

## COVID-19 Risk assessment

Date: 14th August 2023

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

<b>What are the Hazards?</b>	<b>Who might be harmed and how?</b>
<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 <u><a href="#">guidance for people previously considered CEV</a></u>.</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 <a href="#">NHS states the main COVID-19 symptoms</a> are:</p> <ul style="list-style-type: none"> <li>● <b>a high temperature or shivering (chills)</b> – a high temperature means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>● <b>a new, continuous cough</b> – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours</li> <li>● <b>a loss or change to your sense of smell or taste</b></li> <li>● <b>shortness of breath</b></li> <li>● <b>feeling tired or exhausted</b></li> <li>● <b>an aching body</b></li> <li>● <b>a headache</b></li> <li>● <b>a sore throat</b></li> <li>● <b>a blocked or runny nose</b></li> <li>● <b>loss of appetite</b></li> <li>● <b>diarrhoea</b></li> <li>● <b>feeling sick or being sick</b></li> </ul>	<p>Continually review the current COVID-19 symptoms as stated by the NHS 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>The symptoms are very similar to symptoms of other illnesses, such as colds and flu.</p> <p>Try to stay at home and avoid contact with other people if you have symptoms of COVID-19 and either:</p> <ul style="list-style-type: none"> <li>• you have a high temperature</li> <li>• you do not feel well enough to go to work or study</li> </ul>			
Individuals not being vaccinated	<ul style="list-style-type: none"> <li>• 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 <a href="#">COVID-19 FAQs for students in higher education institutions</a> document.</li> </ul>	<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,</p>	<p>Ongoing</p> <p>Ongoing</p>

			Welfare staff	
Individuals without symptoms unknowingly spreading COVID-19 at Spirit Studios	<ul style="list-style-type: none"> <li>• 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</li> <li>• We ask all staff, students and visitors to be in possession of a face covering should the need to use one arise</li> <li>• Spirit Studios keeps a small stock of disposable face coverings, should any staff forget theirs.</li> <li>• 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</li> <li>• We remind all staff, students and visitors to avoid touching their face with their hands as much as possible</li> <li>• Cleaning materials are available in all rooms and from reception should staff and students wish to</li> </ul>	<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>COVID support</p> <p>COVID support, academic staff, marketing staff, Welfare staff</p> <p>Caretaker</p> <p>Facilities Manager</p> <p>Cleaner</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

	<p>clean surfaces, such as computer keyboards, mice, console armrests and chair armrests. Bins specifically for these cleaning materials are located in each facility</p> <ul style="list-style-type: none"> <li>• 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 &amp; bathroom facilities.</li> <li>• 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.</li> </ul>	<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>Facilities Manager</p> <p>Cleaner</p> <p>Facilities Manager</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
<p>Individuals who feel ill with COVID-19 symptoms spreading COVID-19 at Spirit Studios.</p>	<ul style="list-style-type: none"> <li>• Our guidance to staff, students and visitors state the main COVID-19 symptoms as defined by the NHS.</li> </ul>	<p>Continually review the current COVID-19 symptoms as stated by the NHS. Communicate any changes.</p> <p>Regular communication of COVID-19 symptoms to staff</p>	<p>COVID support</p> <p>COVID support, academic</p>	<p>Ongoing</p> <p>Ongoing</p>

		and students and what to do if displaying symptoms.	staff, marketing staff, Welfare staff	
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 COVID-19 at spirit Studios	<ul style="list-style-type: none"> <li>• We have provided guidance on what individuals need to do under this scenario. We provide links to a range of government guidance on <a href="#">how to avoid catching and spreading COVID-19</a> and consider limiting contact with <a href="#">people who are at higher risk from COVID-19</a></li> <li>• We've also provided some guidance on reducing the transmission of COVID-19 within households.</li> <li>• Students are informed to communicate any instances of self-isolation and positive COVID-19 test results to any Halls of Residence or managed accommodation</li> </ul>	Continually review government guidance. Communicate any changes.	COVID support	Ongoing
Individuals who have been diagnosed with	<ul style="list-style-type: none"> <li>• In the staff, student and visitor guidance, we state what they need to do if they test positive for COVID-19.</li> </ul>	Welfare staff to be available for students who are choosing to self-isolate	Welfare staff	Ongoing

<p>COVID-19 and self-isolate</p>	<ul style="list-style-type: none"> <li>• Students who are choosing to self-isolate are asked to keep in touch with academic staff. A range of support options are provided within the student guidance, and welfare staff are available for support.</li> <li>• Line managers will keep in touch regularly with any staff who test positive, making sure they are OK and have the necessary resources to work from home, if they can, and are well enough to do so.</li> </ul>	<p>Line managers to regularly communicate with staff who are self-isolating</p>	<p>Line managers</p>	<p>Ongoing</p>
<p>Staff and students who are self-isolating may suffer poor wellbeing and a lack of access to key resources (food, medicine etc.)</p>	<ul style="list-style-type: none"> <li>• We understand how difficult it is for those who are self-isolating due to COVID-19.</li> <li>• Line managers will regularly keep in touch with staff who are self-isolating</li> <li>• Students who are self-isolating can contact the Welfare department.</li> <li>• 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</li> </ul>	<p>Line managers 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 be available for 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"> <li>• Dedicated guidance for visitors has been created, and this is available on our website</li> <li>• Visitor guidance is also present at the sign-in station in reception</li> </ul>	Ensure latest version of visitor guidance is available at reception	All staff, students	Ongoing
Technical support contracting COVID-19 when providing technical support to staff, students and visitors	<ul style="list-style-type: none"> <li>• 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: <ul style="list-style-type: none"> <li>• When someone requests technical support via reception, see if technical support can be provided verbally at that point, rather than entering the facility they are using</li> <li>• 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</li> </ul> </li> </ul>	<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>	<p>Head of Technology</p> <p>Head of Technology , Facilities Manager, IT Technician(s), Audio Technician(s)</p>	<p>Ongoing</p> <p>Ongoing</p>
Tutors contracting COVID-19 when delivering lessons	<ul style="list-style-type: none"> <li>• 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"> <li>• Where appropriate, prop open internal doors of rooms to assist with creating a throughput</li> </ul> </li> </ul>	<p>Regular communication with tutors to ensure they are following the recommendations.</p> <p>Regular reviews with tutors to see how these measures are</p>	<p>Curriculum and Quality Manager</p> <p>Curriculum and Quality</p>	<p>Ongoing</p> <p>Ongoing</p>



	<p>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.</p> <ul style="list-style-type: none"> <li>• Try to refrain from touching the keyboard and mouse of a student workstation. Instead, instruct the student to perform any actions.</li> </ul>	<p>performing. Do tutors have any recommendations? If so, implement and update staff and student guidance</p>	<p>Manager, Academic Team Leader, Programme Leaders, Tutors</p>	
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This risk assessment is published on our website:

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

Minimum review date: August 2024