


Risk assessment for : Swindon Music Service



Risk assessment name	Covid Secure Risk Assessment - SYM at The Platform	Assessment type	 General
Assessor name	Peter Clark	Affected site(s)	Swindon Music Service - The Platform- SN1 5BJ (SN1 5BJ)
Assessment date	09/07/2020	Review period	Monthly
Approved by		Review date	08/08/2020
Approved date		Reference	SYM








Description

This Risk Assessment is for SYM activities at the Platform






Due to the emerging evidence and changes to Government Guidance, it is vital that the most up to date guidance for your country is referred to. This risk assessment sets out the controls that will be in place for the workplace and work activities in order to reduce the risk of the transmission of the Covid-19 virus and demonstrate that the organisation is Covid-Secure.

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
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 <p>1. Cleaning To Reduce Transmission Of Covid-19 - Risk of exposure to Covid-19 whilst cleaning the setting.</p>	<p>All staff, Contractors Visitors, Cleaners, Children, Parents</p> <p>How? Cleaning areas where Covid-19 may be present may lead to exposure to the virus. However- the cleaning of all areas correctly will reduce the risk of transmission overall.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;">  <p>Appropriate Disinfectant Products Used In Line With COSHH Assessment. Appropriate disinfectant to be used in line with the COSHH assessment - this will be communicated to staff. The product will be used in line with instructions for use and dilution rates and appropriate PPE provided and worn where indicated. Disposable cloths will be used where possible to reduce transmission.</p> </div> <div style="width: 48%;">  <p>Cleaning Regime For Personal Care In Place In line with existing policies and procedures for providing personal care - cleaning of toileting areas will be carried out accordingly using the appropriate PPE.</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 48%;">  <p>Cleaning Of the Platform Before Work Commences Assessment of cleaning requirements will be carried out prior to opening and appropriate cleaning will take place.</p> </div> <div style="width: 48%;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 48%;">  <p>Increased Cleaning Frequency Of Cleaning Throughout the Platform Increased cleaning regime in place throughout the Platform. Particular focus on commonly touched areas, equipment, surfaces and common shared areas and food preparation areas and dining areas. Cleaning materials will be stored safely in line with COSHH assessment for the setting and be available for cleaning instruments and equipment used by the pupils and staff.</p> </div> <div style="width: 48%;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 48%;">  <p>The Setting Will Be Cleared Of Waste Frequently Personal items removed at the end of the day and increased waste collection in place in all rooms throughout the Platform.</p> </div> <div style="width: 48%;"></div> </div>	<p>2 x 5</p>  <p style="font-size: 24px; color: orange;">10</p> <p>Medium</p>
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 <p>2. Hygiene Control Poor hand hygiene and respiratory hygiene control may lead to an increase in surface contamination.</p>	<p>All staff, Contractors Visitors, Children, Parents How? Increased risk of surfaces becoming contaminated with pathogens including Covid-19 leading to spread of infection.</p>	 <p>Employees, tutors, parents and pupils Advised To Wash Clothing After each visit to the Platform Employees, tutors, parents and pupils advised to launder clothes as soon as is possible when they return home.</p>  <p>Good Hand Hygiene Established With Pupils With appropriate resources, the pupils will be encouraged to carry out regular hand washing as part of the daily routines.</p> <p>All parents, pupils and tutors will be required to wash hands / sanitise upon arrival.</p>  <p>Good Respiratory Hygiene Staff, tutors and pupils to practice good respiratory hygiene with immediate disposal of tissues into the bin with regular collections. Appropriate resources for pupils will be supported to carry out good hygiene when they cough or sneeze.</p>	<p>2 x 5  10 Medium</p>



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		<p data-bbox="1332 817 1364 1048">Existing controls</p> <div style="display: flex; justify-content: space-between;"> <div data-bbox="1093 806 1268 1332" style="width: 45%;"> <p data-bbox="1173 806 1268 884"> Increased Hand Washing Facilities Provided</p> <p data-bbox="1093 907 1189 1332">Increased hand washing facilities provided throughout the setting.</p> <p data-bbox="917 907 1061 1288">Where this is not possible sanitiser will be provided - at entrances, exits, in each room and in common areas.</p> </div> <div data-bbox="1021 1366 1268 1892" style="width: 45%;"> <p data-bbox="1173 1366 1268 1444"> Increased Waste Management</p> <p data-bbox="1021 1467 1268 1892">Additional waste facilities will be available throughout the Platform with more frequent collections and removal - especially in changing and toileting areas for all.</p> </div> </div> <p data-bbox="790 806 885 884"> PPE Stock Managed</p> <p data-bbox="782 907 845 1892">In order to maintain the correct stock for PPE for personal care, cleaning etc PPE stock will be carefully monitored and managed.</p> <p data-bbox="678 907 742 1848">Contingency plans will be in place for replenishing stocks, use of reusable items that can be laundered correctly such as tabbards.</p> <p data-bbox="614 907 646 1780">Signs And Posters In Use To Remind To Practise Good Hygiene</p> <p data-bbox="534 907 598 1904">Relevant posters and signs displayed to remind employees of the need to wash hands for at least 20 seconds on a frequent basis.</p> <p data-bbox="399 907 494 1892">Also signs to remind employees to practice good respiratory hygiene - catching of coughing and sneezes and correct disposal of tissues followed by hand washing.</p> <p data-bbox="343 907 375 1220">Use Of Face Coverings</p> <p data-bbox="191 907 327 1332">If employees, tutors, parents and pupils choose to wear face coverings then they will be supported in the workplace.</p>	


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 <p>3. Movement Of People In The Platform (Including Employee, Tutors, Parents and Children) -The attendance of people in the Platform will increase the number of people in the premises which may increase the risk of Covid-19 transmission.</p>	<p>All staff, Contractors, Members of the public Visitors, Children and Parents How? Increased risk of transmission of Covid-19.</p>	 <p>Controlled Movement Of People Throughout The Platform. Use of one way systems, separate entrances and exits to reduce the number of people at cross over areas and pinch points. Monitoring and regulation of higher traffic areas such as corridors, entrances and stairwells. Use of signs and markings to indicate the direction of movement and advised social distances in place where appropriate.</p>  <p>Emergency Plans Updated And Communicated People do not have to adhere to social distancing where there is an emergency such as fire, an accident or a security threat or break in and the risk to safety is imminent. Those assisting others in emergencies should ensure they carry out stringent hygiene control afterwards including thorough handwashing.</p>  <p>Information, Instruction and Training Provided To Employees Employees consulted on risks and controls in the work place. Staff communicated with on a regular basis on changes to hazards and controls. Employees receive training through the use of training courses, posters, signs, announcements and briefings. This will include Covid-Specific training and further support for hygiene and infection control.</p>	<p>2 x 5 10 Medium</p>




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		<p data-bbox="1177 801 1262 891"></p> <p data-bbox="1238 913 1262 1727">Minimal Employees, tutors and pupils To Attend The Setting.</p> <p data-bbox="1161 913 1222 1883">Work organised so that minimal people are required to attend the Platform (maintaining the required ratios for safety) whilst supporting social distancing.</p> <p data-bbox="1058 913 1118 1832">Where possible this will be limited to the same people to prevent mixing of groups.</p> <p data-bbox="954 913 1015 1895">Staff will be grouped for working patterns where possible to avoid the mixing of groups.</p> <p data-bbox="858 913 919 1290">Pick Up And Drop Off Times Organised</p> <p data-bbox="711 913 842 1335">Parent pick up and drop off times allocated where possible to prevent groups of parents turning up at the same time.</p> <p data-bbox="831 1368 919 1458"></p> <p data-bbox="892 1480 919 1883">Pro-active Monitoring In Place</p> <p data-bbox="711 1480 874 1883">Pro-active monitoring in place to ensure that staff are adhering to controls and that control measures are adequate and effective.</p>	



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		 <p>Restriction On The Movement Of Pupils And Parents Throughout The Site</p> <p>Pupils to be grouped in cohorts / 'bubbles' who do not mix during the day.</p> <p>Groups to remain fixed where at all possible to prevent mixing.</p> <p>Groups remain in their room and do not rotate to other rooms.</p> <p>Where possible these groups will eat and toilet in their own rooms away from the other groups.</p> <p>Outside spaces that may be shared - will be shared at different times with cleaning of equipment and surfaces in between.</p> <p>Shared use of communal inside areas will be avoided where possible.</p> <p>Parents to drop off/ pick up the child at setting entrance or door to avoid the need to come into the setting (unless 'settling in' is required to prevent distress).</p> <p>Only 1 parent to attend where possible.</p> <p>The same member of staff from that grouping to be used where at all possible.</p>	



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		<p> Restrictions On The Number Of Pupils Attending The Platform Numbers of those attending the Platform restricted</p> <p>Review of the numbers to attend the Platform based on room capacity, the ratio of staff needed and the numbers advised by the Government to be able to support social distancing where possible.</p> <p>Pupils grouped into cohort or 'bubbles' and these kept fixed where possible to reduce mixing- the staff to remain fixed to this group too with no rotation to other rooms.</p> <p> Signage And Floor Markings In Place Posters and signs to be used to remind people of the requirement to adhere to social distancing, to wash hands frequently and to practice good respiratory hygiene (coughs and sneezes).</p> <p>Age-appropriate posters, floor markings, use of mats, resources to support children to follow social distancing, hand hygiene as much as possible.</p> <p>Use of games, songs and activities to encourage hand hygiene and social distancing.</p> <p> Staggered Work Patterns Working patterns organised to reduce the number of persons on-site at any one time and also staggered to reduce the number of people arriving and leaving to prevent cross over at the Platform's entrances, locker rooms and staff rooms.</p> <p>Cohorts or Teams to be fixed where possible to prevent mixing of different people on shifts.</p>	





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		<p data-bbox="1173 801 1264 891"> Touch-based Devices Disabled Where Possible Where this does not introduce further hazards, touch-based controls/access/security devices will be disabled.</p> <p data-bbox="1021 913 1120 1910">For machines/ equipment that relies on touch screen - this will be limited to as few people as possible with increased cleaning carried out before and after use and hand hygiene practised before and after use.</p> <p data-bbox="885 801 986 891"> Ventilation On Site Increased As Much As Possible. Windows and doors opened as much as possible to increase ventilation - where this does not increase any risks to the safety and security.</p> <p data-bbox="742 913 841 1888">Use of extraction fans may be used to increase ventilation, where safe to use. Adjustments to be made to ensure adequate ventilation remains in place.</p> <p data-bbox="673 913 705 1366">Fire doors will not be propped open.</p> <p data-bbox="571 913 635 1854">Guidance on use of Shared Air Conditioning will be taken with a competent engineer.</p>	






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		<p> Vulnerable Employees and tutors Proactively Supported And Protected. Where employees and tutors are at increased risk from Covid-19 and its associated complications, each case will be assessed individually to ensure they are adequately protected and supported.</p> <p>This may include Black, Asian and Minority Ethnic (BAME) employees, pregnant women, older people and those with underlying health conditions.</p> <p>Appropriate individual risk assessments will be completed where required.</p> <p>Guidance for those deemed Clinically Vulnerable and Clinically Extremely Vulnerable will be followed.</p> <p> Will Follow Test, Trace And Isolation Requirements Where employees and tutors are required to isolate due to themselves or their household/bubble having symptoms or positive test result, being required by NHS Test & Trace or due to travel quarantine requirements they will not be permitted to attend the workplace.</p>	




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<p>4. Social Distancing Guidelines Cannot Be Met -Activities, where social distancing cannot be followed</p> 	<p>All staff How? Being in close proximity may lead to increased risk of the spread of the Covid-19 virus.</p>	 <p>Workstations Will Be Organised To Support Social Distancing For office staff- workstations will be arranged so that social distancing can be adhered to.</p> <p>Markers or floor plans to demonstrate social distancing.</p> <p>Desks will be spaced out to maintain distance between people.</p> <p>Hot-desking will be prevented where at all possible- if this is not possible thorough cleaning will take place before and after use of all equipment.</p> <p>Where possible use of own peripherals such as mouse and keyboards and headsets will be in place.</p> <p>Where social distancing cannot be maintained further controls will be in place: Desks to allow people to work side by side or facing away from each other. Use of screens to separate people. Increased cleaning of areas. Increased ventilation Fixed teams in spaces</p>  <p>Employees and Tutors To Avoid Face To Face Work Where Possible Where possible employees and tutors will work side by side or back to back to avoid working face to face.</p>	<p>3 x 5 15 Medium</p> 







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<p>in full, may lead to increased risk of the transmission of the virus due to being in close proximity. It is recognised that it will be hard to ensure that younger children or those with additional needs may not be able to adhere to social distancing.</p>		<p> Improved Ventilation Workspaces will be well ventilated through natural or mechanical means to increase air changes.</p> <p>Relevant HVAC engineers will be consulted where appropriate to ensure safe and effective ventilation is achieved.</p> <p> Increased Cleaning Carried Out Increased cleaning of surfaces where people are operating within the advised social distancing to be carried out.</p> <p> Increased Handwashing Carried Out Provisions will be made in order for people to be able to wash their hands more frequently- including before and immediately after carrying out tasks where social distancing has not been maintained.</p> <p> Physical Barriers or Screens In Use To screen people from each other physical barriers or screens will be used and cleaned frequently.</p> <p> Staff Teams / Groups Will Be Kept Fixed Where Possible To reduce the number of different people working within the advised social distance, fixed teams and partners will be placed where at all possible to reduce the level of possible transmission.</p>	


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		<p data-bbox="1173 801 1264 891"></p> <p data-bbox="1173 913 1264 1339">Time Spent Within The Advised Social Distancing To Be Kept To A Minimum</p> <p data-bbox="1021 913 1152 1339">The time where persons are within the advised social distance will be kept to as short a time as practicable possible.</p> <p data-bbox="861 801 952 891"></p> <p data-bbox="925 913 957 1796">Use of Personal Protective Equipment (PPE) And Face Coverings</p> <p data-bbox="813 913 912 1881">Additional PPE beyond what is normally worn to control workplace risk, for management of Covid infection has limited benefits and precautionary use of additional PPE for this purpose is not encouraged.</p> <p data-bbox="678 913 777 1904">However where the risk assessment identifies high risk of transmission due to difficulties implementing controls such as social distancing then the use of face coverings or PPE will be considered as a further control measure.</p> <p data-bbox="566 913 638 1899">Appropriate PPE or face covering will be selected and employees trained in its safe and effective use, storage and disposal in line with PPE risk assessment.</p> <p data-bbox="475 913 542 1276">Work Activity Assessed To Deem If It Will Proceed</p> <p data-bbox="295 913 462 1310">If social distancing cannot be maintained, the activity will be assessed to deem if it is safe to go ahead with the appropriate mitigation factors in place.</p> <p data-bbox="443 801 534 891"></p>	


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 <p>5. Individuals Displaying Symptoms - Coronavirus reportedly spread through exposure or contact to cough droplets. People developing on-set of symptoms within the setting.</p>	<p>All staff, Contractors Visitors, Children and Parents</p> <p>How? An individual could develop symptoms of Covid-19, which includes a high/raised temperature, a new/continuous cough or loss of sense of taste or smell which may lead to increased risk of transmission of Covid-19.</p>	 <p>Cases Recorded and Investigated. Records maintained of those who are isolating or who develop symptoms at the setting. Investigations carried out if the transmission could be work-related in the event it needs to be reported under RIDDOR. Appropriate risk assessments and work activities reviewed to ensure there are effective controls or if any changes are required.</p>  <p>Communication With Parents SYM to communicate with parents on the procedure if anyone in their household has any symptoms that they cannot attend and what the procedure is if someone develops symptoms on site. Return to SYM questionnaire/communication carried out to establish why the child was not present.</p>  <p>Good Hand Washing/Hygiene Procedures Observed Staff should be carrying out regular hand washing for at least 20 seconds using soap and water or use of a sanitiser if this is not available. Following cleaning an area after a symptomatic person the hands should be thoroughly cleaned.</p>  <p>Health Status Of People Monitored Return to setting health questionnaire in place for those children and staff who have been absent.</p>	<p>4 x 6  Medium</p>


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		<p style="text-align: center;"></p> <p>People Not To Return To The SYM And Should Self-Isolate For those displaying symptoms of a high or raised temperature or new/persistent cough, isolation should be exercised immediately, ensuring Line Management are informed.</p> <p>Should individuals live with those displaying symptoms, they should isolate for 14 days. If by themselves, 7 days.</p>	





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		<p data-bbox="1173 801 1262 891"></p> <p data-bbox="1236 913 1262 1352">Person To Go Home Immediately</p> <p data-bbox="1161 913 1225 1899">The employee or tutor will be sent home directly from work and maintain social distancing to do so.</p> <p data-bbox="1023 913 1118 1899">For those such as children who require someone from their household to come and pick them up - they will wait in an isolated room away from anyone else until they are collected.</p> <p data-bbox="954 913 979 1581">Any windows will be kept open to increase ventilation.</p> <p data-bbox="778 913 906 1861">Any person waiting with the symptomatic person should be from their group and PPE may be considered if social distancing cannot be maintained. This may include use of face mask and eye protection if risk of splashing to the eyes from coughing or spitting.</p> <p data-bbox="639 913 735 1906">If the person requires the toilet they will use a different toilet that will then not be used by others for 72 hours or until it has been cleaned thoroughly in line with guidelines.</p> <p data-bbox="501 913 596 1906">This area will then be left closed for 72 hours or if this is not possible it will require thorough cleaning afterwards in accordance with the guidance, with the person then carrying out through hand hygiene afterwards.</p> <p data-bbox="395 913 459 1890">Persons with symptoms should not be attending the nursery to pick up or drop off children.</p>	







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		<p data-bbox="1332 817 1364 1041">Existing controls</p> <p data-bbox="1173 801 1264 891"></p> <p data-bbox="1236 913 1268 1601">Positive Tests Will Trigger Self Isolation For Group</p> <p data-bbox="1157 913 1220 1892">Where a staff member or pupil tests positive for Covid-19 the rest of the room/group will be sent home and advised to self isolate for 14 days.</p> <p data-bbox="1053 913 1117 1848">The rest of the SYM and their households do not need to self isolate unless their household develops symptoms.</p> <p data-bbox="949 913 1013 1881">The local public health team will be consulted for further required action in the event of positive tests confirmed for the setting.</p> <p data-bbox="885 913 917 1624">Waste Disposed Of With Care With Local Guidelines.</p> <p data-bbox="742 913 869 1870">Any waste from areas where symptomatic people have worked- including the PPE and cleaning items that have been used will be double-bagged and labelled and disposed of 72 hours with normal collection arrangements - or if test results come back negative where applicable.</p> <p data-bbox="638 913 702 1881">If unable to store the waste then arrangements for clinical waste collection will be made.</p> <p data-bbox="542 913 606 1332">Will Follow Government Advice On Testing And Tracing</p> <p data-bbox="399 913 526 1310">Will follow the relevant protocol for booking a Covid-19 test and any subsequent tracing and isolation that should follow.</p>	






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 <p>Coming To Activities And Leaving Activities - Sharing of a vehicle to, from the Platform or use of public transport may lead to an inability to maintain social distancing.</p>	<p>All staff, Members of the public</p> <p>How? Exposure to the virus due to inability to maintain social distancing leading to potentially contracting the virus.</p>	 <p>Work Area Cleaned Thoroughly Using Disinfectant Following Guidelines. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>If dealing with bodily fluids or suspected Covid-19 person then extra precautions will be needed which will include protection for eyes, fluid-resistant mask in addition to the disposable gloves and aprons.</p> <p>For disposal these should be then double-bagged and labelled and stored safely and securely for 72 hours before disposal by normal means of collection.</p> <p>Staff will be trained in the effective use of PPE to ensure it offers the correct level of protection.</p>	<p>2 x 5</p>  <p>10</p> <p>Medium</p>
<p>Coming To Activities And Leaving Activities - Sharing of a vehicle to, from the Platform or use of public transport may lead to an inability to maintain social distancing.</p>	<p>How? Exposure to the virus due to inability to maintain social distancing leading to potentially contracting the virus.</p>	 <p>Safer Travel Supported</p> <p>Car sharing with people from different households will be discouraged.</p> <p>Alternatives such as walking and cycling will be supported with increased facilities.</p> <p>Use of Public Transport will be discouraged and where this is not possible employees will follow Government requirement to wear face coverings and practice high standards of hygiene and maintain social distancing.</p> <p>Shifts Staggered</p> <p>Where at all possible shifts will be staggered to allow employees to travel outside of rush hours as well as staggering arrival and departure times to avoid cross over at staff rooms, locker rooms and exits.</p>	<p>Medium</p>




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 <p>Common Areas (Including Kitchens and Welfare Facilities and Entrances To The Setting). - Due to areas being frequently utilised, the potential for infection is increased. This includes stairwells, waiting areas, seating areas as well as toilets, changing room and kitchen areas. This also includes entrance areas such as foyers, porches and hallways where people arrive and leave.</p>	<p>All staff, Contractors Visitors, Children and Parents</p> <p>How? Common areas may restrict the ability to maintain social distancing. Due to heavy foot fall, surfaces may be touched more frequently and individuals may cross paths more often.</p>	 <p>Access To Toilets / Showers/ Changing Rooms Controlled Restrictions on the number of people using facilities at any one time to allow for social distancing.</p> <p>Use of markings and posters to indicate the social distancing requirements.</p> <p>Staff to support the children to maintain social distancing when toileting.</p>  <p>Break Times Staggered And Employees Remain On Site Employees and tutors to remain on site where possible during breaks.</p> <p>Break times to be staggered to prevent the gathering of people.</p>  <p>Increased Frequency Of Cleaning Of Toilets / Changing Rooms and Kitchens. Increased cleaning of the welfare facilities will be carried out on-site- including staff toilets and children's toileting facilities.</p> <p>Increased frequency of cleaning of kitchen facilities to be carried out.</p> <p>Employees to clean kitchen items before and after use.</p>  <p>Numbers Of People In Common Areas Managed. Individuals using common areas will be kept to a minimum at all times and social distancing will be strictly adhered to.</p>  <p>Pro-active Monitoring In Place Common areas, including toilets and access and egress routes are monitored frequently, ensuring individuals are exercising social distancing.</p>	<p>2 x 5 10</p> <p>Medium</p>


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 <p>Handling Items, Materials And Using On-Site Vehicles. - Employees occupying work vehicles at the same time or shared use of common items,</p>	<p>All staff, Contractors Visitors, Children, Parents How? Inability to maintain social distancing or coming into contact</p>	 <p>Regular Cleaning Of Common Area And Touch Points. Common areas where people pass through are to be cleaned frequently but specific attention to be paid to areas where people spend more time or common touchpoints. These will be cleaned more intensely/frequently. The appropriate disinfectant will be used in line with the COSHH Assessment and the correct PPE worn which will be disposed of correctly. Disposable cloths will be used where possible to reduce transmission.</p>  <p>Staff Room And Kitchen Facilities Restricted Staffroom and kitchen access restricted to limit the number of people permitted at any one time. Employees encouraged to bring in own food to avoid the need to use facilities.</p>  <p>All Items To Be Cleaned Regularly Any goods or items entering the site will be cleaned using appropriate cleaning products. All commonly used equipment such as laptops, tablets, toys, play equipment and resources to be cleaned regularly.</p>	<p>2 x 5  10 Medium</p>

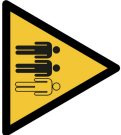




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toys and equipment.	with contaminated surfaces may lead to contraction of the Covid-19 virus.	<p data-bbox="1177 801 1264 891"></p> <p data-bbox="1241 913 1264 1910">Good Hand Washing/Hygiene Procedures Observed Before and After Use</p> <p data-bbox="1129 913 1220 1883">All employees to wash hands for 20 seconds with soap and water or use sanitiser, before and after handling any equipment or materials or before and after using any work vehicles.</p> <p data-bbox="1023 913 1086 1794">Children to wash hands after handling shared toys and resources and discouraged from placing near the face.</p> <p data-bbox="895 801 986 891"></p> <p data-bbox="965 913 986 1151">Items Not Shared</p> <p data-bbox="818 913 948 1330">Personal items such as blankets, flannels, towels and bedding will not be shared between children - allocated own materials for use.</p> <p data-bbox="715 913 774 1267">Food and utensils will not be shared.</p> <p data-bbox="587 801 678 891"></p> <p data-bbox="651 913 678 1823">Mitigation Of Risk For Employees Travelling And Working Together</p> <p data-bbox="576 913 635 1794">Workplace transport such as work minibuses will have limited persons permitted.</p> <p data-bbox="504 913 531 1765">Seats will be left empty to allow for social distancing where possible.</p> <p data-bbox="432 913 459 1738">Pairs or teams to be fixed to reduce the number of people mixing.</p> <p data-bbox="360 913 387 1877">Passengers to sit as far away from each other and avoid sitting face to face.</p> <p data-bbox="288 913 316 1675">Windows to be kept open during travel to improve ventilation.</p>	



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		<p data-bbox="1173 801 1264 891"></p> <p data-bbox="1204 913 1268 1303">Non-Essential Deliveries Not Permitted</p> <p data-bbox="1056 913 1189 1303">Non-business deliveries to workplace will be discouraged - such as personal items being delivered to work.</p> <p data-bbox="997 913 1029 1489">Vehicles Not Shared Where At All Possible</p> <p data-bbox="917 913 981 1892">Where the job permits, vehicles will not be occupied by more than one person at any one time.</p> <p data-bbox="813 913 877 1881">Where possible the same person will use the same vehicle and not swap with other drivers.</p> <p data-bbox="710 913 774 1904">If vehicles are to be used by different people at different times then they will be cleaned before and after each use.</p> <p data-bbox="606 913 670 1904">Vehicles taken home by employees will be cleaned before the next person uses it.</p> <p data-bbox="462 913 566 1892">Where children are to be transported- it will be only with people from their group or bubble including the member of staff and where possible the child will be sat 2m away from the member of staff.</p>	




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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Managing Parents, Visitors and Tutors Coming the Platform. - Parents, pupils & tutors, couriers, deliveries, contractors and other visitors attending the Platform.</p>	<p>All staff, Contractors Visitors, Children, Parents How? Transmission of Covid-19 between visitors to site and employees.</p>	 <p>Access To Welfare Facilities Controlled Access to welfare facilities is strictly controlled with increased cleaning carried out and use monitored.</p>  <p>All Visitors To Site To Be Pre-Arranged And Times Staggered Non-essential visitors/contractors to be requested or permitted on site. No unauthorised visitors to be permitted on site- they will be turned away until correct arrangements made. Visitors to be allocated specific time slots and staggered to reduce the number of people on site. Where possible visitors and contractors will be arranged to attend outside of setting opening times when less staff and no children will be on site.</p>  <p>Documentation Issued Electronically Where Possible To reduce the need to exchange paperwork and other documents, the information will be exchanged electronically instead where at all possible.</p>  <p>Good Hand Washing/Hygiene Procedures Observed By Employees Employees to wash hands for 20 seconds with soap and water regularly and have access to sanitiser where this is not possible- before and after any interaction with others.</p>	<p>3 x 5 15 Medium</p>



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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p> Increased Cleaning Regime In Place For Touch Points And Interfaces.</p> <p>Increased cleaning of areas where there are interactions with others not from the workplace will be carried out. This includes waiting areas, handles, handrails, counter tops.</p> <p>Managed Entry</p> <p>The number of people permitted inside the premises will be restricted to allow effective social distancing.</p> <p>There will be the use of effective queue management outside the premises where necessary,</p> <p>The entrance/ exit points for contractors/ visitors etc will be away from employee areas where possible to minimise contact with other people.</p> <p>Parents will be advised of the procedure for pick up and drop off to avoid them congregating at the entrances. This may include markings on the floor, one way systems or asking them to wait in their vehicles.</p> <p>Protective Interface Established</p> <p>Use of markings, signage and potential use of screens (existing or temporary plexi-glass) to provide a barrier between a visitor to site and employee.</p> <p>Use of Telcom at the entrance to avoid the need for staff to open doors to speak to visitors.</p> </div> <div style="width: 48%;"> <p> Information Communicated To Visitors To Site</p> <p>Prior communication issued to expected visitors to site through phone, email or website.</p> <p>Information signs displayed at visitor arrival areas to make procedures clear.</p> </div> </div>	








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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p data-bbox="1173 801 1264 891"></p> <p data-bbox="1204 913 1268 1238">Remote Communication Encouraged</p> <p data-bbox="1024 913 1189 1305">Where possible remote communication with visitors, parents and contractors will be used rather than attendance on site.</p> <p data-bbox="896 801 987 891"></p> <p data-bbox="960 913 992 1675">Revised Pick Up and Drop Off Procedures For Deliveries</p> <p data-bbox="885 913 949 1787">Designated areas for non-contact deliveries will be in place with clear instructions for couriers.</p> <p data-bbox="778 913 845 1910">Revised delivery / collection methods to reduce the number of visitors to the site such as bulk drop-offs and pick-ups to reduce frequency of visitors.</p> <p data-bbox="710 913 742 1590">Limited people to carry out the collection of deliveries.</p> <p data-bbox="619 913 683 1294">Sanitiser Available At Visitor Interfaces.</p> <p data-bbox="502 913 603 1299">Sanitiser available at locations where contractors / visitors will present to employees.</p> <p data-bbox="379 801 470 891"></p> <p data-bbox="443 913 475 1182">Supervision On Site</p> <p data-bbox="331 913 430 1904">Where contractor tasks are required to be supervised- social distancing will be maintained. The host person on site will be aware of their responsibilities to support social distancing and informing the contractor of their requirements.</p>	







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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p data-bbox="1177 801 1265 891"> Visitor Records Maintained Records of those who have attended site to be maintained where possible.</p> <p data-bbox="1091 913 1155 1883">If requiring people to sign in - pens will not be provided to reduce the need to share equipment.</p> <p data-bbox="986 913 1054 1872">Touchscreen sign-in systems will be disabled where possible - if not possible then cleaning and sanitising product will be located adjacent to the device.</p> <p data-bbox="815 801 919 891"> Waiting Area For Visitors / Contractors Well Managed Any waiting area for people on site will allow for adequate social distancing in the seating arrangements.</p> <p data-bbox="710 913 774 1856">Use of signs and markers and announcements to remind any visitors of the requirements.</p> <p data-bbox="608 913 671 1899">Entry to waiting area restricted if the number of people will restrict the ability to socially distance.</p> <p data-bbox="502 913 566 1899">People may be turned away until a more suitable time is available where social distancing can be managed.</p>	

Risk assessment for : Swindon Music Service

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Meetings People coming together in close proximity to attend meetings.</p>	<p>All staff, Contractors Visitors How? Increased risk of transmission of Covid 19</p>	<p> Meetings Carried Out Remotely Where Possible Where possible meetings will be carried out remotely to avoid the need for people to come together.</p> <p> Meetings To Be Held In Well Ventilated Locations Meeting to be held outside where possible. If not then meetings will be held in well-ventilated rooms where windows or doors can be open or use of extractor fans to support ventilation.</p> <p> No Sharing Of Equipment Permitted No items are to be shared at any time during the meetings such as pens, computers etc.</p> <p> Sanitiser To Be Provided As well as handwashing before and after the meeting, hand sanitiser will be provided for use for meeting participants.</p> <p> Social Distancing To Be Maintained All participants to be reminded prior to meeting of the need to adhere to social distancing at all times. Desks and chairs will be arranged to support social distancing or meeting will be held stood up. Signs and markings to be used in regular meeting spaces to indicate advised social distances.</p>	<p>2 x 5  10 Medium</p>

Risk assessment for : Swindon Music Service

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Shared Workspaces With Other Organisations</p> <p>Sharing of premises with other employers, organisations or contractors.</p>	<p>All staff, Contractors, Members of the public</p> <p>Visitors, Children, Parents</p> <p>How?</p> <p>The activities of other people in the premises may lead to variations in the level of controls in place which may increase the risk of transmission of the Covid-19 Virus.</p>	<p> Communication and Cooperation With Others</p> <p>Occupying Premises (Including Landlords)</p> <p>There will be effective communication between any other employers, organisations or contractors in shared premises to ensure there is cooperation on the controls in place to reduce transmission.</p> <p> Increased Hand Washing</p> <p>Supporting of increased handwashing through the provision of facilities such as additional wash stations or provision of sanitiser where this is not available.</p> <p> Staggered Break Times With Other Organisations In Premises</p> <p>To reduce the number of people from differing organisations accessing canteen or welfare facilities or using stairwells and corridors at the same time.</p> <p> Increased Cleaning Arrangements In Place</p> <p>A coordinated approach to increased frequency of cleaning of surfaces in common and shared areas such as stairwells, toilets, kitchen facilities.</p>	<p>3 x 5</p> <p> 15</p> <p>Medium</p>

Further control measures

None required

Operating procedures

In the context of COVID-19 this means working through these steps in order:

In every workplace, increasing the frequency of handwashing and surface cleaning.

Businesses and workplaces should make every reasonable effort to enable working from home as a first option.

Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).

Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.

Further mitigating actions include:

- Increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
- Improving ventilation
- Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead.
- No one is obliged to work in an unsafe work environment.

Taken From: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

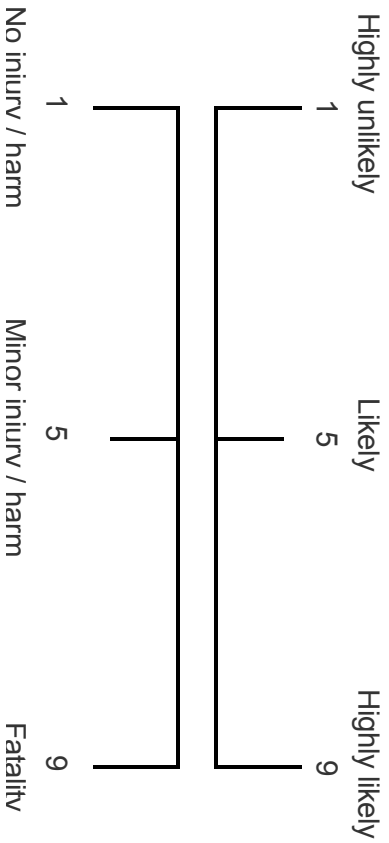
Supporting evidence

[OUT OF school for the Summer
Holidays and Autumn term
2020\[1\].docx](#)

09/07/2020 -44799 kb

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.



Probability \ Severity	1	2	3	4	5	6	7	8	9
9	18	27	36	45	54	63	72	81	81
8	16	24	32	40	48	56	64	72	72
7	14	21	28	35	42	49	56	63	63
6	12	18	24	30	36	42	48	54	54
5	10	15	20	25	30	35	40	45	45
4	8	12	16	20	24	28	32	36	36
3	6	9	12	15	18	21	24	27	27
2	4	6	8	10	12	14	16	18	18
1	2	3	4	5	6	7	8	9	9

What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Peter Clark

Approved by signature:

Risk assessment for : Swindon Music Service

Employee(s)/Worker(s) acknowledgement

The signs below acknowledge receipt of this risk assessment and confirm that they have read and understood the requirements of the risk assessment.

Employee name	Signature(s)	Date

Employee name	Signature(s)	Date