



October 2020

Our Commitment

Weymouth College is committed to maintaining a safe environment for our staff, students, apprentices and visitors and as such are regularly reviewing our policies and working practices to ensure compliance against the information, advice and guidance from the Department of Education and Public Health England.

Adaptations to Service Delivery

Where possible, the necessary steps have been taken to adapt our approach to delivering our services and making contact with you. We are set up to facilitate conversations with our employers and partners through various digital platforms. We have made the decision to facilitate virtual environments for all sector based forums, meetings and discussions where face to face contact is not appropriate, required or necessary.

Visiting the College

In light of the current evolving situation, we have introduced additional measures to ensure the safety of our staff, students, apprentices and visitors, when attending the College. This includes, an enhanced cleaning schedule, hand sanitising stations around all communal areas and within each classroom and adjustments to accommodation have been made to ensure social distancing measures. A copy of the College's COVID-19 Risk Assessment is available on request.

We ask that all attendees and visitors comply with our processes and whilst in communal areas wear a suitable face mask covering. We also ask those attending the College site to adhere to regular hand washing/hygiene guidance and maintain social distancing. Individual buildings and settings in some areas, do have local arrangements to ensure the utmost safety for all. However, you will be informed of any such local arrangements on arrival.

The College will keep a record of all student, apprentice and visitor attendance as part of our responsibility for COVID-19 Track and Trace and we would ask you to notify Employer Services immediately if you experience any COVID-19 symptoms within 14 days of attending a class or visiting the College. In addition to this, the College will be displaying QR codes in reception for use with the NHS official Track and Trace app.

Should you experience any COVID-19 symptoms prior to visiting the College, please follow relevant Government guidance and notify Employer Services as soon as possible.

Workplace Visits

Workplace visits are still very much required to support some areas of our Employer Services provision, particularly as for an extended period of time this year, this has not been possible. Where required, authorised by the relevant organisation and safe to do so, we are asking members of the team to conduct workplace visits adhering to safe practice and Government guidance. Before visiting an external premise, we will require evidence of your organisational COVID-19 policy to ensure the safety of our staff as well as your organisation.