

Glasgow Kelvin College

Audit and Risk Committee – 8 September 2020

Return to On-Campus Working – Update

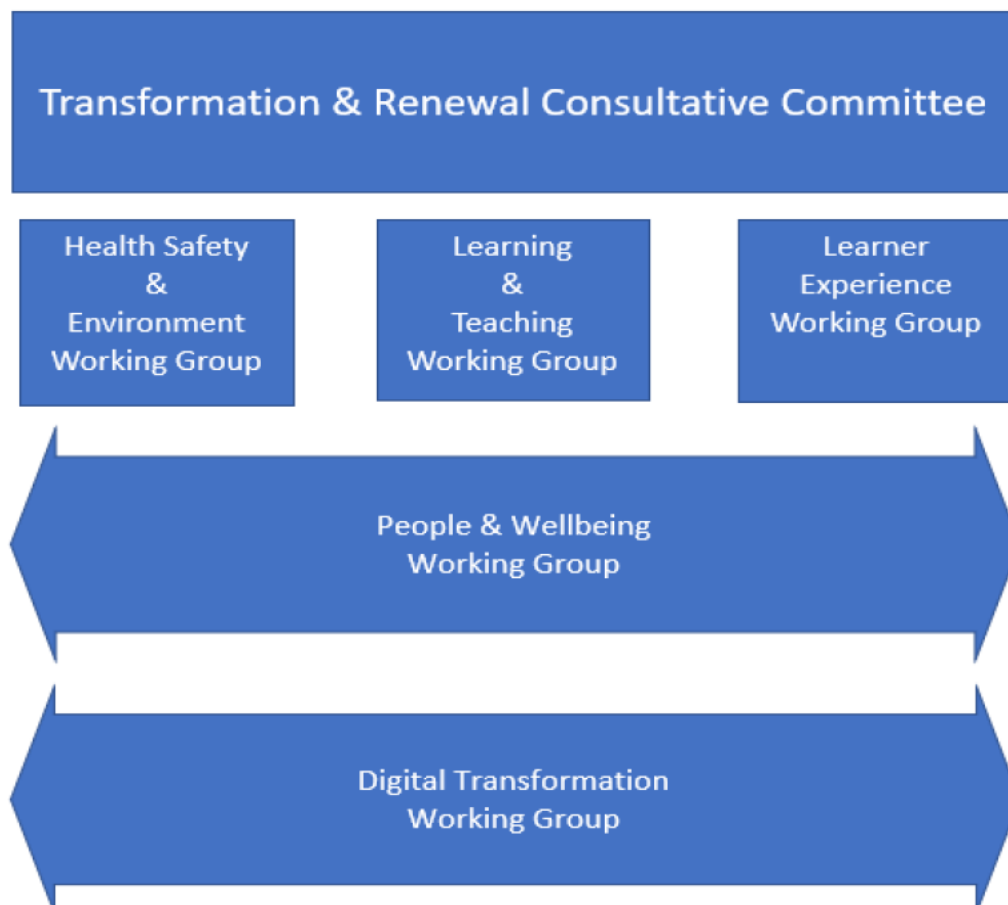
Report by Principal and Interim Assistant Principal

1. Introduction

This report has been provided to give members of the Audit and Risk Committee with an overview of the work undertaken in relation to the measures taken to ensure staff and student safety whilst on campus.

2. Transformation and Renewal Consultative Committee

Following on from the work undertaken by the Incident Management Team a Transformation and Renewal Consultative Committee has been set up which is overseen by the Principal and covers all areas as per the diagram below. This committee has been operating over the summer months in preparation for Academic Year 2020/21.



As reported to the Board of Management on 31 August 2020; a summary of key activities of this committee is listed below:

Health, Safety & Environment Activity

- All College buildings have been set up in line with most recent health and safety guidance, including maximum room capacities and one-way systems, with appropriate signage in place. Staff working practices and accommodation has been organised to ensure appropriate social distancing. In classrooms, usable desks are being marked in line with 2m social distancing.
- An enhanced daily cleaning regime commenced with additional cleaners providing capacity for regular cleaning of surfaces, touch points and toilets throughout the day. Hand sanitising stations are in place throughout the College and anti-viral wipes are provided in all areas.
- Shortly after the start of the pandemic, in consultation with staff and student representatives, a college-wide risk assessment was developed, with more specific assessments for campuses and departments. With the return of teaching staff after the summer break, risk assessments for teaching areas are now almost complete. In line with this range of risk assessments, PPE has been ordered where considered an appropriate risk mitigation action. Protective screens have been installed for customer facing staff (e.g. reception areas).
- In addition, a detailed procedure has been developed for dealing with a confirmed case of Coronavirus within the College or indeed anyone who is displaying symptoms of the virus. This integrates with the national Test and Protect arrangements and has been shared with the Scottish Government.
- Since no food will be prepared on site, two retail shops have been opened (Springburn and East End) where pre-purchased/wrapped food will be sold. New vending machines have been installed throughout all campus buildings and food, snacks and hot/cold drinks can be purchased from these machines.
- All College buildings have been re-opened with safety checks, cleaning and upkeep actions complete and all campuses and grounds are now in their normal state of operation. The refurbishment of teaching spaces in Springburn Campus has been completed, with all general purpose teaching rooms now re-painted, re-carpeted, and with new desks and chairs installed. Old furniture has been dispersed to staff/students with the remainder being disposed. The capital works programme (which had halted due to the closure of the buildings) has been complete and included external building cleans in both Springburn and East End Campuses as well as window cleaning.

Learning, Teaching and Assessment

- The 2020-21 credit target remains the same as in previous years. However, the planned curriculum has been revised to respond to the pandemic. Significant changes include the provision of pre-apprenticeship courses across all trades to provide study opportunities in place of full-apprenticeships, and the development of a short, roll on, roll off upskilling courses for local residents who have recently been made unemployed and who are looking to get in edge on their job hunting.

- In terms of learning, teaching and assessment, the aim of the College is for staff to be able to transfer their established teaching techniques in a partially online, blended learning approach. The main thrust of this will be the use of Microsoft Teams, which will enable direct interaction within a digital classroom. Where appropriate staff will use graphic tablets to replicate in-class whiteboard use.
- The delayed start to the academic year is providing additional time for staff to engage in skills development activity, supported by a new digital skills development website and a cross-college project team providing regular drop-in and tutor led sessions.
- Following last year's exceptional guidance on use of course level assessments, SQA have reverted to their standard unitised assessment model, but are encouraging increased use of integrated assessment and providing leeway in easing conditions of assessment so that closed book assessments can be delivered online as open book.

Learner Experience

- Admissions activity is progressing to plan, with online application processes now in place for all student cohorts. Admission demand is relatively consistent with previous years, although around 1/3 of full-time applicants still have not yet completed full enrolment.
- Course induction will take place over w/b 24/08 and w/b 31/08 with teaching starting on w/b 07/09. An induction schedule is in place and will be initiated in the first instance online, with follow on face to face meetings with students where required to meet student needs.
- A new student-focussed college application, MyKelvin, has been launched during induction to provide greater support and access to college services for students.
- Identifying funds for student devices has been a significant challenge for the College. Some funds were able to be released from student support funds and there has been a recent announcement from the SFC on additional funds for student devices targeted at deprived learners (with £574k allocated to Glasgow). However, at the time of writing there has been no communication made by GCRB on how this will be distributed within the region, although the College has set out to GCRB how the Glasgow Kelvin proposes the funds should be utilised, highlighting that 42% of the region's SIMD10 learners study at our College.
- Notwithstanding the limited funds provided to date for student digital devices, the College has purchased around 1,200 devices for learners and these will be distributed by College library services prior to course start.

Digital Transformation

- The College has purchased laptops and docking stations for all College staff to support agile working. For staff who rely on significant whiteboard use in their teaching (e.g. maths and ESOL), graphic tablets have been provided to enable staff to use pens for instruction.

- A key driver for delaying the start to term was to provide additional time for staff to develop their digital skills. Over summer, a 'Digital Classroom' site was developed providing a wide range of skills development materials for staff in relation to Microsoft Teams, Moodle and Clickview.
- In addition to this online support, a new cross-college digital skills development support team has been created, drawing together staff from different departments and providing them with on-demand access for teaching staff to 1:1 and group support.
- A survey was conducted of over 1,000 applicants to College regarding their access to digital equipment and feelings towards studying partially online. This provided evidence that around 85% of those surveyed had access to digital devices and were positive towards their tuition being provided using a blended learning approach.

People and Wellbeing

- A range of communications have been developed to communicate new working arrangements for staff and students to minimise risks from Coronavirus. This includes a video for students (available [here](#)) and differentiated guidance for all staff and for College managers.
- Several staff briefing sessions have been held to inform staff of processes, procedures and assistance available and also to allow opportunities for staff to feedback and raise any issues.
- In conjunction with Health and Safety and Services to Support Learners, a range of student communications have been made available on several platforms.
- All staff have been provided with working from home guidance and a self-assessment tool to identify any individual risks and mitigation actions which can be taken.
- An anonymous staff survey on their perceptions regarding coronavirus risks will shortly be distributed to all staff to inform future College actions. A Wellbeing Action Plan is being developed to ensure that support and assistance is promoted and provided to staff and students throughout the session.
- A consultation framework is in place to ensure Trade Union representatives, staff, managers and students are consulted on areas such as health and safety, changes to working/learning practices, policies and processes in addition to providing an opportunity to shape communications and method of delivery.

Furthermore, the Scottish Government has organised two workshops as follows:

A workshop to discuss analysis undertaken and to share views on related COVID-19 mitigation arrangements – quarantine, self-isolation, contact tracing, campus numbers and student compliance. This will be held on 2 September 2020.

A workshop to discuss strengths, gaps and shared learning/views on related COVID-19 outbreak management arrangements. This will be held on 9 September 2020.

Lisa Clark, Interim Assistant Principal will attend both of these workshops.

3. Set up of Campus Buildings

All College campus buildings have been set up with hand sanitisers, sprays, wipes, bins, one-way systems, posters in a variety of languages. Scottish Government guidelines have been closely followed. Appendix 1 provides photographs of some of the work undertaken.

Staff coming into the building will work in their own department in small groups ie “bubbles.” This prevents whole departments having to self-isolate in the event of someone contracting coronavirus. Travelling to other campus buildings or moving between departments has been discouraged to prevent the spread of any virus. Use of Microsoft Teams for meetings and the telephone for conversations are being encouraged.

4. Resource Implications

Resource costs are significant in terms of PPE, enhanced cleaning, sanitising fluid, wipes, digital equipment and substantial resource costs in relation to staff time to implement all requirements.

At the time of writing this report, HR are gathering information in relation to staff who are unable to work in the College buildings at all due to health-related matters. Not all personnel employed can undertake home working so there may be additional costs in terms of an increase in staffing costs.

5. Equality Impact

There is highly likely to be an added negative impact on people with protected characteristics in relation to the movement to more off-campus working and studying. This is particularly the case in relation to digital poverty and students having the ability/space to study at home. This is of particular concern due to the College due to the high number of deprived areas served.

6. Data Protection

There are no additional data protection concerns in relation to returning to on-campus working.

7. Risk

The College has taken all reasonable measures to ensure risks in relation to any transmission of coronavirus is mitigated as much as possible by following government

guidance, preparing the buildings as fully and completely as possible and communicating with all stakeholders accordingly.

8. Recommendations

Members of the Audit & Risk Committee are recommended to:

- i) note the contents of this report and its appendix;
- ii) ask the Interim Assistant Principal to provide a further report later in the year.

9. Further Information

Members may obtain further information relating to the contents of this report from Lisa Clark, Interim Assistant Principal – lisaclark@glasgowkelvin.ac.uk, or the Principal, Derek Smeall – dsmeall@glasgowkelvin.ac.uk

Lisa Clark
Interim Assistant Principal
August 2020

Appendix 1 College Measures in Place



Figure 1 - A One Way System has been devised for all campuses and clearly signposted throughout

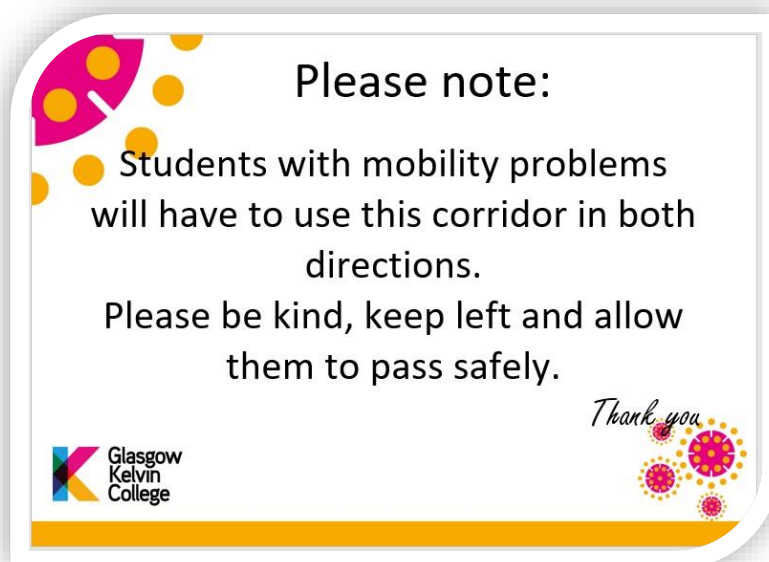


Figure 2- Where it has not been possible to keep to a one way system appropriate signage has been provided

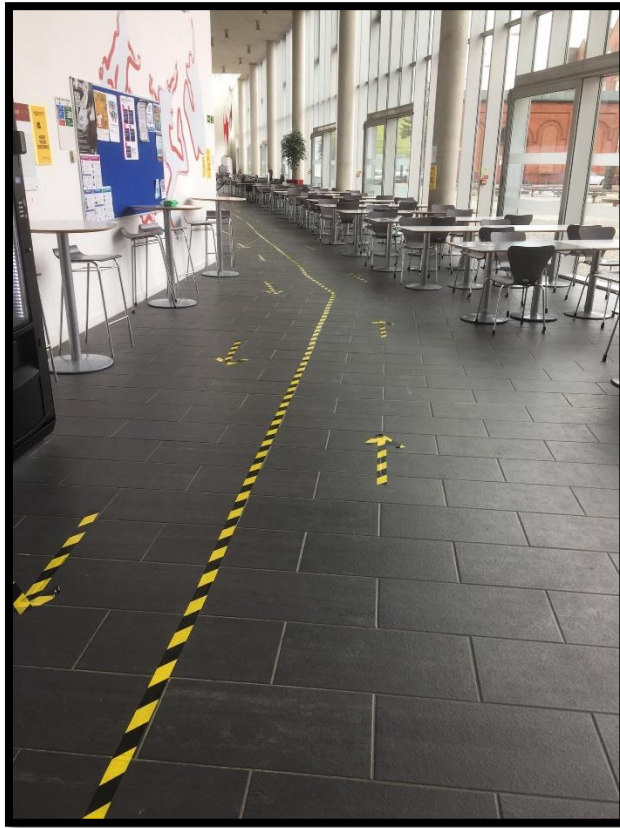


Figure 3- Where necessary, additional directions have been provided



Figure 4 - Staircases have been designated as up or down and clearly signposted

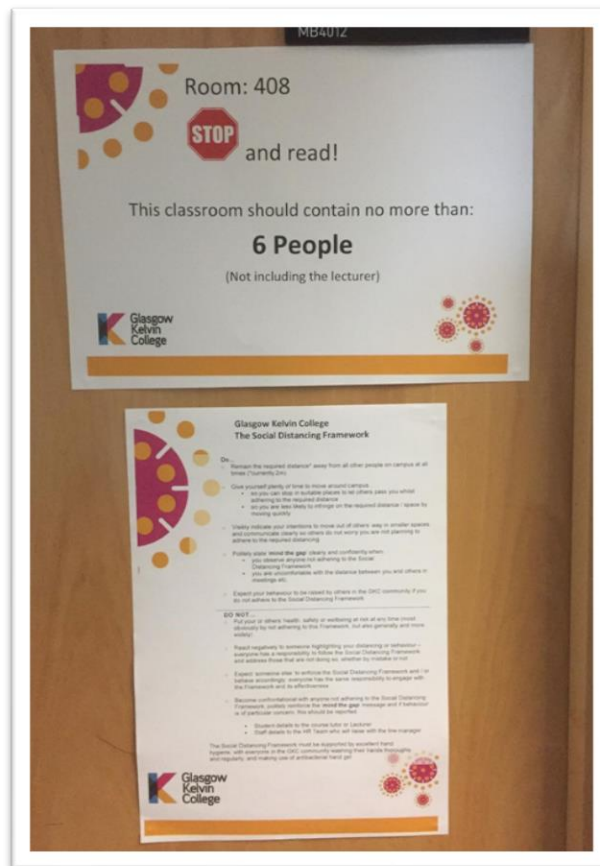


Figure 5 - All classrooms have a poster warning how many people are allowed in the room along with a copy of the College Social Distancing Framework

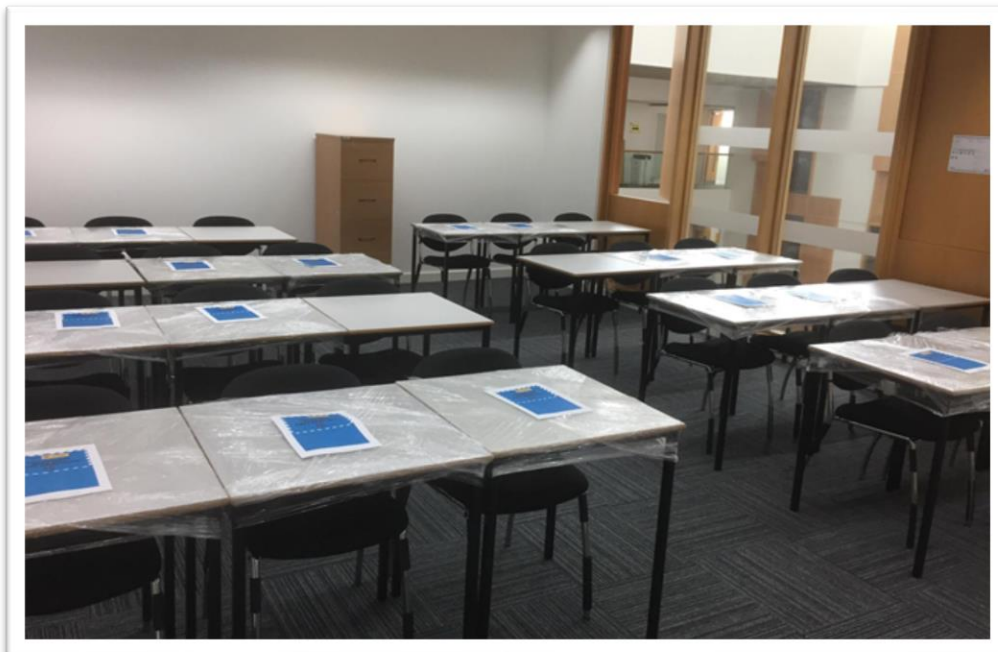


Figure 6- Classrooms have been laid out in order to maintain social distancing. Where possible front row has been left free to give lecturers a larger safe space



Figure 7 - Desks not in use have been clearly labelled (new desks delivered to Springburn Campus and not in use have had the wrapping left on)



Figure 8 - Students are encouraged to wipe down their desks, wipes have been provided in classrooms (COSHH notices about wipes provided also)

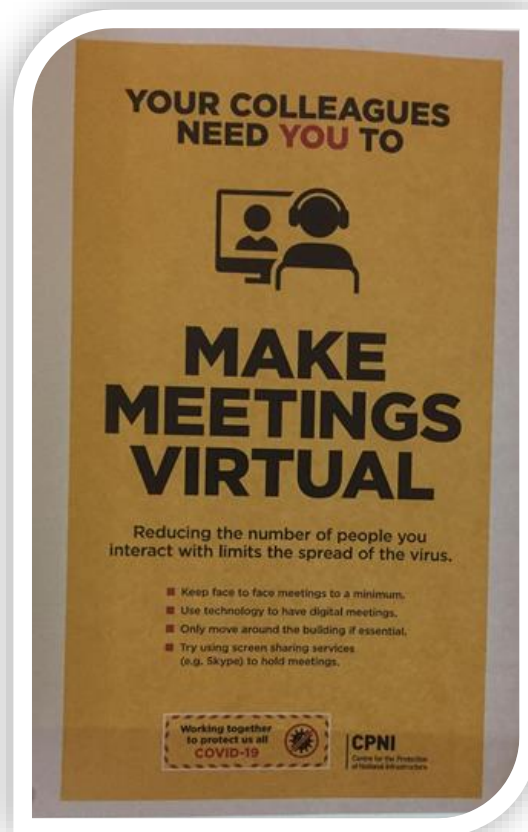


Figure 9- Staff are encouraged to use technology for communication in order to cut down on movement throughout the College



Figure 10 - College minibuses will have seats blocked off, figure 10 above is in the form of a laminated A4 sign which will be tied to the headrest)



Figure 11 - Since February 2020 175 hand sanitizers have been purchased. 105 have been installed with another 70 on the way. These have been placed at strategic points throughout the College (i.e. stairwells and corridors)



Figure 12 - Day Cleaners are in place to keep touch points and busy areas sanitised

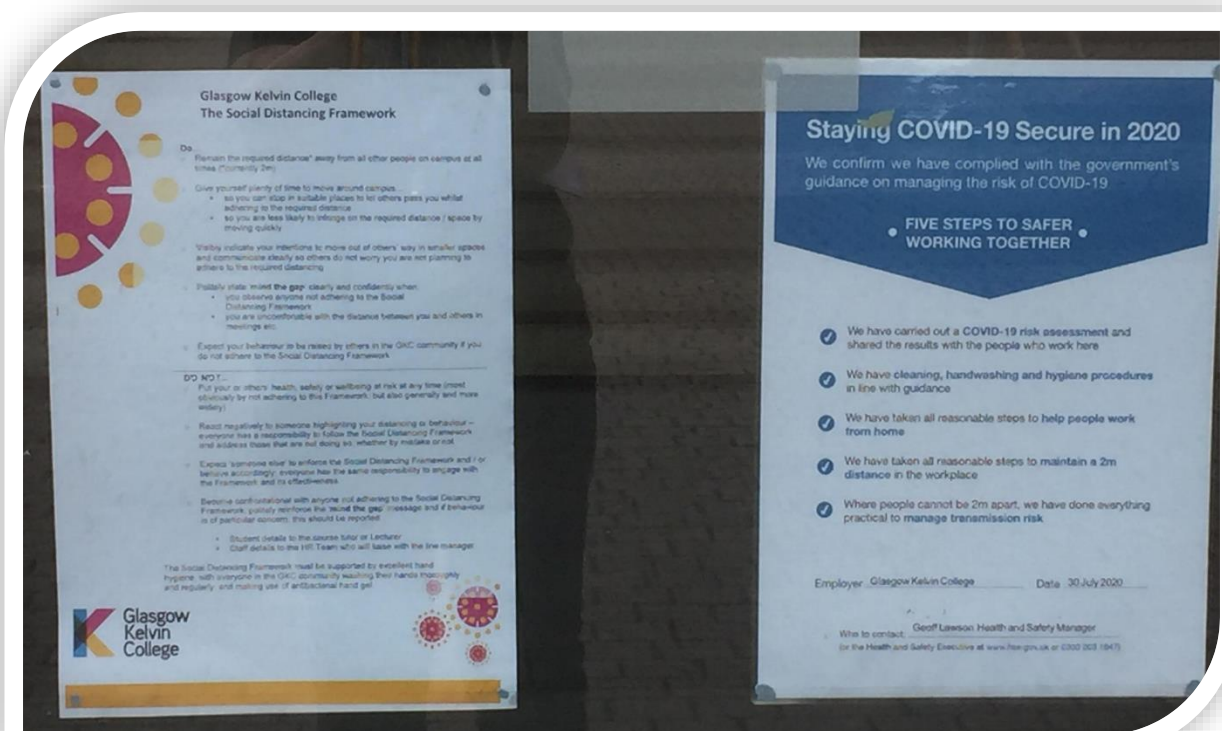


Figure 13 - Doors display the College Social Distancing Framework and the COVID Secure Notice

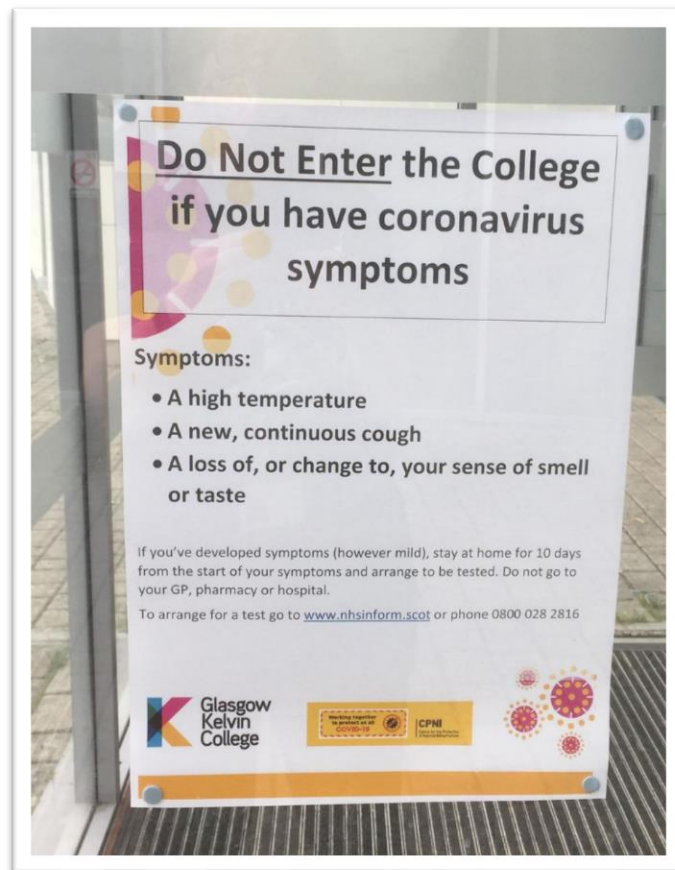


Figure 14 - Warning not to enter the building if symptomatic

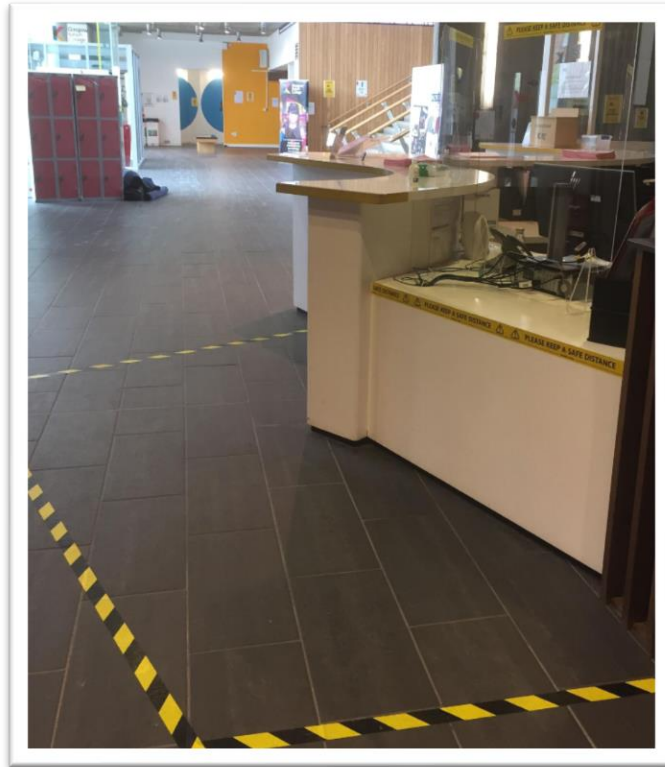


Figure 15- Screens and two meter distance tape has been installed at Receptions

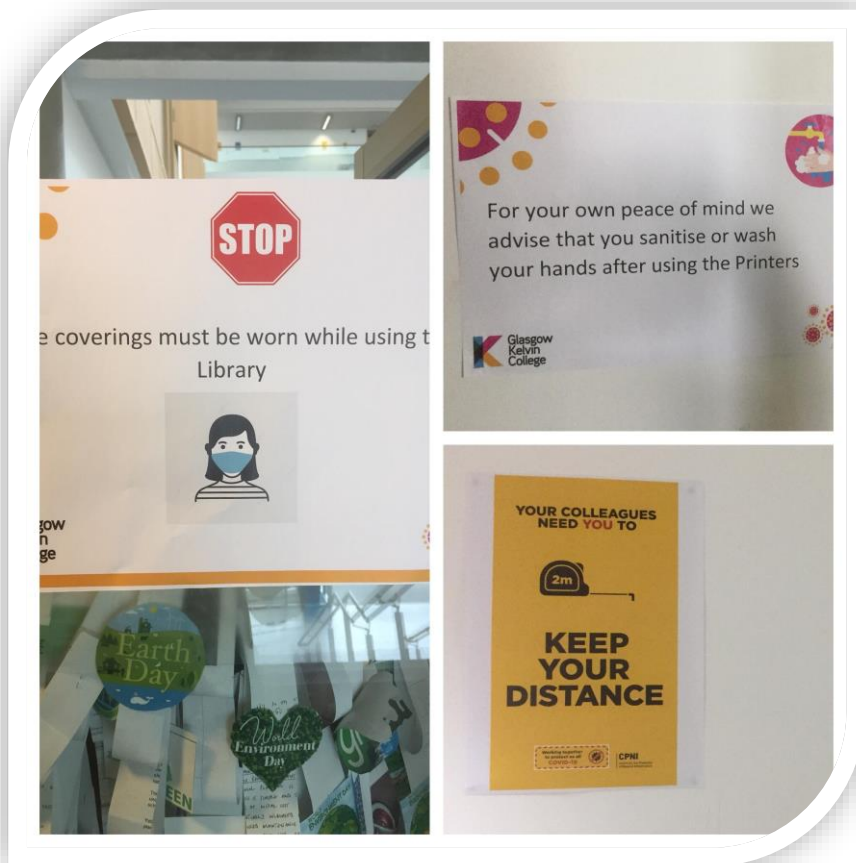


Figure 16- Reminders have been placed throughout the College on the importance of maintaining distance and hand washing etc.



Figure 17- Contactless payment hot and cold vending machines are in the process of being installed

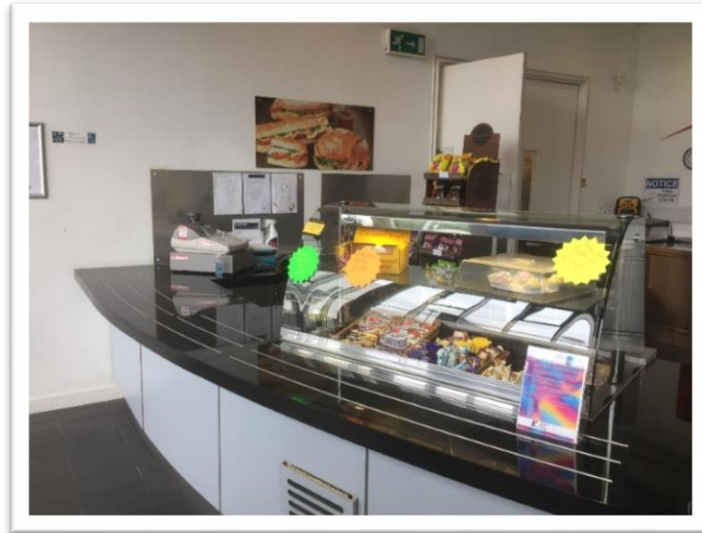


Figure 18- Shops have been set up in Springburn and East End Campus selling wrapped and pre-prepared food