**Guidance for staff who are required to return to help prepare the college site for social distancing and safe working.**

The JTUs acknowledge that colleges will need some staff to return to the workplace before others. These staff will be required to contribute to completion of the necessary risk assessment and safe working systems needed before the college can bring back students and staff to complete any licence to practice assessments.

The JTU acknowledges that these staff are essential and part of the solution and that it will not be possible to open without them agreeing to return to the college workplace to carry out this essential work.

The Joint Trade Unions have agreed with Colegau Cymru a set of 45 protocols to ensure the health and safety of their workforce, which meet the expectation of the Welsh Government in terms of their guidance which will be published on the 10th June 2020.

The first staff to be asked to come in to work are likely to include managerial, technical, IT and cleaning staff. These staff will need to attend on-site as part of skeleton staffing teams, to ensure that colleges are ready to receive staff and students FROM 15th June, to allow students to complete their license to practice assessments and to continue to support those learners for whom the colleges have remained open.

We have a produced a check list below of some of the questions that you may wish to ask your employer to answer before you agree to return to work:

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

**Further Education Joint Trade Unions Wales**

defending further education

**Cyd-Undebau Llafur Addysg Bellach Cymru**

**Canllawiau i staff y mae'n ofynnol iddynt ddychwelyd i helpu i baratoi safle'r coleg ar gyfer pellter cymdeithasol a gweithio'n ddiogel.**

Mae'r Cyd-Undebau Llafur yn cydnabod y bydd colegau yn gofyn i rai staff ddychwelyd i'r gweithle cyn eraill. Bydd yn ofynnol i'r staff hyn gyfrannu at gwblhau'r asesiad risg angenrheidiol a'r systemau gweithio diogel sydd eu hangen cyn y gall y coleg ddod â myfyrwyr a staff yn ôl i gwblhau unrhyw asesiadau trwydded i arfer.

Mae'r Cyd-Undebau Llafur yn cydnabod bod y staff hyn yn hanfodol ac yn rhan o'r datrysiad ac na fydd yn bosibl agor heb iddynt gytuno i ddychwelyd i weithle'r coleg i gyflawni'r gwaith hanfodol hwn.

Mae'r Cyd-Undebau Llafur wedi cytuno â Cholegau Cymru ar set o 45 o brotocolau i sicrhau iechyd a diogelwch eu gweithlu, sy'n bodloni disgwyliad Llywodraeth Cymru o ran ei harweiniad a fydd yn cael ei gyhoeddi ar 10 Mehefin 2020.

Mae'r staff cyntaf y gofynnir iddynt ddod i mewn i'r gwaith yn debygol o gynnwys staff rheoli, technegol, TG a glanhau. Bydd angen i'r staff hyn fynychu'r safle fel rhan o dimau staff sgerbwd, er mwyn sicrhau bod colegau'n barod i dderbyn staff a myfyrwyr O'R 15 Mehefin i ganiatáu i fyfyrwyr gwblhau eu hasesiadau trwydded i arfer ac i barhau i gefnogi'r dysgwyr hynny y mae'r colegau wedi aros ar agor ar eu cyfer.

Rydym wedi cynhyrchu rhestr wirio isod o rai o'r cwestiynau yr hoffech ofyn i'ch cyflogwr eu hateb cyn ichi gytuno i ddychwelyd i'r gwaith:

- Sut fydd y coleg yn rheoli pellter cymdeithasol, cyn i chi wneud y gwaith sydd ei angen?
- Sut y bydd y coleg yn sicrhau amgylchedd gwaith diogel yn yr ardal y byddwch chi'n gweithio ynddi?
- I bwy y byddaf yn adrodd yn ystod y broses hon?
- Pwy yw'r swyddog cymorth cyntaf dynodedig?
- A yw'r offer / eitemau angenrheidiol ar gael cyn i mi ddychwelyd?
- A fydd digon o gel diheintio dwylo / cyfleusterau golchi dwylo ar gael?
- A fydd y lefel briodol o Gyfarpar Diogelu Personol ar gael imi gyflawni'r gwaith sydd ei angen?
- A yw'r holl wasanaethau, dŵr, trydan ac aerdymheru (clefyd y llengfilwr) ac ati wedi'u profi / gwasanaethu yn ystod y 12 wythnos ddiwethaf.
- Sut bydd ein tîm yn cyfathrebu'n ddiogel?
- A yw fy amgylchiadau unigol wedi cael eu hystyried? (er enghraifft, a yw'ch rheolwr yn ymwybodol o unrhyw gyflyrau iechyd sy'n eich gwneud chi'n fregus?)
- Beth sydd angen i mi ei wneud os yw cydweithiwr yn dangos symptomau Covid19?
- A fydd gan staff ddefnydd toiled dynodedig er mwyn isafu ar y potensial o groes-halogi?