

terms of their guidance. We have a produced a before

- x How will the college manage social distancing, before you do the work needed?
- x How will the college ensure a safe working environment in the area in which you will be working?
- x Who do I report to during this process?
- x Who is the designated first aider?
- x Is the necessary equipment / items available prior to my return?
- x Will there be plenty of hand sanitising gel available / hand washing facilities?
- x Will the appropriate level of PPE be available to me to undertake the work needed?
- x Have all the services, water, electric & air conditioning (legionnaire's disease) etc. been tested / serviced in the last 12 weeks.
- x How will our team communicate safely?
- x Have my individual circumstances been considered? (for example, is your manager aware of any health conditions that make you vulnerable?)
- x What do I need to do if a colleague shows symptoms of Covid19?
- x Will staff have the use of a designated toilet to minimise the potential of cross contamination?

