

COVID-19 Risk assessment

Date: 29th October 2021

This risk assessment is an addendum to other Spirit Studios Risk Assessments.

What are the Hazards?	Who might be harmed and how?
<p>The COVID-19 virus is spread via minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p> <p>An individual could contract the virus directly by breathing in these water droplets or them being absorbed through the eye. Such droplets also live on surfaces for prolonged periods of time and can be transferred from an individual's hands to their eyes, nose and mouth.</p> <p>Individuals could spread COVID-19 without showing symptoms.</p>	<p>For most people, COVID-19 will be a mild illness. However, some may suffer severe illness, which could lead to death, so the risk must be considered carefully for all age groups and ethnic backgrounds.</p> <p>The shielding programme has now come to an end and adults previously considered clinically extremely vulnerable (CEV) should, as a minimum, continue to follow the same guidance as everyone else. It is important that everyone adheres to this guidance but people previously considered CEV may wish to consider taking extra precautions. Use the guidance for people previously considered CEV.</p> <p>Two doses of a COVID-19 vaccine (and any subsequent booster doses) have been proven to save lives, make COVID-19 symptoms less severe and reduce transmissibility to others. The majority of our students reside in age groups that are more hesitant to COVID-19 vaccines.</p>

What are the Hazards	What are you doing already	What further action is necessary	Action by Who	Action by when
<p>Individuals not knowing what the current symptoms of COVID-19 are and entering Spirit Studios whilst symptomatic</p>	<p>Detailed guidance has been created for staff, students and visitors on the symptoms of COVID-19:</p> <p>The NHS states the main COVID-19 symptoms are:</p> <ul style="list-style-type: none"> • a high temperature - this means you feel hot to touch on your chest or back • a new, continuous cough - this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • a loss or change to your sense of smell or taste - this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal <p>However, research by ZOE COVID Study is suggesting that these symptoms currently rank down the list of possible COVID-19 symptoms. This is indicating that symptoms are changing with the evolving variants of the virus and those who are vaccinated are experiencing less severe symptoms. More cases are now being reported by younger people who have been found to experience different, less severe symptoms generally.</p> <p>Please also monitor for the following symptoms:</p> <ul style="list-style-type: none"> • Headache • Runny nose • Sneezing • Sore Throat <p>If you've been vaccinated and start sneezing a lot without an explanation, or have any of the above symptoms, you should get a COVID test.</p>	<p>Continually review the current COVID-19 symptoms as stated by the NHS and ZOE COVID Study. Communicate any changes.</p> <p>Regular communication of COVID-19 symptoms to staff and students.</p>	<p>COVID support</p> <p>COVID support, academic staff, marketing staff, Welfare staff</p>	<p>Ongoing</p> <p>Ongoing</p>
<p>Individuals not being vaccinated</p>	<ul style="list-style-type: none"> • Vaccinations have proven to reduce the effect of COVID-19 on the individual and reduce transmission to others. Within our staff and student guidance, we strongly encourage all staff and students to take up the offer of both doses of a COVID-19 vaccine, and any subsequent booster doses. We recommend all to register with a local GP. GPs will then invite them for vaccination. We link to an excellent COVID-19 FAQs for students in higher education institutions document. 	<p>Regular communication on the importance of vaccination to all staff and students.</p> <p>Announcements of any local 'pop-up' vaccination clinics</p>	<p>COVID support, academic staff, marketing staff, Welfare staff</p> <p>COVID support, academic staff, marketing staff, Welfare staff</p>	<p>Ongoing</p> <p>Ongoing</p>

The risk of bringing COVID-19 to Spirit Studios/Manchester when relocating for study	<ul style="list-style-type: none"> • Within our student guidance, we recommend all students relocating to study at Spirit Studios take a PCR test prior travelling to Manchester and then take two LFD tests in their first week (3 to 4 days apart) once they have arrived in Manchester. We also ask them to follow the same process when returning to a family home. 	<p>Continually review government guidance. Communicate any changes.</p> <p>Regular communication on the importance of regular testing</p>	<p>COVID support</p> <p>COVID support, academic staff, marketing staff, Welfare staff</p>	<p>Ongoing</p> <p>Ongoing</p>
Individuals catching COVID-19 whilst travelling to and from Spirit Studios	<ul style="list-style-type: none"> • In our guidance, we recommend staff, students and visitors follow the safer travel guidance for more information on walking, cycling and travelling in vehicles or on public transport during the COVID-19 outbreak. 	<p>Regular communication on the importance of travelling safely</p>	<p>COVID support, academic staff, marketing staff, Welfare staff</p>	<p>Ongoing</p>
Individuals without symptoms unknowingly spreading COVID-19 at Spirit Studios	<ul style="list-style-type: none"> • Via our guidance we recommend all staff and students test twice each week (3 to 4 days apart) using home lateral flow device (LFD) test kits. We provide the link to the website where they can order free packs online • We request all staff, students and visitors check-in via the NHS COVID-19 app when arriving at Spirit Studios. A QR code is located in reception. This enabled NHS Track and Trace to quickly and effectively trace individuals who have come into contact with someone who has tested positive for COVID-19 • Staff and students can only sign-in to Spirit Studios using their ID card and the barcode scanners in reception. The touchscreen is now only for visitor use, and is regularly cleaned • Corridors have been split in two, encouraging all to walk on the left hand-side • Whilst the government has removed the requirement to wear face coverings, our guidance states that the government expects and recommends face coverings be worn in enclosed and crowded spaces. We ask all staff, students and visitors to be in possession of a face covering should the need to use one arise • Spirit Studios keeps a small stock of disposable face coverings, should any staff forget theirs. • One of the most effective ways in reducing the spread of COVID-19 is regular and thorough washing of hands. We ask all staff, students and visitors to wash their hands immediately upon arrival at Spirit Studios, prior to entering any rooms and prior to signing out equipment. Hand sanitiser dispensers are located in reception and around the building. Signs are located in each toilet showing the recommended approach to washing hands. Touch-free soap dispensers have been installed in all toilets • We remind all staff, students and visitors to avoid touching their face with their hands 	<p>Continually review government guidance. Communicate any changes.</p> <p>Regular communication on the various measures that can be taken to reduce the spread of COVID-19.</p> <p>Regularly refill hand sanitiser stations and soap dispensers</p> <p>Keep a small stock of disposable face coverings behind reception (for staff use only)</p> <p>Cleaning material bins to be emptied regularly</p> <p>Maintain a stock of cleaning materials in all rooms and for reception.</p> <p>Regular cleaning all all areas, with a focus on frequently touched surfaces</p> <p>Regularly review ventilation system status and adjust settings to maintain a balance between safety (high air flow) and comfort.</p>	<p>COVID support</p> <p>COVID support, academic staff, marketing staff, Welfare staff</p> <p>Caretaker</p> <p>Facilities Manager</p> <p>Cleaner</p> <p>Facilities Manager</p> <p>Cleaner</p> <p>Facilities Manager</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

	<ul style="list-style-type: none"> We remind individuals to catch any coughs or sneezes in a tissue, dispose of the tissue and wash their hands as quickly as possible. Catch it, Bin it, Kill it Cleaning materials are available in all rooms and from reception should staff and students wish to clean surfaces, such as computer keyboards, mice, console armrests and chair armrests. Bins specifically for these cleaning materials are located in each facility We regularly clean all areas with a particular focus on frequently touched surfaces, such as door handles and push plates, light switches, handrails and kitchen & bathroom facilities. If someone with symptoms of, or confirmed COVID-19, has just left Spirit Studios, cleaners will follow this guidance on PPE, cleaning and disinfection We have a mechanical ventilation system and so have increased the speed at which fresh air is introduced in all rooms. This has been balanced against the need to maintain a comfortable temperature. Our ventilation systems have been recently serviced and air grilles and air conditioning filters are also cleaned more frequently. Tutors have been given guidance on opening any external windows and leaving internal doors open, where and when applicable, to assist with creating a throughput of air. 			
Individuals who feel ill with COVID-19 symptoms spreading COVID-19 at Spirit Studios.	<ul style="list-style-type: none"> Our guidance to staff, students and visitors state the main COVID-19 symptoms as defined by the NHS. We also use research from the ZOE COVID Study to communicate the most common current symptoms to better inform individuals as to when they may have COVID-19. If someone informs a member of staff that they feel ill with COVID-19 symptoms, or are displaying symptoms, they will be sent home immediately and told to follow the processes outlined in the staff and student guidance. The guidance includes taking a PCR test, completing our COVID-19 self-isolation form (and informing line managers in the case of staff) and staying at home whilst awaiting the PCR test result. Contacting us again when you receive your result. We can then point individuals to the appropriate guidance in the case of positive and negative results. 	<p>Continually review the current COVID-19 symptoms as stated by the NHS and ZOE COVID Study. Communicate any changes.</p> <p>Regular communication of COVID-19 symptoms to staff and students and what to do if displaying symptoms.</p>	<p>COVID support</p> <p>COVID support, academic staff, marketing staff, Welfare staff</p>	<p>Ongoing</p> <p>Ongoing</p>
a staff member, student or visitor lives with someone who has COVID-19 symptoms or has tested positive, or if they're a contact of someone who has tested positive risks spreading	<ul style="list-style-type: none"> We have provided guidance on when individuals need to self-isolate under this scenario, and the steps they need to undertake even if they don't need to self-isolate. Such steps include taking a PCR test, increasing the use of LFDs, increase use of face coverings and distancing yourself from others where possible. We provide links to a range of government guidance on how to avoid catching and spreading COVID-19 and consider limiting contact with people who are at higher risk from COVID-19 We've also provided some guidance on reducing the transmission of COVID-19 within households. 	<p>Continually review government guidance. Communicate any changes.</p>	<p>COVID support</p>	<p>Ongoing</p>

COVID-19 at spirit Studios	<ul style="list-style-type: none"> Students are informed to communicate any instances of self-isolation and positive COVID-19 test results to any Halls of Residence or managed accommodation 			
Individuals who have been diagnosed with COVID-19 and self-isolate	<ul style="list-style-type: none"> In the staff, student and visitor guidance, we state what they need to do if they test positive for COVID-19. In our outbreak management plan, we state what we need to do for each confirmed case. To summarise: <ul style="list-style-type: none"> Staff and students will complete our <u>COVID-19 self-isolation form</u>. Via this form any identified contacts will be stated We keep a record of all staff and students who have to self-isolate and all staff, students and visitors who test positive for COVID-19. Contacts of those who test positive. An individual from COVID support will be assigned to the case. They will contact the individual to ensure they know which guidelines to follow and to highlight what support is available. The case lead will then notify any identified contacts, providing them with the appropriate guidance to follow. Welfare will get in touch with any students to make sure they are OK (staff are able to contact welfare directly) Line managers will keep in touch regularly with any staff who are self-isolating, making sure they are OK and have the necessary resources to work from home, if they can and are well enough to do so. COVID support to notify Manchester Test and Trace of the positive case Cleaners will follow <u>this</u> guidance on PPE, cleaning and disinfection. The individual will be added to the sign-in system notifier, notifying COVID support if they sign-in to Spirit Studios 	<p>Complete our COVID-19 self-isolation form</p> <p>Maintain records of all individuals who have to self-isolate and test positive. Records of contacts of those who test positive</p> <p>Assign case leads to each case</p> <p>contact individual who is self-isolating to ensure they have the correct guidance, confirm end of self-isolation date, point to support in guidance document</p> <p>Contact any identified contacts, providing them with the appropriate guidance to follow</p> <p>Welfare to contact all students to make sure they are OK</p> <p>Line managers to regularly communicate with staff who are self-isolating</p> <p>Inform Manchester Test and Trace of the positive case(s)</p> <p>Clean and disinfect any applicable rooms and areas</p> <p>Add individual to sign-in system notifier.</p>	<p>All staff, students</p> <p>COVID support</p> <p>COVID support</p> <p>Case lead</p> <p>Case lead</p> <p>Welfare staff</p> <p>Line managers</p> <p>Case lead</p> <p>Cleaner</p> <p>Tom Aston</p>	<p>Ongoing</p>
Individuals who have been diagnosed with COVID-19 and don't self-isolate (and enter Spirit Studios)	<ul style="list-style-type: none"> We have reaffirmed to staff, students and visitors that it is their responsibility to follow COVID-19 guidance, and outline possible consequences to Spirit Studios of not doing so. It is now a legal duty to self-isolate if testing positive for COVID-19 or have been contacted by NHS Test and Trace, with fines from £1000 - £10,000 Staff and students who do not follow guidance after testing positive or do not self-isolate will be subject to disciplinary procedures. 	<p>Regularly communicate the importance of self-isolating when required.</p> <p>Report any individuals who fail to self-isolate</p> <p>Start disciplinary process for any staff or students who fail to self-isolate.</p>	<p>COVID support, academic staff, marketing staff, Welfare staff</p> <p>SMT</p> <p>SMT</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

	<ul style="list-style-type: none"> Our staff, students and visitor sign-in system will notify COVID support if an individual who is supposed to be self-isolating enters Spirit Studios 			
Multiple diagnoses of COVID-19 including a large-scale outbreak that may result in restrictions being implemented that impact Spirit Studios activities	<ul style="list-style-type: none"> We have a COVID-19 outbreak management plan in place to respond in the event that there is an increase in the number of cases, or an outbreak at Spirit Studios. In such circumstances, we may have to adapt elements of our provision at very short notice. Various scenarios and possible restrictions to implement are listed within the outbreak management plan. Communication will take place with Manchester Test and Trace Central Coordination Hub, where an Outbreak Control Team Meeting may be instigated 	<p>Regularly review government guidance, updating outbreak management plan as appropriate.</p> <p>Communicate with Manchester Test and Trace Central Coordination Hub when necessary.</p>	<p>COVID support</p> <p>COVID support</p>	<p>Ongoing</p> <p>Ongoing</p>
Staff and students who are self-isolating may suffer poor wellbeing and a lack of access to key resources (food, medicine etc.)	<ul style="list-style-type: none"> We understand how difficult it is for those who need to self-isolate due to COVID-19. We will contact all individuals who are self-isolating to offer support. Line managers will regularly keep in touch with staff. All students who are self-isolating will be contacted by the Welfare department to make sure they are OK. Staff will be offered access to welfare. Within the staff and student guidance, information relating to food and medicine deliveries, click and collect laundry services and NHS Volunteer Responders has been provided 	<p>Line managers to regularly communicate with any staff members who are self isolating.</p> <p>Ensure staff know welfare is available to them if they wish.</p> <p>Welfare to contact any student who is self-isolating.</p> <p>Direct staff and students to the guidance document that has information on support available</p>	<p>Line Managers</p> <p>COVID support, SMT</p> <p>Welfare Staff</p> <p>COVID support</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
Visitors attending Spirit Studios	<ul style="list-style-type: none"> Dedicated guidance for visitors has been created. A link to this guidance must be emailed to any visitor prior to their arrival. Visitor guidance is also present at the sign-in station in reception 	All staff and students to distribute visitor guidance	All staff, students	Ongoing
Multiple staff having to self-isolate, preventing Spirit Studios operating normally	<ul style="list-style-type: none"> In our staff guidance, we ask staff to minimise unnecessary face-to-face contact with others. Consider using video conferencing tools instead (Google Meet or Zoom). Where face-to-face meetings do take place, try keeping two metres apart, consider wearing face coverings and open any windows. Keep any face-to-face meetings as brief as possible. 	<p>Regularly communicate with staff the importance of minimising face-to-face contact, and take various precautions.</p> <p>Review how staff are following this. Make some measures mandatory if required.</p>	<p>COVID support, SMT</p> <p>SMT</p>	<p>Ongoing</p> <p>Ongoing</p>
Reception staff contracting COVID-19	<ul style="list-style-type: none"> A large transparent screen has been fitted to the reception desk, protecting reception staff 	None	N/A	Completed
Technical support contracting COVID-19 when providing technical support to staff,	<ul style="list-style-type: none"> In addition to the recommended measures for all individuals stated above, further guidance has been provided to technical staff to reduce the risk of them contracting COVID-19 when providing face-to-face technical support: 	<p>Regular communication with technical staff to ensure they are following the recommendations.</p> <p>Regular reviews with technical staff to see how these measures are performing.</p>	Head of Technology	Ongoing

students and visitors	<ul style="list-style-type: none"> • When someone requests technical support via reception, see if technical support can be provided verbally at that point from behind the transparent screens, rather than entering the facility they are using • As above, all technical staff will wash their hands prior to entering a facility. Be vigilant in not touching your face after touching any surfaces within the facility and wash your hands immediately on exit • Technical staff can ask the individual(s) to leave a facility prior to providing support, if they wish. • Technical support can be provided via Google Meet or Zoom if technical staff wish. 	Do technical staff have any recommendations? If so, implement and update staff and student guidance	Head of Technology, Facilities Manager, IT Technician(s), Audio Technician(s)	Ongoing
Tutors contracting COVID-19 when delivering lessons	<ul style="list-style-type: none"> • In addition to the recommended measures for all individuals stated above, further guidance has been provided to tutors to reduce the risk of them contracting COVID-19 when delivering face-to-face lessons: <ul style="list-style-type: none"> • Be observant of any students displaying COVID-19 symptoms. Tell them to go home and self-isolate, only leaving home to get a COVID-19 PCR test, and complete our COVID-19 self-isolation form. • Where appropriate, prop open internal doors of rooms to assist with creating a throughput of air. External windows may also be opened, where available. Please ensure any doors and windows are closed at the end of your session in that room. • Try to refrain from touching the keyboard and mouse of a student workstation. Instead, instruct the student to perform any actions. 	Regular communication with tutors to ensure they are following the recommendations. Regular reviews with tutors to see how these measures are performing. Do tutors have any recommendations? If so, implement and update staff and student guidance	Vice Principal, Academic Team Leader Vice Principal, Academic Team Leader, Lead Tutors, Tutors	Ongoing Ongoing

As per government guidelines, this risk assessment is published on our website:

<https://www.spiritstudios.ac.uk/covid-19/>

Minimum review date: 29th November 2021