

## Risk Assessment Covid 19

Company name: Blackheath Conservatoire

Assessment carried out by: Senior Management Team

Date of next review: Under continuous review

Date latest assessment was carried out: 27 August 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Virus – Covid-19</b>	Staff Students Visitors Contractors	All persons are to maintain a 1m + minimum distancing between one another.	Signage Verbal prompting to correct distancing infringements.	Front of House / Reception Staff and Premises Stewards. Also Tutors.	On re-opening	
	By infection with virus through transference from others due to close proximity	Reduce number of people in the building	Advise parents to bring students on time, avoid bringing siblings if possible, and wait outside	Marketing and Front of House	For re-opening	Done
	Transference of the virus through droplets in the air	Guidance to tutors and staff on distancing in various teaching scenarios	Install signage around the building to direct people	Premises Manager	On re-opening	Done
	Transference of virus through surface contamination	Information and guidance to students	On website, in brochure and in pre attendance documents	Marketing and Front of House	Pre opening	Done
		Surplus chairs and furniture removed to make more space and discourage sitting.	None ( Monitor )	Premises Steward.	On re-opening	Done
		Hand washing is encouraged throughout the day. Facilities including soap, hot water and paper towels are available.	Stocks are checked and replenished throughout the day.	Premises Steward/Cleaner.	Ongoing	
		A Perspex “sneeze” screen has been fitted to the	The screen needs to be regularly cleaned.	Premises Steward.	Ongoing	

NOTES : Studio 1 measures 7.7m x 11m and worktables measure 1.2m x 60cm adult

Studio 2 measures 7.7.m x 5.7m and worktables measure 1.5m x 75cm adult

1.2m x 60cm children

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		<p>reception desk to protect the front of house staff and customers</p> <p>Hand sanitising stations have been installed at the entrance lobby of Music Building; at reception lobby; at garden exit gate and in Art Building.</p> <p>Hand sanitiser is also available in each teaching room including Studio1 &amp; 2.</p> <p>Enhanced cleaning regime, by cleaners, staff and tutors</p>	<p>Stocks are checked and replenished throughout the day.</p> <p>Tutors and students advised that hands should be cleaned on entry and exit of teaching room. Tutors only to open doors if required.</p> <p>Stocks are checked and replenished throughout the day.</p> <p>A cleaning regime will be instigated whereby touchpoints are identified and disinfected regularly.</p> <ul style="list-style-type: none"> <li>• Automatic Door exit button [ ideally set on open daily ]</li> <li>• Waiting Room to garden door handle ( if not propped open)</li> <li>• Toilet door push plates and handles. Also taps and soap dispensers.</li> <li>• Teaching rooms – handles.</li> <li>• Piano keyboards.</li> <li>• Offices – handles/desks/copier.</li> <li>• Kitchen – handles. Kettle/Microwave/Fridge</li> <li>• Garden gate bolt.</li> <li>• Stair banisters.</li> </ul>	<p>Premises Steward.</p> <p>Marketing/ Front of House</p> <p>Cleaner / Premises steward</p> <p>Premises Manager Cleaner Tutors and staff</p>	<p>Ongoing</p> <p>On re-opening</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Done</p>

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			Enhanced cleaning of shared desks / resources	Front of House / Reception Staff and Premises Stewards. Also Tutors.	Ongoing	
			Tutors to clean piano keyboards and teaching instruments before and after every use.	Tutors	Ongoing	
			Signage and verbal prompting to correct mask infringements.	FoH / marketing	Ongoing	
		Wearing of masks in communal areas (note that under 11s and people with particular conditions are exempt)	Premises opening/closing.	Premises Steward	Ongoing	Done
		Increased ventilation of spaces. Doors and windows to be kept open.	Warn students and tutors and staff to wrap up warmly	Marketing and Front of House	Ongoing	Done
		Training for staff to ensure they know what to do.	Issue guidance on our COVID-secure measures to learners, tutors and staff	SMT	For re-opening	Done
		Appropriate PPE onsite	Open days for Tutors on 3 <sup>rd</sup> and 4 <sup>th</sup> September so that they can come and see and ask questions	SMT	For re-opening	Done
			None		3/ 4 September	
	Member of staff or tutor or student	Staff working in bubbles to limit contact where possible. Staff working from home where appropriate.	Advise staff, tutors and students not to come into building with	Front of House/Premises Manager	For re-opening	Done

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	reporting symptoms  Member of staff or tutor or student testing positive for COVID-19	Follow Government guidelines  Staff able to provide data for track & trace.  Teaching issues if tutor/ family member showing symptoms/testing positive/ in lockdown or quarantine	symptoms and advise on government guidelines  New online registers in place  Ensure tutors are trained and advised how to use them and are then using them.  All tutor contacts up to date  All staff contact details up to date.  Move teaching online if possible and if well enough, depending on the class.  Use existing make up or deputy system if possible  If possible use pre-recorded video to make up  If impossible to provide teaching, credit student (s)  Provide make up, or online teaching if possible or use pre-recorded video if possible. No credits will be issued as not financially viable to do so.	Front of House/Marketing  Operations Manager Operations Manager  Programme Manager  Individual tuition/Programme Manager/ Head of Music/  Individual tuition/Programme Manager/ Head of Music/	For re-opening  For re-opening  Ongoing  Ongoing	Done  Done

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		Learning issues if student/ family member showing symptoms/testing positive/in lockdown/quarantine				
<p><b>ENTRY / EXIT</b></p> <p>Pinchpoints where 1m + minimum distancing is difficult to maintain i.e. narrow entrance ; staircases.</p>	<p>Staff Students Visitors Contractors</p> <p>By infection with virus</p>	<p>A simple one way system has been designed to allow all persons to enter via the front door and exit via the garden gate.</p> <p>Priority is given to those coming down stairs.</p> <p>Keep to left on stairs and on landings.</p> <p>Notices have been erected to guide people.</p> <p>Entrance and Exit to Café from garden</p> <p>Entrance and Exit to Studio 1 from Alley</p> <p>Entrance and Exit to Studio 2 from Alley</p>	<p>Issue guidance on our COVID-secure measures to learners, tutors and staff</p> <p>Signage</p> <p>Consider possibility of extra staff for the first two weeks of term to ensure students know where they are going and are assisted in understanding the new systems</p>	<p>SMT/FOH</p> <p>SMT</p>	On re-opening	Done
<p><b>LEARNING</b></p> <p>Each teaching space has been assessed for size and is now limited to a maximum number of tutors and students learning in each room at any one time.</p> <p>Music Building</p>	<p>Staff Students Visitors Contractors</p> <p>By infection with virus</p>	<p>Signs on teaching room doors to indicate the maximum number of people allowed in at one time.</p> <p>Identification of instruments and resources so that they are not shared in group classes</p>	<p>Tutors are to ensure 1m + minimum distancing is enforced in the classes.</p> <p>Adequate supplies of sanitising fluid and cloths.</p>	<p>Tutors</p> <p>Head of Music</p> <p>Tutors</p>	On re-starting Individual and/or Group Tuition	Done

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<p>EYR - 9 persons Room 0 - 6 persons Room 1 - 8 persons Room 2 - 8 persons Room 3 - 4 persons Room 4 - 4 persons Room 5 - 6 persons Room 6 - 4 persons Room 7 - 11 persons Room 8 - 8 persons Room 9 - 3 persons Room 10 - 4 persons Room 11 - 4 persons Room 12 - 6 persons Room 13 - 3 persons Room 14 - 4 persons Room 15 - 4 persons</p> <p>Art Building</p> <p>Studio 1 - 30 people Studio 2 - 30 people Café - 30 people</p>		Sanitising of any group instruments after each session.		SMT		Done
		Providing instructions to tutors and students about how their classes will operate with social distance.	Communication to Parents to stay in EY music classes to facilitate social distancing.	FOH		Done
		Classes moved into larger rooms		Programme Manager/ Art Technician/ Tutors		Done
		Removal or change of props used in courses.	Removed flute and pTrumpet as aerosol issues. Replaced with cello and recorder.	Head of Music/Programme Manager		Done
		Changed the instruments used in Roundabout courses	Purchased more cellos and recorders			Done
			Thorough cleaning of shared instruments between classes	Tutors	Ongoing	Done
			Inform tutors and students	Marketing/Front of House		Done
		No loaning of instruments or music etc if students have forgotten them	Cleaning schedule to be devised			Done
		Moved certain classes online (eg choirs) or cancelled them for this term where risk higher of being unable to social distance etc		Premises Manager and Programme Manager		Done
		No concerts or end-of-term celebration events.				

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		<p>Washing machine installed onsite to facilitate regular washing of soft resources.</p> <p>Exams – using ABRSM guidance and allowing greater time and space for exams, cleaning and waiting</p>		Exam Manager	Ongoing	
<b>ADMINISTRATION</b>	<p>Staff Students Visitors Contractors</p> <p>By infection with virus</p>	<p>Each office has been assessed for size and is now limited to a maximum number of staff working in each room at any one time.</p> <p>Tutors Office : 2 Admin Office : 2 Reception Front Desk : 1 Reception Back Desk : 1</p> <p>All staff who can work from home are to do so, while ensuring buildings are staffed safely</p> <p>Each workstation allocated to an individual member of staff.</p> <p>2<sup>nd</sup> floor Kitchen to be used by 1 person at a time only</p> <p>No cash transactions at the front desk</p>	<p>Managers to roster staff working hours to staggered start and finish times.</p> <p>Shared desks cleaned before and after each shift.</p> <p>Photocopier to be used by designated members of staff</p> <p>Students informed</p>	<p>SMT</p> <p>Cleaner/Users</p> <p>All users</p> <p>Staff</p>	<p></p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Done</p> <p></p> <p>Done</p>
<b>CAFÉ</b>	Staff					

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( No contractor in place so Café space treated as teaching space.)	Students Visitors Contractors  By infection with virus	See above	See above	See above		
<b>GARDEN/SANDPIT</b>	Staff Students Visitors Contractors  By infection with virus	Tables and chair clusters are placed 1m+ minimum apart from one another.  Notices erected advising parents to maintain social distancing.  Sandpit toys have been removed and sandpits covered in astro turf to discourage playtime.  Rectangular sandpit allocated as additional bicycle storage.	Verbal prompting to correct distancing infringements.	All staff  Marketing  Premises  Premises		Done
<b>HEALTH &amp; SAFETY</b>  <b>First Aid</b>	Staff Students Visitors Contractors  By infection with virus	First Aiders should wear gloves and a mask prior to administering First Aid  Designated space [ ROOM 4 ] allocated for anyone who presents with COVID-19 symptoms on site to wait for collection.	Gloves and masks are located in the admin office.  Provide additional training to staff for what to do if a person is onsite with COVID-19 symptoms.	First Aiders  Premises Manager	Ongoing  Ongoing	
<b>Fire Alarm</b>		In the event of a fire alarm activation and building evacuation the normal procedure should apply but social distancing should be maintained throughout the evacuation and assembly.	Verbal prompting to correct distancing infringements.	Duty Manager / All staff	Ongoing	

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<b>SAFEGUARDING</b>	Lockdown due to virus has exacerbated some safeguarding issues	Staff and tutors to be reminded to be aware of possible issues and how to bring them to the attention of the safeguarding lead	Resending Safeguarding policy to all tutors and staff for the beginning of term	CEO		Done

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

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