

## Staying safe at college – A guide for students

Following the current government guidance, we have put new health and safety measures in place to ensure everyone's safety. These include: additional cleaning and hygiene measures; staggered starting times; in some areas putting one-way systems around buildings; and guidance on social distancing in classrooms and workshops.

### Your health, safety and wellbeing on campus

Greater Brighton Metropolitan College is committed to ensuring, as far as is reasonably possible, the health, safety and wellbeing of our staff and students. We aim to prevent staff and students from being exposed to any risks, injuries and work-related ill health. We have therefore put in place additional measures for your safety, which you are expected to follow:

#### Social distancing

When on campus you should maintain a two-metre distance from other people, where possible, and encourage everyone else to do the same. To assist with this, we have introduced:

- Staggered start and finish times, to reduce congestion and numbers on site;
- Furniture and equipment arranged to help maintain the two-metre distance or with additional control measures in place where a two-metre distance is not possible;
- Where necessary and feasible, one-way systems around campus have been introduced;
- All staff and students when moving around the college sites should walk on the left-hand side of the corridor in single file, and not stop to chat to others in the corridor to avoid groups forming and hold-ups.

#### Arrival, entrances and circulation spaces

To avoid peak numbers of staff and students arriving on campus at the same time, we have adjusted timetables to provide staggered start, break and finish times where possible. This will help reduce the number of people in any one space at one time. You are required to leave the college site once you have finished your studies.

Please sanitise your hands upon arrival and when leaving the building, using the stations provided. If for any reason this provision is temporarily unavailable, please wash your hands in the washroom / toilets on your way to your destination, making sure that you walk in single file and stay on the left-hand side of the corridor and walkways.

Where necessary, we will introduce a one-way system, with directional arrows and notices, to help maintain a two-metre social distance. Staff and students must follow this one-way system where available, walking in a single file along corridors and walkways.

Please note: Some areas do not allow for one-way systems. In these situations, briefly passing others in the corridor is acceptable.

### **Toilet and washroom facilities**

Toilets and washrooms will remain open throughout our campuses as they are essential to support college operations and hand washing cleanliness.

Some cubicles, urinals and sinks may be taken out of service to encourage social distancing. There will also be a limit on how many individuals can enter the toilet facilities at any one time to help maintain social distancing; this number will be displayed on a sign outside each facility.

Toilet and washroom areas will be supplied with hand washing and drying equipment and will be regularly cleaned. Sanitiser will be available near these facilities.

### **Lifts**

Please avoid using lifts unless essential (for example, for people with mobility requirements). The maximum capacity of the lift will in such cases be significantly reduced, generally to a maximum of 1-2 people. This is to ensure social distancing can be achieved. You will find a reminder next to each lift.

### **Food on campus**

It is planned that the college catering facilities, operated by Aramark, will be open in September but there will be a number of changes in response to COVID-19 in line with government guidelines. There will be a variety of different menus available. These will be served in a takeaway container, together with disposable cutlery and a napkin, as part of a 'grab and go' type system in order to ensure that queuing time and numbers are reduced.

Menus for the day will be displayed around the college refectory area for students to select what they want to eat that day. A queue management system has been set up in the refectories with clearly marked lanes. Please ensure that you follow the directions and observe the two-metre social distancing rule.

Students should eat lunch in the refectories at the areas identified in order to ensure social distancing is observed and making sure that furniture such as chairs are not moved. If the weather permits, we encourage eating outside. Please remember, whether eating inside or outside, to maintain social distancing and clear up after yourself when you are finished.

### **Evacuation in case of an emergency**

If a fire alarm is heard or there is an emergency requiring urgent evacuation of the building, please ignore any one-way systems and distance markers, and carefully vacate the building through the nearest fire exit. Please follow any fire exit directional signage and instructions to your designated fire assembly point and maintain social distancing when you arrive there, if possible.

### **First aid**

The provision of first aid throughout the college campuses will remain unchanged. If you require assistance then inform your tutor or go to the reception area.

### **Managing and reporting symptoms**

If you experience any symptoms of COVID-19 (a new, continuous cough, high temperature or loss of, or change in, your normal sense of taste or smell) whilst on campus, you should inform your tutor before leaving the campus immediately, avoiding contact with others on your way out, and self-isolate in line with government guidelines.

### **Reporting symptoms**

If you experience symptoms of COVID-19 whilst on campus or having recently been on campus, you must report it immediately to your tutor.

## Testing

We encourage all students experiencing symptoms to access NHS testing facilities via the [NHS website](#). Please let us know if you are being tested and report the outcome to your tutor.

## Test and Trace

If you are contacted as part of the Government's strategy on COVID-19 by the NHS Test & Trace Team and you are required to go into Self-Isolation for 14 days, you should inform your tutor or the College straight away.

## Travelling to college safely

Please follow the Government's travel guidance to ensure that you travel to college by the safest mode available. Below are some general guidelines you may find useful. If you have any concerns about travelling to college, please contact your tutor.

### Public transport

Using public transport to travel to college is an option, however, we would encourage you to seek alternative methods of travel if possible, such as walking, cycling, or driving.

If you have to use public transport, make sure you follow the latest [safer travel guidance on public transport](#) and be mindful of reduced services and adapted timetables.

If public transport is your only option, please follow these simple guidelines to help keep you safe:

- Remember to observe social distancing guidelines wherever possible.
- Avoid physical contact with other passengers.
- Face away from other passengers.
- Avoid touching surfaces onboard as much as possible.
- Avoid eating onboard, if possible.

Remember that it is compulsory to wear face masks whilst traveling on public transport.

### Walking and cycling

Walking or cycling is a safe and healthy way to travel to college if you live within close proximity. All of our colleges have bike parking facilities available on or around campus.

When walking or cycling to college, please make sure you take the necessary safety precautions. When cycling, make sure your bike is well maintained and wear a helmet and light-coloured or fluorescent clothing.

### Driving

If walking or cycling is not an option for you, the next best option would be to drive. Please note that not all college sites have student parking so if you are unsure you should check before you leave.

## Help us to improve

To keep our college community safe during this time, we all need to take responsibility for our campuses. If you see something that doesn't look right, or the measures that have been put in place are not working, please report this via your tutor. The College is doing as much as possible to keep our community safe and it is up to us all to play our part.