

COVID-19 Risk Assessment – Return to Work and Campus Study Risk Assessment (Health and Safety)

Company name: Point Blank Music School

Assessment carried out by: Angela Foo - Head of Quality

Date of next review: 05/10/2020	Last updated: 11/09/2020	Date assessment was first carried out: 28/07/2020
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Overview

This Risk Assessment is a core part of the School's phased planning to return and the continuation of our provision on-campus in London. It has been conducted in keeping with the UK Government's COVID-19 Recovery Strategy, SOM Guidance in association with Mind UK and CIPD, and the Health and Safety Executive.

The safety, health and wellbeing of our students, staff and guests will always be prioritised and considered first.

The document below is a comprehensive assessment of the hazards, actions taken to mitigate the risks and hazards, persons responsible and the level of risk involved.

How was the risk assessment carried out?

The School followed the advice at <https://www.hse.gov.uk/coronavirus/index.htm> and advice from the Department of Health & Social Care (DHSC) and Public Health England (PHE). Overview of key outcomes (please read the risk assessment below for detailed information):

- Development of specific COVID-19 "Return to Campus" health and safety guidance and procedures for all staff and students. This has been disseminated via a number of communication platforms to ensure that staff and students are as aware as possible.
- Temperature checking of students and visitors before entry to the campus, with reminders that if anyone is experiencing symptoms, they must self-isolate.
- Reduced student numbers in classes and controlled admittance on Campus to ensure social distancing.
- Teaching provision will be delivered via blended-delivery model (online delivery and face to face teaching). This enables students to access facilities which support their learning, and access teaching staff in-person where this is desired, whilst ensuring controlled numbers for safety.

- Highly increased cleaning and hygiene procedures throughout the day, with particular focus essential contact areas. Hand sanitiser must be used when entering a new building and will be available in all classrooms. Face coverings are supplied to staff and will be supplied for students who wish to enter the campus but do not have a face covering. Students must wear at least a nose and mouth covering whilst on campus (unless approved otherwise by staff for medical reasons).
- All staff are advised that if they are able to work from home they should continue to do so, except where expressly arranged with management with social distancing.
- Where social distancing guidelines cannot be upheld, the School will not run that activity in that format unless we have to as a final resort.
- All teaching facilities and classrooms have been assessed by architects for ventilation and airborne spread and will be further risk assessed by staff to ensure social distancing is maintained and contact areas are cleaned between classes through affected terms.
- We will disseminate guidance on coming to or leaving campus, use of facilities and will be limiting the necessity of moving between sites. Crowd control, one way systems sign-posting and social distancing reminders will be clearly displayed across Campus.
- 2 metres social distancing policy will be implemented where possible. 1 metre with robust risk mitigation will be allowed if 2 metres is not viable.
- Online training to provide risk assessments and support for anyone working remotely to ensure high quality teaching provision.
- Training to provide risk assessments and health and safety support for anyone working on-campus.
- Face to face meetings are advised against unless essential. Telephone or Teams/Zoom meetings will be recommended.
- Protective screens are available service points at Orsman Road.
- Clinically extremely vulnerable/vulnerable staff will be asked to stay home, take extra care and work from home until it is safe for them to do so. If it is absolutely not possible for them to work from home, they will be given the safest available on-site locations to work, and the safest roles.
- We will take care to uphold equality in the workplace and respect the circumstances/protected characteristics and cultural needs of staff whilst ensuring their safety. We will also make every effort to accommodate reasonable adjustments for disabled staff and students whilst enforcing social distancing.
- A temporary record of visitors will be kept for up to 21 days to support NHS Test and Trace.

Only business critical activities warrant the breaking of social distancing rules. Exceptions might be where two people are required to move a piece of equipment or to undertake a maintenance task.

Key:	 = High Risk	 = Medium Risk	 = Low Risk
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What are the hazards?	Who is at risk?	Actions we have already taken to control the risks.	Further actions to be taken to take to control the risks.	Dept. Responsible	Deadline	Key
Students or staff getting or spreading coronavirus by not washing hands or not washing them adequately	<p>Students</p> <p>Staff</p> <p>Workers in shared premises</p> <p>Delivery persons coming to or leaving premises</p> <p>Visitors</p>	<p>We will follow HSE guidance on cleaning and hygiene</p> <p>- Provide water, soap and disposable drying facilities or sanitisation at wash stations, classrooms & entry/exits. Management has confirmed there are an appropriate number of facilities for the numbers controlled for entry.</p> <p>- Provide information on how to wash hands properly and display posters (using NHS guidance)</p> <p>- Identify and establish procedures on how we are going to replenish hand washing/sanitising/cleaning facilities and products</p> <p>- Ensure we comply with our legal duty to provide welfare facilities and washing facilities for visiting drivers by advising staff at reception to remind drivers and use hand sanitiser themselves.</p> <p>- If people can't wash hands, provide information about how and when to use hand sanitiser</p>	<p>- Advise students and staff to check their skin for dryness and cracking, and treat this accordingly</p>	School Facilities and Resources	5 th October /Ongoing	
Getting or spreading coronavirus in common use high traffic	<p>Students</p> <p>Staff</p>	<p>We will follow HSE guidance on facilities & common areas</p> <p>The School has identified key areas of high risk:</p>	<p>- Put in place monitoring and supervision system to make sure people are following controls put in place, e.g. following</p>	School Facilities and Resources	5 th October /Ongoing	

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<p>areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas</p>	<p>Workers in shared premises</p> <p>Delivery persons coming to or leaving premises</p> <p>Visitors</p>	<ul style="list-style-type: none"> - The Student Hub, toilets and washing facilities, kitchens, reception, corridors between these areas (“pinch points”), access points to storage areas or customer service. - Areas and equipment where people will regularly touch essential surfaces, such as in kitchens, e.g. kettles, shared condiments, door handles, keyboards and equipment in classrooms <p>ACTION TAKEN:</p> <ul style="list-style-type: none"> - Hand sanitiser will be provided at these points. Temperature checks are in place for students and visitors before entry, with reminders that if symptoms are experienced, they should not visit. Reusable face coverings are supplied to staff. Students must also wear at least a nose and mouth covering (unless approved otherwise by staff for medical reasons) and will be supplied with a face covering if they wish to enter the campus but do not have one. - Disseminated guidance on coming to or leaving campus, use of facilities and will be limiting the necessity of moving between sites. - Crowd control and limited numbers, one-way systems sign-posting and social distancing reminders will be clearly displayed across Campus. Staff will have visible sight of communal areas outside of classrooms to ensure students and visitors maintain social distancing. 	<ul style="list-style-type: none"> - Hygiene procedures, washing hands, following one-way systems – ongoing monitoring - Near-miss reporting system: to help identify process improvements and where people are not doing what they should - Lockers cannot be provided for people to keep personal belongings in so that they aren’t left in the open, so students should be instructed to keep belongings close to or on them where they are not at risk and do not need to be moved by others. - Staggered start/end times between classes - A revised Student Code of Conduct and Disciplinary Policy is in development and will have information on the behaviour required and respect for the safety of others, applicable to students returning to Campus. This will also outline the disciplinary action to be taken for any student who does not adhere to the Student Code of Conduct 	<p>/ Student Services</p>		
<p>Contracting or spreading the virus by not social distancing</p>						

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		<ul style="list-style-type: none"> - Windows and physical barriers protect students/visitors and staff members in the Reception and Assistants Observation Area to reduce exposure - Implementing 'drop zones' for passing materials between people, particularly for delivery drivers. - Limited occupancy at tables in the Student Hub to 1 per table (there are 8 tables) and a maximum total occupancy of 8 people in the room. Tables have been spaced out and floor signage/table signage to indicate that chairs should not be moved closer than indicated to ensure social distancing. - Floor/wall signage has been put in place to indicate one-way systems in corridors to manage the flow of people moving around workplaces and to allow social distancing rules to be met - Instructed students and staff to leave non-fire safety doors and windows open to reduce the amount of contact needed to open areas and improve ventilation - Students and staff requested to keep surfaces, such as kitchen sides and tables in communal areas completely clear or uncluttered as possible to make regular cleaning easier and reduce common contact. Should staff become concerned that safety/social distance may be at risk in communal areas, e.g. kitchens, these areas will be closed for use. 	-			

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		<ul style="list-style-type: none"> - Put signs up to remind people to wash and sanitise hands and not touch their faces (WHO guidance). 				
<p>Getting or spreading coronavirus in common use areas such as classrooms or offices</p>		<p>We will follow HSE guidance on welfare facilities, common areas.</p> <p>The School has identified key areas of high risk:</p> <ul style="list-style-type: none"> - Communal areas where air movement may be less than in other work areas, e.g. toilets or classrooms with no opening windows or mechanical ventilation, and high contact surfaces <p>Actions:</p> <ul style="list-style-type: none"> - Where appropriate social distancing is not possible, that activity or module will not be held or delivered on campus. - Limited the number of people in rooms to 8 per class + 1 lecturer so that social distancing rules of 2 metres can be met. In classes or common areas where 2 metres is not viable, >1 metre social distancing will be applied, side-to-side and not face-to-face with robust risk mitigation and enhanced safety restrictions maintained (as in this risk assessment). All teaching will follow UK Government advice and key recommendations from the SAGE 39 actions to reduce transmission where possible. 	<ul style="list-style-type: none"> - Encouraged virtual meetings, even for people working in the same building, to reduce the number of people moving around, particularly in corridors and common areas. - Staff to work from home if hot desking would be necessary where possible. Where hot desking is absolutely necessary, thorough cleaning of surfaces and equipment with appropriately sanitising products at the before/after shifts must take place. 	<p>School Facilities and Resources</p> <p>/ Student Services</p>	<p>5th October</p> <p>/Ongoing</p>	

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		<ul style="list-style-type: none"> - Having allocated, booked time slots for students where possible to control and limit numbers in classes - Etiquette and codes of conduct with disciplinary penalties (e.g. sent home) for students and staff will be published and reminded. Students must wear face coverings unless medically exempted. Face shields will be provided for teaching staff who request it and for critical, over-the-shoulder supervision. - No hot desking for staff working on-campus, except in a minority of cases where this is not possible. If business critical, hotdesking workstations must be thoroughly cleaned before/after use and seating will never be face-to-face or closer than 2 metres. Access routes to desks must accommodate social distancing. Where possible, dedicated one way exits/entrances should be assigned. Like teaching provision, staggered office staff start/finish times should be encouraged to reduce overcrowding in common areas, particularly in consideration with class start/end times. - Put in place structured, regular cleaning regimes or disposable wraps around keyboards/high touch areas to make sure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it 				
<p>Getting or spreading coronavirus</p>	<p>Staff Students</p>	<ul style="list-style-type: none"> - Encourage staff to work from home and only visit the campus if it is essential or agreed with management. 	<ul style="list-style-type: none"> - Where possible, encourage groups of students who will travel together to come forward and make efforts to 			

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through staff and students living or travelling to work together		<ul style="list-style-type: none"> - Identify groups of staff who live together and group them into a work cohort - Discuss with workers who live or travel to work together to agree how to prevent the risks of spreading coronavirus for when they return to work 	group them into a class if possible to reduce spread and contact.			
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Staff Students Visitors Contractors Delivery persons	We follow HSE and UK Government guidance on cleaning and hygiene procedures during the coronavirus outbreak <ul style="list-style-type: none"> - The Head of Music School has evaluated the campus and identified surfaces that are frequently touched and by many people, e.g. handrails, door handles, shared equipment etc. and specified, trained and instructed the appropriate frequency and level of cleaning staff will need to conduct. - Appropriate cleaning products for each relevant area/surface and purpose have been identified, e.g. surface wipes, detergents, strength, etc., where they should be used, with training for cleaning staff. - Procedures have been established for reporting of incidents, observations, extra necessary cleaning or if cleaning/hygiene products are running low. - Staff cleaning has been required and become standard procedure between each class, and each booked room for use by students. 	<ul style="list-style-type: none"> - Put in place monitoring and supervision to make sure people are following the increased cleaning Controls, i.e. are implementing the cleaning regimes 	School Facilities and Resources / Student Services	5 th October /Ongoing	

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		<ul style="list-style-type: none"> - More bins are available and students/staff are encouraged to carry out appropriate and considerate hygiene practice. - Trained people on how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean where this is implemented. Non-disposable safety equipment must not be shared. - We have limited entry and where possible removed all unnecessary needs for people to move around the campus, as well as encouraged students to limit their time in common areas. - Contact with common surfaces is reduced via measures previously noted: cleaning, non-fire doors and windows left open, etc. 				
<p>Persons unwell on campus or showing symptoms whilst on campus</p>		<ul style="list-style-type: none"> - All students, staff and visitors are advised they must not enter Campus if they have Covid-19 symptoms or anyone in their household displays symptoms or tests positive for Covid-19. Hand sanitiser will be provided at entry and rooms with essential and regular touch points. - Temperature checks are in place for students and visitors before entry, with reminders again that if symptoms are experienced, they should not visit. 	<ul style="list-style-type: none"> - Should a student, staff member or visitor experience symptoms whilst on campus, they will be sent home via the safest mode of transport possible and available, and noted to inform NHS Test and Trace. - All surfaces and areas that the person touched or possibly came into contact with must be disinfected and thoroughly cleaned by staff members whilst wearing the most 	<p>School Facilities and Resources / Student Services</p>	<p>5th October /Ongoing</p>	

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			<p>protective gear available and as appropriate (equipment must not be shared).</p> <ul style="list-style-type: none"> - All students and staff who came into contact or close vicinity (e.g. were in the same classroom) with the person/s showing symptoms must be advised, should wash their hands, and directed to inform NHS test and trace. - All waste from cleaning (e.g. wipes, gloves, masks) must be double-bagged and kept in a safe, locked and secure area for at least 72 hours before being disposed of in general waste. 			
<p>Mental health and wellbeing affected through isolation or anxiety about coronavirus</p>	<p>Staff Students</p>	<p>We have followed HSE, Mind UK and SOM guidance on occupational risk, stress and mental health:</p> <ul style="list-style-type: none"> - Management have conducted regular keep in touch meetings/calls with people working at home to talk about any work issues and to ensure workloads are manageable and reasonable - Management and the School encourage staff and students to talk openly about mental health issues to remove taboos and obstacles to raising issues, and awareness is raised on actions the School has taken and facilities available to ensure staff/student mental. Staff are trained on how to discuss with students that they 	<ul style="list-style-type: none"> - Management are regularly discussing the issue of fatigue with employees and make sure they take regular breaks whilst working from home, staff are encouraged to take leave, and set working hours are maintained to ensure staff aren't working long hours or overtime to meet requirements - Management have consulted students and staff on this risk assessment and 	<p>HR / General manag't</p>	<p>5th October /Ongoing</p>	

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		<p>may be affected and on how/what to advise students, how to raise concerns with their line manager or signpost students to support.</p> <ul style="list-style-type: none"> - The School currently provides access to an anonymous helpline (Health Assured) which provides counselling and a listening service, and will provide further support services on mental health, wellbeing and physical support in line with the needs of staff. Management understand that there will be an increase in demand for support, and understand that some staff will cope better than others with remote working, or may have experienced adverse effects to mental health as a result of COVID-19 impact. - The School will regularly review the welfare and mental health needs of students and staff through the term, and take steps to ensure preventative measures and appropriate support are in place and up to date to their needs. - Updates to these support services will be well communicated. - Staff and students will also be updated as restrictions are eased and the actions taken to mitigate new risks as restrictions are eased. 	<p>involved all relevant staff in the creation of this risk assessment</p> <ul style="list-style-type: none"> - Students and staff have received guidance on how they can conduct their own risk assessment and identify potential problems and solutions - This risk assessment will be regularly updated and available publicly. Regular communications are also in place to reassure staff and students that risks are being mitigated, and health and safety is being maintained and prioritised. - Staff returning to campus will have to complete a mandatory 'Return to Work' online training module before they begin work on campus. This will also include teaching provision in the new work environment, any anxiety them may feel, and prepare them for physical health and safety of themselves and others around them, such as students. 			
Musculoskeletal disorders as a result of using	Staff	The School has assessed the potential risks and HSE and government advice was published that there is no increased risk for people working at home full time,	<ul style="list-style-type: none"> - For all people working at home using display screen equipment (DSE), information and training should be 	School Facilities	5 th October	

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<p>DSE at home for a long period of time</p>		<p>temporarily, or long term if appropriate equipment and guidance is available. Working from home was evaluated and agreed as the safest option for staff and students and on consultation, it was also the preferred choice of staff and students. Management asked all staff if they had appropriate and adequate equipment for working at home before staff were requested to work from home.</p> <p>Management also offered to arrange equipment to be sent for those working at home where equipment was reported as not adequate or appropriate.</p> <p>Students were also advised and given guidance on what they would need to carry out their studies effectively from home and via distance learning. Where they did not have the correct equipment and software, and were unable to obtain this, they were deferred to the following term or next available assessment/study opportunity.</p>	<p>put in place on how to protect themselves, e.g. take regular breaks, stretching exercises, set the equipment up properly</p>	<p>and Resources</p>	<p>/Ongoing</p>	
<p>Poor workplace ventilation leading to risks of coronavirus spreading</p>	<p>Staff Students</p>	<ul style="list-style-type: none"> - An architectural assessment has taken place and risks have been identified and mitigated. - Class sizes have been limited to ensure social distancing, admission to the School is also limited and discouraged unless necessary. - Non-fire safety doors and windows will be kept open to draw in fresh air and circulation. If additional ventilation can be provided for areas of low circulation, 		<p>School Facilities and Resources</p>	<p>5th October /Ongoing</p>	

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		<p>we will action this, e.g. mechanical ventilation, desk fans, air movers etc.</p> <ul style="list-style-type: none"> - We will switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air as a preferred alternative to recirculating air, if possible. 				
<p>Increased risk of infection and complications for vulnerable workers</p>	<p>Workers</p>	<p>The School has used guidance on clinically extremely vulnerable persons to identify them without discrimination.</p>	<p>Management will hold discussions with identified employees on what their personal risks are and identify what is needed for individual cases. In the first instance, they will be advised to work from home and isolate where this is possible. It is not anticipated, at Point Blank Music School, that working from home should not be possible for any extremely vulnerable employees.</p> <p>If working from home is absolutely not possible, using the information from the discussions above, campus risks will be identified and actions agreed with the person on how and where someone in the extremely vulnerable categories will work in line with current government guidance. The School will agree and make every effort to protect them through social distancing and hygiene procedures, and arrange for them to have the safest</p>	<p>School Facilities and Resources / Student Services</p>	<p>5th October /Ongoing</p>	

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			possible role and to work in the safest possible area of campus.			