

**STAYING SAFE  
AT ASKHAM BRYAN COLLEGE (YORK)**

**Information for all of our Students and  
Apprentices**

**September 2020**

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## **1. INTRODUCTION**

Welcome to Askham Bryan College – York. We return to college this September after a significantly challenging period of time for everyone. We want to reassure you that we are really looking forward to welcoming you to the College and we are working hard to get everything ready for when you arrive. We've been closely following government guidelines and keeping the safety of you and our staff as our top priority.

We are planning to provide you with great learning experiences in a safe environment on our beautiful campus. Our expert teaching staff, excellent links with industry and the overall unique experience we offer at Askham Bryan College will underpin your learning this year. Our aim is to ensure that our programmes of study lead to positive outcomes for you.

We hope that you will find this guide useful, as it contains lots of helpful information you need to know about keeping safe at college/university when you arrive in September.

This guide also sets out the steps that will need to be taken if you or any of your family or friends at home or at college/university display any symptoms of COVID-19. It is very important that all students behave in a responsible manner and follow these guidelines and practical steps that can be taken to minimise the spread of infection. This approach is compatible with the high standards of behaviour that Askham Bryan College would always expect.

## 2. How your course will be delivered

Our aim is to give students and apprentices the **best possible learning experience**.

One of the ways we'll be doing this while keeping you safe is by initially limiting numbers on campus, which we will do by providing online learning for students and apprentices and this will be explained to you in your induction as well as how to log on and access the systems we will be using. Online training has already proven to be an effective and successful way of learning, when we implemented this throughout lockdown.

During the year the balance of delivery will be under review and the proportion of non face-to-face delivery will be reduced further when we feel able to do so and in line with government guidance.

The days you are on campus may be a combination of practical study and classroom sessions (apprenticeship provision may be slightly different depending upon block weeks etc.) as well as online where required. You may also complete some self-directed online study whilst on campus or from home.

We understand that you may have concerns after not being able to sit your exams and may feel you could be missing some of the relevant skills for your chosen course, but please don't worry. Through the induction process we will be working closely with you to ensure that you are on the right level of course.

During this induction process we will also help ensure that you're familiar with all of the coronavirus procedures set out in this booklet.

### How your course will be delivered: being safe in lessons

As part of our preparations for students coming into College, each course area has carefully reviewed the steps that need to be taken during classes to keep both students, apprentices and staff safe. Each department has undertaken thorough risk assessments on the various activities to ensure they can be carried out safely.

These measures will include but are not limited to:

- A high percentage of practical delivery will take place in an outdoor environment
- Encouraging hand washing and sanitising at regular intervals throughout the day
- Thoroughly cleaning all equipment, desks and work areas regularly
- Not sharing Personal Protective Equipment (PPE) between students – you may be required to purchase additional PPE for your course this year
- Maintaining social distance between students and staff whenever possible
- Following the guidelines on wearing a face covering (which are explained on page 5)
- Sending home anyone who shows symptoms of COVID-19
- Identifying clear seating and working points within classrooms and workshops to help you maintain social distancing measures where possible.

It may not always be feasible to apply current social distancing measures in the classroom environment, but in this rare situation, we will have other measures in place for your safety, as mentioned above.

### **3. Being safe on campus**

In the interest of safety, all students and apprentices will be required to do the following whilst on campus:

- Always walk on the left of paths and corridors
- When queuing for rooms, food or toilets, observe social distancing rules
- Use hand sanitiser frequently and ensure you wash your hands thoroughly after any practical activity
- See section 5 on face coverings

To keep everyone safe, your teachers and assessors will explain during how to maintain safety at all times within your department.

As part of your induction, your course tutor will make it clear to you which are your classrooms on timetabled days in and which facilities you can access.

The College have hand sanitiser stations in place at entrances and exits of buildings and enhanced cleaning requirements which will be explained to you during your induction and when on campus. Start, finish and break times have been set to manage the flow of students.

All students **are required to wear their ID card and lanyard at all times** whilst on campus and when using college transport, for your own safety. Once you have enrolled at the college you will be given your ID card and lanyard. Please take care to look after your ID and lanyard as replacement charges are in place.

### **4. Smoking and vaping**

Students are reminded that smoking and vaping are only permitted in the designated smoking areas around our campuses. Please remember that social distancing should be maintained within the smoking areas.

### **5. Face coverings**

The College is following all guidelines in place for the reopening of campuses for September 2020, including the use of face coverings on campus. This will be closely monitored and if the guidelines change, then the college will update its own guidelines accordingly.

It is requested that **students and apprentices always carry a face covering** so that it can be used in certain circumstances where necessary, as explained on page 6

Where face coverings are required, there will be a process for applying for exemptions as we do recognise, as with public health guidelines, there will be cases where it will not be possible for people to wear a face covering. If you do see someone without a face covering be mindful of

challenging them as there may be a good reason for this – avoiding unnecessary arguments. This will be dealt with by Student Services / Learning Support and covered in your induction.

### **General**

Face coverings should be worn where it is particularly difficult to maintain social distancing, for instance when students are moving around the campus in corridors and other more enclosed areas indoors.

### **Classrooms**

It is not mandatory for students to wear face masks in classroom sessions. Students and apprentices may do so though if they wish.

For many practicals there will be either sufficient space, chance to work outdoors or individual working so that a face covering will not be required. However, within some practicals it will be necessary to work closely with staff (and within 1m +) when instructing or demonstrating specialist tasks and equipment. **In this situation it is required that both students, apprentices and staff wear face coverings.**

In some of the sectors we work within there will be specific industry guidelines which would be adhered to, including the use of face coverings and/or PPE. Curriculum areas will advise students and apprentices accordingly on this.

### **1-1 Tutorials**

Face coverings are not required to be worn for 1-1 tutorials unless it is not possible to be more than 1m + apart, in which case both the staff member and the student/apprentice would be expected to wear face coverings.

### **Learning Resource Centre**

Face coverings are required to be worn at all times in the LRC.

### **Computer rooms**

Face coverings are required to be worn at all times in any computer room.

### **Transport**

Face coverings are required to be worn at all times on college transport.

### **Catering**

When queuing for any catering outlet outside such, face coverings are not required. When queuing for inside catering however, face coverings are required, until you are sat down to eat or until you are back outside again.

### **Accommodation**

Face coverings are not required in residential blocks unless it is not possible to be more than 1m + apart, for instance on stairwells.

Please note that on moving in day, face coverings are required to be worn by the family member when dropping students off when entering the accommodation.

Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between

use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.

## **6. Wellbeing and careers advice**

We appreciate that for some of you coming back into education and onto campus after such a long time is a big step and could be quite worrying. Our Student Services team will be on hand to support you throughout your time at Askham Bryan College and beforehand to help you with any concerns you have. You can contact the team by emailing [studentservices@askham-bryan.ac.uk](mailto:studentservices@askham-bryan.ac.uk)

Our curriculum teams are also available over the next weeks to offer you advice and guidance about your chosen career pathway. Our Careers team are also available to offer you support.

You can contact the team by emailing [careersandemployability@askham-bryan.ac.uk](mailto:careersandemployability@askham-bryan.ac.uk)

## **7. Information: IT, learning resource centre, finance and learning support**

### **IT**

Our IT team will be offering support to all students both on and off site. You can email the IT helpdesk if you require support at [IT@askham-bryan.ac.uk](mailto:IT@askham-bryan.ac.uk)

**We have free Wi-Fi right across the campus to support you in completing your online studies whilst on campus.**

You can look at our website for information and updates on term dates, the student handbook and information on how to access your course materials.

### **Learning Resource Centre (LRC)**

From September we will be altering the way we provide a library service and use of the LRC. This is to maintain a safe environment for students, apprentices and staff while delivering the best support we can. The LRC will not be open for you to visit as it has been previously, as we are having to limit access to the physical space and reduce the amount of time we are open.

Initially for the first few weeks of College, the LRCs will not be open for you to enter but systems will be in place for you to request books and e-learning books/resources instead.

We will have a limited amount of safely distanced study spaces available. FE students living on site will be able to book a computer to use in the LRC if they need to but these are on a limited basis. HE students should use the designated IT HE spaces. Arrangements will be made for apprentices as appropriate.

We will be unable to let you in to select your own books from the shelves but will have a click and collect book service where you can request books and pop to the library to collect them by appointment.

Returned books will be placed in quarantine for a minimum of 72 hours so there will be a delay in them being available to borrow again.

Staff will be available online to help via email or by chat on Teams. You can also book online 1:1s via teams. Our web pages will continue to provide links to a wide range of e-resources and we are increasing the number of e-books we have available. Keep checking our Facebook pages and Twitter feed for more information.

### **Student Finance**

Information on bursaries and the College's online store will be available to you from your course manager, and additional information such as bursary applications, will be issued to you at enrolment or before if you have been an early applicant. For further general information on bursaries, please see the college website. If you have individual specific questions, please e-mail [bursaries@askham-bryan.ac.uk](mailto:bursaries@askham-bryan.ac.uk)

### **Learning support services**

If you think you would benefit from additional support with your studies our learning support team are available to work with you. You can contact a member of the team by email at [learning.support@askham-bryan.ac.uk](mailto:learning.support@askham-bryan.ac.uk) if you would like to discuss your support needs or to enquire about support in your exams.

Some staff working across the campus, including some learning support staff, may be wearing face coverings. This is to ensure we are following all the necessary safety measures to keep staff and students safe on site. You might also feel more comfortable wearing a face covering some or all of the time and this is acceptable.

## **8. Catering options**

Opening hours for our catering facilities will be confirmed during induction and a click and collect service will be in place for the main canteen. Information on how to register for this will be available when you arrive at College.

'The Hive' based near the Animal Management building will also be open over lunchtime offering a take-away service. There may also be a number of vending machines which will be available, and these will be cleaned regularly.

The canteen will be open to residential students for sit down meals for breakfast and evening meals during the week. At weekends, breakfast will be served in the Hive.

Please note that payment can be made by contactless methods or cash at our catering outlets, although where possible, contactless payment would be preferred. Hand sanitiser stations will be found next to each of the catering outlets.

## **9. College transport**

Our transport team has been working hard to make sure that you can travel to and from College safely in September. Please be assured that the college buses used **only for Askham Bryan students** will be cleaned thoroughly before and after use.

Please note that should the take up for transport be strong, social distancing will not be possible in all cases. We will, however, be asking anyone who has any of the recognised COVID-19 symptoms to stay at home, do not travel to college and isolate themselves. Drivers of our vehicles will not let you board if they recognise any of the symptoms.

#### **When getting the bus to college**

- Please adhere to social distancing whilst waiting for the bus
- Remember to bring your own face covering, the bus drivers will not be able to supply one for you
- If you are not wearing a face covering you will not be allowed to board the bus (unless you can prove exemption)
- Hand sanitiser will be available upon boarding and leaving the bus, which we strongly recommend using
- When you get on the bus, you must fill up the seats from the back row first
- When you arrive at your destination, the driver will tell you when you can disembark. For your own safety and for the safety of others, please follow the directions given by the driver
- When getting off the bus, you will be leaving from the front row first
- You will arrive at the bus drop off area as usual. Please ensure that you go straight to your lesson and do not congregate in the drop-off area
- Once on site please walk on the left of all paths, follow signage and maintain social distancing.

here will be guidance posted on the college website about use of our transport before the beginning of term.

#### **When returning home on the bus**

- If you need to queue for your bus, don't forget to social distance
- Please ensure that you are wearing your face covering before you board the bus
- If you start displaying symptoms of COVID-19 whilst on campus, you will be removed from the classroom and will not be able to use college transport to get home. In this instance, parents or carers will have to make arrangements to collect you from the campus

#### **REMINDERS!**

Please remember that you are required to bring your own face covering to be used on the bus – the bus driver will not be able to supply one for you.

Please also remember that normal transport rules will still apply when using our college bus service. You will need your lanyard, bus pass and you will need to be at the stop 10 minutes before the departure time.

**Don't forget that all students, new and returning, need to apply for a college bus pass in time for September. Visit <https://www.askham-bryan.ac.uk/students/student-transport> to complete the application form.**

## 10. Residential Accommodation

To make sure you are safe when living on campus, we have introduced some new measures. We take the safety of our students very seriously, as demonstrated in our 'Outstanding' Ofsted Care Standards inspection, so we want to take all the extra precautions we can.

### **Moving day**

When you come to move into your accommodation, you will have a dedicated time slot. One parent/carer can come with you but must wear a face covering when in the halls of residence. This is strictly limited to yourself plus one other only. If you will be living in accommodation, more information will be sent to you about this shortly, including an invite to a virtual event for you and your parents/carers in advance of your arrival.

**On the day you move in, our staff will be on hand to help direct you and get you settled in.**

**Remember to look at the SU FB group Facebook groups to meet students in your halls before you get here!**

**Guidance on self-isolation in accommodation, should that be necessary, will be given to you before you move in.**

**For further information on all aspects of living on site, please see your Accommodation Handbook.**

## 11. The wider student experience

The Student Union will be working hard to ensure that a range of social activities are available to students.

Activities will include a range of outdoor sports and fitness activities, a range of societies and many online events to enjoy from the comfort of your own room or home!

Once we are able to open the student bar for our residential students while accommodating social distancing, we will, but numbers are likely to be reduced for your safety.

We hope to increase the number of face-to-face activities and social events we can offer you as the year goes on. You will also be able to get involved in some of the many fundraising activities our students always enjoy for a nominated charity.

## 12. The importance of following safety measures

**To ensure everyone is kept safe on site, we must all follow the safety procedures that have been put in place.**

We expect all of our students to adhere to the guidelines and procedures. Due to the importance of safety there will be a zero tolerance of anyone who does not follow the rules.

Students who are unable to demonstrate the high standards of behaviour and ability to follow the guidelines are placing themselves at risk of going through the disciplinary process

and possible exclusion from college. By everyone on campus undertaking college procedures and behaving responsibly we can minimise the risk of infection.

### **13. Track and Trace**

We will be operating a Track and Trace system in our communal areas, such as the canteen. This will be by means of a QR code that, when scanned, will require you to enter a small amount of information – where you are, your name and contact number and the time you expect to leave that area.

This information will enable us, **in the event that someone tests positive for Covid-19**, to contact those who have been in close contact with them. We are working closely with our local Public Health Team to ensure we have plans in place should this be necessary. Please make sure, where possible, that you have downloaded a QR reader onto your phone.

### **14. What to do if you feel ill/are ill**

The main symptoms of COVID-19 are a:

- High temperature - you feel hot to touch on your chest or back
- New, continuous cough - coughing a lot for over an hour, or three or more coughing episodes in 24 hours
- Loss or change to your sense of smell or taste - you cannot smell or taste anything, or things smell or taste different to normal.

**If you have any of these symptoms, please DO NOT COME INTO COLLEGE and ring 111 for advice.**

If you come to college with any of these symptoms, or symptoms develop whilst you are at college, you will need to be picked up and taken home and should ring 111 for advice. Whilst waiting to be picked up, you will be isolated from other students and staff to ensure your safety and theirs.

If you are using our college transport and the driver believes you have any symptoms, they will not bring you into college and you will be advised to ring 111 for further advice.

Anyone with symptoms should seek a test then self-isolate until the test result is known. If it is positive, then follow any advice given at the time and do not come to college. You must let us know if you have symptoms or receive a negative or positive test – contact Student Services on 01904 772201. We will need to see the details provided on your test result (which would be sent to you by the testing centre either by text or e-mail).

If anyone you live with has symptoms you **MUST NOT** come to college, ring 111 and self-isolate for 14 days as advised.

### **Residential students displaying symptoms**

Residential students who are feeling unwell and displaying COVID-19 symptoms must self-isolate in their own accommodation, unless the student has returned home. Further guidance on the protocols for self-isolation will be discussed with you and your parents if you are under 18, either before or when you arrive on moving-in day. Food and supplies will be provided by Student Services, who will also liaise with your parents/carers (if you're under 18) and ensure a test kit is obtained.

Students are required to remain in isolation in accordance with government guidelines or until a negative test result has been received.

In the event of a staff member or student having a confirmed case of COVID-19, Public Health England (PHE) will be informed. At this point the college will follow instructions given by PHE.

Always follow the latest government guidance as set out on the **gov.uk** website,

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Testing for COVID-19 is now available:

- For yourself, if you have coronavirus symptoms now (a high temperature, a new, continuous cough, or a loss or change to your sense of smell or taste)
- For someone you live with, if they have coronavirus symptoms

If you suspect you have Coronavirus symptoms order a test immediately at [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus) or call **119** if you have no internet access.

You will be required to provide a copy of the message containing the test result.

## **15. Safeguarding**

The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults. Incidents and concerns must be reported to the Safeguarding Team, so if there is something bothering you at home or at College or you are worried about a fellow student you can contact the Safeguarding Team 24 hours a day on 07773 312617 or alternatively you can email them in confidence on [bsafe@askham-bryan.ac.uk](mailto:bsafe@askham-bryan.ac.uk).

Hopefully this guide will provide you with some more detail around what college/university will look like come September.

Please also check the College website for further updates

## **16. Next steps**

1. Make sure you have enrolled online by following the instructions which should have now been emailed to you or included in your offer letter\*.
2. Follow us on social media to keep up-to-date with all the latest information
3. Apply for transport and accommodation if you've not done so already. If you've applied for a place in halls, we'll be in touch soon with more detail on moving in.
4. We'll soon be emailing you with information that you'll need for your first day.

*\*If you are returning onto the second or third year of your course these steps do not apply to you*

## **17. Contacting us**

If you have any questions or concerns between now and starting with us in September you will be able to make contact with your Course Manager who will be in contact with you during induction and prior to starting your programme of study.

## **18. Last but not least!**

**We really look forward to seeing you in College in September!**