

## SMB GROUP COVID 19 RISK ASSESSMENT

Date of Assessment.	Version 19: 26/01/22
Date of next assessment.	26/03/22 or if Government guidance or current legislation changes
Section/Activity being risk assessed.	<b>SMB Group COVID-19 General Risk Assessment</b>
Risk assessment completed by.	Executive COVID team, Health and Safety 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.	Complete
<p><b>Transmission of the virus to vulnerable persons and at risk groups resulting in severe symptoms/hospitalisation and possibly death</b></p>	<ul style="list-style-type: none"> <li>Clinically Vulnerable students and staff</li> <li>Clinically Extremely vulnerable students and staff</li> </ul>	<p>As per government advice Staff or students assessed as <b>Clinically Extremely Vulnerable (CEV)</b> due to pre-existing medical conditions should ensure that they socially distance, wear a face covering in communal areas if they wish to and ensure good hand hygiene.</p> <p>Where the CEV person cannot socially distance/ wear a face covering line managers and tutors should consider the possibility that the CEV person should continue to work/study from home.</p> <p>Staff or students assessed as <b>Clinically Vulnerable (CV)</b> should also ensure that they socially distance, wear a face covering in communal areas if they wish to and ensure good hand hygiene.</p> <p>Both <b>CEV</b> and <b>CV</b> staff and students should limit their in-person interactions whilst on campus by making use of emails and telephones.</p>	<p><b>Line managers/tutors/Students and staff</b></p>	

		<p>Vaccinated staff and students must continue to adhere to all control measures in place.</p> <p><b>The SMB Group encourages all employees and students to be vaccinated as per national guidance.</b></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.</p> <p><b>All students and staff using group transport are asked to sanitise their hands prior to accessing the bus. All bus drivers must ensure maximum ventilation of the vehicle whilst in operation. Frequent touch points must be cleaned by the driver between every journey. Maximum social distancing must be maintained by drivers and passengers.</b></p> <p><b>Employees and students where possible should avoid car sharing to travel to work, if car sharing is unavoidable maximum ventilation should be maintained, and consideration given to maximising distance between passengers and driver in the vehicle</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 not to enter the building and to go home and self-isolate. Lateral flow tests will be provided to staff and students to carry out at home twice weekly before attending campus</p> <p>Where a positive case or suspected positive case is identified on group premises the individual will be immediately isolated and sent home as soon as is practicable to isolate and take either a Lateral Flow test or arrange a PCR test.</p> <p>Any areas where the infected person has spent a significant amount of time should be locked and deep cleaned with 5% bleach solution after 72 hours.</p>		

		<p>All cleaning personnel to wear PPE as per government guidance nitrile gloves, and aprons, face shields are also available to any cleaner that wishes to use them.</p> <p>Areas that cannot be closed such as workshops should be deep cleaned leaving as much time as is practicable before doing so.</p> <p>All cleaning practices to follow latest government guidance.</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 through lateral flow tests are available to all from campus receptions and all staff and students are encouraged to test twice weekly. Any persons testing positive should notify the Group through the Covid-19 hotline on <b>07500 050599</b></p> <p><b>Where the SMB Group is concerned that its staff or students are SUSTAINED close personal contacts or reside in the same household of a positive case the Group may ask these persons not to attend college for up to ten days and to seek a PCR test.</b></p> <p><b>The SMB Group, where it deems necessary, will implement measures above and beyond the requirements of this risk assessment to contain local outbreaks or increased numbers of cases.</b></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>		

		<ul style="list-style-type: none"> <li>Where poor ventilation is reported or suspected CO2 monitoring will take place to verify if there is an issue.</li> </ul> <p><b>Where there is no adequate ventilation for the activity, 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.</li> <li>Re-enforce with everyone the benefits of good ventilation and social distancing</li> <li>Re-good hand hygiene</li> </ul>	<b>Executive COVID team</b>	
<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. 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>Staff visiting other departments/areas will be discouraged; all staff should use the telephone/email to talk to other departments. <b>All persons can continue to wear face coverings as a personal preference.</b> Where there are Industry standard practices for Covid-19 control such as in Hair and Beauty and catering, the Industry standard practices will be followed.</p>		
<p><b>Inability to provide first aid due to lack of qualified staff</b></p>	<ul style="list-style-type: none"> <li>Staff</li> <li>Learners</li> <li>Visitors</li> <li>Contractors</li> </ul>	<p>All campus first aiders will be available as normal, any reduction in first aider numbers due to Covid-19 positive tests or requirement to isolate to be reviewed by the Executive Covid Team and appropriate action taken.</p>		

<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>		
<b>Spread of Covid-19 Coronavirus due to close contact in office or staffroom and other shared facilities</b>	<p>Staff</p>	<p>Line Managers must assess all office spaces to ensure:</p> <ul style="list-style-type: none"> <li>• Cleansing spray and cloths will be available for users to wipe down keyboards and work surface prior to and after use.</li> <li>• Adequate ventilation is in place.</li> <li>• Each employee is responsible for cleaning his/her own workstation. Cleaners will clean floors, touch points and empty waste bins.</li> </ul> <p><b>Food &amp; refreshment Preparation.</b>  Shared kitchen facilities should be used with care:</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>• Filling of personal water bottles from water dispensers is permitted</li> <li>• Any employees using shared kitchen facilities should ensure all equipment is cleaned and sanitised after use.</li> </ul>		
<b>Spread of Covid-19 Coronavirus due to close contact during an emergency evacuation.</b>	<ul style="list-style-type: none"> <li>• Staff &amp; learners</li> <li>• Contractors &amp; visitors</li> <li>• Members of the public</li> </ul>	<p>Staff, students, contractors and visitors should evacuate buildings in normal way, ensuring social distancing is maintained when at assembly points or moving around the campus.</p>		
<b>Spread of Covid-19 Coronavirus due to close contact in Gordons, Georges,</b>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Learners</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Perspex desk screens installed on service counters, or if not possible, face shields can be worn by canteen staff.</li> </ul>		

<b>Villiers, Stable Bar, Café Creative, RCC, Hives, Cafe or social areas.</b>	<ul style="list-style-type: none"> <li>• Employer partner employees</li> </ul>	<ul style="list-style-type: none"> <li>• Posters and other materials advising on control measures are available for display.</li> <li>• Hand sanitiser is available at all canteen entrances.</li> <li>• Sufficient seating will be available for the number of students and staff on site</li> </ul>		
<b>Transmission of the virus through contact with contaminated surfaces and equipment</b>	<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. All frequently touched points cleaned with either 5% bleach solution or anti-viral cleaning product meeting BS EN 14476</p> <p>All persons regardless of position/status are expected to clean any equipment they've used, desks, computers, etc. after use using cleaning materials provided in every area. The sharing of items such as pens, staplers etc. is discouraged unless they can be adequately cleaned between users.</p>		
<b>Transmission of the virus within toilet and changing room use</b>	<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 the group using them. All toilet facilities cleaned 4 times per day with 5% bleach solution.</p> <p>Staff only toilets identified where possible in group premises.</p>		
<b>Transmission of the virus through contact with bodily fluids</b>	<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>Persons providing personal care to students are advised to wear face shields, aprons, nitrile gloves, surgical masks and be trained in the correct use of this PPE. All personal care waste, including PPE must be double bagged and stored for 72 hours before putting in general waste.</p> <p>Ensure students that have education health care plans have their plans and risk assessments reviewed with reference to the Covid-19 hazard</p>		
<b>Transmission of the virus through contact with contaminated PPE</b>	<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>		
<b>Transmission of the virus whilst carrying out off site duties</b>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Learners</li> <li>• Visitors</li> <li>• Contractors</li> </ul>	<p>Employees carrying out off site duties will adhere to national guidelines on preventing the spread of Covid by:</p>		

<p><b>Events</b> Learner assessments Sales functions Support functions</p>	<ul style="list-style-type: none"> <li>• Employer partner employees</li> <li>• Members of the public</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Avoiding poorly ventilated areas.</b></li> <li>• <b>Wearing face coverings when requested</b></li> <li>• <b>Ensure good hygiene practices are maintained</b></li> <li>• <b>Following any premises Covid risk assessments</b></li> <li>• <b>Following industry standard practices where required.</b></li> </ul> <p>Appropriate PPE such as masks and hand sanitiser will be provided to persons working off campus</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 blocks at Brooksby campus will be open, all students will take part in lateral flow testing twice a week on their return. Homestay accommodation for apprentices must adhere to the Group accommodation risk assessment (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>All Large on-site events including weddings will have their own risk assessments which include Covid-19 protective measures.</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>There is a separate risk assessment for enrolment both for main enrolment and continuing small scale enrolment where it is necessary.</p>		

<b>Spread of Covid-19 Coronavirus due to close contact in smoking shelters</b>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Learners</li> <li>• Visitors</li> <li>• Contractors</li> </ul>	All smoking shelters marked with social distancing reminders.		
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**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**