

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: August 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 | Reduce number of people in the building. | Signage updated Advise parents to bring students on time, avoid bringing siblings if possible, and wait outside. | Marketing/ Premises Communicated through Marketing and Front of House | By 31.08.21 Ongoing | Done Done |
| | Transference of the virus through droplets in the air | Surplus chairs and furniture removed from 1 st and 2 nd floor landings to make more space and discourage sitting. Minimal furniture maintained in ground floor waiting room | Guidance communicated to tutors and staff on distancing in various teaching scenarios. Information and guidance communicated to students. Signage installed/amended as necessary (no waiting) | Marketing/ Premises Manager | By 31.08.21 | 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 | 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. Tutors and students advised that hands should be sanitised on entry and exit of teaching room. | Premises team Personal responsibility and amended signage prompts | Ongoing Ongoing | Done Done |
| | | Continued cleaning regime, by cleaners, staff and tutors | Continued cleaning of shared desks / resources | Cleaning team/Premises Steward/ staff | 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) | Updated Signage | Marketing/ Premises | Ongoing | Done |
| | | Tutors to collect keys from FOH to open classrooms, encouraged to ventilate spaces and lock and return keys at end of class | Tutors to open and close windows in teaching rooms. | Tutors | 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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| | | Member of staff showing symptoms/ testing positive to follow sickness process (completion of self-certification form to line manager) | | Member of staff and signed off by line manager | Ongoing | Done |
| | | 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 |
| ENTRY / EXIT | | | | | | |
| Pinchpoints on Ground Floor as learners enter and exit, particularly for Roundabout | Staff Students Visitors Contractors : | Entrance and exit encouraged both via front door or via alleyway through creativity garden, particularly with Roundabout | Amend Signage and installation of duplicate signage for Roundabout at both front of building and within Creativity Garden | Marketing/ Premises | Done | Done |
| | By infection with virus | Tutors to allow learners to be dropped off by parents/ guardians 5 minutes ahead of class start | Artistic Director and Programme Manager to liaise with tutors on flexibility around learner drop off to avoid waiting in groups on ground floor and landings | Done | Done | Done |
| | | Entrance and Exit to Café from garden | | | | |
| | | Entrance and Exit to Studio 1 from Alley | | Ongoing | Done | Done |
| | | Entrance and Exit to Studio 2 from Alley | | | | |

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| <p>LEARNING</p> <p>Each teaching space has been assessed for fire risk and 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>Maintain room capacities but remove signage</p> <p>Sanitising of any shared group instruments after each session (Roundabout in particular)</p> <p>Classes maintained in larger rooms</p> <p>Continued removal or change of props used in courses for Autumn term Changed the instruments used in Roundabout courses</p> <p>Events to be held where fire risk assessment capacities can be adhered to</p> | <p>Adequate supplies of sanitising fluid and cloths.</p> <p>Communication to Parents to discontinue to attend EY music classes, except when settling in required</p> <p>Plan to look at how original Roundabout instruments can be reinstated for Spring term and then communicated to learners</p> <p>Thorough cleaning of shared instruments between classes by tutors</p> <p>Capacities capped as per fire risk assessment and use of Eventbrite to have timed slots where appropriate?</p> | <p>Premises</p> <p>Tutors</p> <p>Artistic Director, Programme Director Programme Lead</p> <p>Artistic Director, Programme Director Programme Lead</p> <p>Programme Manager/ Tutors</p> <p>Marketing/ Premises</p> | <p>Ongoing</p> <p>Ongoing</p> <p>31.08.21</p> <p>27.09.21</p> <p>Ongoing</p> <p>Ongoing/ case by case</p> | <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> |

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| | | Washing machine installed onsite to facilitate regular washing of soft resources. | Soft resources cleaned on a rolling termly basis | Premises Manager | Ongoing | Done |
| ADMINISTRATION | Staff Students Visitors Contractors By infection with virus | 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. | Greater office capacity and Attic Office bookable | SMT | Ongoing | Done |
| | | Staff to return to work on site, while ensuring buildings are staffed safely and adequately | | | | |
| | | Each workstation cleaned | Shared desks cleaned before and after each shift. | Cleaner/Users | Ongoing | Done |
| | | No cash transactions at the front desk | | Front Of House | Ongoing | Done |
| GARDEN/SANDPIT | Staff Students Visitors Contractors : By infection with virus | Tables and chair clusters are placed 1m+ minimum apart from one another. | | Premises and personal responsibility | Ongoing | Done |

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| | | <p>Notices erected advising parents to maintain social distancing.</p> <p>Sandpits reinstalled in Creativity Garden</p> <p>Staggered lunch breaks for holiday courses</p> | | <p>Marketing</p> <p>Premises</p> <p>Tutors/Assistants</p> | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> | <p>Done</p> <p>Done</p> <p>Done</p> |
| <p>HEALTH & SAFETY</p> <p>First Aid</p> | <p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors</p> <p>By infection with virus</p> | <p>First Aiders should wear gloves and a mask prior to administering First Aid</p> <p>Anyone who presents with COVID-19 symptoms on site to be moved to an empty, separate space and await collection.</p> | <p>Gloves and masks are located in the admin office.</p> <p>Provide additional training to staff for what to do if a person is onsite with COVID-19 symptoms.</p> | <p>First Aiders</p> <p>Premises Manager</p> <p>Duty Manager / All staff</p> | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> | <p>Done</p> <p>Done</p> <p>Done</p> |
| <p>Fire Alarm</p> | | <p>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.</p> | | | | |
| <p>SAFEGUARDING</p> | <p>Lockdown due to virus has exacerbated some safeguarding issues</p> | <p>Staff and tutors to be reminded to be aware of possible issues and how to bring them to the attention of the safeguarding lead.</p> <p>All core Staff and Tutors to wear staff passes whilst on site</p> | <p>Safeguarding policy reviewed, updated and loaded to website. Online teaching policy complete approved and uploaded to website</p> | <p>CEO</p> <p>Premises, FOH and Core Staff to remind</p> | <p>Done</p> | <p>Done</p> |

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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