

# 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

<b>Date of next review: 31/12/2021</b>	<b>Last updated: 20/09/2021</b>	<b>Date assessment was first carried out: 28/07/2020</b>
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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, the Health and Safety Executive and higher education Covid-19 operational guidance.

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, and has been updated in line with having moved to Step 4 of the Government's roadmap

## 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 get a Covid-19 PCR test.

- 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 helping control numbers for safety as students can continue studying from home.
- Highly increased cleaning and hygiene procedures throughout the day, with particular focus on essential contact areas. Hand sanitiser must be used when entering a new building and will be available in all classrooms. Face coverings are available to staff and students and are encouraged whilst on campus.
- Staff will continue to work from home where possible for two - three days a week. The School has opened a new larger office with better ventilation. Although social distancing restrictions have been removed, the new office will allow staff to remain at a safe distance from one another. Staff will be encouraged to wear masks in the office where possible.
- 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.
- Clinically extremely vulnerable/vulnerable administrative staff can continue to work from home, and vulnerable students can continue studying from home.
- 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 if enforcing social distancing is required.
- Visitors and guests will not be allowed to use the facilities to minimise footfall to the campuses. A temporary record of any visitors will be kept for up to 21 days to support NHS Test and Trace.
- Staff and students will be encouraged to take part in the twice weekly testing scheme and take home Covid-19 LFD tests will be available for collection every day from the School.

<b>Key:</b>	 = 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><b>Students</b></p> <p><b>Staff</b></p> <p><b>Workers in shared premises</b></p> <p><b>Delivery persons coming to or leaving premises</b></p> <p><b>Visitors</b></p>	<p>ACTION TAKEN:</p> <p>We have followed HSE guidance on cleaning and hygiene.</p> <ul style="list-style-type: none"> <li>- Hand washing facilities and hand sanitiser available throughout the School. Management has confirmed there are an appropriate number of facilities.</li> <li>- Information provided to staff and students on how to wash hands properly and posters displayed (using NHS guidance).</li> <li>- Procedures identified and established on replenishing hand washing/sanitising/cleaning facilities and products.</li> </ul>		Music School and Facilities	Ongoing	
Getting or spreading coronavirus in common use high traffic areas such as kitchen areas, corridors, rest rooms, toilet	<p><b>Students</b></p> <p><b>Staff</b></p> <p><b>Workers in shared premises</b></p>	<p>ACTION TAKEN:</p> <p>We have followed HSE guidance on facilities &amp; common areas.</p> <p>The School has identified key areas of high risk:</p> <ul style="list-style-type: none"> <li>- The Student Hub, toilets and washing facilities, kitchens, reception, corridors between these areas</li> </ul>	<ul style="list-style-type: none"> <li>- Put in place monitoring and supervision system to make sure people are following controls put in place.</li> </ul>	Music School Facilities / Student Services	Ongoing	

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<p>facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas</p>	<p>Delivery persons coming to or leaving premises</p> <p>Visitors</p>	<p>("pinch points"), access points to storage areas or customer service.</p> <ul style="list-style-type: none"> <li>- 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.</li> </ul>				
<p>Contracting or spreading the virus by not social distancing</p>		<p>ACTION TAKEN:</p> <ul style="list-style-type: none"> <li>- Hand sanitiser has been 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 available for free to staff and students and are encouraged.</li> <li>- Windows and physical barriers have been installed to protect students/visitors and staff members in the Reception and Assistants Observation Area to reduce exposure.</li> <li>- 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.</li> <li>- 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 may be at risk in</li> </ul>				

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		<p>communal areas, e.g. kitchens, these areas will be closed for use.</p> <ul style="list-style-type: none"> <li>- Signs hung up and clearly displayed to remind people to wash and sanitise hands and not touch their faces (WHO guidance).</li> <li>- Class times have been staggered to control the flow of students to campus and support social distancing.</li> <li>- Students and staff will be encouraged to take part in twice weekly testing and complete a Covid-19 screening form weekly. Students who test positive or are self isolating will be requested to attend classes online only (enabled via blended learning) until their isolation period ends.</li> </ul>				
<p><b>Getting or spreading coronavirus in common use areas such as classrooms or offices</b></p>		<p>We have followed 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"> <li>- 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.</li> </ul> <p>ACTION TAKEN:</p>		<p>Music School and Facilities</p> <p>/ Student Services</p>	<p>Ongoing</p>	

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		<ul style="list-style-type: none"> <li>- Blended learning will continue to be available for 2021 to allow students to study remotely if they wish.</li> <li>- Wearing of face masks will continue to be encouraged in classes, events and corridors/common areas but is not mandatory. This includes student visitors (e.g. where WP activities have resumed), students of the School and general visitors.</li> <li>- Students and staff will be encouraged to take part in twice weekly testing and complete a COVID-19 screening form weekly. Students who test positive or are self isolating will be requested to attend classes via blended learning until their isolation period ends.</li> <li>- Visitors will be encouraged to take a test before visiting and book their place in advance, including young students and visitors attending WP activities where appropriate. Visitors who test positive or are self-isolating will be requested to not attend on-site events. They may attend an equivalent virtual event where possible, until their isolation period ends.</li> <li>- Having allocated, booked time slots for students where possible to control and limit numbers in practise studios. External guests will not be allowed into the premises.</li> <li>- Etiquette and codes of conduct with disciplinary penalties (e.g. sent home) for students and staff has been published. Face shields will be provided for</li> </ul>				

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		<p>teaching staff who request it and for critical, over-the-shoulder supervision.</p> <ul style="list-style-type: none"> <li>- A new bigger office has been set up for staff to use with a rota system to help limit contact between staff.</li> <li>- Regular cleaning regimes have been put in place to make sure high traffic communal areas are kept clean.</li> <li>- Staff will come into the office on a rota basis to limit contact between staff</li> </ul>				
<p><b>Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations</b></p>	<p><b>Staff</b></p> <p><b>Students</b></p> <p><b>Visitors</b></p> <p><b>Contractors</b></p> <p><b>Delivery persons</b></p>	<p>ACTION TAKEN:</p> <p>We have followed HSE and UK Government guidance on cleaning and hygiene procedures during the coronavirus outbreak</p> <ul style="list-style-type: none"> <li>- The Head of Music School and Facilities 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.</li> <li>- 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.</li> </ul>		<p>Music School and Facilities</p> <p>/ Student Services</p>	<p>Ongoing</p>	

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		<ul style="list-style-type: none"> <li>- Procedures have been established for reporting of incidents, observations, extra necessary cleaning or if cleaning/hygiene products are running low.</li> <li>- Staff cleaning has been required and become standard procedure between each class, and each booked room for use by students.</li> <li>- More bins are available and students/staff are encouraged to carry out appropriate and considerate hygiene practice.</li> <li>- 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.</li> <li>- Contact with common surfaces is reduced via measures previously noted: cleaning, non-fire doors and windows left open, etc.</li> </ul>				
<p><b>Persons unwell on campus or showing symptoms whilst on campus, or students who have tested positive for</b></p>		<p><b>ACTION TAKEN:</b></p> <ul style="list-style-type: none"> <li>- Students and staff must complete a weekly Covid-19 screening form available through the VLE. 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.</li> </ul>	<ul style="list-style-type: none"> <li>- 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.</li> <li>- Should a student, staff member or visitor experience symptoms whilst on campus, they must leave the premises</li> </ul>	<p>Music School and Facilities  / Student Services</p>	<p>Ongoing</p>	

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<p><b>coronavirus and inform the School</b></p>		<ul style="list-style-type: none"> <li>- Temperature checks are in place for students and visitors before entry, with reminders again that if symptoms are experienced, they should not visit.</li> <li>- Students and staff who have tested positive for Covid-19 are directed to self isolate as per the latest government advice.</li> </ul>	<p>immediately, order a PCR test and inform the School Support Team via the online Covid Screening form/email. If the PCR test shows a positive result then the student must isolate for 10 days and will be placed asked to attend classes remotely. Staff who have tested positive will be asked to isolate for 10 days. If their symptoms are mild they may work from home, if they feel able to, otherwise we will find cover for their duties. If the PCR test shows a negative result then the evidence must be sent to the Student Support Team who will reset the Covid screening form.</p> <ul style="list-style-type: none"> <li>- All students and staff who came into contact or close vicinity (e.g. were in the same classroom) with the person/s showing symptoms or who tested positive will be notified and asked to follow the guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person and will be advised to arrange a PCR test. Students may be contacted by NHS</li> </ul>			

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			<p>Test and Trace and will need to adhere to the guidance provided.</p> <ul style="list-style-type: none"> <li>- 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 protective gear available and as appropriate (equipment must not be shared).</li> <li>- 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.</li> </ul>			
<p><b>Multiple students or staff testing positive for coronavirus and risk of outbreak</b></p>	<p><b>Staff</b>  <b>Students</b></p>	<p>ACTION TAKEN:</p> <ul style="list-style-type: none"> <li>- See previous section for actions to be taken if an individual tests positive for coronavirus</li> </ul>	<ul style="list-style-type: none"> <li>- If multiple students have tested positive for coronavirus, then the School will introduce further mitigating factors to control the spread. This can include enhanced cleaning and improving ventilation. Close contacts will be notified and asked to follow the guidance for contacts of people with confirmed coronavirus (COVID-19) infection who</li> </ul>	<p>Music School and Facilities</p>	<p>Ongoing</p>	

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			<p>do not live with the person and will be advised to arrange a PCR test</p> <ul style="list-style-type: none"> <li>- School will follow guidance in the contingency framework publish by the DoE and thresholds are reached, the School will contact DfE for further guidance. The School has a range of further mitigating factors which can be introduced including reducing footfall / social distancing in common areas, temporarily reinstating face coverings and encouraged blended learning.</li> </ul>			
<p><b>Mental health and wellbeing affected through isolation or anxiety about coronavirus</b></p>	<p><b>Staff</b>  <b>Students</b></p>	<p>ACTION TAKEN:</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"> <li>- 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.</li> <li>- 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</li> </ul>	<ul style="list-style-type: none"> <li>- 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.</li> <li>- 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.</li> </ul>	<p>HR / General manag't</p>	<p>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"> <li>- 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.</li> <li>- Updates to these support services have been well communicated.</li> <li>- Management are regularly discussing the issue of fatigue with employees to 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.</li> </ul>	-			
<p><b>Musculoskeletal disorders as a result of using DSE at home for a long period of time</b></p>	<p><b>Staff</b></p>	<p><b>ACTION TAKEN:</b></p> <p>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, temporarily, or long term if appropriate equipment and</p>		<p>Music School and Facilities</p>	<p>Ongoing</p>	

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		<p>guidance is available. For 2021-22, arrangements have been updated to accommodate staff members working part time in the office. The risks of working in the office have been evaluated, and with regular cleaning and the requirements in this risk assessment, working part time in the office has been agreed as appropriate and safe. Staff members work socially distanced and wear masks when not seated. Management have ensured all staff have appropriate and adequate equipment for working at home for the days allocated at home, and there is no obligation for anyone to work in the office, if they do not wish to.</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>The arrangements are ongoing as students and staff continue to study or work from home during the blended / hybrid approach to study and work.</p>				

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
Poor workplace ventilation leading to risks of coronavirus spreading	Staff  Students	ACTION TAKEN:  <ul style="list-style-type: none"> <li>- An architectural assessment has taken place and risks have been identified and mitigated.</li> <li>- Class sizes have been reduced where possible to reduce contact between students and staff.</li> <li>- Non-fire safety doors and windows will be kept open to draw in fresh air and circulation.</li> <li>- We have switched heating ventilation and air conditioning (HVAC) systems to drawing in fresh air as a preferred alternative to recirculating air, if possible.</li> </ul>		Music School and Facilities	Ongoing	
Increased risk of infection and complications for vulnerable workers	Workers	The School has used guidance on <a href="#">clinically extremely vulnerable persons</a> to identify them without discrimination. Management have held discussions with identified employees on what their personal risks are and identify what is needed for individual cases. It is not anticipated, at Point Blank Music School, that working from home should not be possible for any extremely vulnerable employees.		HR / General manag't	Ongoing	
Contact between subjects increasing the risk of transmission of coronavirus from LFD Collect	LFD Collect staff  Students collecting tests	ACTION TAKEN:  <ul style="list-style-type: none"> <li>- Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of coronavirus, or live with someone who is showing symptoms of coronavirus (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or</li> </ul>	<ul style="list-style-type: none"> <li>- Staff to be regularly trained for running an LFD collect site</li> </ul>	Music School and Facilities  / Student Services	Ongoing	

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		<p>have been in close contact with someone who is displaying symptoms.</p> <ul style="list-style-type: none"> <li>- Face coverings/masks to be worn by students and staff is encouraged.</li> <li>- Hand hygiene: All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff.</li> <li>- Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> </ul>				