












Risk assessment for : Swindon Music Service - The Platform- SN1 5BJ (SN1 5BJ)















Risk assessment name	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	26/01/2021	Review period	Monthly
Approved by	Peter Clark	Review date	26/02/2021
Approved date	26/01/2021	Reference	SWI1063366

Workspace(s)	Description
 Access / Egress  Office  Outside Area  Processing	


















Overall risk rating : 6 (Medium)

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Access & Egress Hazards	All staff, Student / pupil	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Access Into The Premises Is Controlled Access into the premises is controlled so no unauthorised persons can enter.</p> </div> <div style="width: 45%;">  <p>All aisles and gangways kept clear All aisles and gangways kept clear to avoid slips and trips</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">  <p>Areas Kept Clear To Prevent Slips, Trips & Falls Areas kept clear and monitored to reduce the risk of slips, trips & falls around the premises.</p> </div> <div style="width: 45%;">  <p>Exit Clear & Unobstructed Exit & exit route is kept clear and unobstructed in the event of an emergency evacuation situation.</p> </div> </div>	2 x 3  6 Medium














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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Access doors	All staff, Student / pupil, visitors	 Adequate Supervision Provided  Adequate Supervision Provided	2 x 2  Medium
 Adult Supervision	All staff, Student / pupil		0 x 0  Low
 Aggressive Behaviour	All staff, Student / pupil, visitors	 Reporting Procedures Followed Reporting Procedures Followed	1 x 2  Low
 Appropriate Language	All staff, Student / pupil, visitors	 Appropriate language As with all school-based communications, the intent and language of messages must at all times be professional by all parties concerned, including family members. Tutors will advise parents if they need to contact them to use formal channels. Lessons will be recorded and stored securely on a loud (in line with GDPR requirements) for a maximum of 28 days for safeguarding purposes, to ensure that the lesson has taken place and to review in case of any issues that may arise. The duration of lessons will be kept to a reasonable length in order to allow the family to 'get on' with their day.	0 x 0  Low










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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
<p style="text-align: center;">  Electricity (General) </p>	<p style="text-align: center;">Rock Pod operators</p>	<p style="text-align: center;">  Damaged/Defective Equipment is Removed From Use Any damaged / defective equipment is removed from use immediately </p> <p style="text-align: center;">  Equipment is compliant with UK safety requirements Equipment is compliant with UK safety requirements </p> <p style="text-align: center;">  Electrical Equipment Visually Checked Before Use Electrical equipment is visually examined for damage before use. </p>	<p style="text-align: center;"> 2 x 4  Medium </p>
<p style="text-align: center;">  Infection (from people) </p>	<p style="text-align: center;">All staff, Student / pupil, visitors</p>	<p style="text-align: center;">  Additional Dynamic/Specialised Risk Assessment An additional dynamic/specialised risk assessment completed to identify higher risk activities. </p> <p style="text-align: center;">  Cleaning tasks planned The timing of routine floor cleaning is chosen so that people are not put at risk. </p> <p style="text-align: center;">  Good Hand Washing/Hygiene Procedures Observed Good hand washing procedures observed to reduce the risk of skin disorders and promote good hygiene </p> <p style="text-align: center;">  Routine Cleaning Undertaken Routine cleaning undertaken to the schedules in place. </p> <p style="text-align: center;">  Warning & Information Signage Displayed Relevant warning & information signage displayed relative to the work activity, hazard & risks </p> <p style="text-align: center;">  Electrical Equipment Visually Checked Before Use Electrical equipment is visually examined for damage before use. </p> <p style="text-align: center;">  Cleaning Schedules in Operation Cleaning Schedules in Operation </p> <p style="text-align: center;">  Covid Secure Workplace The workplace has put in place "Covid Secure" provisions in accordance with the government guidance. </p> <p style="text-align: center;">  Natural Ventilation Provided For The Task Natural Ventilation Provided For The Task </p> <p style="text-align: center;">  Social Distancing Avoid gatherings, non-essential use of public transport, work from home, keep 2 metres apart </p>	<p style="text-align: center;"> 3 x 5  High </p>

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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Legionella	All staff, Student / pupil, visitors	 <p>Legionella Controls In Place Temperatures controlled/monitored, TMV's & tanks cleaned, dead legs removed, sampling taken etc.</p>	0 x 4  Low
 Missing Persons/Getting Lost	Student / pupil	 <p>Adult Supervision Tutors must always confirm at the start of each lesson that an adult is in close proximity to the student. If an adult is not available at the student's home, the lesson will not go ahead.</p>	2 x 2  Medium
 Noise levels at/above 85 dB(A)	All staff, Student / pupil, visitors	 <p>Noise Risk Assessment Carried Out Noise risk assessment carried out c/w regular measurements to ensure it is kept valid and up to date</p>	2 x 4  Medium
 People Movement (Risk of Trips & Falls)	Student / pupil	 <p>Areas Kept Clear To Prevent Slips, Trips & Falls Areas kept clear and monitored to reduce the risk of slips, trips & falls around the premises.</p>  <p>No Running No Running</p>	3 x 3  Medium

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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Professional appearance	All staff, Student / pupil	 Professional Appearance Students and tutors are required to be dressed appropriately for remote learning. Attire which would ordinarily be worn in school on a non-uniform day is essential; clothing, worn by a student or a tutor, which does not meet this expectation is not acceptable and lessons should be stopped immediately and reported to SwindonMusic Service Safeguarding officer.	0 x 0  Low
 Staff to Student Ratios	Student / pupil	 Adequate Supervision Provided Adequate Supervision Provided	0 x 0  Low
 Strobe/flickering lights	All staff, Student / pupil, visitors	 Routine Checking of Emergency Lighting Routine Checking of Emergency Lighting - Daily, Monthly & Annual to BS 5266	2 x 4  Medium
Further control measures None required			
Operating procedures Additional specialised COVID-19 Risk Assessment Attached for Activities at The Platform			

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Supporting evidence

[Activities-at-the-Platform-SYM-COVID-19.pdf](#)

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Assessor's signature: Peter Clark

Approved by signature: Peter Clark