


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	02/09/2020	Review period	Annually
Approved by	Peter Clark	Review date	02/09/2021
Approved date	02/09/2020	Reference	SWI947363



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</p> <p>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 data-bbox="801 220 891 304"> </div> <p>Appropriate Disinfectant Products Used In Line With COSHH Assessment.</p> <p>Appropriate disinfectant to be used in line with the COSHH assessment - this will be communicated to staff.</p> <p>The product will be used in line with instructions for use and dilution rates and appropriate PPE provided and worn where indicated.</p> <p>Disposable cloths will be used where possible to reduce transmission.</p> <div data-bbox="801 564 891 649"> </div> <p>Cleaning Of the Platform Before Work Commences</p> <p>Assessment of cleaning requirements will be carried out prior to opening and appropriate cleaning will take place.</p> <div data-bbox="1361 564 1451 649"> </div> <p>Cleaning Regime For Personal Care In Place</p> <p>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 data-bbox="801 841 891 925"> </div> <p>Increased Cleaning Frequency Of Cleaning Throughout the Platform</p> <p>Increased cleaning regime in place throughout the Platform.</p> <p>Particular focus on commonly touched areas, equipment, surfaces and common shared areas and food preparation areas and dining areas.</p> <p>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 data-bbox="801 1187 891 1272"> </div> <p>The Setting Will Be Cleared Of Waste Frequently</p> <p>Personal items removed at the end of the day and increased waste collection in place in all rooms throughout the Platform.</p>	<p>3 x 8</p>  <p>24</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</p> <p>Visitors, Children, Parents</p> <p>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</p> <p>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</p> <p>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</p> <p>Staff, tutors and pupils to practice good respiratory hygiene with immediate disposal of tissues into the bin with regular collections.</p> <p>Appropriate resources for pupils will be supported to carry out good hygiene when they cough or sneeze.</p>	<p>3 x 8</p>  <p>24</p> <p>Medium</p>

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		<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p> Increased Hand Washing Facilities Provided</p> <p>Increased hand washing facilities provided throughout the setting.</p> <p>Where this is not possible sanitiser will be provided - at entrances, exits, in each room and in common areas.</p> </div> <div style="width: 48%;"> <p> Increased Waste Management</p> <p>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> PPE Stock Managed</p> <p>In order to maintain the correct stock for PPE for personal care, cleaning etc PPE stock will be carefully monitored and managed.</p> <p>Contingency plans will be in place for replenishing stocks, use of reusable items that can be laundered correctly such as tabbards.</p> <p> Signs And Posters In Use To Remind To Practise Good Hygiene</p> <p>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>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> Use Of Face Coverings</p> <p>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</p> <p>Visitors, Children and Parents</p> <p>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.</p> <p>Monitoring and regulation of higher traffic areas such as corridors, entrances and stairwells.</p> <p>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.</p> <p>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.</p> <p>Staff communicated with on a regular basis on changes to hazards and controls.</p> <p>Employees receive training through the use of training courses, posters, signs, announcements and briefings.</p> <p>This will include Covid-Specific training and further support for hygiene and infection control.</p>	<p>4 x 7</p>  <p>28</p> <p>Medium</p>

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		<div data-bbox="801 331 891 419"> </div> <p>Minimal Employees, tutors and pupils To Attend The Setting. Work organised so that minimal people are required to attend the Platform (maintaining the required ratios for safety) whilst supporting social distancing.</p> <p>Where possible this will be limited to the same people to prevent mixing of groups.</p> <p>Staff will be grouped for working patterns where possible to avoid the mixing of groups.</p> <div data-bbox="801 678 891 766"> </div> <p>Pick Up And Drop Off Times Organised Parent pick up and drop off times allocated where possible to prevent groups of parents turning up at the same time.</p> <div data-bbox="1361 678 1451 766"> </div> <p>Pro-active Monitoring In Place 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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		<div data-bbox="801 331 891 422"></div> <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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		<div data-bbox="801 331 891 419"></div> <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> <div data-bbox="801 715 891 802"></div> <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> <div data-bbox="801 1169 891 1257"></div> <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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		<div data-bbox="801 331 891 419">  </div> <p>Touch-based Devices Disabled Where Possible Where this does not introduce further hazards, touch-based controls/access/security devices will be disabled.</p> <p>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> <div data-bbox="801 608 891 695">  </div> <p>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>Use of extraction fans may be used to increase ventilation, where safe to use.</p> <p>Adjustments to be made to ensure adequate ventilation remains in place.</p> <p>Fire doors will not be propped open.</p> <p>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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		 Workstations Will Be Organised To Support Social Distancing For office staff- workstations will be arranged so that social distancing can be adhered to. Markers or floor plans to demonstrate social distancing. Desks will be spaced out to maintain distance between people. 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. Where possible use of own peripherals such as mouse and keyboards and headsets will be in place. 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>4. Social Distancing Guidelines Cannot Be Met -Activities, where social distancing cannot be followed</p>	<p>All staff</p> <p>How? Being in close proximity may lead to increased risk of the spread of the Covid-19 virus.</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>4 x 7</p>  <p>28</p> <p>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>		<div data-bbox="801 331 891 422">  </div> <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> <div data-bbox="801 571 891 662">  </div> <p>Increased Cleaning Carried Out Increased cleaning of surfaces where people are operating within the advised social distancing to be carried out.</p> <div data-bbox="1366 571 1456 662">  </div> <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> <div data-bbox="801 922 891 1013">  </div> <p>Physical Barriers or Screens In Use To screen people from each other physical barriers or screens will be used and cleaned frequently.</p> <div data-bbox="1366 922 1456 1013">  </div> <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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		<div data-bbox="801 331 891 422"></div> <p>Time Spent Within The Advised Social Distancing To Be Kept To A Minimum</p> <p>The time where persons are within the advised social distance will be kept to as short a time as practicable possible.</p> <div data-bbox="801 643 891 734"></div> <p>Use of Personal Protective Equipment (PPE) And Face Coverings</p> <p>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>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>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> <div data-bbox="801 1061 891 1152"></div> <p>Work Activity Assessed To Deem If It Will Proceed</p> <p>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>	


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 <p>5. Individuals Displaying Symptoms</p> <p>- Coronavirus reportedly spread through exposure or contact to cough droplets. People developing on-set of symptoms within the setting.</p>	<p>All staff, Contractors</p> <p>Visitors, Children and Parents</p> <p>How?</p> <p>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>	<div data-bbox="801 331 891 419">  <p>Cases Recorded and Investigated.</p> <p>Records maintained of those who are isolating or who develop symptoms at the setting.</p> <p>Investigations carried out if the transmission could be work-related in the event it needs to be reported under RIDDOR.</p> <p>Appropriate risk assessments and work activities reviewed to ensure there are effective controls or if any changes are required.</p> </div> <div data-bbox="801 678 891 766">  <p>Communication With Parents</p> <p>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.</p> <p>Return to SYM questionnaire/communication carried out to establish why the child was not present.</p> </div> <div data-bbox="801 954 891 1042">  <p>Good Hand Washing/Hygiene Procedures Observed</p> <p>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.</p> <p>Following cleaning an area after a symptomatic person the hands should be thoroughly cleaned.</p> </div> <div data-bbox="801 1197 891 1284">  <p>Health Status Of People Monitored</p> <p>Return to setting health questionnaire in place for those children and staff who have been absent.</p> </div>	<p>4 x 6</p>  <p>24</p> <p>Medium</p>




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		 <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> Person To Go Home Immediately</p> <p>The employee or tutor will be sent home directly from work and maintain social distancing to do so.</p> <p>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>Any windows will be kept open to increase ventilation.</p> <p>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>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>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>Persons with symptoms should not be attending the nursery to pick up or drop off children.</p>	



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		<p> Positive Tests Will Trigger Self Isolation For Group 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>The rest of the SYM and their households do not need to self isolate unless their household develops symptoms.</p> <p>The local public health team will be consulted for further required action in the event of positive tests confirmed for the setting.</p> <p> Waste Disposed Of With Care With Local Guidelines. 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>If unable to store the waste then arrangements for clinical waste collection will be made.</p> <p> Will Follow Government Advice On Testing And Tracing 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>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>Coming To Activities And Leaving Activities</p> <p>- 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?</p> <p>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>2 x 5</p>  <p>10</p> <p>Medium</p>




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 <p>Common Areas (Including Kitchen 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</p> <p>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>	<div data-bbox="801 331 891 419"> </div> <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> <div data-bbox="801 608 891 695"> </div> <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> <div data-bbox="801 922 891 1010"> </div> <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> <div data-bbox="801 1230 891 1318"> </div> <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> <div data-bbox="1361 1230 1451 1318"> </div> <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</p>  <p>10</p> <p>Medium</p>

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		<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.</p> <p>These will be cleaned more intensely/frequently.</p> <p>The appropriate disinfectant will be used in line with the COSHH Assessment and the correct PPE worn which will be disposed of correctly.</p> <p>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.</p> <p>Employees encouraged to bring in own food to avoid the need to use facilities.</p>	
 <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</p> <p>Visitors, Children, Parents</p> <p>How? Inability to maintain social distancing or coming into contact</p>	<p> All Items To Be Cleaned Regularly Any goods or items entering the site will be cleaned using appropriate cleaning products.</p> <p>All commonly used equipment such as laptops, tablets, toys, play equipment and resources to be cleaned regularly.</p>	<p>2 x 5</p> <p> 10</p> <p>Medium</p>






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toys and equipment.	with contaminated surfaces may lead to contraction of the Covid-19 virus.	<div data-bbox="801 331 891 416">  </div> <p>Good Hand Washing/Hygiene Procedures Observed Before and After Use</p> <p>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>Children to wash hands after handling shared toys and resources and discouraged from placing near the face.</p> <div data-bbox="801 608 891 692">  </div> <p>Items Not Shared</p> <p>Personal items such as blankets, flannels, towels and bedding will not be shared between children - allocated own materials for use.</p> <p>Food and utensils will not be shared.</p> <div data-bbox="801 922 891 1007">  </div> <p>Mitigation Of Risk For Employees Travelling And Working Together</p> <p>Workplace transport such as work minibuses will have limited persons permitted.</p> <p>Seats will be left empty to allow for social distancing where possible.</p> <p>Pairs or teams to be fixed to reduce the number of people mixing.</p> <p>Passengers to sit as far away from each other and avoid sitting face to face.</p> <p>Windows to be kept open during travel to improve ventilation.</p>	





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		<div data-bbox="801 331 891 422"></div> <p>Non-Essential Deliveries Not Permitted</p> <p>Non-business deliveries to workplace will be discouraged - such as personal items being delivered to work.</p> <div data-bbox="801 571 891 662"></div> <p>Vehicles Not Shared Where At All Possible</p> <p>Where the job permits, vehicles will not be occupied by more than one person at any one time.</p> <p>Where possible the same person will use the same vehicle and not swap with other drivers.</p> <p>If vehicles are to be used by different people at different times then they will be cleaned before and after each use.</p> <p>Vehicles taken home by employees will be cleaned before the next person uses it.</p> <p>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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 <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</p> <p>Visitors, Children, Parents</p> <p>How? Transmission of Covid-19 between visitors to site and employees.</p>	<div data-bbox="801 331 891 419">  <p>Access To Welfare Facilities Controlled</p> <p>Access to welfare facilities is strictly controlled with increased cleaning carried out and use monitored.</p> </div> <div data-bbox="801 571 891 659">  <p>All Visitors To Site To Be Pre-Arranged And Times Staggered</p> <p>Non-essential visitors/contractors to be requested or permitted on site.</p> <p>No unauthorised visitors to be permitted on site- they will be turned away until correct arrangements made.</p> <p>Visitors to be allocated specific time slots and staggered to reduce the number of people on site.</p> <p>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> </div> <div data-bbox="801 986 891 1074">  <p>Documentation Issued Electronically Where Possible</p> <p>To reduce the need to exchange paperwork and other documents, the information will be exchanged electronically instead where at all possible.</p> </div> <div data-bbox="1366 986 1456 1074">  <p>Good Hand Washing/Hygiene Procedures Observed By Employees</p> <p>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> </div>	<p>3 x 5</p> <p>15</p> <p>Medium</p>



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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<div data-bbox="801 331 891 422">  </div> <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> <div data-bbox="801 678 891 769">  </div> <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> <div data-bbox="801 1168 891 1259">  </div> <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 data-bbox="1361 331 1451 422">  </div> <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>	








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		<div data-bbox="801 331 891 422"></div> <p>Remote Communication Encouraged Where possible remote communication with visitors, parents and contractors will be used rather than attendance on site.</p> <div data-bbox="801 608 891 699"></div> <p>Revised Pick Up and Drop Off Procedures For Deliveries Designated areas for non-contact deliveries will be in place with clear instructions for couriers.</p> <p>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>Limited people to carry out the collection of deliveries.</p> <div data-bbox="801 919 891 1010"></div> <p>Sanitiser Available At Visitor Interfaces. Sanitiser available at locations where contractors / visitors will present to employees.</p> <div data-bbox="801 1126 891 1217"></div> <p>Supervision On Site 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)
		<div data-bbox="801 331 891 419">  </div> <p>Visitor Records Maintained Records of those who have attended site to be maintained where possible.</p> <p>If requiring people to sign in - pens will not be provided to reduce the need to share equipment.</p> <p>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> <div data-bbox="801 675 891 762">  </div> <p>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>Use of signs and markers and announcements to remind any visitors of the requirements.</p> <p>Entry to waiting area restricted if the number of people will restrict the ability to socially distance.</p> <p>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</p> <p>How? Increased risk of transmission of Covid 19</p>	<div>  <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> </div> <div>  <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> </div> <div>  <p>No Sharing Of Equipment Permitted No items are to be shared at any time during the meetings such as pens, computers etc.</p> </div> <div>  <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> </div> <div>  <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> </div>	<p>2 x 5</p> <p> 10</p> <p>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 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? 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>	<div>  <p>Communication and Cooperation With Others 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> </div> <div>  <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> </div> <div>  <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> </div> <div>  <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> </div>	<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>

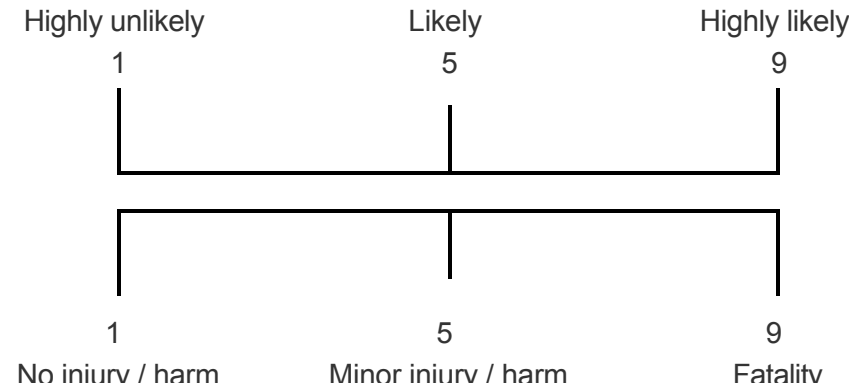
Supporting evidence

[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.



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

Probability

Severity

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: Peter Clark

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