

RISK ASSESSMENT

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| Threat: | Covid-19 | Controlled by: | Business Continuity Group |
| Scope: | All Academy premises | Risk assessor: | Health and Safety Manager/Head of Estates |
| Date of Assessment: | 6 September 2021 | Review Date: | 4 January 2022 |

We have a dedicated team managing the Academy's response to the Covid-19 pandemic and we adhere to current government guidelines. This risk assessment has been produced by the Business Continuity Group, and records additions or enhancements to existing risk management controls required to prevent the spread of Covid-19. More details are available in the Return to the Academy Phase 2 guidance.

This Risk Assessment specifically covers the period from 13 September 2021 when the Academy will be resuming in-person teaching and orchestral, ensemble rehearsals and public performances.

| What are the hazards and who might be harmed? | What are we already doing? | What further action is necessary? |
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| <p>Biological hazard – spread of coronavirus – contact with the contaminated surfaces may result in infection and illness to those exposed.</p> <ul style="list-style-type: none"> ▪ Staff ▪ Ethnically diverse staff and students ▪ Pregnant workers ▪ Staff with existing underlying health conditions ▪ Students ▪ Students with existing underlying health conditions ▪ Cleaners | <p>Routine maintenance</p> <p>All systems brought back into full operation and statutory checks carried out.</p> | |
| | <p>Cleaning</p> <ul style="list-style-type: none"> ▪ Daily cleaning, including cleaning and disinfection of high-touch objects and surfaces such as door handles, light switches, handrails etc. ▪ Regularly review cleaning standards and update schedules as required. | |
| | <p>Testing</p> | <ul style="list-style-type: none"> ▪ Visitors to the Academy should be limited where possible and any who do come on site. |

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| <ul style="list-style-type: none"> ▪ Contractors ▪ Visitors ▪ Delivery drivers ▪ Anyone else who physically interacts with the Academy | <ul style="list-style-type: none"> ▪ Testing for students and staff is available via test kits which are available to collect from the Security Desk between 9am and 5pm, Monday to Friday. ▪ The expectation is that students and staff should test twice weekly. ▪ Students and staff should be tested before returning to face-to-face teaching in the autumn term, unless they have tested positive for Covid-19 in the past 90 days. | <p>should be asked to take a test before arrival.</p> <ul style="list-style-type: none"> ▪ Testing or evidence of testing to be provided for/by catering and cleaning contractors. |
| | <p>Reception</p> <ul style="list-style-type: none"> ▪ Reception is managed so reception staff are protected. ▪ Perspex screens installed at the reception area. ▪ System to ensure all visitors to the Academy are aware of controls within building. ▪ Hand-sanitising points set up in the reception area. A supply of hand sanitiser and waste bins provided. ▪ Disposal of all contaminated waste every four weeks. | <p>Reminders to students and staff to enter the building with their face covering already in place.</p> |
| | <p>Workspaces</p> <ul style="list-style-type: none"> ▪ Social distancing is no longer a legal requirement in education settings. ▪ Fire doors fitted with standalone sound-activated door closers, to allow doors to remain open and minimise continual contact. ▪ Sharing of equipment is discouraged. | <ul style="list-style-type: none"> ▪ Maintain clear messaging on maintaining a two-metre distance where possible. ▪ Ensure all staff are aware of the Hybrid Working Policy. |

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| | <ul style="list-style-type: none"> ▪ Staff should be provided with access to sanitising wipes to clean their desktops, chair arms and controls, telephones and computer keyboards and mice. ▪ Photocopier and shared printers – staff and students advised to sanitise hands when using this equipment. | <ul style="list-style-type: none"> ▪ Provide materials for cleaning office equipment. ▪ Reiterate message about regular handwashing before using any shared equipment. |
| | <p>Classrooms</p> <ul style="list-style-type: none"> ▪ Social distancing is no longer a legal requirement in education settings. | <ul style="list-style-type: none"> ▪ Maintain clear messaging on maintaining a two-metre distance where possible. |
| <p>Biological hazard – spread of coronavirus – contact with the contaminated surfaces may result in infection and illness to those exposed. Shared instruments will be subject to cross-contamination by each user.</p> <ul style="list-style-type: none"> ▪ Staff ▪ Students ▪ Cleaners | <p>Practical exercises</p> <ul style="list-style-type: none"> ▪ Social distancing is no longer a legal requirement in education settings. ▪ Students are encouraged to continue to wash or sanitise their hands before each use of shared instruments. <p>Shared spaces</p> <ul style="list-style-type: none"> ▪ Toilet areas present a higher risk of contamination due to lack of social distancing. All toilets are regularly cleaned. ▪ Toilets checked regularly by Atlas FM. ▪ All staff and students using the toilets are advised to wash their hands in line with government guidelines. ▪ Staff and students are advised to sanitise their hands before using any communal kitchen appliances. | |

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| | <ul style="list-style-type: none"> Drinking water dispensers sanitised daily by the cleaning team. The Bar has its own guidelines for the wearing of face coverings and for social distancing. | |
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| <p>Biological hazard – spread of coronavirus – contact with the contaminated surfaces may result in infection and illness to those exposed. Shared books and physical library resources will be subject to cross-contamination by each user.</p> <ul style="list-style-type: none"> Staff Students | <p>Library</p> <ul style="list-style-type: none"> The Library will be open and operational, providing a service as per pre-Covid. Library staff provided with face coverings. Staff to use gloves at their own discretion. Face coverings are required in the Library as per the rest of the building. | <ul style="list-style-type: none"> Provide antiviral wipes or sprays to use on the keyboards and desks in the Armstrong Room and Listening Room, and for the printer. Perspex screens to be installed in the Library counter area. Increase cleaning frequency; consult with Library staff on the areas that need particular attention. |
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| <p>Biological hazard – spread of coronavirus – contact with other people may result in infection and illness to those exposed.</p> <ul style="list-style-type: none"> Staff Pregnant workers Staff with existing underlying health conditions Students | <p>Social distancing</p> <ul style="list-style-type: none"> Social distancing is no longer a legal requirement in education settings. | |
| | <p>Personal Protective Equipment (PPE)</p> <ul style="list-style-type: none"> Face coverings are required throughout the buildings for staff and students. | <p>NB – Public Health guidance on the use of PPE to protect against Covid-19 relates to healthcare settings.</p> |

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| <ul style="list-style-type: none"> ▪ Students with existing underlying health conditions ▪ Cleaners ▪ Contractors ▪ Visitors ▪ Delivery drivers ▪ Anyone else who physically interacts with the Academy <p>It is likely that for at least the remainder of this year, the potential for staff or students to become infected with Covid-19 will remain. The infection could be picked up anywhere, but an employee or student who displays symptoms of the virus while at work may place all staff, students, and visitors at risk.</p> | <p>Hand washing</p> <ul style="list-style-type: none"> ▪ Hand-washing facilities with soap and water in place. ▪ Hand-washing guidance available at all washing facilities. ▪ Drying of hands with disposable paper towels. ▪ Hand sanitisers in any area where washing facilities are not readily available. ▪ Promote hand-washing over sanitisers. <p>Symptoms of Covid-19</p> <ul style="list-style-type: none"> ▪ If anyone displays symptoms of Covid-19, they are required to leave the premises immediately, self-isolate and take a test. ▪ Line managers are required to maintain regular contact with staff members during this time. ▪ Internal communication channels and cascading of messages are required to be carried out regularly to reassure and support employees. ▪ Line managers are required to offer support to staff who are affected by coronavirus or have a family member affected. ▪ If advised that a member of staff or student develops Covid-19, the case will be logged and reported weekly to the Office for Students. ▪ In the event of an outbreak (according to our Outbreak Plan), BCG will contact the NHS and PHE and take advice on any actions or precautions that should be taken. | <p>Reinforce advice about hand washing in light of the more infectious strains of Covid-19.</p> <p>Reinforce advice about symptoms in light of the new more infectious strains of Covid-19.</p> <p>Reinforce expectation that anyone feeling unwell should not come to the Academy.</p> <p>Additionally, anyone who is a close contact of a confirmed case of Covid-19 should work from home for 10 days if possible (even if vaccinated).</p> |

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| | <ul style="list-style-type: none"> The record must be left for the Health and Safety Manager. | |
| <p>Biological hazard – spread of coronavirus – contact with other people via ensemble activities may result in infection and illness to those exposed.</p> <ul style="list-style-type: none"> Staff Students | <ul style="list-style-type: none"> Autumn 2021 Covid-19 Orchestral Protocols outlined in the Return to the Academy guidance to be followed. <p>Emergency procedures</p> <ul style="list-style-type: none"> Emergency procedures such as fire evacuation need to remain in place during any phased return to work. The arrangements made or required to be followed may be affected by added controls in place to prevent the spread of Covid-19. Students and employees are required to evacuate upon hearing the alarm and await further instructions once at the assembly point. Review emergency plans each term. | |
| <p>Biological hazard – spread of coronavirus – contact with other people may result in infection and illness to those exposed.</p> <ul style="list-style-type: none"> Utilities staff Royal Mail staff General contractors’ staff Catering contractors Cleaning contractors | <ul style="list-style-type: none"> There may be visits made to the Academy by staff working for the utilities (gas or electricity) etc to carry out maintenance, read meters, deliver post, or to carry out cleaning. All utility and property service companies have their own Covid-19 operating policies in place for the protection of their staff and the protection of others. Arrangements for postal deliveries and collections are done via the Central Administration Team. | <ul style="list-style-type: none"> Testing or evidence of testing to be provided for/by catering and cleaning contractors. |

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Biological hazard – travelling to and from the Academy
 Trains, buses, trams, taxis and the Underground present an increased risk of infection from fellow passengers and from uncleaned high-touch surfaces.

Both methods of transmission (airborne droplets and contact contamination) will potentially be continual. Carriers can be asymptomatic, further increasing the potential for infection.

- Staff
- Students
- Contractors

Walking or cycling to work presents a lower risk of infection if correct social distancing can be maintained.

Public transport

- Staff and students using public transport directed to TfL's safer travel guidance.

- Ensure all staff are aware of the Hybrid Working Policy.

Work-related stress –
 from isolation or other issues experienced because of changes to their usual working patterns and limited social contact.

Mental health

- Management is required to promote mental health and wellbeing awareness to staff during the coronavirus outbreak and offer support:
<https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>
- Access to Academy counsellors.

- Regular communication of mental health information and open-door policy for those who need additional support.

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| | <ul style="list-style-type: none"> Managers are required to maintain good contact with staff working from home for prolonged periods of time to reduce feelings of isolation. | |
| <p>Working from home – increased number of staff working from home with limited access to fully ergonomic equipment. Space or equipment constraints at home may make it difficult for staff to optimally set up their workstations and they may report discomfort, aches or pains.</p> | <ul style="list-style-type: none"> Hybrid Working Policy implemented. Online homeworking training available. DSE information and advice on setting up workstations. Staff are required to report any problems they experience from DSE work at home to the Health and Safety Manager. Remind all staff of the importance of taking regular breaks from DSE work. | <ul style="list-style-type: none"> Ensure all staff are aware of the Hybrid Working Policy. |
| <p>Working from other locations – contact with other people may result in infection and illness to those exposed; contact with contaminated surfaces may result in infection and illness to those exposed.</p> <ul style="list-style-type: none"> Staff Students Other users of the buildings | <p>Rudolf Steiner House</p> <ul style="list-style-type: none"> RSH is used by Vocal Faculty students and teachers. Staff and students should follow the instructions given by RSH. <p>St Marylebone Parish Church</p> <ul style="list-style-type: none"> St Marylebone Parish Church is in the middle of an extensive building project which involves the removal of the church roof, together with extensive repair to the ceiling in the nave. As a result, there will be no organ playing or teaching in the parish church until the summer of 2022. | |

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| | <p>Cross Keys and St Mark's Church</p> <ul style="list-style-type: none"> ▪ Hand sanitisers and hand-washing facilities are available at these locations ▪ Staff and students follow the guidance on hand hygiene, respiratory hygiene, and social distancing to maintain their safety. ▪ These locations are cleaned daily. | |