



Dv8 Staff Charter for Safe Working Practices - Covid 19

During the coronavirus pandemic, the health and wellbeing of our workforce, our learners, visitors to the college and the local community is our number one priority. We all share the responsibility to ensure that the college can operate safely and in accordance with Government advice.

We will do this by:

- Working with our staff, subcontractors and suppliers to develop and share detailed safe working practices because safe working saves time and lives
- Only undertaking working practices which we know can be carried out safely
- Taking responsibility for ourselves and looking out for each other

This means:

- Establishing safe access and exits on the Brighton and Bexhill Campuses
- Providing safe, shared facilities on both sites
- Providing a designated safe isolation space on both sites
- Having safe, clean welfare facilities
- Having toilet facilities which are used and cleaned regularly in accordance with guidelines
- Providing and using sanitation stations and sanitisers for handwashing across the two sites
- Giving all learners, staff and visitors a safety induction to ensure they fully understand the measures in place on the site to protect them and others
- Ensuring measures are in place to enable anyone on site to abide by the 1+ rule and social distancing and taking any necessary action to reduce the risk of transmission
- Monitoring the situation and reviewing if we need to do anymore to help each other stay safe

We are asking all staff, visitors and contractors to the college sites to:

- **Register with the college centre office** upon arrival
- **Stay at home** if you have any coronavirus symptoms or are living with someone who has. If you have symptoms, you should arrange to have a test.
- **Inform Dv8 Sussex** immediately if you have any coronavirus symptoms.



- **Take time to understand and comply with all the guidance provided**, in particular with regards to social distancing and handwashing. We all share responsibility.
- **Clean your hands** more often than usual, particularly after arriving at your destination, touching your face, blowing your nose, sneezing or coughing, and before eating or handling food.
- **Clean your hands properly for 20 seconds** with running water and soap and dry them thoroughly or use alcohol hand rub/sanitiser ensuring that all parts of the hands, fingers and wrists are covered.
- **Look after yourself and others.** Avoid touching your mouth, eyes and nose. Cover your mouth and nose with disposable tissues when you cough or sneeze. If one is not available, sneeze into the crook of your elbow, not into your hand. Dispose of tissues into a disposable rubbish bag and immediately clean your hands properly.
- **Clean surfaces that are touched frequently** to prevent the indirect spread of the virus. Regularly clean frequently touched surfaces, such as:
 - door handles
 - handrails
 - table tops
 - electronic devices (such as phones, tablets, computers)
- **Personal protective equipment (PPE).** *We ask all to wear masks, if they are able.* PPE will be mandatory in a very small number of cases i.e. where a learner becomes ill with coronavirus symptoms and only then if a distance of 1+ metres cannot be maintained
- **Report any concerns** to the co-ordinators named below:

Brighton Campus

Kerri Jones
Tel: 01273 550432
kerri.jones@dv8sussex.com

Bexhill Campus

Shani Rogers
Tel: 01424 213890
shani.rogers@dv8sussex.com

These rules will be updated according to any changes in Government guidance.