

## **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: 30<sup>th</sup> May 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	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 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  Marketing/ Premises Manager	By 31.08.21  Ongoing  By 31.08.21	Done  Done  Done
	Transference of the virus through droplets in the air		Signage installed/amended as necessary (no waiting)  On website			
		Support staff to work from home where operationally possible	Ensure Laptops and remote working equipment available to staff.	Line Manager	Ongoing	Done
		Hand washing is encouraged throughout the day.		Communicated through Marketing and Front of House	Ongoing	Done
		Facilities including soap, hot water and paper towels are available.		Premises Manager	Ongoing	Done
	Transference of virus through surface contamination	Hand sanitising stations have been installed at the	Stocks are checked and replenished throughout the day.	Premises Manager	Ongoing	Done
			Stocks are checked and			Done

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
<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.		Return to pre covid room capacities in line with fire regulations			Ongoing	Done
Music Building		Sanitising of any shared group instruments after each session (Roundabout in particular)	Adequate supplies of sanitising fluid and cloths.	Premises	Ongoing	Done
EYR - 13 persons Room 0 - 8 persons Room 1 – 12 persons Room 2 – 12 persons Room 3 – 6 persons Room 4 – 7 persons Room 5 – 7 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			Thorough cleaning of shared instruments between classes by tutors	Tutors	Ongoing	Done
		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?	Programme Manager/ Tutors	Ongoing/ case by case	Done
Art Building			Soft resources cleaned on a regular basis	EY Tutors	Ongoing	Done
(Teaching) Studio 1 – 30 people Studio 2 – 17 people Café - 15 people						
<b>SPECIAL EVENTS</b>						
	Staff Students Visitors Contractors	Return to pre covid room capacities in line with fire regulations	Each performance assessed on an individual basis and kept strictly within room capacities	Programme manager/ Premises Manager	Ongoing	Done

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
<b>ADMINISTRATION</b>	Staff Students Visitors Contractors	Return to pre covid room capacities in line with fire regulations		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
<b>GARDEN/SANDPIT</b>	Staff Students Visitors Contractors :	Sandpits reinstalled in Creativity Garden		Premises	Ongoing	Done

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
<b>HEALTH &amp; SAFETY</b>  <b>First Aid</b>          <b>Fire Alarm</b>	Staff Students Visitors Contractors	First Aiders should wear gloves and a mask prior to administering First Aid          In the event of a fire alarm activation and building evacuation the normal procedure will apply.	Gloves and masks are located in the admin office.          .	First Aiders          Duty Manager / All staff	Ongoing          Ongoing	Done          Done
<b>SAFEGUARDING</b>	With the end of lockdowns safeguarding issues are to follow normal practice	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/)