

## **Risk Assessment Covid 19**

**Company name: Blackheath Conservatoire**

**Date of next review: Under continuous review**

**Assessment carried out by: Senior Management Team**

**Date latest assessment was carried out: 15<sup>th</sup> February 2022**

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	Marketing/ Premises	By 31.08.21	Done
	Transference of the virus through droplets in the air		Advise parents to bring students on time, avoid bringing siblings if possible, and wait outside.	Communicated through Marketing and Front of House	Ongoing	Done
			Guidance communicated to tutors and staff on distancing in various teaching scenarios.			
			Information and guidance communicated to students.			
		Surplus chairs and furniture removed from 1 <sup>st</sup> and 2 <sup>nd</sup> floor landings to make more space and discourage sitting. Minimal furniture maintained in ground floor waiting room	Signage installed/amended as necessary (no waiting)	Marketing/ Premises Manager	By 31.08.21	Done
		Recommend to wear masks in communal areas (note that under 11s and people with particular conditions are exempt)	On website and in pre attendance documents		Ongoing	
		Encourage Staff and Tutors to take lateral flow tests regularly.	Further Increased Signage - interior & exterior	Marketing/ Premises Manager		Done
		Recommend 1-2 times weekly to catch asymptomatic cases and prevent spread of virus	Premises Manager/ Programme Manager/ FoH & Operations Manager	Ongoing	Done	

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<b>ENTRY / EXIT</b>						
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	Increased Signage - Installation of additional signage outside the front of building, as well as Roundabout signage in the Waiting Room for those entering via the Creativity Garden	Marketing/ Premises	Done	Done
				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	Ongoing	Done	Done
		Entrance and Exit to Café from garden				
Entrance and Exit to Studio 1 from Alley						
Entrance and Exit to Studio 2 from Alley						

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<b>LEARNING</b>						
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.	Staff Students Visitors Contractors :  By infection with virus	Maintain room capacities but remove signage		Premises	Ongoing	Done
Music Building  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		Sanitising of any shared group instruments after each session (Roundabout in particular)	Adequate supplies of sanitising fluid and cloths.	Tutors	Ongoing	Done
		Classes maintained in larger rooms	Communication to Parents to discontinue to attend EY music classes, except when settling in required	Artistic Director, Programme Director Programme Lead	31.08.21	Done
		Continued removal or change of props used in courses for Autumn term Changed the instruments used in Roundabout courses	Plan to look at how original Roundabout instruments can be reinstated for Spring term and then communicated to learners	Artistic Director, Programme Director,  Programme Lead	27.09.21	
Art Building  (Teaching) Studio 1 - 30 people Studio 2 - 16 people Café - 15 people			Thorough cleaning of shared instruments between classes by tutors	Programme Manager/ Tutors	Ongoing	Done
Numbers above account for capacity (seated) at 1m distancing.  Alternative capacities apply to events (Following government guidelines)		Events to be held where fire risk assessment capacities can be adhered to	Capacities capped as per fire risk assessment and use of Eventbrite to have timed slots where appropriate?	Marketing/ Premises  EY Tutors	Ongoing/ case by case	Done
			Soft resources cleaned on a		Ongoing	Done

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<b>ADMINISTRATION</b>	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

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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.  Sandpits reinstalled in Creativity Garden  Staggered lunch breaks for 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  Anyone who presents with COVID-19 symptoms on site to be moved to an empty, separate space and await 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 maintained throughout the evacuation and assembly.		Duty Manager / All staff	Ongoing	Done

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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.  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  Premises, FOH and Core Staff to remind	Done	Done

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