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**Covid Risk Assessment – AEM Course at Rendcomb College 2021**

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| **Address of premises** | Rendcomb College, Cirencester, GL7 7HA |
| **Date of risk assessment** | 21 July 2021 |
| **Primary usage** | Residential Music School |
| **Secondary usage** |  |
| **Person in charge of safety arrangements**  | Kirsty Winnan,Executive Director |

**Who may be at risk? – tick the boxes of all relevant persons at risk**

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| **Employees/contractors** | **x** | Participants | X |

**Who needs to be informed of the contents of this assessment? – tick boxes of others who need to be informed**

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| Management and admin team, board of trustees | x | Responsible for health and safety and safeguarding |
| Tutors | x | Music activity |
| Participants | X |  |

RISK ASSESSMENT RECORD SHEET

**COVID Risks**

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| Hazard Description | **Severity** **(without control measures)** | **Risk Control Measures** | **Likelihood** **(with control****measures)** | **Risk****Level** | **Action Required** | **Actioned****(date and signature)** |
| **Covid** |  |  |  |  |  |  |
| A participant who has contracted Covid knowingly or unknowingly, attends course and infect others | Medium | Ask all participants to undergo a Rapid Antigen Test within 48 hours of attending the courseParticipants to fill in a self-declaration questionnaire on or before the day of arrival to screen out anyone who is potentially infectiousQuestions to be asked:Do you have a temperature?Do you have a new and persistent cough?Do you have any loss of taste or smell?Have you been in close contact with anyone with Covid Symptoms or who is Covid positive?Have you been asked to self-isolate by Track and Trace? Participants and tutors recommended to undertake a rapid flow test during the week (GAM to have tests available for those who haven’t brought their own).Asked to let administrator know if they aren’t double-vaccinated.  | Possible | Low | Communication to course participants and tutors in advance of the courseSelf-declaration questionnaire spreadsheet to be preparedAnyone not double vaccinated will be separately risk-assessed and measures put in place to keep them and others safe. |  |
| Somebody develops Covid symptoms during the course | medium | Anyone showing symptoms to self-isolate immediately in their accommodation and inform administrator straight away on 079030 99779Person to stay in room. Appropriate use of bathroom facilities to be arranged. Administrator to wear PPE and visit person to establish their condition and assess the situation. Based on this, the administrator will take appropriate action which may include:Arrange testing as appropriateHelping person to arrange travel homeAdministrator to inform GAM ED Dir immediately on 07846 956698 | Possible | Low | PPE to be placed in course administrators’ rooms Signs for toilet cubicle doors to be prepared |  |
| Somebody is alerted by Track and Trace during the course | Low | Person must self-isolate immediately by collecting their belongings from their accommodation and making their way home.GAM will endeavour to return a proportion of the fees paid once costs that have already been incurred for that person’s stay have been covered. | Possible | Low |  |  |
| Someone is unknowingly infectious and is shedding virus | medium | **Infection through build-up of aerosols:**All public rooms to be well ventilatedActivity to move outdoors when possibleAll to wear masks when moving around indoor public areas, apart from when undertaking music activity or eating/drinkingAvoid sharing music or stands Everyone to be aware of others and to keep an appropriate distance, including when queueing for meals/refreshments.Follow the one-way system where advised**Infection through build-up of virus on surfaces:**Hand sanitiser to be used when entering a public room, including rehearsal spacesRegular cleaning of touch points.Enhanced cleaning schedule carried out by venue.Shared bathrooms will be equipped with anti-bacterial wipes so that guests can clean surfaces before and after use. An enhanced cleaning schedule will be carried out by venue.Guests and tutors to use own mugs in accommodation blocks | Possible | Low | Administrators and tutors to ensure as many windows/doors open as possibleAdministrators to monitor queues and manage if neededGAM to ensure plenty of products available in public spaces and bathroomsGuests and tutors briefed to bring own mug from home |  |
| Course members having to isolate due to close contact with a participant who tests positive for Covid | low | NHS Track and Trace to be informed. If significant numbers of tutors and/or participants are affected and need to return home, the course will be cancelled.GAM will refund as much as possible of participants fees once course expenses incurred up to that point have been covered. | Possible | Low |  |  |
| Course attendee or tutor tests positive for Covid within 14 days of the end of the course. |  | Course administrator to be informed on 079030 99779 or Executive Director on 07846 956698. NHS Track and Trace will be notified and we will contact attendees/tutors to alert them. | Possible |  |  |  |

General Risk Assessment

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| Hazard Description | **Severity** **(without control measures)** | **Risk Control Measures****Currently in place** | **Likelihood** **(with control****measures)** | **Risk****Level** | **Action Required** | **Actioned****(date and signature)** |
| **General** |  |  |  |  |  |  |
| Trips and slips on wet or uneven surfaces indoors and outdoors | medium | Regular housekeeping is carried outAll areas are well litTrailing leads or cables are moved or protected | Possible | Low | Staff to be vigilant Staff keep work areas clearStaff mop up or report spillages |  |
| Fatal injuries from smoke inhalation or burns. | High | See separate Fire Risk AssessmentNo routine fire alarm tests scheduled for that weekEquipment PAT testedLeave by the nearest exit.Muster Point for main building is car parkFor Park House – lawn outside front of buildingStable House – lawn opposite the entrance (near the astroturf)Garden House – adjacent car park | Unlikely | Medium | Fire safety briefing to be given at arrival briefing |  |
| Participant or tutor could be taken ill | Low | Trained first aider on site 24 hoursDefibrillators situated in the car park near reception and in Stable House999 to be called in an emergencyContact NHS 111 if advice neededLocal GP Rencomb Surgery GL7 7EY01285 831257Take ill person to nearest hospital if non-life threatening emergency:Cirencester Hospital20-minute driveTetbury RoadMinor Injury Unit 8am – 8pm0300 421 6351Cheltenham General Hospital30-minute driveSandford Road24 hours0300422 3046Gloucester Royal Hospital30-minute driveGreat Western Road24 hours0300 422 2222 | Unlikely | Low | Participants briefed to notify Jane Rothery or Anne Summers immediately |  |
| Loss or damage to instruments or other property |  | Accommodation blocks are keycode protectedLockable storage facility available on request. |  |  | Participants briefed to be responsible for the safety of their own instrument and to ensure instrument locked away when not in use |  |

First aid kit present at all times

First aiders: Jane Rothery 079030 99779 Kirsty Winnan 07846 956690

**Hazard:** Something that has the potential to cause harm

**Severity:** The degree of harm which the uncontrolled hazard has the potential to cause

**Likelihood:** The probability that the hazard potential will be realised, taking into account any risk control measures in place

**Risk:** Risk expresses the likelihood that the harm from a particular hazard is realised, taking into account severity

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| **Hazard Severity** | **Examples of Type of Injury** |
| **Low** | Scratch, bruise, minor cut, minor burns. Normal work possible after first aid treatment |
| **Medium** | Burns, severe cuts, minor fractures (fingers and toes), strains, sprains, temporarily disabling back injuries. Accident results in loss of time less than 7 days. |
| **High** | Permanent disability, amputations (e.g. loss of finger), other fractures, over 3 day injury, multiple injuries, fatalities |

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| **Description of Likelihood** | **Example** |
| **Not likely** | Harm will seldom occur. So unlikely, probability close to zero, e.g. the chance of being struck by lighting in UK |
| **Possible** | It is reasonably foreseeable that harm will occur  |
| **Likely** | Harm is certain or near certain to occur. Occurs repeatedly or to be expected. If conditions continue an accident or incident is almost certain to occur |

Express the level of risk associated with identified hazards by multiplying the ***hazard severity*** by the ***likelihood*** of the hazard occurring. Consult the risk matrix, to express the risk level.

**Risk level:**

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| --- | --- | --- | --- |
| **Likelihood ** | **Not likely** | **Possible** | **Likely** |
| **Hazard Severity ** |  |  |  |
| **Low** | Very low | Low | Medium |
| **Medium** | Low | Medium | High |
| **High** | Medium | High | Very high |