

## SMB GROUP COVID 19 RISK ASSESSMENT

Date of Assessment.	Version 11: 6/1/21
Date of next assessment.	15/2/21 or if Government guidance or current legislation changes
Section/Activity being risk assessed.	<b>SMB Group LOCKDOWN General Risk Assessment</b>
Risk assessment completed by.	Executive COVID team

**Covid-19 is an 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
<b>Transmission of the virus to vulnerable persons and at risk groups resulting in severe symptoms/hospitalisation and possibly death</b>	<ul style="list-style-type: none"> <li>Vulnerable students and staff</li> <li>Extremely vulnerable students and staff</li> </ul>	<p>Staff or students assessed as <b>clinically extremely vulnerable</b> due to pre-existing medical conditions (as advised by their clinician or through a letter from NHS/PHE) should work from home. If this is not possible, they should consider being placed on sick leave</p> <p>Staff or students assessed as <b>clinically vulnerable</b> should also be encouraged to work or study from home if this is possible. If this is not possible, or they choose to return to work, their personal risk assessment should be updated and they should ensure they limit their social interactions as much as possible and follow all guidance in terms of hand washing, social distancing and wearing face coverings</p>		

<p><b>Transmission of the virus whilst travelling to Group Premises</b></p>	<p>Staff and Students</p>	<p>All staff and students will be encouraged to walk, cycle or travel in their own vehicles to college where possible. When public transport is used staff and students should follow government guidance at all times. <b>Group provided transport will have its own separate risk assessment</b></p>		
<p><b>Transmission of the virus by infected persons or persons having had contact with infected persons coming into Group Premises</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Learners</li> <li>• Visitors</li> <li>• Contractors</li> </ul>	<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. All lessons will be moved on line for the duration of the national lockdown with the exception of lessons for identified vulnerable students All non essential visitors will be prohibited from visiting group premises, signs advising visitors by appointment to be at all main entrances. Where appropriate, temperature checks will be taken of persons entering group premises.</p> <p>All support functions will consider their manning levels and options to work from home and will reduce the number of persons on site to the minimum possible level.</p>	<p><b>Support function managers</b></p>	
<p><b>Failure to contain outbreaks of the virus – Rapid testing programme</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Learners</li> <li>• Visitors</li> <li>• Contractors</li> </ul>	<p>Rapid testing will be rolled out to all SMB Group premises during January 2021, any persons testing positive will be either immediately sent home or isolated until they can be collected by a family member. Persons testing positive through college lateral flow tests will be either sent home with a PCR test kit or advised to make a booking to attend an NHS testing facility to confirm their positive result. Any close contacts of persons testing positive for coronavirus will be offered 7 consecutive week days of testing to verify whether they have been infected with the virus.</p>		
<p><b>Spread of Covid-19 Coronavirus due to poor or recycling ventilation.</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Learners</li> <li>• Visitors</li> <li>• Contractors</li> </ul>	<p>Wherever possible staff should:</p> <ul style="list-style-type: none"> <li>• Open windows and doors to facilitate frequent and rapid air exchange and cross flow ventilation. Fire doors should not be wedged or propped open.</li> </ul>		

		<p>Where mechanical ventilation is in use, the following will apply</p> <ul style="list-style-type: none"> <li>• Turn off recirculating ventilation in areas with access to outside air</li> <li>• Do not switch off ventilation at night &amp; weekends but keep running at low speed.</li> <li>• Switch air handling units to 100% outside air were possible.</li> </ul> <p><b>Where there is no adequate ventilation, the room must not be used.</b></p>		
<p><b>Spread of the Virus due to lack of communication of Covid control measures</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Learners</li> <li>• Visitors</li> <li>• Contractors</li> </ul>	<p>Regular communication to employees and students will be made to:</p> <ul style="list-style-type: none"> <li>• Re-enforce with all staff members what the main Covid symptoms are and when they should be sending employees/students home.</li> <li>• Re-enforce with everyone the need to maintain social distancing</li> <li>• Re-enforce with student facing staff the need to wear face coverings when working in close proximity</li> </ul>	<p><b>H&amp;S and Environment team</b></p>	
<p><b>Spread of the Virus due to poor personal hygiene</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Learners</li> <li>• Visitors</li> <li>• Contractors</li> </ul>	<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. Staff and learners reminded to change their clothing daily. Fabric towels replaced by paper towels.</p>		
<p><b>Transmission of the virus due to lack of social distancing</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Learners</li> <li>• Visitors</li> <li>• Contractors</li> </ul>	<p>One-way systems in place wherever possible or if not possible give way signage in place. Stair cases where necessary marked up or down. Signage around all group premises to remind persons to self-distance Wherever possible staff will work from home. Staff visiting other departments/areas will be discouraged; all staff should use the telephone/email to talk to other departments.</p>		

		<b>All persons in group premises will wear face coverings at all times other than support staff sitting at their desks and staff or students eating or drinking in the canteens. Individuals who are exempt from wearing face coverings in public places should carry evidence of this exemption at all times whilst on Group premises</b>		
<b>Inability to provide first aid due to lack of qualified staff</b>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Learners</li> <li>• Visitors</li> <li>• Contractors</li> </ul>	Minimum of one first aider to be on each Group Campus at all times students are on site during lockdown		
<b>Spread of Covid-19 Coronavirus in Open Access Areas</b>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Learners</li> <li>• Visitors</li> <li>• Contractors</li> </ul>	<p>Perspex desk screens installed on reception desks.</p> <p>Cleansing spray and cloths will be available for users to wipe down keyboards and work surface prior to use.</p> <p>Staff and students who do not have scheduled lessons must not attend college.</p>		
<b>Transmission of the virus due to unnecessary contact - failure to maintain “bubbles”</b>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Learners</li> <li>• Visitors</li> <li>• Contractors</li> </ul>	<p>To ensure best possible use of “bubbles”</p> <p>Only children of key workers and vulnerable students will be on site during lockdown, “bubbles” must be rigorously maintained with no mixing what so ever, if necessary all breaks to be taken in the classroom and separate toilets identified for each bubble. All learners on site should be supervised at all times.</p>		
<b>Transmission of the virus through staff working/visiting other campuses</b>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Learners</li> <li>• Visitors</li> <li>• Contractors</li> </ul>	Movement between campuses is prohibited other than for employees listed on the approved exemption listing.		
<b>Spread of Covid-19 Coronavirus due to close contact in office or staffroom</b>	Staff	In line with government guidance if possible employees should work from home, where this is not possible the following should be adopted; <b>Social Distancing</b> - reducing the number of persons in any work area to comply with government guidance		

<p><b>and other shared facilities</b></p>		<p>Line Managers must assess all office spaces to ensure:</p> <ul style="list-style-type: none"> <li>• Adjacent desks are not to be occupied at the same time.</li> <li>• Opposite desks are not to be occupied at the same time.</li> <li>• A max occupancy rate will be determined, and additional office chairs will be removed.</li> <li>• Cleansing spray and cloths will be available for users to wipe down keyboards and work surface prior to and after use.</li> <li>• 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.</li> </ul> <p>Line Managers are to review work schedules including start &amp; finish times to reduce the number of workers on site at any one time.</p> <ul style="list-style-type: none"> <li>• Staff permitted to use as much time as practical working from home.</li> </ul> <p><b>Food &amp; refreshment Preparation.</b> Shared kitchen facilities should not be used during the national lockdown.</p> <ul style="list-style-type: none"> <li>• Staff are advised not to share food and not to handle other people's cutlery &amp; cups.</li> <li>• Shared kettles and micro waves, fridges and toasters will not be allowed</li> <li>• Filling of personal water bottles from water dispensers is permitted</li> </ul>		
<p><b>Spread of Covid-19 Coronavirus due to close contact during an emergency evacuation.</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Learners</li> <li>• Contractors</li> <li>• Visitors</li> <li>• Members of the public</li> <li>• Employer partner employees</li> </ul>	<p>Staff should evacuate buildings in normal way, ensuring social distancing is maintained when at assembly points or moving around the campus.</p>		

<p><b>Spread of Covid-19 Coronavirus due to close contact in Gordons, Georges, Villiers, Stable Bar, Café Creative, RCC, Hives, Cafe or social areas.</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Learners</li> <li>• Visitors</li> <li>• Employer partner employees</li> </ul>	<p><b>All canteen areas are designated temporarily for students use only although staff may purchase food from catering outlets Staff are being requested to bring their own food and drink where possible and eat at their workstation or other area approved by their line manager.</b></p> <p><b>Students where possible are being encouraged to bring in their own food and drink.</b></p> <p><b>All canteen areas will have capacities reduced to increase social distancing</b></p> <p><b>All food offerings will be simplified to reduce the need for canteen staff and therefore improve social distancing.</b></p> <ul style="list-style-type: none"> <li>• Queues to be separated with barriers and floor marking in place to separate customers</li> <li>• Perspex desk screens installed on service counters.</li> <li>• Staff will monitor social distancing compliance.</li> <li>• Posters and other materials advising on social distancing are available for display.</li> <li>• Sufficient seating will be available for the reduced number of students and staff on site</li> </ul>		
<p><b>Transmission of the virus through contact with contaminated surfaces and equipment</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Learners</li> <li>• Visitors</li> <li>• Contractors</li> <li>• Employer partner employees</li> <li>• Members of the public</li> </ul>	<p>Increased cleaning regimes introduced throughout group premises, with frequently touched points such as door handles, railing etc. cleaned frequently.</p> <p>All persons regardless of position/status are expected to clean any equipment they've used, desks, computers, tolls etc. after use using cleaning materials provided in every area.</p> <p>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> <p>The sharing of items such as pens, staplers etc. is prohibited unless they can be adequately cleaned between users.</p>		
<p><b>Transmission of the virus within toilet and changing room use</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Learners</li> </ul>	<p>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.</p> <p>Staff only toilets identified where possible in group premises.</p>		

<p><b>Transmission of the virus through contact with bodily fluids</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Learners</li> <li>• Visitors</li> <li>• Contractors</li> <li>• Employer partner employees</li> <li>• Members of the public</li> </ul>	<p><b>All persons where a social distance of at least 2 meters cannot be maintained must wear face coverings.</b> 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. Ensure students that have Education Health Care Plans have their plans and risk assessments reviewed with reference to the Covid19 hazard</p>		
<p><b>Transmission of the virus through contact with contaminated PPE</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Learners</li> </ul>	<p>The practice of sharing PPE is prohibited; employees and students are responsible for ensuring their own PPE is properly cleaned and stored.</p>		
<p><b>Transmission of the virus whilst carrying out off site duties</b> Events Learner assessments Sales Functions Support functions</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Learners</li> <li>• Visitors</li> <li>• Contractors</li> <li>• Employer partner employees</li> <li>• Members of the public</li> </ul>	<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. All visits to premises not operated by the Group will require copies of the site Covid 19 Risk assessment being checked and adhered to. 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><b>Spread of Covid-19 Coronavirus due to the use of residential blocks, hotels, host families</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Learners</li> <li>• Host families</li> </ul>	<p>Accommodation is closed during lockdown – homestay and residential blocks are not in use. Staff who travel for work (assessors) are discouraged from using overnight accommodation. (There is a separate risk assessment for accommodation provided by the group).</p>		
<p><b>Spread of Covid-19 Coronavirus due to close contact during large on-site activities.</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Learners</li> <li>• Visitors</li> <li>• Contractors</li> <li>• Employer partner employees</li> <li>• Members of the public</li> </ul>	<p>Large on site activities are currently prohibited with the exception of functions that are permitted within the current government guidance being approved by the Executive team.</p>		

<p><b>Spread of Covid-19 Coronavirus due to contact with college contractors and subcontractors.</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Learners</li> <li>• Visitors</li> <li>• Contractors</li> <li>• Employer partner employees</li> <li>• Members of the public</li> </ul>	<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 to avoid working in areas populated by staff and/or students</p>		
<p><b>Spread of Covid-19 Coronavirus due to close contact during enrolment.</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Learners</li> <li>• Employer partner employees</li> </ul>	<p>No enrolment is expected on campus during this lockdown period. There is a separate risk assessment for continuing enrolment where it is necessary.</p>		
<p><b>Spread of Covid-19 Coronavirus due to close contact in smoking shelters</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Learners</li> <li>• Visitors</li> <li>• Contractors</li> </ul>	<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><b>Spread of Covid due to social events outside of group premises</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Learners</li> <li>• Host families</li> </ul>	<p>National/local rules on social gatherings should be adhered to at all times – currently there is no mixing indoors and outdoor mixing is limited to a maximum of two individuals for exercise/socialising. Where staff are working together, they should maintain social distancing and wear PPE if working within 2 metres of each other.</p>		
<p><b>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</b></p>				