Covid 19 Risk Assessment Template

This template can be used by Guildhall School, Junior Guildhall, CYM and any others associated with Guildhall School to formulate a risk assessment. Ownership of risks resides with the organisations who complete them.

Building Name & Location	Richard Huish College, Taunton TA1 3DZ				
Assessor	Rachael Parvin	**Department**	Centre for Young Musicians Taunton	**Proposed Date to Start Operations/Activity**	Saturday 24 April 2021
RA Reviewed by	Sheree Miller, Barbican/Guildhall School	**Date**	Tuesday 20 April 2021		

Introduction:

1. **Any activity by the School or its associates in any buildings will need to risk assessed follow a series of guidance as listed below:**

The first principles are to ensure that whoever is taking part in the activity (staff, teachers, students, support teams) will need to be working in a Covid safe environment. Government Guidance: [Working Safely during the Coronavirus: Office and Contact Centres](#) has a four stepped (ordered) approach offering a good baseline on which to plan activity:

   i. In every workplace, increasing the frequency of handwashing and surface cleaning
   ii. 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)
   iii. 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.
   iv. Further mitigating actions to be considered in the risk assessment 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)

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 and a clear policy should be in place to manage a Covid-19 positive individual if using fixed teams.

2. **Performing arts (extract from Gov Guidance on [higher education reopening buildings and campus'](#) – performance arts)**

Certain types of course, for example in the performing arts, have involved a degree of practical face-to-face teaching and assessment. Some providers have found alternative methods during the outbreak. You might consider how to encourage new ways of delivering in-person teaching and assessment that adhere to [guidelines on social distancing](#), so that all students can receive a high-quality educational experience in a way that protects both students and staff.

Venues should not permit live performances, including drama, comedy and music, to take place in front of a live audience. This is important to mitigate the risks of droplets and aerosol transmission - from either the performer(s) or their audience. There will be further guidance setting out how performing arts activity can be managed safely in other settings, for instance rehearsing or broadcast without an audience. (Further recent guidance: see below.)

The current risk assessment is that both singing and playing wind or brass instruments may carry a potential higher risk of transmission such that participation in these activities requires particular attention to the risk involved, and therefore should await further guidance. Recommendations for addressing these risks include but are not limited to: keeping to the smallest number of singers or wind and brass players in one space, enhancing social distancing, and careful use of fixed teams where appropriate. You are expected to implement the specific guidance relative to particular activities which form part of the overall performing arts delivery, for example hair dressing for costume, and so on.

The Department for Culture, Media and Sport (DCMS) has [published guidance on the performing arts](#). This may help providers understand the restrictions on professional performance, including aspects of music, dance and performing arts provision that may require specific safety measures. You might also find DCMS's list of [guidance published by partner organisations](#) useful.

3. **Guidance summary on the performing arts and training (note that the current government guidance does not permit indoor live performances):**

Social distancing should be maintained wherever possible in the performing arts environments including training. Mitigations should include all actions as listed in point 1. 'Fixed teams, groups or partnering' where social distancing may be impractical (such as intimate/fighting scenes in theatre, dancing, costume fitting, hair and make-up) could operate by e.g., grouping people together throughout a production, project or term, limit swapping between teams, limit mixing during breaks or moving around buildings. Note that it is unlikely that this approach will be possible where performers or teachers work with more than one group or organisation simultaneously.

Incorporate use of screens where feasible to separate individuals or fixed teams from each other where they cannot achieve social distancing. Social distancing applies to all parts of a premises or venue, not just the place where people spend most of their time, but also entrances and exits, break rooms, dressing rooms, canteens, foyers and bars, and similar settings. These are often the most challenging areas to maintain social distancing.

Assessing the capacity of any space to be used and appropriately managing this to maintain social distancing is important. Maximum capacity calculations should consider appropriate social distancing given the nature of activities (i.e. if the activity is static vs. requiring a range of movement) and equipment layout and the configuration of space. Particular attention should be given to ventilation and sufficient circulation space especially around equipment and between groups and any classes and coaches or teachers. The total space should be taken into consideration to reasonably allow social distancing within the building including constraints on washrooms and pinch points. Manage occupancy levels and changeover by reducing class, rehearsal group or audience sizes and amending timetabling including staggering arrival/departure time, using markers and introducing one way systems, allowing sufficient break time between sessions or performances. Further time to factor in additional travelling/dropping off, handwashing upon arrival, movement around the building as more space is used for social distancing, using stairs instead of lifts. Social distancing should also be considered in the common areas with, for example, staggered breaks.

Organise and design the repertoire, rehearsals, training and performance to avoid situations where performers cannot socially distance wherever feasible. Adapting live performances to ensure safety such as technological solutions and reduce interaction.

Singing and playing wind and brass instruments will require specific considerations to minimise or mitigate risks. Further guidance will be issued when there is sufficient scientific evidence to support a move.

Singing: The observance of extended social distancing (current guidance is that if the activity is face-to-face and without mitigations, **3 metres is** appropriate) between singers and others. It is recommended to have additional mitigations where possible such as screens. Groups of singers should be

limited in size to allow social distancing and only increased followed a further risk assessment based on size of space, ventilation levels, position of singers in the space, effectiveness of screens and possibility of fixed teams. If using fixed teams as a mitigating factor, its important that this team is vigilant regarding symptoms with a member of staff having oversight of fixed teams and ensuring mitigations are in place. Fixed teams should also socially distance from others such as conductors by **3 metres** and consider use of screens. Avoid exposure to audiences, crew and other performers by using alternative programmes, technology or orchestrating for fewer voices should be the firsts priority. Operating outdoors should also be considered as well as positioning side to side, back to back and avoiding singing face to face even when following the required distancing.

Wind and brass: Observing extended social distancing (current guidance is that if the activity is face-to-face and without mitigations, **3 metres** is appropriate) between each player, and between players and any other people such as conductors, other musicians, audiences or accompanists. Limiting wind and brass playing to group sizes which are as small as possible to one discrete space, and only considering increasing this number if a comprehensive risk assessment has been conducted which includes but is not limited to the results of further research currently being conducted, the size of the space, the ventilation levels within the space, the positioning of players and their instruments within the space, the effectiveness of any screens in use, the use of fixed teams to reduce contacts. Avoiding exposure of audiences, crew and other performers through using alternative programmes, technology or re-orchestrating for other instruments as the first priority and operating outdoors if possible. If playing indoors, limiting the numbers to account for ventilation of the space and the ability to observe extended social distancing. For wind and brass players working with other individuals, positioning side-to-side or back-to-back and avoiding playing face-to-face wherever possible, but with particular regard to the position of instruments with lateral transmission such as piccolos and flutes. When essential, if it is not possible to maintain recommended extended social distancing whilst playing wind or brass instruments, using one or multiple fixed teams to manage risk of transmission and considering limiting the number of wind and brass players in any fixed team to the smallest number possible. Fixed team numbers must be carefully considered and managed and only increased following a further comprehensive risk assessment. If using fixed teams as a mitigating factor, its important that this team is vigilant regarding symptoms with a member of staff having oversight of fixed teams and ensuring mitigations are in place. Fixed teams should also socially distance from other ensemble members and conductors by 3 metres and consider use of screens. Risk assessments for using screens will also be required to ensure transmission risks are being managed such as cleaning procedures.

Playing music (excluding singing, wind and brass): Observing social distancing at all times whilst playing. For professionals (i.e. for work purposes) where social distancing is not possible, using fixed teams which are positioned socially distanced from any other fixed team or anyone else. It is also unlikely that this fixed team approach will be feasible where professional performers work with more than one group or organisation simultaneously. Using back-to-back or side-to-side positioning (rather than face-to-face) whenever possible. Playing outdoors wherever possible. If playing indoors, limiting the numbers to account for ventilation of the space and the ability to social distance. Considering using screens or barriers in addition to social distancing.

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Shift patterns and working groups: Change the way work is organised to create distinct groups and reduce the number of contacts each worker or participant has. As far as possible, where workers or participants are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people. Members of fixed teams observing social distancing amongst themselves, and between fixed teams. Where an individual is operating on a peripatetic basis, such as a teacher, freelance musician, freelance audio describer or captioner or choreographer, and operating across multiple groups or individuals they should maintain social distancing requirements with each group and avoid situations where this could be broken such as demonstrating with a partner. If they need to demonstrate, they will need to consider bringing someone from their own bubble. Efforts should be made to reduce the number of groups they interact with and the locations they work in.

Casting and auditions: to reduce transmission and maintain social distancing where possible whilst casting and auditioning, consider self-taping or online auditions to reduce numbers on-site. A live feed may help reduce numbers of a creative team attending casting and auditions. Removing waiting rooms where it is not possible to facilitate social distancing, asking people not to arrive ahead of their allocated time slot, and providing clear instruction not to congregate in other areas if waiting. Using screens to create a physical barrier between people, for example between casting team or accompanist and candidates. Considering how to appropriately protect any supporting creative team, for example by using screens or ensuring social distancing can be maintained. Reducing size of cast where possible to reduce the number of contact points, for example by reducing numbers of non-essential supernumeraries, players taking dual roles.

Training: Avoiding any training exercises that compromise the social distancing guidelines of 2 metres (or 3 metres for singers, wind and brass). Where it is essential for performers in training to breach social distancing, keeping them in place for the minimum possible time. Avoiding face-to-face positions where possible. Dividing classes and training sessions into small groups.

Rehearsals and performance: Reducing cast, orchestra and other performance group sizes wherever possible to enable social distancing to be maintained. If close contact is absolutely essential, minimising this and using fixed teams where possible. Map out productions in advance of commencing in-person rehearsals. Learning lines or parts in advance to avoid carrying scripts in rehearsal. If possible, display scripts onto screens in rehearsal rooms to reduce contact requirements and to support accessibility. Increasing use of technology in rehearsals such as to complete read-throughs, and in performance where feasible. Avoiding rehearsing and performing face-to-face wherever possible. Performers attending rehearsals and performances only when required for their part. Changing the call schedules so that only those required are on-site. Detailing rotating of cast when entering and exiting the stage trying to minimise the number of people working in the same area at the same time. Using radio, phone and video links where possible to avoid face-to-face contact.

Set design and construction: maintain social distancing where possible whilst designing and constructing the set and minimise close proximity during set up and transportation. Using additional trucks for transport of equipment and large items and increasing the use of mechanical handling equipment such as forklifts to reduce the number of people required to lift heavy cases and scenery. Allocate sufficient time and workspace for any off-set prep work to be carried out safely. Pre-fabricating as much set as possible off-site, only assembling and painting on site, following as necessary any additional published guidance such as operating in factories.

Sound and lighting: maintain social distancing where possible by measures such as creating a screen around sound and lighting desks to create a barrier which aerosols do not pass through between the sound team and audience or other crew. Where the sound desk is positioned close to audience seating, consider leaving empty the closest row of seats. Regularly cleaning desks, for example, sound, lighting, mics and battery packs.

Stage management and back-stage: maintain social distancing where possible by restricting workers allowed back-stage and on-stage to those who are essential and not permitting visitors back-stage or at stage door. Consider how wings can be used to allow for the minimum possible interaction between people, for example one-way systems, dedicated wings for stage managers and dressers. Reconfiguring back-stage to introduce one-way systems and use of dressing rooms and crew rooms by fixed teams. Limit prop handling to the minimum possible number of people and clean after every performance, and where possible between uses if handled by different people. Limit handling of key props on set to a dedicated crew member and relevant cast. Providing markers on-stage for music groups to adhere to social distancing. Marking out a clear route onto the stage for soloists and conductors entering for a performance. Limiting the staging of the performance to the performance or stage area only and excluding directions for the performers or crew to exit the stage area and move amongst the audience. Consider cover responsibilities, such as Assistant Stage Manager covering the book, maintaining where possible a separation between those operating front of house and back of house.

Orchestra pits and band areas: Orchestra pits and band areas are often small and tight spaces where social distancing may be difficult. Particular attention needs to be paid to risk management in these environments. Considering reducing the number of musicians using the orchestra pit or band area, for example by moving them to other locations within the performance space to enable social distancing to be possible. Marking up the orchestra pit or band area so that all musicians are clear about their spacing and social distancing (ensuring the extended distance required for singing and wind and brass instruments). Putting in place additional precautions for wind and brass instruments and singers as mentioned in this guidance. Positioning musicians side-by-side or back-to-back where feasible and avoiding face-to-face. Considering using screens or barriers, especially where musicians/conductors are facing each other, whilst taking account of health and safety requirements regarding noise exposure. Maintaining the appropriate distance between players in the orchestra pit or band area and anyone on stage. Forming fixed teams of regular musicians as permitted by this guidance.

Costumes and concert dress: costumes and concert dress requirements are not relevant to this Risk Assessment due to the activities at CYMT not including costumes and concert dress.

Hair and make-up: hair and make-up requirements are not relevant to this Risk Assessment due to the activities at CYMT not including hair and make-up.

Handling props, musical instruments, technical equipment, and other objects: encouraging increased handwashing and introducing more handwashing facilities providing hand sanitiser where this is not practical. Avoiding sharing personal items such as phones, chargers, pens, and owners take responsibility for regularly disinfecting their own personal equipment. Using designated storage for large instrument cases; musicians with smaller instruments keep cases under their seat. Avoiding sharing professional equipment wherever possible and place name labels on equipment to help identify the designated user, for example cameras, percussionists maintaining their own sticks and mallets. Handling of music scores, parts and scripts to be limited to the individual using them. Making available extra radios and headsets or earpieces, dedicating a member of each team to be responsible for them for the duration of the production, and making sure these are appropriately cleaned if not single use. If equipment has to be shared, regularly disinfecting it (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following UK Government guidance. Consider limiting number of suppliers when hiring equipment. Responsibility of cleaning hired instruments should be discussed with the suppliers. Transporting equipment in accordance with Government guidance for vehicles. Cleaning hire equipment, tools or other equipment on arrival and before first use. If receiving deliveries in advance of when required, store in a clean location and clean before first use. Cleaning of musical instruments by musicians playing them, where possible. Cleaning of audio description headsets between use and after handling by staff. Creating picking-up and dropping-off collection points where possible, rather than passing equipment such as props, scripts, scores and mics hand-to-hand. Not permitting audience onto the stage or to touch equipment, props, instruments, set or other objects used by performers. Taking precautions when handling heavy equipment, such as re-evaluating spaces to avoid people working in close proximity, increase mechanical handling, using pairing system, reduce job and equipment rotation, cleaning procedures of shared equipment after each use.

Managing broadcast performance without a live audience: maintain social distancing and infection risk by ensuring film or other broadcast crews do not mix with performers in the performance area if to do so would breach social distancing, unless they are part of a fixed group with the performers. Follow the guidance on broadcast, film, and music production where relevant.

Managing front of house and back of house during a performance: maintain social distancing as far as possible between front of house and back of house teams during live performances, and between performers, crew members and audience members. Creating front of house and back of house zones with people operating exclusively within each zone, where possible. Ensuring that members of fixed teams are particularly careful to maintain social distancing when interacting with audience members and others front of house and minimise time spent doing so. Identifying any roles that typically

operate both front of house and back of house, and minimising these where possible. Identifying any roles that interact with audience and manage transmission risk appropriately. Minimising interaction of back of house staff with the audience. People should continue to socially distance from those they do not live with wherever possible. Social interactions should be limited to a group of no more than two households (indoors and out) or up to six people from different households (if outdoors). It is against the law for gatherings of more than 30 people to take place in private homes (including gardens and other outdoor spaces). In particular, those operating venues or running events following COVID-19 Secure guidelines should take additional steps to ensure the safety of the public and prevent large gatherings or mass events from taking place. At this time, venues should not permit indoor performances, including drama, comedy and music, to take place in front of a live audience; and should not permit indoor grassroots sport to take place. Venues should take account of this guidance and the outdoor events guidance in organising outdoor performances.

Staging and capacity: the risk assessment should specifically consider the maximum capacity for a given performance and the ability to manage audience behaviour to avoid compromising social distancing. Reducing the venue or building capacity (and when indoor performances permitted, limiting ticket sales to seated audiences only) should be considered to control numbers. Considering where crowding could take place such as at points of ingress and egress, car parking, handwashing and toilet facilities, waiting areas, bars and restaurants and areas in proximity to performance area.

Managing food, drink and retail purchases, and food and drink consumption: Risk assessment of the preparation, handling, purchase and consumption of all food and drink, and other retail purchases should be undertaken to identify the need for any necessary changes to procedures. Please refer to the guidance for restaurants and bars, and for shops and branches for further guidance and considerations for the operation of retail areas, food and drink concessions. Steps to consider include grab and go, pre-ordering, removing self service, screens at counters, possible table service.

Entrances, exits and managing people flow: to avoid pinch points at exit and entrances to spaces, adapting scheduling to support social distancing and good hygiene. For example, scheduling sufficient time between activity to reduce the possibility of different people coming into close proximity and to allow time for cleaning. Using space outside the site, premises or venue for queuing where available and safe. Outside queues should be managed to make sure they do not cause a risk to individuals, other businesses or additional security risks by rerouting through other spaces or around pinch points. Working with your local authority or landlord to take into account the impact of your processes, for example queues, on public spaces such as high streets. Where possible, designating staff to manage queues and regulate guest access between areas including stairs, lifts, toilets etc and who can encourage the use of hand sanitiser and handwashing. Using one way systems and floor markers to assist with social distancing.

Seating arrangements and use of common areas: seating should be removed as much as possible and carefully marked out to signal those seats that are not in use to maintain social distancing. Seating and space for those requiring disabled seating or wheelchair space should be considered within the social distancing arrangements with due regard to accessibility responsibilities under the Equality Act 2010. Common areas will need to be supervised or signed

to ensure social distancing is being maintained. Avoid providing cloakroom spaces and encourage people to not bring large bags or too many items. If space permits, reminding parents who accompany children that they are responsible for supervising them at all times and should follow social distancing guidelines. If parents are encouraged to drop off children, adequate supervision needs to put in place that will allow for social distancing measures to be maintained. Consider clearly designated positions where staff can provide advice and assistance while maintaining social distancing. Replace seating with wipe down seats if possible.

Toilets: ensure that toilets are kept open and to ensure/promote good hygiene, social distancing, and cleanliness in toilet facilities. Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. Consider the use of social distancing marking in areas where queues normally form, and the adoption of a limited entry approach, with one in, one out (whilst avoiding the creation of additional bottlenecks). To enable good hand hygiene consider making hand sanitiser available on entry to toilets where safe and practical, and ensure suitable handwashing facilities including running water and liquid soap and suitable options for drying (either paper towels or hand driers) are available. Setting clear use and cleaning guidance for toilets, with increased frequency of cleaning in line with usage. Use normal cleaning products, paying attention to frequently hand touched surfaces, and consider use of disposable cloths or paper roll to clean all hard surfaces. Keep the facilities well ventilated, for example by fixing doors open where appropriate. Providing more waste facilities and more frequent rubbish collection. Considering the likely patterns of use during a performance, for example during intervals, and modifying any requirements or restrictions to reduce likelihood of these areas becoming pinch points.

Use this assessment to explain how you propose to address the above steps and have particular regard to the performing arts education and whether those doing the work are especially vulnerable to COVID-19.

Overriding principle: Informed decisions made ensuring equality and diversity is paramount to all decision making. Reasonable adjustments must be made when necessary

Notes on Cleaning: Guildhall School is adopting an improved cleaning regime that includes the hiring of 5 hygiene janitors who will focus on the regular cleaning of high touch points including handrails, doors handles, lift buttons, toilets, push button pads etc. They will use approved disinfecting sprays and change cloths regularly. They will also follow specific routes within the buildings and clean spaces following group activities as designated by timetables. Cleaning will also involve special deep cleans of areas prior to reopening and following any confirmed cases of Covid-19.

To support infection control, Guildhall School will adopt a clean and clear approach to workspaces that will require staff and students to wipe clean work areas, shared instruments, screens, exercise mats prior and after use including wipe clean seats/arm rests. Wipes will be provided and bins for disposal. Specific cleaning instructions for instruments is available from Music Administration team.

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Notes on ventilation: Guildhall School engineering team are following all available guidance from GOV.UK, the HSE and PHE as well as the guidance of professional bodies like the Chartered Institute of Building Services Engineers (CIBSE) to make sure we implement "best practice" procedures on the maintenance and the operation of systems. Risk assessment have been completed for the operation of natural and mechanical ventilation systems in relation to the coronavirus. In addition, an assessment of each room/area within each building has been undertaken to create a matrix so that the best strategy for each area can be implemented which will in turn dictate the best use of the space.

- We will provide fresh air to spaces wherever possible using mechanical systems and/or windows and doors
- We will maintain air movement by use of mechanical systems or portable fans where necessary
- We will run certain types of plant for much longer and other types may have to run 24/7
- We will NOT recirculate air from one area to another
- We will NOT operate any plant if we consider the risk of running it to be higher than switching it off
- We will continue to carry out regular maintenance

The above steps are being taken to keep staff and visitors as safe as possible. There will be outcomes including the ability to fully control the temperature and humidity in areas. Building users may experience minor discomfort because of draughts or changes in temperature humidity. Where there are local controls, it is encouraged not to switch equipment on/off or close windows and vents to assist in keeping risk associated with ventilations systems as low as possible.

Notes on face coverings: children aged 12 and over should wear a face covering under the same conditions as adults, unless there is a valid exemption, in particular when they cannot guarantee at least a 1-metre distance from others and there is widespread transmission in the area. Face coverings should be worn by students when moving around the site, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. In addition, face coverings should be worn by adults and students in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in a woodwind or brass lesson when the instrument would otherwise be impeded by the face covering. Face coverings do not need to be worn by students when outdoors on the premises.

Notes on Test & Trace: Most departments will have extensive records of who is coming to the site/building you occupy which will be used to track and trace individuals in the event of a positive Covid case being identified. All the attendance monitoring in place should be strictly adhered to and include name, contact details, date and time of visit and location/building. You should further assist this service by keeping a temporary record of your visitors/audience when applicable for 21 days, in a way that is manageable, and assist NHS Test and Trace with requests for that data if needed. Although it is voluntary for visitors/audiences, encouragement to provide details to support NHS Test and Trace should be made to help contain clusters or outbreaks. Personal details are to be retained in line with data protection law. Further information can be found here.

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Notes on Testing: Everyone should participate in regular testing using lateral flow antigen testing for people without symptoms a minimum of 2 lateral flow tests every week. This will help identify individuals who are carrying the virus without displaying symptoms, reducing the risk of transmission.

Notes on Protecting People who are at Higher Risk: Clinically extremely vulnerable individuals have been advised to continue to work from home where possible. If that is not possible, individuals can to go a workplace where the employer is required to take steps to reduce the risk of exposure to COVID-19 in the workplace.

Please also refer to other **Guildhall School wide protocols** on Safeguarding, Self-Isolation and Reporting, specific departmental protocols for Music, Drama and Production Arts, Junior Guildhall and Buildings & Ops (engineering and facilities). These will evolve so please ensure you maintain awareness of the protocols.

Associated documents

The documents below offer general guidance associated with our sector (Senior and Junior Guildhall Schools)

Gov Guidance: Working Safely during the Coronavirus: Office and Contact Centres (updated 15 April 2021)

Gov Guidance: Working Safely during Covid -19: Performing Arts (updated 15 April 2021)

Gov Guidance: Higher education reopening buildings and campus' (updated 13 April 2021)

Gov Guidance: Working Safely in education, child care and social care settings (updated 1 March 2021)

Gov Guidance: Implementing Protective Measure for education and child care settings (updated 1 March 2021)

Gov Guidance: What FE colleges and training providers will need to do from Autumn 2020 (updated 1 March 2021)

Nation Youth Association: Managing Activity and spaces during COVID - 19

Health & Safety Executive: Coronavirus Guidance

Staying Covid-19 secure: Government compliance poster

TfL London travel safely and sustainably: TfL

CoL Equality Opportunity Policy

Col guidance: COVID-19 - Staying Mentally Healthy – It's good to talk

CoL Infection Control Guidance:

CoL HSG66 Supporting front line staff during the Coronavirus (Covid – 19) pandemic

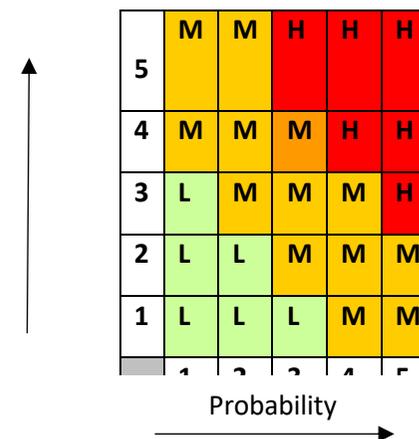CoL Lone / Remote Working Guidance

Government, NHS and Public Health England websites

CoL Coronavirus Resources

CoL Bulletin – First Aid (Covid-19)

Industry Union Coronavius guidance: BECTU, Musicians Union, Equity

Wind, Brass Singing research: ISM

Risk Rating

	1	2	3	4	5
5	M	M	H	H	H
4	M	M	M	H	H
3	L	M	M	M	H
2	L	L	M	M	M
1	L	L	L	M	M

Probability

Hazard	Who may be harmed	Initial Risk	Controls to be considered	Controls implemented (or mark N/A)	Additional action needed (or mark N/A)	Who is responsible	Post Risk	Date completed
TRAVEL TO SITE Exposure to Covid-19	All	H	Have all staff/students/parents been briefed on and understand the criteria for deciding whether to travel to site or not (for example, if someone falls ill, social distancing or self-isolation)?	This will be communicated by email to all staff / students / parents before term starts		RP	L	
		H	Are there measures in place to inform staff/students/parents of the recommended ways of travelling to and from site?	This will be communicated by email to all staff / students / parents before term starts			L	
		H	Have staff/students/parents been made aware of arrangements for vehicle and bicycle parking, vehicle drop off/collection points?	This will be communicated by email to all staff / students / parents before term starts		RP	L	
SITE ACCESS AND EGRESS Exposure to Covid-19		H	Is there a system in place for controlling access to site, so that only those due on site, should be on site? Has this been communicated adequately? Is there control in place for visiting lecturers/teachers to gain entry and follow guidance? Have parents been informed of the process for site access (reduced number or none to accompany child)	One-way system is in place on site and wall signage & yellow tape on the floors indicates the one-way systems. This will be communicated by email to all staff / students / parents before term starts.		RP	L	
		H	Have start and finish times been staggered in order to reduce congestion at access and egress points?	Yes - start and finish times have been staggered in order to reduce congestion at access and egress points		RP	L	
		H	Has the capacity numbers been communicated and implemented for specific lessons/study? Have you implemented an alternate timetable?	Yes - the capacity numbers have been implemented for specific lessons/study and we have implemented an alternate timetable		RP	L	
		H	If possible, can you implement further access and egress points in order to reduce congestion and promote social distancing?	No additional access and egress points are available and all		RP	L	

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Hazard	Who may be harmed	Initial Risk	Controls to be considered	Controls implemented (or mark N/A)	Additional action needed (or mark N/A)	Who is responsible	Post Risk	Date completed
		H		available access and egress points will be in use			L	
		H	Will staff/students be briefed regularly on the importance of social distancing and washing/sanitising hands when entering and leaving the site?	Yes – by email communication in advance and in person on arrival and between lessons/workshops		RP	L	
		H	Do staff/students know where sanitising gels are available? (At entrances and in other spaces where deemed necessary.)	Yes		RP	L	
			Have you planned for restock and calculated usage?	Yes	Monitor supplies for restock	RP		
		M	Have staff/students been made aware of wipes in spaces and to use them before and after using the space?	This will be communicated by email to all staff / students before term starts and in person on arrival and between lessons/workshops		RP	L	
		H	Have reception areas been fitted with protective screens and disposable gloves made available to staff at these positions?	No screens but limiting distancing with very large reception table; disposable gloves available		RP	L	
		H	Have communal pens been removed from reception and other spaces and other suitable arrangements put in place?	Yes – lots of spare pens & pencils to be available so these may be retained by the user OR returned and quarantined / wiped before use the following week; no communal pens		RP	L	
		H	Have security and other teams been issued with disposable gloves that can be worn when handling trays, necessary papers, books and people's property?	Yes – by host venue		Huish	L	
			Has the need to issue visitors with lanyards and passes been overcome?	Yes – visitors to wear sticky label name badge which they write for themselves when signing in		RP		

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Hazard	Who may be harmed	Initial Risk	Controls to be considered	Controls implemented (or mark N/A)	Additional action needed (or mark N/A)	Who is responsible	Post Risk	Date completed
DELIVERIES Exposure to Covid-19			Is there a system in place to ensure that site deliveries are being managed properly e.g. drop off points, driver remaining in vehicle if possible, an established team of unloaders for your specific requirements? Have you implemented the use of PPE for Covid security if close working contact is required for unloading items? Have you calculated the time and made provision for sufficient breaks to limit close contact?	N/A				
			Are there procedures in place to ensure that post and delivered items are COVID-19 free (disinfected or stored for sufficient time to allow virus to die) before they are distributed within the building? Do you need to rearrange lead times on deliveries? Can you reduce the amount of deliveries you need?	N/A				
			Have you agreed a process for operating the loading bay and good lift to maintain social distancing? Have you taken the cleaning of these areas into consideration and implemented a regime? Have you ensured adequate PPE that includes Covid safety?	N/A				
			Do those receiving the delivered items have access to gloves, wipes, etc.	N/A				
WORKING & TEACHING ON SITE Exposure to Covid-19		M	Are staff/students advised what to do should they feel ill with COVID-19 symptoms? Do they know where they can get this advice?	This will be communicated by email to all staff / students before term starts and in person on arrival and on posters with information		RP	L L	
		M	What physical distancing measures have been implemented to maintain 2metres	Good layout of furniture in classrooms to maintain 2m		RP		

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		M	wherever possible during teaching and practise sessions? Have students/staff been advised that 3 metres social distancing well be required for woodwind/brass/singing and has this been calculated for the proposed space?	Yes – via telephone and email communication to staff that 3m is required for woodwind / brass / singing and this has been calculated for the proposed space; students to be advised in pre-term communications and in person		RP	L	
		M	Have you made provision for both space and use of screens as necessary for orchestra playing? Are they easily understood by the staff/student?	Yes – provision has been made for space when timetabling; no screens available		RP	L	
		M	Can you use technology instead to limit the numbers in groups?	Yes – some workshops will take place online to limit the numbers in groups		RP	L	
		M	Have workstations in offices, receptions, workshops, rehearsal rooms, practise rooms, gyms, stores, been organised to maintain the desired 2 metre separation and how? 3 metres if wind/brass/singing?	Yes – via good layout of furniture in classrooms to maintain 2m and 3m for woodwind / brass / singing		RP	L	
		M	What additional measures are being implemented to limit exposure to the virus, for example, additional screens, visors, changing usual rehearsal rooms to accommodate 3 metres for singing or wind/brass instruments?	All staff will wear a face covering indoors and in order to maintain social distancing; rooms have been allocated to accommodate 2m distancing for all and 3m distancing for woodwind / brass / singing and all will be encouraged to maintain as much open ventilation as possible via opening windows and doors		RP	L	

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		M	Do staff/students know how the maximum number allowed in each room and where to find this information?	Maximum number allowed in each room has informed timetabling and numbers will be communicated by email to all staff before term starts	Host venue's document of room sizes on site can be made available upon request of Head of CYMT	RP	L	
		M	Have you limited the group sizes to 15 for under 18s?	Yes – small, consistent groups of no more than 15 children will be managed carefully by careful timetabling and heightened awareness by all staff as to the importance of the consistency of the groups		RP	L	
		M	Has adequate breaks been implemented (spending long periods in one space increases risk of infection)?	Yes – adequate breaks have been included in the timetable		RP	L	
		M	Have staff/students been issued with own equipment if possible to avoid sharing e.g., headsets, hardhats, exercise mats, etc? Can loaned equipment be issued for the term/academic year to avoid cross contamination?	Yes – via email communication with staff/parents we will encourage bringing own equipment including stationery so as to avoid issuing loaned equipment to limit risk of infection		RP	L	
		M	Have you grouped staff/students into bubbles to limit risk of infection? How do you plan to communicate this?	Yes – provision has been made in timetable for groups/bubbles, and will be communicated via email to staff/parents before term starts		RP	L	
		M	Is it planned that site inductions will cover COVID-19 safety control measures and is it proposed that these inductions are organised to maintain physical distancing?	Yes – site induction and guidelines for all staff / parents / students will be given by means		RP	L	

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				of a printed document for reference and in person briefing			L	
		M	Have you put together specific regimes or guidance such as how to clean instruments/props etc?	Yes – cleaning guidelines for all staff / parents / students will be given out on arrival, including touch point areas, by means of a printed document for reference		RP		
		M	Have you implemented a plan to explain requirements rapid lateral flow testing?	Yes – via email communication with staff/parents		RP	L	
		M	Is there a communication system planned to update staff/students on changes/proposed changes to COVID-19 arrangements on site e.g. briefings, internet, e-mails, etc.?	Yes – via email communication with staff/parents		RP	L	
		M	Have you implemented a plan to expand site-wide cleaning procedures to ensure that touch point areas (for example, door handles, handrails and machinery controls) so they are disinfected more often and to a greater degree? Are you implementing localised measures for specific activity such is shared instruments, costumes, props, etc?	Yes – cleaning guidelines for all staff / parents / students will be given, including touch point areas, by means of a printed document for reference N/A		RP	L	
		M	Are there plans to disinfect instruments, music stands, equipment, handles, props and tools that may be shared and provide recognised drop off points to reduce the risk of physical contact?	Yes – cleaning guidelines for all staff / parents / students will be given, including touch point areas, by means of a printed document for reference		RP	L	
		M	Do workers/staff looking after these items have a regime in place to ensure safety such	Yes – cleaning guidelines for all staff / parents / students will be		RP		

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			as time between lending instruments, specific cleaning regime appropriate to the item/instrument, appropriate product use and adequate PPE to handle the items? Have you assessed if you need to share these items or can further be purchased or issued longer term?	given, including touch point areas, by means of a printed document for reference, time has been provided for cleaning relevant areas between lessons / workshops Yes – more will need to be purchased in due course		RP	L L	
		M	Is it proposed to mark floors in work and rehearsal areas to remind staff of social distancing measures? If staff/students are operating in fixed teams?	Yes - one-way system is in place on site and wall signage & yellow tape on the floors indicates the one-way systems; posters and printed guidelines remind everyone of the social distancing measures		RP	L	
		M	Can you avoid mixing fixed teams?	Yes – timetable has allowed for not mixing teams		RP	L	
		M	What measures are you taking to ensure that each fixed team are socially distanced from the other?	Yes – via staff training and ensuring they understand how to control the fixed team		RP	L	
		M	Has the removal of physical contact and face to face working been implemented and where?	Yes – all physical contact has been removed and some face to face working has been stopped so lessons are taught online		RP	L	
		M	Has close working been avoided or minimalised?	Yes – close working has been minimised		RP	L	
		M	Where close working is foreseeable; are there control measures such as:					

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		M	- Minimise the frequency and time staff/students are within 2 metres of each other	Yes - timetable has provided for minimum frequency and time staff/students are within 2m of each other		RP	L	
		M	- Introducing pedestrian traffic flows in spaces, e.g. keep left, one way systems	Yes - one-way system is in place on site and wall signage & yellow tape on the floors indicates the one-way systems		RP	L	
		M	- Minimise the number of staff/students involved in these tasks	Yes - timetable has provided for minimising the number of staff/students present		RP	L	
		M	- Requires that staff/students should work side by side, or facing away from each other, rather than face to face	Yes - staff/students will be advised via written guidelines to work side by side or facing away from each other, rather than face to face		RP	L	
		M	- Use of face coverings	Yes - staff and students aged 11+ will be required to wear a face covering indoors and in all places where social distancing is difficult to maintain		RP	L	
		M	-Implementation of fixed teams	Yes - timetable has provided for fixed teams		RP	L	
		M	-Ventilate the space more frequently such as opening doors and windows (when not possible, consult with Premises Controller that the rooms are appropriate for proposed use)?	Yes – staff/students will be advised via written and spoken guidelines to ventilate all spaces more frequently by opening doors and windows		RP	L	

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		M	Does the Premises Controller have adequate supervision in place to ensure that their COVID-19 RA and procedures are being followed by workers on their site? Are you aware what this will be? Have they confirmed the cleaning regime?	Host venue has assured CYMT the cleaning regime will be that the spaces used by CYMT will be cleaned before handover to CYMT and after use by CYMT		Huish	L	
			Is it proposed to display "Five Steps to Safer Working Together" poster in a prominent location?	Yes		RP		
EMERGENCY PROCEDURES Exposure to Covid 19		H	Have you confirmed that emergency procedures have been reviewed to take account of the COVID-19 risk e.g. designated fire marshals may not be available; whilst social distancing is not critical during an emergency evacuation once people arrive at the assembly point a 2 metre separation should be established again; how will intruders be dealt with?	Yes	Continue review of emergency procedures	RP	H	
		H		Intruders will be dealt with by being asked politely to leave and if they refuse then the staff on duty will call the Police		RP / all staff	L	
		H	Have first aid procedures been reviewed and updated in respect of COVID -19 advice? Has additional PPE been provided to first aiders and do you know who to get this from?	Yes; PPE is available	Continue review of first aid procedures	RP	H	
HAND WASHING & HAND SANITISATION, COUGH ETIQUETTE			Where necessary, is it proposed to provide additional hand washing facilities if possible (for example, pop-ups) in appropriate areas?	Yes - hand sanitiser widely available				
		M	Does the Premises Controller intend to provide workers with hand sanitiser (minimum 60% alcohol based) in locations	No – host venue has own R.A.		Huish	L	

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Exposure to Covid 19		M	where fresh water and soap are not readily available? Will hand sanitisers be available at entrances and exits?	Yes – CYM will provide hand sanitisers at entrances and exits		RP	L	
		M	Have other locations been identified as benefitting from additional hand sanitiser such as prop tables?	N/A			L	
		M	Does the Premises Controller plan to ensure that hand washing facilities are checked, cleaned and topped up?	Yes – host venue to do this as a matter of course		Huish	L	
		M	Have staff/students been briefed on hand washing procedures (for example, minimum 20 second duration) and cough etiquette (into tissue and disposed of or crook of elbow)?	Yes – written guidelines provided at start of term will advise on hand washing procedures and cough etiquette		RP	L	
		M	Have staff/students been advised to wash hands (or if not possible, sanitise hands) at specific points such as before/after classes, practise sessions, using shared instruments, using shared music stands, using toilets, eating & drinking, using props/costumes/tools, using shared computers/mixing & lighting desks, etc?	Yes – written guidelines provided at start of term will advise on hand washing at specific points such as before/after classes, practise sessions, using shared instruments, using shared music stands, using toilets, eating & drinking		RP	M	
		M	Is there an adequate number of NHS handwashing/cough etiquette posters in strategic locations?	Yes	Continue to review on site at host venue	RP		
TOILET FACILITIES Exposure to Covid 19		M	Is the Premises Controller proposing to restrict the numbers using site toilet facilities at any one time and/ or provide 2 metre markers in order to maintain social distancing?	Yes - host venue to do this		RP	M	
		M	Will the site's toilets cleaning procedures be enhanced, with a focus on touch points?	Yes – host venue to do this		Huish	L	

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		M	Has guidance been issued on closing toilet lids prior to flushing?	Don't know – to check with host venue	Check with host venue	RP	M	
		M	Will staff/students be advised that they should wash or sanitise their hands both before and after using the facilities? Is there adequate signage on handwashing in place?	Yes – via email communication with staff/parents and signage		RP	L	
CAFÉ & REST AREAS Exposure to Covid 19		M	Will cafe areas be marked as to the maximum numbers as to maintain social distancing? Has furniture been arranged to ensure this?	Yes - café areas marked out as to the maximum numbers as to maintain social distancing and furniture arranged to ensure this		RP	L	
		M	Has food/drink been covered and handling minimised?	Yes – food/drink will not be provided and all staff/students will need to bring their own refreshments		RP	L	
		M	Will breaks be staggered to help maintain physical distancing ?	Yes – the timetable has allowed for staggered break times to help maintain physical distancing		RP	L	
		M	Are staff/students encouraged to bring in their own food in order to reduce interactions? Are they advised to eat outside or at desks if appropriate?	Yes – all staff/students will need to bring their own refreshments and will be advised to eat outside or at desks if appropriate		RP	L	
		M	Will café/rest areas cleaning be enhanced, with particular focus on touchpoints, tables, kettles, refrigerators and microwave ovens, to ensure that they are disinfected more often?	Yes – staff will clean touchpoints throughout the day		RP	L	
		M	Has instructions been issued on not sharing plates/cups/cutlery and information issued to ensure items are cleaned before/after use?	Yes – written guidelines will include instructions on not sharing plates/cups/cutlery and to ensure items are cleaned before/after use		RP	L	

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			Is the cafe providing pre-prepared or wrapped food?	N/A				
		M	Are staff/students encouraged to wash or sanitise their hands when entering and leaving these areas?	Yes – constant reminders from staff and regular signage / posters		RP	L	
		M	Will seating areas be arranged to maintain the 2m separation distance?	Yes – seating will be arranged to maintain the 2m distance		RP	L	
		M	Are there other areas for break spaces that can be utilised?	Yes – other areas may be used for break spaces to maintain the 2m distance		RP	L	
CHANGING FACILITIES/ DRESSING ROOMS Exposure to Covid 19			Will changing facilities/dressing rooms be marked as to the maximum numbers as to maintain social distancing?	N/A				
			Will use of changing facilities/dressing rooms be staggered to help maintain physical distancing? Can you utilise other spaces to limit the numbers using changing/dressing rooms?	N/A				
			Will changing facilities/dressing rooms cleaning be enhanced with a focus on touchpoints to ensure that they are disinfected more frequently? Have you the limited the number of items required in the rooms? Have you limited use of showers to only those requiring it and agreed a cleaning regime to limit infection risk?	N/A				
MEETING ROOMS Exposure to Covid 19			Have meeting rooms been taken out of use or organised to maintain social distancing?	N/A				
			Have notices been displayed to advice people of the maximum numbers of people permitted in open meeting rooms whilst still maintaining 2m separation throughout?	N/A				

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			Have steps been taken to avoid transmission during meetings for example: taking touchscreen out of rooms, arranging furniture and/or replacing with wipe clean furniture; avoiding sharing of pens and other objects; etc.	N/A				
PLANT & WATER SYSTEMS & VENTILATION Exposure to Legionella bacteria, limiting infection risk via aerosol		H	Has reduced building water usage been considered and the need for flushing? Has the plant been restarted and operating efficiently? Is it confirmed that the ventilation is circulating fresh air only (and not recycling air)? Has other ventilation mitigations in place (local air con, open windows, fans, etc)?	N/A N/A Yes – host venue has confirmed that the ventilation is circulating fresh air only		Huish	L	
REHEARSALS Exposure to Covid 19 **e.g.**		M	Have you reviewed the production and reduced the cast size, orchestra size, group size if possible to maintain social distancing? Have you ensure the rehearsal space can accommodate the rehearsal and observe social distancing? Have your considered fixed project teams?	Yes – the timetable has provided for reduced group sizes to maintain social distancing, and the rehearsal spaces allocated reflect that		RP	L	
			Have you mapped out the productions in advance of commencing in-person rehearsals to minimise face to face contact, allow, social distancing, learning lines or parts in advance to avoid carrying scripts in rehearsal if possible (this may be challenging in a teaching environment so	N/A				

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			ensure regular hand hygiene/sanitisation is available and avoid sharing scrips/music)?					
			Have you considered use of technology in rehearsals such as to complete read-throughs where feasible? Can you deliver the rehearsal socially distanced with the use of technology?	N/A				
			Have you considered performers attending rehearsals and performances only when required for their part? Changing the call schedules so that only those required are on-site?	N/A				
			Have you considered further use of radios to avoid contact? Have you considered reducing props/costumes/wigs/set design to avoid close contact? Have you ensured adequate sanitisation of props etc before and after use in rehearsals and productions?	N/A				
OTHER SPECIFIC AREAS – PLEASE LIST. Exposure to Covid								

[HSE Guide - Five steps to risk assessment](#)

*Action: Sharing the risk assessment (Statement from Guidance):

You should share the results of your risk assessment with your workforce.

[*At this link*](#) *you will find a notice* <u>*you should display in your workplace to show you have followed this guidance*</u>*.*

All risk assessment must be reviewed periodically and revised and updated whenever there is reason to believe they are no longer valid. This will include when changes are made to government advice and guidance