



**Norland College
Risk Mitigation
Summary Guidance**

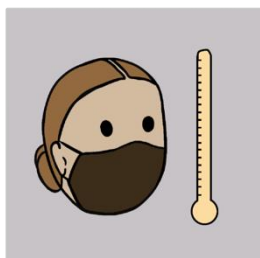
Summary of COVID-19 Risk Mitigation at Norland College

We are looking forward to welcoming all students to 'New Normal' Norland! We are committed to providing a safe and inspiring environment for all students and staff and have outlined below the measures in place to minimise the risk of COVID-19 transmission. We cannot completely guarantee that we will remain free from COVID-19, but, if we all work together, we can minimise the risk for the whole Norland community. All our measures are based on a range of official guidance, as well as the Norland College COVID-19 Guiding Principles, and have been drawn up in consultation with staff, students and stakeholders.

Key aspects of the actions we are taking are **summarised** in this booklet. For a more detailed account of all the risk mitigation measures, please view our Risk Mitigation Guidance document, which is available here: norland.ac.uk/coronavirus-response. It will be reviewed and updated on a regular basis and will be shared with all members of the Norland community.

Please note the actions outlined below are temporary measures. We very much hope that we will be able to transition back to our pre-COVID arrangements during the course of the academic year. In the meantime, we have put in place measures that will enable you to continue to access all the teaching and learning you need, with all the support you expect. **If you are concerned about your own particular circumstances, please contact your tutor so that we can support you.**

Temperature checking



You must be symptom free for 14 days before you start at College on Monday 7 or Monday 14 September 2020.

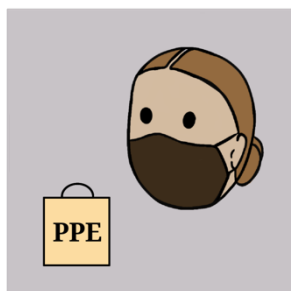
On arrival, you will have your temperature taken. Members of staff will be available to guide you through the process. If your reading shows that you have a temperature, you will need to return to your student house and call the NHS on 111. Your housemates will also be required to return to the student house even if they are not presenting with a fever. You will still be able to continue with your studies if you have to self-isolate – please see

the information below. **This process also applies to any visitors, although visitors will only be allowed on campus for essential purposes.**

You will receive a digital thermometer in your PPE bag on your first day. **You will be required to take your temperature before leaving for College each morning.** If your temperature reading shows a high temperature (38°C or above), you must stay at home and call the NHS on 111 or visit them online at <https://111.nhs.uk/>. You may be instructed to self-isolate. It is important that the whole household remains at home if a fellow housemate has a high temperature, until advice from 111 has been given. You will need to contact the College to report your absence and the reason for your absence.

PPE bags

On arrival, each student and member of staff will be provided with a PPE bag. The student PPE bags contain:



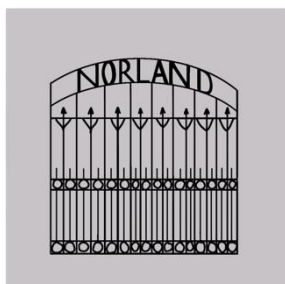
- a smile face mask (washable with plastic covering for mouth)
- two face visors
- a transparent full-face covering
- a bottle of hand sanitiser
- a pair of gloves (latex free)
- a pack of antibacterial wipes
- a digital thermometer
- a permanent marker to name your PPE kit.

A face covering (mask or visor) must usually be worn while inside the public areas of the building, including during teaching sessions. You may choose to wear either the face mask, a visor or the transparent full-face covering. If you are not able to wear a face covering because of a physical or mental illness or impairment, or disability, or if wearing a face covering will cause you particular distress, please speak to a member of staff. **You are responsible for regularly cleaning any face coverings.**

You must wash your hands regularly and for at least 20 seconds. Please use the hand sanitiser in your pack for your own individual use. There are hand sanitiser units throughout the building; please use these when you enter and leave a room.

Please do not share any item of PPE. If you need a replacement of any part of your PPE kit, please see a member of staff in Reception and they will be happy to provide you with a refill or replacement.

Use of facilities



For entering and exiting the buildings, a temporary **one-way system** will be in operation for staff and students. Directional signs are in place to help guide you.

Please use your ID card to enter and exit the buildings and do not use the green button on the wall or the external buzzer.

In relation to the use of toilets, the student toilets are multi-occupancy and in order to accommodate social distancing, we have introduced strict **number control** for each of these shared spaces. Upon entering the toilets, you will need to use one of the available 'engaged' signs to show that you have entered the room. When leaving, you will need to ensure your engaged sign is in the vacant position. Should the toilets be at full occupancy, i.e. all engaged signs are showing, you will need to queue in the corridor using the floor signs, which will indicate safe social distancing. Separate toilets have been allocated for staff use.

Where feasible, all rooms should be suitably **ventilated** by having an open door and/or window. All students and staff can wear their coats inside, but should the weather create difficulties with

ventilation, we are investigating the possibility of air filter systems. **All desks have been fitted with clear screens** for additional protection, and mobile screens are available for necessary meetings.

Extracurricular activities

Norland has an active community of students who join and create clubs and societies, and we will continue to be led by the needs and interests of our students, for example choir, zumba (currently zoomba!) and running. We have set up a Virtual Extracurricular Noticeboard on MyDay, where you can find further information for these activities, including any risk mitigation adjustments that have had to be made.

Refreshments



The student common room will not be open due to the need to try to minimise unnecessary contact between students. Please remember to **bring with you a full water bottle** and, if you want to have hot drinks during the day, a **thermos mug/flask**. All students have been issued one of each at some point during their studies. You will need to bring these items in every day. Individual sachets of tea, coffee, sugar and milk will be available in each lecture room for students to use.

Access to the water cooler units will be permitted for refills if required. Guidance for safe use will be available on the units.

If you are timetabled to be in College all day, we strongly recommend you bring with you a **packed lunch**. Unfortunately, we will be unable to provide access to microwaves.

You can remove your face covering in order to eat and drink in the lecture rooms at predetermined times, but you will need to replace it immediately afterwards.

Safety procedures



A comprehensive interim fire procedure is available for all staff and students on MyDay. This will also be shared with you via email on your first day.

First aid will continue to be administered at a safe distance, and in line with current government guidance, by our on-staff first-aiders. In emergency situations, 999 will be called and advice will be taken from the operator. Should resuscitation be required, a defibrillator may be used.

Student accommodation



Although Norland does not manage student accommodation, we have good working relationships with our first-year landlords, and we have asked them to ensure that houses are deep-cleaned prior to students arriving in September. We have also asked for all touchpoints to be disinfected and for landlords to confirm to us that this action has been taken. Students in multiple occupancy houses (HMOs) should work together to consider their **'house rules'** in relation to how they will observe social distancing and instigate any necessary risk mitigation measures for themselves and any visitors (particularly during the first two weeks and if you have to self-isolate). **All students travelling from outside the UK will need to self-isolate for 14 days if required by government regulations, prior to commencement of (or during the course of) their studies.**

Student support



We recognise the ongoing importance of student support. We have adjusted how we deliver this in the light of COVID-19 and will continue to do so.

We request that students book appointments for academic, counselling or other support directly with Wendy Cooper and Paul Henderson, our Student Support team, via email. All counselling appointments will be carried out via video during the first term and this will be kept under review.

In addition:

- Appointments and meetings can take place via video or phone calls, both onsite and remotely. A new confidentiality agreement has been written to cover video and phone counselling consultations.
- The student support office is large, with good ventilation and a large protective screen. This will be the room used principally by student support staff for their meetings with students.
- The consultation room has been equipped with a large protective screen and can be used for any staff and students requiring space for an onsite meeting.
- The College has invested in Togetherall, an online platform providing mental wellbeing support for students 24/7.

Teaching and learning



The College is determined to ensure that your teaching and learning for the degree and diploma are not disrupted. We have therefore designed a **new timetable** that will ensure you access all the necessary teaching and learning you would normally experience but with suitable risk mitigation measures in place in order to **reduce the amount of contact different people have with each other**. For example, we are **halving our group sizes, creating 'bubble' groups based on households, only having one year group on campus at a time, restricting access to common areas and**

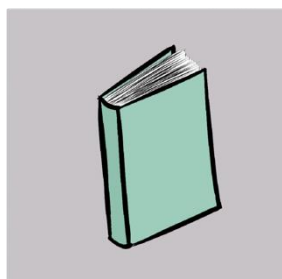
reducing movement around the College. These arrangements enable us to deliver **almost all lectures face to face in College** with some supplementary online delivery, alongside the usual directed independent study.

Lecture rooms and practical sessions have been set out to ensure that students maintain sufficient **social distancing** from one another. **Clear protective screens** will be used by lecturers so that you can see them and interact with them with reduced risk.

The College has also invested a significant sum in new 'lecture capture' software which ensures all lectures are **recorded**. This will ensure that anyone needing to self-isolate will not miss out on lectures, speakers or practical classes. It will also be used for close-up demonstrations, for example in sewing or food and nutrition, to ensure students do not have to gather closely together.

For the sewing classes, we will focus only on hand sewing in the first trimester, and we will screencast demonstrations so that you are able to observe from a distance. Practical cookery skills will be taught in small groups, mainly onsite. This will be enhanced with a range of online resources. Recordings will be made available for both sewing and food and nutrition sessions via Moodle, our virtual learning environment, for you to review again later.

Library



Students will not be able to study in their own time in College during Trimester 1. This means that, unfortunately, the **library is closed as a 'study space' to students**. However, a **library service will still be available** until 10pm Monday to Thursday, until 5pm on Fridays and from 9am to 4pm on Saturdays.

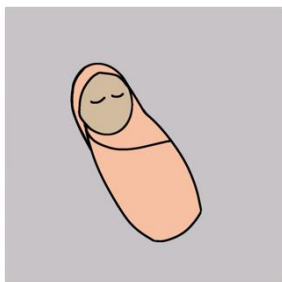
- Students will not be permitted to browse the library shelves, as any book they touch would need to be quarantined. However, search and browsing of the physical stock of books is possible via the library's online catalogue, and the library staff will always be available to provide any help.
- Students may reserve items from the physical stock of books, and the librarian will find and retrieve them (using mask and gloves) before delivering them to a location within 24 hours for the student to pick them up.
- After being borrowed by staff/students, books returned to the library will be quarantined for 72 hours before becoming available for loan again.
- The library staff will also work with students to provide alternative online sources of academic information (such as e-books).
- Although the library space is closed for study, students can make an appointment to meet library staff for one-to-one advice.
- Note that many of our resources, such as e-books, are available online.

Placements



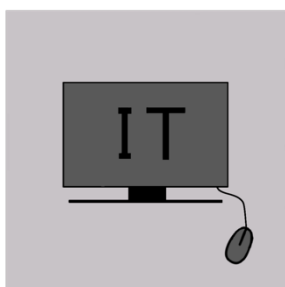
It is our intention that all students will access placements in schools and nurseries and with families. To help keep you safe, settings, families and students will be asked to complete and sign our Health and Safety Risk Assessment form to allow the placement to proceed. The risk assessment is designed to highlight and maintain safe working practices for all. It covers many aspects, including responsibilities for washing of hands, maintaining hygiene and cleaning routines, creating a social bubble, and what to do if you start to feel unwell. As part of the risk assessment process, the student will liaise with the family/setting prior to commencement of the placement in order to ascertain the particular measures in place in the setting or home to ensure the student follows their protocols. The Placement team are available to support and guide you with further information if you feel unsure or wish to discuss any aspect of the risk assessment further. Note that the government has **authorised nannies to work with families**, even during lockdown.

Masterclasses



Masterclasses are practical sessions that equip you with the skills you need to work with young children. We have made some changes to how they will run in order to minimise contact. For example, workstations will be spaced in line with government guidelines, and resources will not generally be shared and will be thoroughly cleaned between classes. Demonstrations will be screencast to a large screen so that they are easily observed from a distance.

Safe use of resources and IT support



In order to reduce the risk of transmission, staff and students should avoid sharing resources where possible, including stationery and documents. Students will need to provide their own stationery while on campus and print documents under our strict procedures for safe use.

Students wishing to access the nursery should contact Katie Crouch katie.crouch@norland.ac.uk at the planning stage to ascertain the current situation. It is most likely that the nursery will NOT be available for use during Trimester 1.

All IT issues must be reported by emailing helpdesk@norland.ac.uk.

Should you require face-to-face help, please email the helpdesk to arrange an appointment. If the IT team are unable to deal with the issue remotely and access to the device is required, safe social distancing measures must be observed.

Use of communal printers and photocopiers

Think before printing!

Only approach the printer or photocopier to retrieve your items if the area is free of other people. Should there be another person already at the printer, please wait at a safe distance until the area is free. If there is already another person waiting, please come back again at another time. Antibacterial wipes will be provided for you to wipe down the device once you have finished printing.

Contingency plans in the event of COVID-19 cases

Norland has a range of early warning systems in place as outlined in this document to alert us to the possibility of any suspected COVID-19 case in the Norland community, such as daily temperature taking, a reporting system for any student or staff member who displays symptoms, and self-isolation for any suspected cases (which will include the rest of the household for students in HMOs).

The College also has contingency plans in place to ensure an immediate and appropriate response to confirmed COVID-19 cases in its community. In the event of any confirmed cases of COVID-19 by any student or staff member of the College, the College sites will be temporarily closed and the **entire College will move online** with immediate effect (Scenario 3 in the September Provision Document) for as long as necessary. Placements may or may not continue and students will be advised in a timely manner about whether or not they are able to attend placements.

A Norland representative regularly attends the Bath and North East Somerset Local Area Outbreak Engagement Board in order to keep abreast of developments in the local authority, and we are therefore in a good position to respond quickly to any local directives.

There is a succession planning system in place should staff need to self-isolate in order to ensure that any staff absence does not adversely affect the operations of the College and the student experience.

Further information and contact details for queries

Norland College's full Risk Mitigation Guidance document is available at norland.ac.uk/coronavirus-response. This document provides a comprehensive account of our risk mitigation measures.

If you have any queries regarding our risk mitigation measures, please contact the following members of staff:

For all teaching and learning queries

Debbie Buck, Acting Head of Learning and Teaching debbie.buck@norland.ac.uk

For all other queries

Stephanie Taylor, Head of HR, Resources and Compliance stephanie.taylor@norland.ac.uk

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