

Risk assessment covering the measures taken by The Place to avoid the spread of COVID-19 to staff, visitors, students and contractors. This assessment will be subject to constant review to keep in line with government guidance. If unsure of any of these measures please contact your academic tutor, line manager or Eleanor Farrow, Visitor Services Manager, at Eleanor.Farrow@Theplace.org.uk

The majority of the workforce will still work from home or are currently on furlough. The work activities outlined in this document are not possible to complete by working from home; and are not restricted by law under the applicable Coronavirus legislation. Careful consideration and planning has been taken to enable these activities to take place whilst observing social distancing.

This document has been created in accordance with current Government guidance and best working practice. None of the individuals engaged in this activity fall within the “High Risk” Category (High Risk meaning those classed as clinically vulnerable).

The following activities will be allowed during phase 4:

Student return to studio work in pre-set groups. Use of some offices by reduced personnel. Limited capacity and staff segregation in allocated zones.

Staff responsible for overseeing the implementation of this risk assessment:

Anna Helsby (AH)

Baptiste Bourgougnon (BB)

Eleanor Farrow (EF)

Marco Cifre (MC)

Roy Adkins (RA)

Vicky Evans (VE)

It is assumed that it is not possible to avoid the tasks listed, and as such remove the hazard. A risk factor has been included to assist with identification of higher risk activity, either being those occasions where the hazard is particularly high, or it is not possible to place reducing measures to lower the likelihood. The risk factor is a multiplication of hazard and likelihood. THE RISK FACTOR PROBABILITY IS BASED ON ASSESSMENT AFTER ANY INHERENT DESIGN SAFETY MEASURES

	1	2	3	4	5
OUTCOME OF HAZARD (H)	No action required	On Site First Aid Treatment	Reportable Injury	Permanent incapacitation	Deaths
PROBABILITY (P)	Virtually impossible	Unlikely	Possible	High	Very High

The scoring dictates what action is required. 1-4 means the task can continue, but should be monitored to see if any further reductions are possible or required. 5 can continue but only under further supervision and possible additional amendments. Scores above this level will require further reducing measures before the work can be carried out.

Area assessed	Hazard	Persons Affected	Risk Factor	Current reducing actions (included in current working practices or inherent in design of effect)	Additional reducing actions	Action to	Amended Risk Factor
Use of studios	Infection and spread of COVID 19	Staff, students and visitors	4H x 3P	<ul style="list-style-type: none"> → Staff to be segregated in building zones from which they can work. No travel or use of other zones will be permitted. → Studio capacity to be limited depending on the activity and observing social distancing at all times. → Zone capacity to be observed. → Staff and students to be given access to one studio only at any one time. → Studios have air handling system which extracts and replaces with fresh air rather than recirculation. → Biohazard cleaning, see Covid-19 Cleaning Policy. 	<ul style="list-style-type: none"> → Good level of housekeeping at all times. → Studio to be thoroughly cleaned between users. Enhanced level of cleaning particularly touch points such as ballet bars, floors, AV system and door handles. → Good ventilation to be observed during activity. Windows open where possible. → Each zone to have toilet and water facilities assigned. → Studio users encouraged to increase the level of handwashing. → Hand sanitiser available outside each studio/on each floor/in each zone? → Constant monitoring following inspection checklist. See Duty Manager checklist. 	EF and AH	3P x 1H

Class in Studios.	Infection and spread of COVID 19	Staff, students and visitors	3H x 3P	<ul style="list-style-type: none"> → All classes to be programmed in advance. → Teacher briefed in style and content of class. → Floor Mark-up to aid social distancing: Each participant will have an area from which they can move within. → Students to be segregated in year groups and where possible in household “bubbles” and protected from the rest of students. → Masks are mandatory at all times in both circulation areas and studios. Exemptions will be made to individuals with conditions which could be exacerbated with the use of masks. Personal risk assessments will aid the management of these individuals 	<ul style="list-style-type: none"> → Social distancing to be observed at all times (2m). Side to side and back to back layout to be observed where possible. → When social distancing, teacher or class leader should be positioned in front of the mirror and wear a mask or visor at all times. → Where social distance is necessary (ie not household bubble) content of class should have a low level of physical activity avoiding aerobic and anaerobic activity. → Music levels to be set at a low volume allowing teacher to communicate to class without the need to raise their voice. → No props or set to be shared between participants. → No voice work allowed. → No changing room facilities provided. → Footwear to be removed before entering class and placed within a bag with rest of belongings. 	AH, BB, VE	3H x 2P
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Musicians in class	Infection and spread of COVID 19	Staff, students and visitors	3H x 2P	<p>→ Floor markings in studio in place to aid social distancing between participants.</p>	<p>→ Musicians to be given access to studio before class to transport equipment and set up ahead of start</p> <p>→ No wind instruments used for class.</p> <p>→ Musicians should avoid sharing equipment. Labels should be used when allocating equipment to easily identify the user.</p> <p>→ Shared equipment between musicians such as pianos, amplifiers, etc to be thoroughly cleaned between uses.</p> <p>→ Instruments to be cleaned by the musician playing them.</p> <p>→ Musicians to be given access to antibac wipes and any other cleaning products required.</p> <p>→ Handling of scores to be limited to the user and not to be shared.</p> <p>→ Musicians encouraged to increase the level of hand hygiene.</p>	AH, BB, VE	3H x 1P
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Use of Equipment in studios.	Infection and spread of COVID 19	Staff and Students.	3H x 2P	<ul style="list-style-type: none"> → Equipment only available by prior arrangement with the LCDS AV team. → All equipment to be thoroughly cleaned and disinfected between uses. 	<ul style="list-style-type: none"> → Once equipment is used it will be returned to a specified container and left untouched and inaccessible for a minimum of 60 hours before any cleaning and disinfecting is completed. → Equipment should only be shared if the users are in the same “household bubble” → Studio users encouraged to increase the level of handwashing. → Pick up point and return location for all equipment will be Reception. 	AH, BB, VE	3H x 1P
Use of props by students	Infection and spread of COVID 19	Staff and Students.	3H x 2P		<ul style="list-style-type: none"> → Only use props when necessary. → Where possible each student should have their own assigned prop. → Props should only be shared if the users are in the same “household bubble” → If props are shared between individuals not sharing a “household bubble”, props should be thoroughly cleaned between users. 	AH, BB, VE	3H x 1P

Where social distancing guidelines cannot be followed in full	Infection and spread of COVID 19	Staff	3H x 4P	<p>→ Managers must carry out further risk assessments and consider whether that activity needs to continue for the business to operate - where such activities need to continue appropriate and sufficient mitigation methods should be put into place.</p>	<p>→ Increased hand washing.</p> <p>→ Increased environmental cleaning</p> <p>→ Keeping the activity time involved as short as possible</p> <p>→ Reducing the number of people each person has contact with by using "fixed teams.</p> <p>→ Use of face masks or other PPE if appropriate.</p> <p>→ Plan the layout to avoid face to face in favour of back to back and side to side work.</p>	Line Managers with aid from MC	3H x 2P
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Additional documentation available that complements this Risk Assessment and constitutes The Place's Safe Working System during Covid-19:

Policies which act as an addition to existing ones:

- Covid-19 Cleaning Policy
- Covid-19 First Aid Policy
- Covid-19 Evacuation Policy
- Covid-19 Report Symptoms Policy

Additional checklists and procedures:

- Covid-19 Personal Risk Assessment.
- Duty Managers checklist.
- Cleaners daily plan.

Cleaning contractors' documents:

- RAM 036 Body Fluids During Covid-19
- RAM 037 External Rubbish Removal During Covid-19
- RAM 038 Emptying Internal Rubbish Bins During Covid-19
- RAM 040 Virus Decontamination Deep Clean Manual Covid-19 not Detected

Security contractors documents:

- CV19 01 General Policy
- CV19 02 Risk Assessment.