

## 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: July 2021

What are the hazards?	Who might be harmed and how?	Initial actions implemented	Additional measures implemented	Who needs to carry out the action?	When is the action needed by?	Done
Virus – Covid-19	Staff Students Visitors Contractors:					
	By infection with virus through transference from others due to close proximity	We recommend that all persons are to maintain a 1m + minimum distancing between one another.	Signage installed.	Personal responsibility.	Ongoing	Done
	Transference of the virus through droplets in the air	Reduce number of people in the building.	Advise parents to bring students on time, avoid bringing siblings if possible, and wait outside.  Guidance communicated to tutors and staff on distancing in various teaching scenarios.  Information and guidance communicated to students.	Communicated through Marketing and Front of House	Ongoing	Done
		Surplus chairs and furniture removed to make more space and discourage sitting.	Signage installed (no waiting)	Premises Manager	Ongoing	Done

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	Transference of virus through surface contamination	Hand washing is encouraged throughout the day.	On website and in pre attendance documents None (Monitor)	Communicated by Marketing and Front of House	Ongoing	Done
		Facilities including soap, hot water and paper towels are available.	Stocks are checked and replenished throughout the day.	Premises Manager	Ongoing	Done
		A Perspex "sneeze" screen has been fitted to the reception desk to protect the front of house staff and customers.	The screen needs to be regularly cleaned.	Cleaning team.	Ongoing	Done
		Hand sanitising stations have been installed at the entrance lobby of Music Building; at reception lobby; and in Art Building. Hand sanitiser is also available in each teaching room including Studio1 & 2.	Stocks are checked and replenished throughout the day.	Premises team	Ongoing	Done
			Tutors and students advised that hands should be sanitised on entry and exit of teaching room. Tutors only to open doors if required.	Personal responsibility and signage prompts.	Ongoing	Done
		Enhanced cleaning regime, by cleaners, staff and tutors	A cleaning regime will be instigated whereby touchpoints are identified and disinfected regularly.	Cleaning team/Premises Steward.	Ongoing	Done
			Enhanced cleaning of shared desks / resources	Cleaner / Premises steward	Ongoing	Done
		Tutors to clean piano keyboards and teaching instruments before and after every use.	Tutors	Ongoing	Done	

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		Recommend to wear masks in communal areas (note that under 11s and people with particular conditions are exempt)	Signage	Personal responsibility.	Ongoing	Done
		Increased ventilation of spaces. Doors and windows to be kept open.	Premises team unlock windows and prop open doors.	Tutors to open and close windows in teaching rooms.	Ongoing	Done
			Warn students and tutors and staff to wrap up warmly/ dress appropriately	Communicated by Marketing and Front of House	Ongoing	Done
	Member of staff or tutor or student reporting symptoms	Follow Government guidelines	Advise staff, tutors and students not to come into building with symptoms and advise on government guidelines	Communicated by Marketing and Front of House	Ongoing	Done
	Member of staff or tutor or student testing positive for COVID-19	Staff able to provide data for track & trace.	All tutor contacts up to date All staff contact details up to date.  QR Code posted.	Front Of House	Ongoing	Done
		Teacher issues if tutor/ family member showing symptoms/testing positive/ in lockdown or quarantine	Advise staff, tutors and students not to come into building with symptoms and advise on government guidelines	Programme Mgt/Individual Tuition	Ongoing	Done

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		Learner issues if student/ family member showing symptoms/testing positive/in lockdown/quarantine.	Move teaching online if possible and if well enough, depending on the class. Use existing make up or deputy system if possible	Programme Mgt/Individual Tuition	Ongoing	Done
<b>ENTRY / EXIT</b>  Pinchpoints where 1m + minimum distancing is difficult to maintain i.e. narrow entrance ; staircases.	Staff Students Visitors Contractors :  By infection with virus	A simple one way system has been designed to allow all persons to enter via the front door and exit via the garden gate.  Priority is given to those coming down stairs.  Keep to left on stairs and on landings.  Notices have been erected to guide people.  Entrance and Exit to Café from garden  Entrance and Exit to Studio 1 from Alley  Entrance and Exit to Studio 2 from Alley	Issue guidance on our COVID-secure measures to learners, tutors and staff   Signage	SMT/FOH   SMT	Ongoing   Ongoing	Done   Done

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<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>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>(Teaching) Studio 1 - 30 people Studio 2 - 16 people Café - 15 people</p> <p>Alternative capacities apply to events (Following government guidelines)</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>Sanitising of any shared group instruments after each session.</p> <p>Providing instructions to tutors and students about how their classes will operate with social distance. Classes moved into larger rooms</p> <p>Removal or change of props used in courses.</p> <p>Changed the instruments used in Roundabout courses</p> <p>Roundabout assistants act as stewards to support clear direction of movement into and out of music building from Creativity Garden</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>Communication to Parents to stay in EY music classes to facilitate social distancing.</p> <p>Removed flute and Trumpet as aerosol issues. Replaced with cello and recorder.</p> <p>Purchased more cellos and recorders</p> <p>Thorough cleaning of shared instruments between classes</p>	<p>Tutors</p> <p>Artistic Director</p> <p>Tutors</p> <p>Head of Music/Programme Manager</p> <p>Premises/Tutors</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p>

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		<p>Minimal events and concerts to be held where appropriate social distancing measures can be implemented</p> <p>Washing machine installed onsite to facilitate regular washing of soft resources.</p>	<p>Capacities capped.</p> <p>Soft resources cleaned after class with disinfectant.</p>	<p>Marketing</p> <p>Premises Manager</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Done</p> <p>Done</p>
<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>All staff who can work from home are to do so, while ensuring buildings are staffed safely and adequately</p> <p>Each workstation cleaned</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>Greater office capacity</p> <p>Shared desks cleaned before and after each shift.</p>	<p>SMT</p> <p>Cleaner/Users</p> <p>Staff</p> <p>Front Of House</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p>

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<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 reinstalled and sanitiser installed in Creativity Garden  Staggered lunch breaks for summer holiday courses		Premises and personal responsibility  Marketing  Premises  Tutors/Assistants	Ongoing  Ongoing  Ongoing  Ongoing	Done  Done  Done  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 empty space 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	Done  Done
<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		Duty Manager / All staff	Ongoing	Done

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		maintained throughout the evacuation and assembly.				
<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.  All core Staff and Tutors to wear staff passes whilst on site	Safeguarding policy reviewed, updated and loaded to website. Online teaching policy complete approved and uploaded to website	CEO	Done	Done

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