

SMB GROUP COVID 19 RISK ASSESSMENT

Date of Assessment.	Version 9:
Date of next assessment.	01/12/20 or if Government guidance or current legislation changes
Section/Activity being risk assessed.	SMB Group General Risk Assessment
Risk assessment completed by.	Katherine Coleman, Kevin Gittins, Executive Covid Team

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe, or fatal. The virus seems to be transmitted mainly via small respiratory droplets through sneezing, coughing or when people interact each other for some time in close proximity. Droplets can be inhaled, or they can land on surfaces that others may come into contact with, or who can get infected when they touch their nose, mouth or eyes.

What are the hazards?	Who might be harmed and how	Control Measures	Action by whom and when.	Completed
Transmission of the virus to vulnerable persons and at risk groups resulting in severe symptoms/hospitalisation and possibly death	<ul style="list-style-type: none"> Vulnerable students and staff Extremely vulnerable students and staff 	<p>Those assessed as clinically extremely vulnerable due to pre-existing medical conditions (as advised by their clinician or through a letter from PHE) should rigorously follow shielding measures in order to keep themselves safe. This group will not be required to come to College but will be provided with alternate duties and facilities so they can work or study from home.</p> <p>Those assessed as clinically vulnerable (but not clinically extremely vulnerable) are also encouraged to work or study from home if this is possible.</p>		
Transmission of the virus whilst travelling to Group Premises	Staff and Students	<p>All staff and students will be encouraged to walk, cycle or travel in their own vehicles to college where possible.</p> <p>When public transport is used staff and students should follow government guidance at all times.</p>		

		Group provided transport will have its own separate risk assessment		
Transmission of the virus by infected persons or persons having had contact with infected persons coming into Group Premises	<ul style="list-style-type: none"> • Staff • Learners • Visitors • Contractors • Employer partner employees • Members of the public 	<p>All premises will display warning signs at all entrances advising persons exhibiting symptoms of coronavirus or persons that have been in contact with confirmed cases not to enter the building and to go home and self-isolate.</p> <p>All block students will be contacted in advance of their blocks to remind them not to travel if they have symptoms or have been in contact with confirmed cases.</p> <p>All non-essential visitors will be discouraged from visiting group premises, signs advising visitors by appointment to be at all main entrances.</p> <p>Where necessary temperature checks will be taken of persons entering group premises.</p>		
Failure to contain outbreaks of the virus	<ul style="list-style-type: none"> • Staff • Learners • Visitors • Contractors • Employer partner employees • Members of the public 	<p>Anyone exhibiting Covid symptoms whilst on site – Then Staff should follow the procedure attached.</p> <p>Anyone exhibiting symptoms of Covid 19 or awaiting test results or with confirmed positive result should inform their line manager or tutor as soon as is practicable. Line managers and tutors should inform the Health and Safety team of the situation to enable appropriate control measures to be implemented.</p> <p>Staff and students will be notified as necessary about any confirmed or suspected cases.</p> <p>The Health and Safety team will notify any other Group managers necessary.</p> <p>Health and Safety team will also notify PHE and the Local Authority of cases and act on any advice given by these bodies.</p>		
Spread of Covid-19 Coronavirus due to poor or recycling ventilation.	<ul style="list-style-type: none"> • Staff • Learners • Visitors • Contractors • Employer partner employees • Members of the public 	<p>Wherever possible staff should:</p> <ul style="list-style-type: none"> • Open windows and doors to facilitate frequent and rapid air exchange and cross flow ventilation. Fire doors should not be wedged or propped open. <p>Where mechanical ventilation is in use, the following will apply</p>		

		<ul style="list-style-type: none"> • Turn off recirculating ventilation in areas with access to outside air • Do not switch off ventilation at night & weekends but keep running at low speed. • Switch air handling units to 100% outside air were possible. <p>Where there is no adequate ventilation, the room must not be used.</p>		
Spread of the Virus due to poor personal hygiene	<ul style="list-style-type: none"> • Staff • Learners • Visitors • Contractors • Employer partner employees • Members of the public 	<p>All persons entering the group premises are required to sanitise their hands on entry, hand sanitiser stations provided around all group premises. Signage displayed in all group premises reminding people to wash their hands.</p> <p>Staff and learners reminded to change their clothing daily.</p> <p>Fabric towels replaced by paper towels.</p>		
Transmission of the virus due to lack of social distancing	<ul style="list-style-type: none"> • Staff • Learners • Visitors • Contractors • Employer partner employees • Members of the public 	<p>One way systems in place wherever possible or if not possible give way signage in place.</p> <p>Main entrances will be monitored during busy periods</p> <p>Stair cases where necessary marked up or down.</p> <p>Signage around all group premises to remind persons to self-distance</p> <p>Wherever possible staff will work from home.</p> <p>Lessons where possible will be held remotely or online.</p> <p>Staff visiting other departments/areas will be discouraged; all staff should use the telephone/email to talk to other departments.</p> <p>All persons in group premises to wear face coverings whilst in communal areas or if within two meters of one another.</p>		
Inability to provide first aid due to lack of qualified staff	<ul style="list-style-type: none"> • Staff • Learners • Visitors • Contractors • Employer partner employees • Members of the public 	<p>Campus first aid needs assessments to be carried out for all campuses, re-qualifications and additional training to be carried out.</p> <p>Separate First aid risk assessment completed</p>		

<p>Spread of Covid-19 Coronavirus in Open Access Areas</p>	<ul style="list-style-type: none"> • Staff • Learners • Visitors • Contractors • Employer partner employees • Members of the public 	<p>Queues to be separated with barriers and floor marking in place to separate enrolees. Perspex desk screens installed on reception desks. Each open access area will be assessed. A max occupancy rate will be determined, and seating areas will be reconfigured so that only enough seats are provided to allow max Covid occupancy of the space. Cleansing spray and cloths will be available for users to wipe down keyboards and work surface prior to use.</p> <p>Students who do not have scheduled lessons must not attend college. Open access areas will be closed if they cannot be supervised or have limited capacity.</p>		
<p>Transmission of the virus due to unnecessary contact - failure to maintain “bubbles”</p>	<ul style="list-style-type: none"> • Staff • Learners • Visitors • Contractors • Employer partner employees • Members of the public 	<p>To ensure best possible use of “bubbles”</p> <ul style="list-style-type: none"> • Where possible theory lessons will be held online or remotely. • Consideration will be given to timetables to keep groups separate where possible. • Staggering of break times where possible • Staggering of starting and finishing times where possible. 		
<p>Transmission of the virus through staff working/visiting other campuses</p>	<ul style="list-style-type: none"> • Staff • Learners • Visitors • Contractors • Employer partner employees 	<p>Movement between campuses is prohibited other than for employees listed on the approved exemption listing.</p>		
<p>Spread of Covid-19 Coronavirus due to close contact in office or staffroom and other shared facilities</p>	<p>Staff</p>	<p>In line with government guidance if possible employees should work from home, where this is not possible the following should be adopted; Social Distancing - reducing the number of persons in any work area to comply with government guidance</p>		

		<p>Line Managers must assess all office spaces to ensure:</p> <ul style="list-style-type: none"> • Adjacent desks are not to be occupied at the same time. • Opposite desks are not to be occupied at the same time. • A max occupancy rate will be determined, and additional office chairs will be removed. • Workstations to be covered when not in use. • Cleansing spray and cloths will be available for users to wipe down keyboards and work surface prior to and after use. • Each employee is responsible for cleaning his/her own workstation. Cleaners will clean floors, touch points and empty waste bins. If a confirmed case of Covid 19 is reported the entire office will be sealed for 72 Hrs and deep cleaned. <p>Line Managers are to review work schedules including start & finish times to reduce the number of workers on site at any one time.</p> <ul style="list-style-type: none"> • Support staff permitted to use as much time as practical as working from home. <p>Food & refreshment Preparation. Shared kitchen facilities should not be used during the Covid crisis.</p> <ul style="list-style-type: none"> • Staff are advised not to share food and not to handle other people's cutlery & cups. • Shared kettles and micro waves, fridges and toasters will not be allowed • Filling of personal water bottles from water dispensers is permitted 		
<p>Transmission of the virus in classrooms and non-practical teaching areas</p>	<p>Staff and Learners</p>	<p>Each classroom will be assessed for occupancy.</p> <ul style="list-style-type: none"> • Classrooms are to be reconfigured so that only enough seats are provided and social distancing is applied where possible • Cleansing spray and cloths will be available for users to wipe down keyboards and work surface prior to and after use. • Additional chairs must not be brought into classrooms. 		

		<ul style="list-style-type: none"> • Posters and other materials advising on social distancing are available for display. <p>Classroom teachers are responsible for ensuring that students comply with social distancing rules.</p>		
<p>Transmission of the virus in Practical Workshops</p>	<ul style="list-style-type: none"> • Staff • Learners • Visitors • Contractors • Employer partner employees 	<p>All practical workshops will have their own risk assessment.</p> <p>All practical exercises to be reviewed to ensure separation of workspaces.</p> <ul style="list-style-type: none"> • Perspex desk screens installed to technicians' storerooms serving windows. • Covid delineation marked on workshop floors. • Cleansing spray and cloths will be available for users to wipe down keyboards and work surface prior to and after use. • Limit class sizes to allow for social distancing • Industry best practice will be adopted when close working is unavoidable. • Shared tools and equipment to be cleaned after each use. • Sharing PPE is not permitted <p>Workshop teachers are responsible to ensure students comply with social distancing and other covid procedures</p>		
<p>Spread of Covid-19 Coronavirus due to close contact during an emergency evacuation.</p>	<ul style="list-style-type: none"> • Staff • Learners • Contractors • Visitors • Members of the public • Employer partner employees 	<p>Fire Drills.</p> <p>A Covid compliant evacuation procedure has been created by the H&S team</p> <ul style="list-style-type: none"> • This will involve notification to all staff and learners that a fire drill will take place on a certain day and time. • On hearing the fire alarm (Short burst only) all employees and all learners will stop their activities and be taken through a virtual fire drill by their lecturer or manager. • The H&S team will provide a script for all lecturers and managers to use. • Any persons not in lessons/ in their department will be asked to return to their cluster/department for the duration of the drill. • After 15 mins the fire alarm will sound again for another short burst to signal the end of the drill. 		

		<ul style="list-style-type: none"> If the fire alarm continues to sound for more than 30 seconds then this will not be a drill and the building should be evacuated immediately. Fire wardens will sweep the buildings to confirm virtual drill is in progress in all areas and we report as such to the duty head. 		
<p>Spread of Covid-19 Coronavirus due to close contact in Gordons, Georges, Villiers, Stable Bar, Café Creative, RCC, Hives, Cafe or social areas.</p>	<ul style="list-style-type: none"> Staff Learners Visitors Employer partner employees 	<p>All canteen areas are designated temporarily for students use only. Staff are being requested to bring their own food and drink and eat at their workstation or other area approved by their line manager. Students where possible are being encouraged to bring in their own food and drink. All canteen areas will have capacities reduced to increase social distancing All food offerings will be simplified to reduce the need for canteen staff and therefore improve social distancing.</p> <ul style="list-style-type: none"> Queues to be separated with barriers and floor marking in place to separate customers Perspex desk screens installed on service counters. Staff will monitor social distancing compliance. Posters and other materials advising on social distancing are available for display. Sufficient seating will be available for the reduced number of students and staff on site 		
<p>Transmission of the virus through contact with contaminated surfaces and equipment</p>	<ul style="list-style-type: none"> Staff Learners Visitors Contractors Employer partner employees Members of the public 	<p>Increased cleaning regimes introduced throughout group premises, with frequently touched points such as door handles, railing etc. cleaned frequently. All persons regardless of position/status are expected to clean any equipment they've used, desks, computers, tills etc. after use using cleaning materials provided in every area. In the event of a suspected or confirmed case of Covid 19 then the area will be closed for use and deep cleaned after 72 hrs.</p>		

		The sharing of items such as pens, staplers etc. is prohibited unless they can be adequately cleaned between users.		
Transmission of the virus within toilet and changing room use	<ul style="list-style-type: none"> • Staff • Learners 	All changing rooms and toilets will have maximum occupancy marked, all changing rooms to be cleaned after use by persons using them. All toilet facilities cleaned 4 times per day. Staff only toilets identified where possible in group premises.		
Transmission of the virus through contact with bodily fluids	<ul style="list-style-type: none"> • Staff • Learners • Visitors • Contractors • Employer partner employees • Members of the public 	<p>All persons where a social distance of at least 2 meters cannot be maintained must wear face coverings.</p> <p>Persons providing personal care to students must wear face shields, aprons, nitrile gloves, surgical masks and be trained in the correct use of this PPE.</p> <p>Ensure students that have Education Health Care Plans have their plans and risk assessments reviewed with reference to the Covid19 hazard</p>		
Transmission of the virus through contact with contaminated PPE	<ul style="list-style-type: none"> • Staff • Learners 	The practice of sharing PPE is prohibited; employees and students are responsible for ensuring their own PPE is properly cleaned and stored.		
Transmission of the virus whilst carrying out off site duties Events Learner assessments Sales Functions Support functions	<ul style="list-style-type: none"> • Staff • Learners • Visitors • Contractors • Employer partner employees • Members of the public 	<p>All student off site events are currently prohibited.</p> <p>Each department will carry out its own separate risk assessment for any off site activities such as learner reviews, sales functions etc. All employees conducting these visits must adhere to the risk assessment carried out by the department.</p> <p>All visits to premises not operated by the Group will require copies of the site Covid 19 Risk assessment being checked and adhered to.</p> <p>Employees should avoid attending off site events such as conferences etc. which are not absolutely necessary for the business activities of the Group.</p>		

<p>Spread of Covid-19 Coronavirus due to the use of residential blocks, hotels, host families</p>	<ul style="list-style-type: none"> • Staff • Learners • Host families 	<p>There is a separate risk assessment for accommodation provided by the group.</p>		
<p>Spread of Covid-19 Coronavirus due to close contact during large on-site activities.</p>	<ul style="list-style-type: none"> • Staff • Learners • Visitors • Contractors • Employer partner employees • Members of the public 	<p>Large on site activities are currently prohibited with the exception of functions approved by the Executive team</p>		
<p>Spread of Covid-19 Coronavirus due to contact with college contractors and subcontractors.</p>	<ul style="list-style-type: none"> • Staff • Learners • Visitors • Contractors • Employer partner employees • Members of the public 	<p>All contractors are to provide the college with updated Risk Assessments and Safe Work Method Statements that will outline their companies Covid 19 safe work practices.</p> <p>Wherever possible contractors will schedule maintenance and project works outside of normal class times.</p>		
<p>Spread of Covid-19 Coronavirus due to close contact during enrolment.</p>	<ul style="list-style-type: none"> • Staff • Learners • Employer partner employees 	<p>There is a separate risk assessment for continuing enrolment.</p>		
<p>Spread of Covid-19 Coronavirus due to close contact in smoking shelters</p>	<ul style="list-style-type: none"> • Staff • Learners • Visitors • Contractors 	<p>All smoking shelters marked with social distancing reminders. All staff and students using shelters must adhere to minimum 2 meter distance rule.</p>		
<p>Spread of Covid due to social events outside of group premises</p>	<ul style="list-style-type: none"> • Staff • Learners • Host families 	<p>All staff and learners are asked to avoid social events involving other students or staff. National/local rules on social gatherings should be adhered to at all times</p>		

Persons who may be harmed and how are generally limited in the risk assessment to immediate contacts, there is however the possibility that other persons in contact with these people or the general population could be harmed as a result of transmission within the college
