations on each floor and at identified areas. These should be used for sterilising your hands when there is no option but to open a door i.e. on stairwells and exiting toilets.

Social Distancing – Social distancing of 1 meter must be maintained at all times and in all locations whilst on campus **regardless of the use of face coverings**. The use of PPE (FFP2/3 masks) identified through risk assessment is the only exception.

Signage and markings - Signage will be provided to outline what is expected from you. This should be adhered to at all times.

Working procedures - Working in small groups of 'cohorts' can assist in preventing the spread of Covid-19. It can also assist in tracing should one of the group become infected. If you are requested to work in a cohort, abide by the procedure set by your department.

Brevity - Time spent on campus should be kept to an absolute minimum, there may be some administrative tasks that can be done from home and plan to minimise the number of locations visited when on campus. Start times may be staggered and shifts can be used to keep the number of people in any location to a minimum. If you are allocated a time, adhere to the issued timings.

Security - Do not move or remove any item of equipment, signage or substance that is provided for safety i.e. hand sanitisers or wipes. This also includes changing or moving window and ventilation settings.

Ventilation – When any indoor area i.e. classrooms are used at least two methods of ventilation should be used. Options for ventilation include opening windows, mechanical ventilation and the immediate room door being opened. Room doors may only be held open for ventilation purposes when the room is in use. These should be closed and secured when not in use. All other doors should not be held open, unless on magnetic holders, for fire safety reasons.

CO_2 Monitoring – There will be random CO_2 monitoring in all campus areas. Measurements below 800ppm will be considered safe. Between 800ppm and 1500ppm will indicate that additional measures require to be taken.

Lifts – Lifts will be marked as to the maximum number of occupants. As a general rule, lifts should only be used by one person and used only by those who cannot use the stairs.

Office areas - Where possible, the number of staff on campus will be kept to an absolute minimum. This will assist in freeing up spaces within office areas to allow for social distancing. A staggered system of office use or allowing teams to carry out administrative tasks from home will also contribute. Desks that have been re-positioned to allow for social distancing should not be moved.

Work space areas – Work space areas that are marked to allow for social distancing should be adhered to at all times. Consideration will be given to access, egress and other movement within the work area. Surfaces i.e. workstations, floors and window ledges are to be kept clear of materials and clutter to permit effective cleaning of the area. Keep your own work area clean and be considerate of others when discarding rubbish, paper towels and other materials.

Classrooms - Classroom set up will be based on each person within the room having a personal space of 1 meter regardless of what furniture is provided. There will also be specific information on the door of the classroom identifying aspects such as ventilation requirements.

Visitors, contractors and lets - Where possible, all contractors, visitors and lets should be kept off campus with online meetings held where possible. Anything further than basic essential visits should be postponed until further guidance is issued and assessments carried out. For those that do have to attend campus a safety brief must be issued before entry.

Cleaning - All public areas will continue to be cleaned by ISS. This will not include department areas that were not previously cleaned by ISS.

Touchpoints – Public areas will be cleaned with increased frequency on regularly used touchpoints, there may be a requirement to identify commonly used touch points within your department. Where regular touchpoints are identified a register should be created and signed off each time the touchpoint is cleaned.

Pinch points and queues - Areas within the campus where people are more likely to gather or form a queue will be addressed. These areas will be identified to enable the current distancing requirements to be complied with.

Internal Transport - Where possible, the use of College vehicles should be kept to a minimum. Specific guidance will be provided on vehicle use, cleaning and handover.
Meal Breaks - Where possible (at least initially) you should bring in your own food and drinks. Areas, procedures and timings will be directed by line managers. For staff eating on any campus the following applies;

    a.   Do not bring in electrical equipment such as toasters, fridges, hotplates and microwaves.
    b.   All electrical equipment must be tested and visually inspected prior to use.
    c.   Ad-hoc areas used for feeding (including those already in existence) should also be adequate i.e. enough space for social distancing, adequate ventilation and kept additio. This may be outside of the remit for the contracted cleaners so keep the area tidy.

> d. Water fountains will be kept in use and cleaned at regular intervals. If drinking or filling water bottles from water fountains, ensure that the taps do not come into contact with your mouth or bottle.
> e. If hot drinks are required, bring and use your own cups.
> f. Nominated staff rooms should be used for cleaning cups and eating utensils. Do not wash these items in any toilet facility.

Work equipment – Where work equipment i.e. hand tools, instructional aids and IT equipment are used, a one person, one piece of equipment rule should be implemented. Where equipment is handled or used by more than one user it must be wiped down with sanitising wipes before use. Wipes or a suitable alternative will be issued.

Public Transport - If you are considering using public transport then the following safety consideration should be applied;

> a. In the first instance you should consider walking or cycling to work if you can.
> b. Comply with any signage or instructions on public transport or from transport staff.
> c. At the time of publication, the wearing of face coverings on public transport is mandatory.
> d. Wash your hands thoroughly with soap and water or use a hand sanitiser before and after every transport journey.

Flammable substances – where the use of sanitising wipes and hand gel is used precautions should be used if ignition sources are present. The use of visors and face coverings should also assessed when naked flames are present.

Miscellaneous points –

> a. If attending any College campus, you should bring your own writing equipment to be used if signing documents.
> b. Personal items i.e. keys and staff ID badge should be cleaned at regular intervals using the sanitising products available.
> c. Do not close any windows or vents that have been opened for ventilation purposes without formal assessment.
> d. Edinburgh College advises all staff members, where possible, are fully vaccinated.

PERSONAL PROTECTIVE EQUIPMENT (PPE) AND FACE COVERINGS

20.   PPE should only be provided to those people that cannot work from home, cannot rely on physical barriers and have no other option but to be within 2 meters (when 2 meters is directed by Government guidance) of another person i.e. hair and beauty etc. Emphasis should be put on the difference between PPE and home-made face coverings which are not considered workplace PPE.

FFP 2/3 facemask	Surgical mask	Face covering
FFP 3 facemasks provide 99% protection. FFP2 masks will provide 94% protection	Type II surgical masks are designed to protect others and not the wearer.	Face coverings are not considered PPE. These should be used were instructed.

21.	For individuals that are required to wear PPE the following procedures will apply;

a.	Before using PPE you must have been shown how to use it, know the limitations of its use and how to maintain and replace it.
b.	All PPE face masks must be face fitted with staff training provided prior to use. Users with facial hair may have to find an alternative.
c.	Any task that requires the use of PPE should be kept to a short a duration as possible with regular breaks provided. Those with health issues should have additional consideration on the use of PPE.
d.	Additional risk assessment may be required for the use of both issued PPE and face coverings depending on the task being carried out i.e. near sparks, naked flames or chemicals.
e.	All PPE and face coverings are to be discarded in an appropriate waste bin. Do not leave for others to pick up.

22.	Where the national or Edinburgh College assessment indicates that it is safe enough to reduce social distancing below 2 meters, PPE will be replaced by face coverings or type II surgical masks where indicated. The following controls will apply:

a.	Public and communal areas will require the use of face coverings. The exemption rule applies.
b.	Any activity that involves movement where current social distancing may be breached i.e. public areas or classes where social distancing may be difficult to maintain i.e. where machinery / equipment is used, face coverings are required. The exemption rule applies.
c.	For activities where the social distancing rule is intentionally breached, surgical masks must be worn by all parties involved. The exemption rule **does not** apply.
d.	For activities where the social distancing rule is intentionally breached and 1 of the group requires to remove their face mask the following must apply:
- The other person must wear a surgical mask, gloves, apron and visor.
- This activity must be kept to a short a duration as possible.
- If a client is required from outside the cohort, a one student one client rule must be applied and the mask removal part of the activity kept to an absolute minimum.
- A record must also be kept of who the students are working on and the client must be booked onto campus.
- The exemption rule **does not** apply.

23.	Face coverings should be worn as per [Scottish Government guidance](). Where they are used, the following should be considered;

      a.	The face covering should be worn in areas identified i.e. corridors.
      b.	Face coverings should be changed at least every 4 hours and washed at the highest available temperature.
      c.	Avoid putting your fingers under the face covering as this will only contaminate your hands (even if wearing gloves).

EMERGENCY AND EVACUATION

24.	Where possible the evacuation procedure will be kept to the same arrangements prior to the lockdown period. If there are any changes to escape routes, you will be notified and provided with a walk through. There will be no practice evacuations until the College can return to business as usual so all alarms must be treated as real.

Fire - Measures have been put in place to reduce the likelihood of false alarms. If the alarm does activate the normal evacuation process remains the same. Where possible social distancing should be observed, however, the evacuation of the building takes priority (if numbers on each campus are reduced then this should assist with distancing).

Doors - Do not prop or wedge any door open especially doors that lead onto stairwells or are marked as fire doors. These must remain closed at all times unless on magnetic hold. Classroom doors may be held open to assist with ventilation but must be closed once the room is no longer in use.

Fire evacuation – The evacuation drills will remain as they were previously. The investigation period has been amended to reduce the likelihood of a false alarm but once the alarm has activated staff are reminded to carry out the evacuation procedure ensuring that other staff and students are encouraged to leave the area, where possible observing social distancing. Once at the assembly area staff should continue to observe social distancing.

Evacuation equipment – Staff that are required to use emergency evacuation equipment will be provided with additional information and PPE if required.

Personal Emergency Evacuation Plans (PEEPS) – Staff that require to have a PEEP created should inform their line management at the earliest opportunity. If assistance for any reason is required there will need to be additional assessment of the procedures.

First Aid

25.	Generally, the first aid procedure will remain as it was prior to lockdown. Departments that are considered higher risk i.e. machinery or tools are used, should continue to make every effort to have a first aider within the immediate area.

26. There will be specific rooms identified on each campus as Covid-19 sick rooms, listed below;

Sighthill – S0-19c – Quiet room
Granton – GS-205 – Quiet room
Milton Road – M1-04 – Quiet room
Midlothian - G-08 – Quiet room

27. A specific guidance document has been created to outline the actions that are required to be carried out if a person identifies the symptoms of Covid-19 or tests positive. For those identifying the symptoms of Covid-19 on campus, the following immediate action is to be carried out;

a. If any person recognises the symptoms of Covid-19, the person with suspected symptoms should ask someone else to make a first aider aware of the situation (if there is no first aider in the immediate area the emergency number of **2222** should be called from the nearest emergency phone).
b. A face covering or surgical mask should be worn immediately (if not already worn). They should then make their way to the nearest identified Covid-19 sick room avoiding contact with others and the Covid-19 form (Annex 1 to the emergency procedures document) should be completed. Do not go directly home as we will need to identify who else you have been in contact with and the locations within the College you have attended. Further procedures will be implemented from there.
c. Take all personal belongings and try to touch things as little as possible.
d. You will be required to make contact with the NHS to request a test. Any advice provided by them must be adhered to.
e. You should also have made suitable alternative transport arrangements if you have travelled by public transport.
f. Members of staff can also sign for a Lateral Flow Test (LFT) Kit from the campus reception area if in the same cohort as a suspected case. The results of the test should be recorded on the NHS website. If a positive result is returned, a confirmatory PCR test will be required.

Contact Tracing

28. If you are contacted by NHS Scotland (or Edinburgh College on behalf of NHS Scotland) regarding contact tracing i.e. you have been identified as having come into close contact with a person that has tested positive with Covid-19, you must follow the advice and inform your line management at the earliest opportunity.

Responsibility for others

29. Those responsible for students, visitors and contractors entering any part of the College estate should routinely ask them if they are experiencing any of the recognised symptoms of Covid-19. A positive response will require the actions detailed under first aid to be carried out. Signage will also be provided at entry points highlighting the symptoms and stating that no-one with the symptoms should enter.

Further Concerns

30.   If you have any concerns with another person not respecting social distancing or following the rules in some other way you should:

   a. Politely and respectfully raise your concern with that person directly and ask them to maintain their distance / comply with the rules. Only do this if you feel confident and it can be achieved safely.
   b. Communicate the situation and your concern to your line manager and / or the person's line manager.
   c. If this fails to address the issue then the situation can be reported on SHE.

31.   Maintaining health and safety is a responsibility for all. Any suggestions that you have on arrangements can be put to health&safety@edinburghcollege.ac.uk or your local union safety representative.

HOME WORKING

32.   If you are required to work from home on a more permanent basis, additional assessment will need to be made for your working conditions. If you are working from home, the College still has a responsibility for your safety. The return at annex 1 is to be completed by all home workers and returned to line management.

33.   Where possible, the working environment in your home should replicate working on a campus. Try and secure your work equipment from children, dogs etc. and pick a room or area for your work to be carried out from. Some of the things that you need to consider include:

   IT equipment – There may be a requirement for additional IT equipment to be provided. Ideally, chairs, monitors and keyboards should be adjustable to optimise the workstation to minimise postural hazards. You should also be aware of the procedure for carrying out equipment checks and identifying and reporting faults.

   IT equipment issue - Where possible IT equipment will be issued to you if you cannot supply your own. Issued IT equipment will have verification that it has been electrically tested. This equipment may be recalled for testing or upgrading periodically.

   Mobile IT equipment – If you are working from home part time and require to commute, the equipment issued should reflect this and be as portable and light as possible. Additional equipment may have to be supplied for carriage. You will have to consider the manual handling aspect if you are using your own vehicle or public transport.

   DSE assessment – Once the workstation or area has been set up a DSE assessment must be completed. This will allow a formal process to be carried out to identify if the work station is suitable. DSE assessments can be completed via SHE. Additional advice includes:

      a. Break up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity.
      b. Avoiding awkward, static postures by regularly changing position.

      c.   Getting up and moving or doing stretching exercises.
      d.   Avoiding eye fatigue by changing focus or blinking from time to time

Environment – Where possible the environment in your home should be suitable for working in. Light positions and ventilation should be considered.

Fire safety – Where possible, a smoke detector should be situated within the working area and a means of escape if a fire occurs should be considered.

Cable management – If workstations are set up for the purpose of home working, power or data cables should not present a trip hazard.

Lone working – If you are working remotely you should have some form of communication with your line management especially if you are working alone.

Workplace stress / mental health – Home workers should continue to be made aware of the services provided to them regarding mental health and workplace stress issues i.e. PAM assist and Silvercloud.

      PAM Assist -   **Username**: edinburghcollege
                           Password: edinburghcollege1

Management of homeworkers – If you are working from home every effort should be made to keep in touch between management and staff member. It may be as simple as a phone call at regular intervals or as part of team meeting.

Work time – Where possible control your work time and take regular breaks.

Accident reporting - If you suffer an accident in your home as a result of your work activities, you should continue to report it on SHE as you would in any campus.

A negative response will require additions controls or a comment for justification.

Employee Name:

Date:

Risk	Adequate Yes or No		Comments
FIRE			
Waste is regularly disposed of			
Work area is kept tidy			
Exit routes clear			
A smoke alarm is fitted			
A fire extinguisher is available			
ELECTRICAL EQUIPMENT			
Has the equipment been tested			
Are leads and cables secure/undamaged			
WORKING ENVIRONMENT			
Temperature			
Ventilation			
Lighting			
Space to work			
DISPLAY SCREEN EQUIPMENT (DSE)			
Assessment completed			
Mandatory training completed			
Equipment issued			
LONE WORKING			
Procedure agreed with manager			
ACCIDENTS / FIRST AID			
Additional controls required			
Aware of reporting procedure			
WELLBEING			
Additional controls required			