Risk Assessment

wakefieldcollege

Risk assessment for	Operation of Singing Lessons within the Performing Arts Department		
Campus/Location	Wakefield / Waterton	**Curriculum/ Service Area**	Performing Arts
Date of initial assessment **Updated**	28.8.2020 **27/10/2020**	**Name of person (Risk Assessor)**	Andrew Pickersgill
Reviewed by		**Reviewed by**	
Issued for consultation with/on		**Response Received**	
Who might be harmed and how?			
Staff/Students ✓	Biological	**Cleaners, engineers etc** ✓	Biological
Support Staff ✓	Biological	**Other (Please specify)** ✓	Visitor/member of public, contractor

What are the hazards? (e.g. mechanical, electrical, chemical, biological, noise, trip hazards, manual handling, working at height.)	**What control measures are already in place?**
1. Physical space, movement, social	Social distancing to be enforced in line with Government guidance. Performing arts to remain at 2m distancing in line with current sector practices. Signage to be prominent around college as a visual reminder. Visual reminders (directional arrows/ distance indicators) to be prominent in all corridors and circulation spaces to highlight social distancing. Implementation of one-way staircases to maintain social distancing Studios to be open for students on arrival so that they can go straight in and no waiting on corridors required. Studios marked out with 2m spacing, to facilitate and reinforce correct social distancing. Breaks to be taken in the group bubble, students will have to leave the building or stay within the studio, during this time to minimize contact with other groups.

What are the hazards? (e.g. mechanical, electrical, chemical, biological, noise, trip hazards, manual handling, working at height.)	What control measures are already in place?
2. Infection Protection and Control	Advise staff and students that they should not attend College if they are displaying symptoms of Covid-19 or members of their household are displaying symptoms: temperature, new cough, new loss of smell, taste Advise staff/students that they should not attend College if they are displaying symptoms of Covid-19 or members of their household are displaying symptoms: temperature, new cough, new loss of smell, taste Mandatory wearing of face masks (unless exempt for medical reasons, blue lanyard or sunflower worn indicating exemption) in lifts, corridors, stairwells, social spaces, signage displayed reminding staff, students, visitors. Lockdown message also reinforcing the message periodically throughout the day. All staff issued with a reusable face mask, students supplied with reusable face mask or disposable face mask. Duty Managers/ Security challenge anyone not wearing or not wearing correctly face masks whilst in the social areas Implementation of sanitisation process with a chemical that protects all surfaces from Covid-19 for 30 day period. All classrooms, offices, staff rooms, social spaces will be treated within a 28 day cycle to maintain protection Alcohol sanitizing gel dispensers implemented in entrance to all buildings, high traffic routes and communal areas. Due the physical nature of our learning, Singing and dance has increased contamination risks. Dance studio floors to be sanitised between different classes and treated as a ‘High Contact Area”. Students to sing back to back or side to side, never facing each other or staff.

What are the hazards? (e.g. mechanical, electrical, chemical, biological, noise, trip hazards, manual handling, working at height.)	What control measures are already in place?
	Where possible maximise the social distancing to the singers to greater than 2m. Consider the use of Face coverings during singing to reduce the spread of droplets associated with this activity. Students to sing solo where possible, if not small groups of 4/5 will need to be maintained to minimise the amount of aerosol produced into the air. Vocal warms may need to be split up and alternated between the group. Consider the use of face masks for this activity. Consider other methods to limit aerosol spread. Students to source and bring in own costume where possible. These items will need to be taken away with the students when not on site. We currently don't have the ability to store these. Costume to be worn to site or easily put on such as a jumper or coat as no changing rooms are available. No college costumes to be used, as there are no real practical solutions to minimise risks at this present time. To be assessed each term. Prop use to be minimal. Prop requests to be made to Technician who will check and locate college stock. Props will be wiped with antibacterial solution and placed in a box for student or tutor to pick up. Props to be placed back into box at the end of lesson and put into storage until the next lesson by the technician wearing suitable PPE. No sharing of props to take place. At the end of a production props will be wiped down and put back into the stores. Microphones not to be shared. For each use they will be placed onto a table for a student to pick up and put on.

What are the hazards? (e.g. mechanical, electrical, chemical, biological, noise, trip hazards, manual handling, working at height.)	What control measures are already in place?
	At the end of use they are to be returned to the same place. Technician will then clean ready for next use. A separate risk assessment is in place for these activities. Music to be kept at reasonable levels so that staff don't have to raise their voice or shout. The use of vocal amplification for staff to be implemented if required. Pianos / Keyboards to be wiped down by each person before and after use. Students to bring / print their own Lyrics or musical scores, the use of digital versions to be encouraged to limit the use of paper. Music systems to be used by staff only and wiped before and after use with antibacterial solution. Wipes and sanitiser made available to enable students to clean water fountain dispensing handle when re-filling water bottles. Suitable and sufficient supply of hot water and soap for hand washing. Where hand dryers are not contactless paper hand towels will be implemented Utilization of Digital signage systems to broadcast messages reminding people to wash their hands, maintain social distancing, and to comply with college virus management information. Posters displayed in prominent areas, toilets, lifts, refectories, promoting hand washing and the symptoms of COVID-19 Staff members will monitor students to ensure social distancing and use of hand sanitizer stations are being utilized

What are the hazards? (e.g. mechanical, electrical, chemical, biological, noise, trip hazards, manual handling, working at height.)	What control measures are already in place?
3. Additional Staff and Student Welfare Measures (including PPE)	High risk illness category staff and students will be identified through their Line Managers or from enrolment/ Tutors. Separate risk assessment carried out to identify any additional control measures/ amendments to their working/ study required. (See Individuals with Increased Risk Factors separate risk assessment) Staff who in certain situations cannot maintain the 1+m social distancing will be provided with disposable gloves, apron and face mask and/or shield Drinking water provided with enhanced cleaning measures of the tap mechanism introduced on an hourly basis in each operational building mechanism introduced. The College will follow Government/ DfE guidance for any PPE requirements for the particular task/ activity. Staff will be trained in the correct fit, use and disposal Staff will be briefed on all control measures and issued with the relevant Risk Assessment's.
4. Managing Symptoms	Staff displaying symptoms whilst at College sent home, advised to request a test via the NHS on line Track and Trace service www.nhs.uk/coronavirus or by calling 119 if no access to internet and to inform the College of the results to either return to wok if negative or to support contact track and tracing if positive. COVID-19 testing for staff available through contacting H Staff sickness reporting system to monitor staff absence due to • Displaying COVID19 symptoms • Isolating due to a family member displaying COVID19 symptoms • Confirmed COVID19

What are the hazards? (e.g. mechanical, electrical, chemical, biological, noise, trip hazards, manual handling, working at height.)	What control measures are already in place?
	• Family member confirmed COVID19 Staff notifying College confirmed COVID19, College obtains advice of protocols to follow from local Health Protection Team and DfE with regards sanitising/disinfection protocols of rooms/areas affected. College undertakes disinfection cleaning protocols with fogging machines for smaller areas or external contractors to undertake larger areas/buildings. College subject to Health Protection Team/ DfE recommendations/requirements Executive Team review current operations within affected Curriculum/Service Area and agree measures to implement. Communications to staff/students/parents/guardians on the amended operations of the College
5. Group Size and Reducing Contact	Main lifts operated as one passenger only with the exception if the person requires a support person to accompany them. Groups sizes have been reduced to fit with new social distancing room capacities. Cancellation of external bookings to reduce the footfall within College properties
6. Shared Resources	Shared equipment is kept to absolute minimum and system implemented to clean/sanitise before and after use

What are the hazards? (e.g. mechanical, electrical, chemical, biological, noise, trip hazards, manual handling, working at height.)	What control measures are already in place?
7. Contractors, Visitors	Only visitors and contractors essential to the College's operations will be permitted to attend Visitors must be pre-booked with reception with a minimum of 24 hours prior notice Contractors to be issued with instructions on Covid-19 safety arrangements prior to initial visit Visitors/ contractors to be collected from reception and instructed on the College procedures for reducing the transmission of Covid-19, i.e. social distancing, hand washing, hand sanitiser, one-way system
8. Transport	Withdrawal of service of College mini bus and pool car Staff are advised against car share (to and from work) unless living together in the same household Every effort to be made to complete off site meetings via telephone or video chat Staff who use public transport are advised where possible to use other means (walking, cycling, car etc.). If this is not practicable, users are advised to maintain social distancing where possible, maintain good hygiene i.e. hand washing and mandatory face masks.
9. Managing Accidents, emergencies	Duty Manager on site during College teaching hours Duty Manager or Student Intervention Officer to be contacted to deal with an incident where a student/visitor refuses to follow the required social distancing guidelines or preventative hygiene and cleanliness measures First aid staff supplied with individual single use packs of PPE containing, disposable apron, mask and gloves

What are the hazards? (e.g. mechanical, electrical, chemical, biological, noise, trip hazards, manual handling, working at height.)	What control measures are already in place?
	Individual single use first aid kit for minor cuts containing accident form, wipes and plasters Fire bag for each building contains single use packs of disposable PPE for evac chair operators to wear containing apron, mask and gloves During an alarm activation social distancing should be maintained when evacuating and whilst awaiting instruction at assembling points. **Unless there is a clear and present danger**

Are extra precautions needed?		
If yes, please describe.	**Who has been asked to do this?**	**By what date?**
Review guidelines from Government and DfE for updates/amendments and review/update risk assessments. Updates/amendments will be communicated to all staff	Health and Safety	As changes occur
Confirmed cases of COVID-19 review risk assessments for amended procedures/ change of College/Campus operation. Updates/amendments will be communicated to all staff and students	Principal and Exec	As changes occur

	Review 1	**Review 2**	**Review 3**	**Review 4**	**Review 5**
Name					
Date					