

RISK ASSESSMENT

Threat:	Covid-19	Controlled by:	Business Continuity Group
Scope:	All Academy premises	Risk assessor:	Health and Safety Manager/Head of Estates
Date of Assessment:	4 March 2021	Review Date:	31 August 2021

We have a dedicated team managing the Academy's response to the Covid-19 pandemic and we will always 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 Phase 2 guidance.

This Risk Assessment specifically covers the period from 8 March 2021 when the Academy will be resuming in-person teaching and orchestral and ensemble rehearsals.

What are the hazards and who might be harmed?	What are we already doing?	What further action is necessary?
<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 ▪ BAME staff and students ▪ Pregnant workers ▪ Staff with existing underlying health conditions ▪ Students ▪ Students with existing underlying health conditions 	<p>Routine maintenance</p> <p>Systems brought back into full operation and statutory checks carried out.</p> <ul style="list-style-type: none"> ▪ Hot- and cold-water service systems ▪ Heating, ventilation, and air-conditioning systems ▪ Fire safety and emergency lighting systems ▪ Gas safety systems <p>Cleaning</p> <ul style="list-style-type: none"> ▪ Deep clean prior to reopening completed 	

What are the hazards and who might be harmed?

What are we already doing?

What further action is necessary?

<ul style="list-style-type: none"> ▪ Cleaners ▪ Contractors ▪ Visitors ▪ Delivery drivers ▪ Anyone else who physically interacts with the Academy 	<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"> ▪ Testing for students and staff is available at University of London Asymptomatic Testing Site (ATS) at Student Central, Malet St, Bloomsbury, London WC1E 7HY or if commuting, at a community testing centre in their local area ▪ Students and staff should be tested or should self-isolate for 10 days before returning to face-to-face teaching in the spring term, unless they have tested positive for Covid-19 in the past 90 days 	<ul style="list-style-type: none"> ▪ The Academy should set an expectation that students should be tested twice weekly ▪ Students are also encouraged to test before they travel back to university, where community testing facilities are available to them ▪ Staff that are required to be physically present at work at the Academy should also take part in the twice-weekly testing programme ▪ Visitors to the Academy should be limited where possible and any who do come on site should be asked to take a test before arrival ▪ Testing or evidence of testing to be provided for/by catering and cleaning contractors

What are the hazards and who might be harmed?

What are we already doing?

What further action is necessary?

	<p>Reception</p> <ul style="list-style-type: none">▪ Reception is managed so that social distancing is maintained, and reception staff are protected▪ System to ensure all visitors to the Academy are aware of controls within building▪ Perspex screens installed at the reception area▪ 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▪ Personnel handling mail and parcels to wear face coverings and gloves to receive parcels, mail and other deliveries	
	<p>Workspace</p> <ul style="list-style-type: none">▪ Staff and visitors to the Academy are required maintain a distance of two metres during the working day▪ Those staff who can work from home are required to continue to do so or to adjust part-time hours to accommodate available space▪ Fire doors fitted with standalone sound-activated door closers, to allow doors to	<ul style="list-style-type: none">▪ Rearrange office layout or plan work to ensure that a two-metre separation is maintained where required during the working day▪ Work rotas and start and finish times may need to be amended to ensure that maximum numbers are not exceeded during the day

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What are we already doing?

What further action is necessary?

	<p>remain open and minimise continual contact</p> <ul style="list-style-type: none">▪ Sharing of equipment is discouraged▪ Staff should be provided with access to sanitising wipes to clean their desktops, chair arms and controls, telephones and computer keyboards and mice	
	<p>Classrooms</p> <ul style="list-style-type: none">▪ Students and teachers are required to maintain a distance of two metres▪ Course module documentation is required to be supplied electronically where possible▪ Gloves are required to be worn during the setting up of classrooms and the exchange of any paperwork▪ Classroom desks are arranged to ensure two-metre social distancing throughout. Maximum room number information supplied to those planning classes	
<p>Biological hazard – spread of coronavirus – contact with the contaminated surfaces may result in infection and illness to those</p>	<p>Practical exercises</p> <ul style="list-style-type: none">▪ Students and teachers are required to stay two metres apart during any practical demonstrations or exercises	

What are the hazards and who might be harmed?

What are we already doing?

What further action is necessary?

exposed. Shared instruments will be subject to cross-contamination by each user.

- Staff
- Students
- Cleaners

- Students using practice rooms **are required to** follow the guidance for each room on the number of occupants
- Students are required to wash or sanitise their hands before each use of shared instruments

Shared spaces

- Toilet areas present a higher risk of contamination due to lack of social distancing and high-touch surfaces. All toilets are regularly cleaned
- Users of the building advised to use a square of toilet tissue to lock and unlock the compartment door, and bin after use
- Toilets checked every hour 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 all kitchen appliances (eg shared kettles, refrigerators, microwave ovens) before use
- Staff are advised to wipe down any table (if other than the work desk) used to take refreshment before and after every use
- Staff and students are advised to sanitise food-heating facilities in the staff dining

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What further action is necessary?

- room and student kitchen area both before and after use
- Staff and students recommended to bring in their own food and drink from home
- Photocopier and shared printers – staff and students advised to avoid printing and copying where practicable and to sanitise hands when using this equipment otherwise
- Drinking water dispensers sanitised daily by the House Porter
- Sound Bites to follow the takeaway only model but on-premises provision can continue where there is no practical alternative for staff and students to obtain food and drink, and alcohol is not served for consumption on the premises

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.

- Staff
- Students

- Library
- The Library will supply a limited service in Phase 2. Library staff will be present processing requests and dealing with quarantined materials in the library
 - Staff provided with face coverings and gloves and information on how to use them
 - Cleaning materials and products supplied for staff use

- The Orchestral Library will run a similar service in Phase 2

What are the hazards and who might be harmed?

What are we already doing?

What further action is necessary?

	<ul style="list-style-type: none"> ▪ Only library staff to have access to library areas ▪ A click-and-collect system of work is in place 	
	<p>Access arrangements</p> <ul style="list-style-type: none"> ▪ Lifts provided in the Academy main building are not large enough for two persons to maintain correct social distancing and present a high risk of infection through lack of space and high-touch surfaces ▪ Use of lifts should be avoided wherever possible unless step-free access is required ▪ When using stairs, maintain two metres from other users where possible and keep left – signage in place ▪ All corridors marked or one-way systems adopted (where possible) – signage in place 	<ul style="list-style-type: none"> ▪ Staggering of class start and finish times to ensure minimal traffic in public areas
<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 	<p>Social distancing</p> <ul style="list-style-type: none"> ▪ Maintain staff working from home unless it is essential that they attend the Academy 	<ul style="list-style-type: none"> ▪ Review work schedules including start and finish times, shift patterns, working from home etc, to reduce number of workers on site at any one time. Also reallocating workers to other tasks

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<ul style="list-style-type: none"> ▪ Pregnant workers ▪ Staff with existing underlying health conditions ▪ Students ▪ 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>	<ul style="list-style-type: none"> ▪ Processes redesigned to ensure social distancing can accommodate changing circumstances ▪ Conference calls are required to be used instead of face-to-face meetings ▪ Social distancing – reducing the number of persons in any work area to comply with the two-metre rule recommended by the government <p>Personal Protective Equipment (PPE)</p> <p>NB – Public Health guidance on the use of PPE to protect against Covid-19 relates to healthcare settings. In all other settings, individuals are asked to observe social-distancing measures, practise good hand-hygiene behaviour and use face coverings</p> <ul style="list-style-type: none"> ▪ Face coverings are required as a precautionary measure for staff and students, to reflect current government guidance and to promote respiratory hygiene ▪ Face coverings will be required when at the Academy except when playing a wind or brass instrument; or singing; or participating in dance or movement classes ▪ Other exceptions are those students and staff with conditions where wearing a 	<ul style="list-style-type: none"> ▪ Social distancing also to be adhered to in the canteen area and the bar, when they reopen, and staff and student common rooms. These facilities may not reopen before Phase 3 ▪ Increased security presence around the building to support compliance <p>Safe wearing of face coverings requires the:</p> <ul style="list-style-type: none"> ▪ cleaning of hands before and after touching – including to remove or put them on ▪ safe storage of them in individual, sealable plastic bags between uses ▪ Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully ▪ Staff and students may consider bringing a spare face covering to wear if their face covering becomes damp during the day ▪ Whilst face visors or shields are available for use, they may only be worn in addition to a face covering, not instead of one. This is because face visors or

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	<p>face covering could have a negative impact</p> <ul style="list-style-type: none"> ▪ Reinforce advice about face coverings in light of the new more infectious strain of Covid-19 	<p>shields do not adequately cover the nose and mouth</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>Reinforce advice about hand washing in light of the new more infectious strain of Covid-19</p>
	<p>Symptoms of Covid-19</p> <ul style="list-style-type: none"> ▪ If anyone displays symptoms of Covid-19 – new, continuous cough, elevated temperature, or loss of taste/smell – 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 	<p>Reinforce advice about symptoms in light of the new more infectious strain of Covid-19</p>

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What are we already doing?

What further action is necessary?

carried out regularly to reassure and support employees in a fast-changing situation

- 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 who was recently on our premises develops Covid-19, the case will be logged and reported daily 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
- A record of anyone sent home with Covid-19 symptoms is required to be made using the Accident Book; including a record of all staff and students who may have come into contact with the affected person prior to isolation
- The record must be left for the Health and Safety Manager.

What are the hazards and who might be harmed?

What are we already doing?

What further action is necessary?

Biological hazard – spread of coronavirus – contact with other people via ensemble activities may result in infection and illness to those exposed.

- Staff
- Students

- From March 2021, Phase 2 guidance outlining specific actions is being followed

Emergency procedures

- 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** self-evacuate upon hearing the alarm and await further instructions once at the assembly point
- All users of the building **are required to** maintain social distancing as much as possible
- Lower occupancy levels mean lower risk. Sufficient First Aiders and Fire Marshals are available within each building
- Review emergency plans for Phase 2 each term

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What are we already doing?

What further action is necessary?

Biological hazard – spread of coronavirus – contact with other people may result in infection and illness to those exposed.

- Utilities staff
- Royal Mail staff
- General contractors’ staff
- Catering contractors
- Cleaning contractors

- 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 General Office

- Testing or evidence of testing to be provided for/by catering and cleaning contractors

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.

Public transport

- Ensure as many staff and students as practicable remain working from home
- TfL travel safely advice provided to staff where public transport travel is unavoidable

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

Walking or cycling

- Ensure as many staff and students as practicable remain working from home
- Advice provided to staff on social distancing when walking or cycling to work

- Staff
- Students
- Contractors

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

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

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.

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
- Managers **are required to** maintain good contact with staff working from home for prolonged periods of time to reduce feelings of isolation

- Current advice from UK government suggests that staff may be requested to work from home for an extended period
- Online homeworking training
- Access to 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

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

- Remind staff of the importance of completing home-working training assigned to them

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What further action is necessary?

	<ul style="list-style-type: none"> ▪ Remind all staff of the importance of taking regular breaks from DSE work 	
<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"> ▪ Rudolf Steiner House (RSH) is used by Vocal Faculty students and teachers 	<ul style="list-style-type: none"> ▪ Staff and students will follow the instructions given by RSH
	<p>St Marylebone Parish Church</p> <ul style="list-style-type: none"> ▪ St Marylebone Parish Church is used for organ studies ▪ Students and teachers follow the instructions given by St Marylebone Church 	
	<p>Aybrook Street Study Centre</p> <ul style="list-style-type: none"> ▪ INSEEC has produced guidance for using its building safely. This includes using the common parts of the building including toilet facilities ▪ Staff and students follow the guidance given by INSEEC for the common parts of the building ▪ Staff and students follow Academy instructions when using practice rooms, classrooms and offices on floors 1 and 2 	

What are the hazards and who might be harmed?

What are we already doing?

What further action is necessary?

Cross Keys and St Mark's Church

- 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 cleaned daily