

**COVID-19 Risk Assessment – implementing the recovery plan F646s**

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**Contents**

|  |             |
|--|-------------|
| Management Planning .....  | 5           |
| Directors and managers .....   | 5           |
| Employee arrangements.....   | <u>97</u>   |
| Arriving at and leaving NCC premises (employees and visitors) .....          | <u>98</u>   |
| Limiting contact through fixed teams or cohorts.....                         | <u>1410</u> |
| Office areas .....   | <u>1411</u> |
| Canteen and restaurant facilities .....                                      | <u>1512</u> |
| Ventilation.....   | <u>1612</u> |
| Movement around premises and queuing.....                                    | <u>1713</u> |
| Showers, toilets and hand hygiene .....                                      | <u>1714</u> |
| Increasing waste facilities .....  | <u>1814</u> |
| Handling post, packages and goods.....                                       | <u>1915</u> |
| Internal meetings and events.....  | <u>2015</u> |
| Managing visitor meetings (at work premises and non-household settings)..... | <u>2016</u> |
| Passing items from one person to another (when dealing with visitors) .....  | <u>2217</u> |
| Delivering internal training courses.....                                    | <u>2218</u> |
| Outdoor spaces .....   | <u>2419</u> |
| Multi-occupancy/partner premises .....                                       | <u>2520</u> |
| Visiting and working on other premises and sites.....                        | <u>2520</u> |
| Working outside.....   | <u>2621</u> |
| Using vehicles for work journeys .....                                       | <u>2621</u> |
| Public buildings such as libraries (planning in advance of opening) .....    | <u>2722</u> |
| Meeting with service users (household visits).....                           | <u>2824</u> |
| Universal Hygiene Arrangements .....   | <u>3025</u> |
| Cleaning and disinfection.....   | <u>3025</u> |
| Employee clothing .....  | <u>3126</u> |
| Handwashing arrangements (and respiratory hygiene) .....                     | <u>3226</u> |
| Health and well-being needs.....   | <u>3327</u> |
| Employee health and support.....   | <u>3327</u> |
| Service user health .....  | <u>3428</u> |
| Communication and Involvement.....   | <u>3429</u> |
| General Arrangements .....   | <u>3429</u> |
| Employee Instruction .....   | <u>3530</u> |
| Championing COVID-19 measures .....  | <u>3630</u> |

**COVID-19 Risk Assessment – implementing the recovery plan F646s**

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|  |             |
|--|-------------|
| Other considerations.....  | <u>3634</u> |
| Actions if a person develops symptoms and testing .....  | <u>3634</u> |
| Planning for emergencies .....   | <u>3933</u> |
| PPE and face coverings .....   | <u>3934</u> |
| Review of existing assessments .....   | <u>4034</u> |
| Any other actions that are not listed above (including additional controls recommended by recognised trade associations) ..... | <u>4034</u> |

## COVID-19 Risk Assessment – implementing the recovery plan F646s

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The health, safety and well-being of everyone is of the utmost importance to us. This risk assessment template has been provided to support services to ensure they are acting in line with the [COVID-19 Compliance code for all services \(general\) – recovery plan phase 2 G646s](#).

This risk assessment doesn't follow the normal template for risk assessments, there is no scoring and only one hazard that it relates to, COVID-19. The controls listed are those considered by Health, Safety and Well-being as being reasonably practicable to lower the risk to an acceptable level. **Please describe how your proposed arrangements for re-opening meet with those controls in the “notes and further information” column.**

The risk assessment process should only be undertaken if approval has been given by Silver command that the service or activity is a priority for recommencement

The risk assessment should be reviewed prior to making any changes to the way in which services or activities are delivered or following updates in national and local guidance

### **Please read the following instructions before you complete your risk assessment:**

- Ensure that you are familiar with the Compliance Code
- Ensure that you consider all of the activities that your team undertake: for example, driving, office-based activity, meeting with service users, working outside
- You must complete all sections that are relevant to the activity that you are assessing
- A separate risk assessment must be completed for each activity/premise. Apply the control measures below that are most relevant to your work arrangements considering the principles that outlined on page 6 and 7 of the Compliance Code
- Please detail alternative arrangements in the notes section where the identified controls cannot be implemented or you consider they are more appropriate for your work activities and they meet the same standards that are outlined in the Compliance Code
- You should make reference to any specific professional trade body guidance alongside the compliance code and this risk assessment. Use the additional controls section to outline controls identified in such documents and attach or link to these documents
- If you have answered “no” to any of the questions you must explain your reasoning in the comments section before submitting your assessment to the HSW Team
- Do not assess premises cleaning requirements for NCC facilities managed premises, e.g. those that are cleaned via Norse contract, but ensure that you consider all other cleaning activity including work equipment items that may need to form part of your cleaning arrangements
- Work with others to achieve safe working practices, for example, where you occupy land lorded properties or reception functions are shared
- Ensure that PPE is always considered as the last resort, face masks are only effective when working in specific settings such as: in residential accommodation, undertaking home visits or when providing first aid
- Engage with local union representatives as part of the risk assessment process

**All risk assessments must be signed off by Health, Safety and Well-being and Silver approval granted prior to services or activities recommencing.**

## COVID-19 Risk Assessment – implementing the recovery plan F646s

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Consideration must be given to equalities issues that may result from changes in service provision or working practices. It is expected that an EqlA is undertaken by services as part of this process. For example, the provision of additional facilities must be accessible and changes in approach must not disadvantage people protected by the Equalities Act

For ease of reference, changes that are made to this document are detailed below:

| Date of change | Section, Page and Change   |
|----------------|--|
| 23-05-20       | New document   |
| 08-06-20       | Pg. 15 update to Internal meetings and events<br>Pg. 16 update to Protocols and room provision<br>Pg. 27 new - All health considerations<br>Pg. 31 updates to Actions if a person develops symptoms, test and trace and returning to work  |
| 19-06-20       | Pg. 3 – added instruction to describe how service arrangements will match the controls.<br>Pg. 5 – added instructions for completion of the risk assessment<br>Pg. 23/24 – added measures for 'Meeting with service users (household visits)'<br>Pg. 32 – removed section for 'Inadvertent contact with a symptomatic person, added measures for 'Contact with a symptomatic employee' |

**COVID-19 Risk Assessment – implementing the recovery plan F646s**

|   |  |                     |                              |
|---|--|---------------------|------------------------------|
| <b>Location:</b>                                | Schools countywide   |                     |                              |
| <b>Activity that this assessment relates to</b> | Recommencing Face-to-Face Instrumental and Curriculum Tuition in Schools |                     |                              |
| <b>Assessment Date:</b>                         | 16 <sup>th</sup> July 2020   | <b>Review Date:</b> | 10 <sup>th</sup> August 2020 |
| <b>Assessment completed by:</b>                 | Alison Bell, Head of Music Service                                       |                     |                              |
| <b>HSW sign off:</b>                            |  | <b>Date:</b>        | <b>UIN:</b>                  |

Instructions for risk assessment completion:

- Please describe how your proposed arrangements for re-opening meet with the detailed controls measures in the “notes and further information” column.
- Refer to [COVID-19 Compliance code for all services \(general\) – recovery plan phase 2 G646s](#) and [COVID-19 Your health and your safety - all employees G646](#) in order to complete this assessment.

**Management Planning**
**Directors and managers**

| Item             | Control measures   | Yes/no/not applicable | Notes and further information  | Date required and completed   |
|------------------|--|-----------------------|--|---|
| Responsibilities | Activities being assessed for recommencement are limited to those that have been approved through the channels outlined in the easement policy | Yes                   | The only activities which are being considered are those which cannot reasonably be delivered digitally. This refers to our 1:1 peripatetic provision and some classroom provision which can be delivered safely in bubbles. The DfE Guidance of 2 <sup>nd</sup> July confirms that Music Peripatetic Tuition is safe to recommence in September | 15 <sup>th</sup> September 2020 requirement (reintegration week) with tuition commencing 21 <sup>st</sup> September |

Version Number: 132  
Date: 19 June 2020

Approved By: Health, Safety and Well-being Manager

**COVID-19 Risk Assessment – implementing the recovery plan F646s**

|  |   |     |  |                                 |
|--|---|-----|--|---------------------------------|
|  | In considering different ways of working priority has been given to maintaining social distancing and limiting contact with the smallest number of people possible in order to apply appropriate safe working arrangements and SMT supports recommended changes to normal work practices in order to achieve new safe standards of work | Yes | As detailed in the Norfolk Music Service Risk Assessment, social distancing measures will be observed at all times and tuition only recommenced if it is safe to do so: in-keeping with individual schools policies and procedures   | 15 <sup>th</sup> September 2020 |
|  | Additional resources have been made available in order to comply with the requirements of this risk assessment where necessary  | Yes | PPE Equipment in the form of masks, gloves, hand sanitiser (just incase), disinfectant wipes, stationary and other perishables (e.g. reeds) will be provided in advance of recommencement<br><u>I wouldn't be able to approve gloves and masks under the PPE policy as these wouldn't meet/fit under the scenarios for which PPE should be provided</u><br><a href="https://intranet.norfolk.gov.uk/-/media/intranet/files/people/documents/covid19-personal-protective-equipment-guidance-g646o.pdf?la=en&amp;hash=CB6990BFA7A0B604053EC60EBD7DAC56993A3A75">https://intranet.norfolk.gov.uk/-/media/intranet/files/people/documents/covid19-personal-protective-equipment-guidance-g646o.pdf?la=en&amp;hash=CB6990BFA7A0B604053EC60EBD7DAC56993A3A75</a> | 10 <sup>th</sup> September 2020 |
|  | SMT will lead by example, promoting safe working practices at all times   | Yes |  | 16 <sup>th</sup> July 2020      |
|  | Managers have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire site security and legionella reviews where facilities management is not under Norse   | N/A |  |                                 |

COVID-19 Risk Assessment – implementing the recovery plan F646s

|  |   |     |  |   |
|--|---|-----|--|---|
|  | arrangements  |     |  |   |
|  | Managers have ensured essential premises management arrangements continue to maintain the safe operation of the setting   | Yes | This will be coordinated by the Head of Music Service with individual school settings to ensure that their risk assessments are adequate for our requirements. Staff will also have a part to play in this once on-site and will report any concerns to the Head of Service in the first instance which will be raised with individual schools and settings  | From 16 <sup>th</sup> July 2020 onwards |
|  | Managers have ensured that specific enhanced cleaning arrangements that are required can be fulfilled on site   | Yes | As above   | From 16 <sup>th</sup> July 2020 onwards |
|  | Managers refer to the HSW information provided on myNet in order to understand and communicate relevant information to employees, service users and members of the public | Yes |  | From 16 <sup>th</sup> July 2020 onwards |
|  | Managers have involved employees and their representatives in the review of this assessment   | Yes | Opinions gathered at staff briefing and the assessment of risk will be ongoing and updated as and when things arise once we recommence activity in schools. Music Mark (national member organisation for Music Services have also been consulted in relation to recommencement of activity alongside the DfE and Arts Council England) <u>Please confirm whether you have involved Unison as staff</u> | From 16 <sup>th</sup> July 2020 onwards |

**COVID-19 Risk Assessment – implementing the recovery plan F646s**

|              |   |     |  |   |
|--------------|---|-----|--|---|
|              | Arrangements have been put in place to undertake a regular review of the assessment and provisions taking into account feedback, suggestions and concerns   | Yes | rep?<br>The risk will be reviewed as new guidance is issued over the Summer and then on a daily basis from September to ensure that we are managing all risk effectively     | From 16 <sup>th</sup> July 2020 onwards |
|              | SMT have made arrangements to provide information, instruction and training prior to implementing these measures (and prior to the recovery phase) with employees through online meetings and not face to face                                  | Yes | Staff information meeting planned for 16/07/2020 with training in place on 11/09/2020 and 14/09/2020 before recommencement of activities                                     | From 16 <sup>th</sup> July 2020 onwards |
|              | Arrangements are in place to monitor compliance with the new ways of working and take actions to secure improvements where necessary  | Yes | Both the Head of Service and Area Manager will monitor compliance at regular intervals upon recommencement of activity and initiate any modifications as and when they arise | From 15 <sup>th</sup> September onwards |
|              | Arrangements are in place to work with partner organisations and landlords of properties we occupy to ensure arrangements are in place that meet the requirements of COVID-19 Compliance code for all services (general) -recovery plan phase 2 | Yes | The Head of Service will work with individual schools and settings to ensure compliance  | From 16 <sup>th</sup> July 2020 onwards |
| Supply chain | Arrangements are in place for the continuity of essential supplies, for example, cleaning and disinfection products, liquid soap, paper towels (where used), hand sanitiser, tissues and PPE that is specified in PPE guidance.                 | Yes | This will be co-ordinated by our Instrument and Events Co-ordinator in the first instance  | From 10 <sup>th</sup> September onwards |
|              | Cleaning and other services that are provided by  | N/A |  |   |

**COVID-19 Risk Assessment – implementing the recovery plan F646s**

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|  | contract have been reviewed in order to ensure that the provision meets with the standards that are identified in the NCC Compliance Code. |  |  |  |
|--|--|--|--|--|

**Employee arrangements**

|                                |  |     |  |                            |
|--------------------------------|--|-----|--|----------------------------|
| All Employees                  | As many employees as is possible continue to work from home  | Yes | Digital interventions have been initiated as far as practicably possible across our services in relation to Curriculum Delivery, WCET and Ensemble provision | 16 <sup>th</sup> July 2020 |
| Premises and cleaning staff    | Activities are scheduled so that premises activities do not take place during times when employees are also using the premises where possible.                           | N/A |  |                            |
|                                | Social distancing arrangements are in place for cleaning and in-house maintenance activities.  | N/A |  |                            |
|                                | Employees who carry out cleaning are familiar with the cleaning and disinfecting processes required at this time.  | N/A |  |                            |
|                                | Employees who carry out formal cleaning and disinfection have the appropriate equipment required if cleaning is needed after a symptomatic person has left the building. | N/A |  |                            |
| Work experience and volunteers | Work experience activities have ceased.  | Yes | There will be no work experience for the foreseeable future  | 16 <sup>th</sup> July 2020 |
|                                | Volunteers will work in the setting only where essential and will be provided with the same information, instruction and support as employees.                           | Yes | We currently have no volunteers working for the Music Service and do not intend to change this in the long term  | 16 <sup>th</sup> July 2020 |

**Arriving at and leaving NCC premises (employees and visitors)**

|           |   |     |                                       |                  |
|-----------|---|-----|---------------------------------------|------------------|
| Reception | Where possible an alternative access point is used in | Yes | Processes for arrival at schools will | 15 <sup>th</sup> |
|-----------|---|-----|---------------------------------------|------------------|

**COVID-19 Risk Assessment – implementing the recovery plan F646s**

|  |   |     |   |                                 |
|--|---|-----|---|---------------------------------|
| areas, visitor management and employee arrival | order to provide employees with a separate entrance and exit (subject to safety associated with authorised access). |     | be discussed with individual schools and settings and will adopt their own policies and procedures as a result of COVID-19 in order to mitigate risk. Where concerns are raised from Music Service staff members the Head of Service will intervene and contact the school directly | September 2020                  |
|  | Where alternative entrances cannot be provided, times have been staggered to prevent queuing.                       | Yes | As above  | 15 <sup>th</sup> September 2020 |
|  | Floor markings are in place to assist with social distancing at entrances, exits and reception areas                | Yes | As above  | 15 <sup>th</sup> September      |
|  | Essential visitors have been identified (including maintenance and repairs) and visitor restrictions are in place.  | N/A |   |                                 |
|  | Where appropriate, visitor access is controlled and provided on an appointment only basis.                          | Yes | As above  | 15 <sup>th</sup> September 2020 |
|  | Bookings are co-ordinated between premises users to ensure that meeting times for visitors are controlled.          | Yes | As above but individual appointment times will be agreed in advance with each school or setting in advance of September start   | 16 <sup>th</sup> July onwards   |
|  | Services ensure that visitors do not need to wait in reception areas and are met as soon as they arrive.            | Yes | Processes for arrival at schools will be discussed with individual schools and settings and will adopt their own policies and procedures as a result of COVID-19 in order to mitigate risk. Where concerns are  | 15 <sup>th</sup> September 2020 |

**COVID-19 Risk Assessment – implementing the recovery plan F646s**

|  |   |     |   |   |
|--|---|-----|---|---|
|  |   |     | raised from Music Service staff members the Head of Service will intervene and contact the school directly  |   |
|  | Employees have been advised that they must not shake hands with colleagues or visitors.   | Yes | This will be covered off in training  | 10 <sup>th</sup> September 2020         |
|  | Additional hygiene measures are provided in reception areas e.g. hand sanitiser and visitors are encouraged to use this   | Yes | Processes for arrival at schools will be discussed with individual schools and settings and will adopt their own policies and procedures as a result of COVID-19 in order to mitigate risk. Where concerns are raised from Music Service staff members the Head of Service will intervene and contact the school directly | 15 <sup>th</sup> September 2020         |
|  | Where reception areas are small, visitor access is controlled on a one in and one out basis.  | Yes | As above  | 15 <sup>th</sup> September 2020         |
|  | Visitor control arrangements which are in place adequately manage visitors, reducing groups and queues  | Yes | As above  | 15 <sup>th</sup> September 2020         |
|  | Visitors who sign in, use their own pen or are provided with a pen that they take with them, alternatively visitor books are completed on the visitor's behalf.                                     | Yes | All staff will be advised to bring their own pen with them and where this is not possible then equipment will be provided   | 10 <sup>th</sup> September 2020 onwards |
|  | Where reception desks are open, a 2-metre distance is maintained between employees and visitors using floor markings. Where this is not possible screens are provided in order to protect employees | Yes | Processes for arrival at schools will be discussed with individual schools and settings and will adopt their own policies and procedures  | 15 <sup>th</sup> September 2020         |

**COVID-19 Risk Assessment – implementing the recovery plan F646s**

|  |  |     |   |                                 |
|--|--|-----|---|---------------------------------|
|  |  |     | as a result of COVID-19 in order to mitigate risk. Where concerns are raised from Music Service staff members the Head of Service will intervene and contact the school directly  |                                 |
|  | On arrival, visitors will confirm that they do not have symptoms (no matter how mild) and do not come from an isolating household  | Yes | Processes for arrival at schools will be discussed with individual schools and settings and will adopt their own policies and procedures as a result of COVID-19 in order to mitigate risk. Where concerns are raised from Music Service staff members the Head of Service will intervene and contact the school directly. Staff members are required to inform the Head of Service should they be displaying any signs of COVID-19 as soon as they arise | 15 <sup>th</sup> September 2020 |
|  | Where deliveries are received in reception areas, arrangements have been put in place to ensure distancing is maintained e.g. having a pre-arranged drop off point, the delivery driver signing for you. | N/A |   |                                 |
|  | Contracted works are carried out after working hours where possible scheduled work times are agreed. Social distancing is always applied.  | N/A |   |                                 |
|  | Arrangements are in place to review contractor site movements, monitor that social distancing is being applied and compliance with universal hygiene requirements.                                       | N/A |   |                                 |

**COVID-19 Risk Assessment – implementing the recovery plan F646s**

|   |   |     |   |                                 |
|---|---|-----|---|---------------------------------|
| Transport site parking, external access areas   | Employees are encouraged to walk or cycle to work where possible  | Yes | This will be encouraged at our training sessions where possible | 10 <sup>th</sup> September 2020 |
|   | The requirements of <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> has been followed and shared with all employees. | Yes | This will be shared with all staff in September                 | 10 <sup>th</sup> September 2020 |
|   | Work times have been adjusted for employees to avoid peak travel times where using public transport.  | Yes | Where practical   | 15 <sup>th</sup> September 2020 |
|   | Employees do not car share with people outside of their household or their fixed team when commuting  | Yes | Communicated to staff   | 16 <sup>th</sup> July 2020      |
|   | Employees have been advised to wash their hands before and after using transport services   | Yes | Communicated to staff   | 16 <sup>th</sup> July 2020      |
|   | Employees been advised of the government advice to wear face coverings when travelling on public transport  | Yes | Communicated to staff   | 16 <sup>th</sup> July 2020      |
|   | Markings are provided on NCC sites where queuing is required for transport services   | N/A |   |                                 |
|   | Additional bike racks are provided where required and markings have been put in place to enable queuing.  | N/A |   |                                 |
|   | Car park users will be discouraged from gathering in car parks  | Yes | Communicated to staff   | 16 <sup>th</sup> July 2020      |
|   | External areas including common walkways, paths or access routes have been assessed and visual cues provided to encourage 2m distancing           | N/A |   |                                 |
| Car park access systems have been reviewed to ensure touch points are removed. Where this is person controlled social distancing, limiting contact and sharing materials has been put in place in the same way as for reception areas | N/A   |     |   |                                 |

**COVID-19 Risk Assessment – implementing the recovery plan F646s**
**Limiting contact through fixed teams or cohorts**

|             |  |     |  |  |
|-------------|--|-----|--|--|
| Fixed teams | Employee numbers are limited to those who are essential to carrying out work activities and those who cannot carry out their role from home.   | Yes | Employees will work on their own and team meetings carried out digitally   | 16 <sup>th</sup> July onwards          |
|             | Employees have been grouped together where it is essential that they work together   | N/A | Not currently applicable although this may need to be looked at in time  | To be reviewed after October half term |
|             | Consistent group working planning is in place, on a weekly basis as a minimum.   | Yes | This will be carried out digitally   | 16 <sup>th</sup> July onwards          |
|             | Close contact tasks have been assessed and re-organised to ensure that close contact is reduced to only those circumstances where there is no other means of operating (consideration should be given to all stages of the task) | Yes |  |  |
|             | Where close contact is necessary the work has been rearranged to limit face to face work as much as is possible e.g. by working side to side   | Yes | We are following all DfE Guidance in relation to the reintegration of peripatetic provision in schools. This is clearly detailed on our website including a Music Service specific risk assessment (attached to this form) | 16 <sup>th</sup> July onwards          |
|             | Employees who need to work in close contact will increase the times that hand washing is carried out and increase cleaning levels where it is appropriate to.  | Yes | Training will ensure that this is followed and definitely when moving between schools  | 10 <sup>th</sup> September 2020        |

**Office areas**

|  |  |     |  |  |
|--|--|-----|--|--|
| Implementing social distancing arrangements (in offices, | The layout of premises and all work areas has been re-organised, following social distancing guidelines to keep 2 metres apart, for example by separating furniture, finding alternative areas to use. | N/A |  |  |
|--|--|-----|--|--|

**COVID-19 Risk Assessment – implementing the recovery plan F646s**

|                                   |   |     |   |                                 |
|-----------------------------------|---|-----|---|---------------------------------|
| meeting rooms and communal areas) | In open plan offices, the desks next to busy circulation routes, open kitchen areas and shared equipment e.g. printers should be avoided.                       | N/A |   |                                 |
|                                   | Screens have been installed between desks as a last resort  | N/A |   |                                 |
|                                   | Hot desking and use of touch down areas has stopped.  | N/A |   |                                 |
|                                   | Disinfectant wipes are provided for employees to use in office and communal spaces to wipe down touch points  | Yes | This will be provided to wipe down areas of work and instruments                                | 10 <sup>th</sup> September 2020 |
|                                   | Use of communal spaces has been planned to reduce group mixing and each group will wipe down touch points in break areas after use.                             | N/A |   |                                 |
|                                   | Employees are aware of the need to apply social distancing and to avoid gatherings with others including those in their own cohort or group.                    | Yes | This will be covered in our training sessions   | 10 <sup>th</sup> September 2020 |
|                                   | Break out space has been allocated to specific cohorts or groups where possible. Alternatively, time slots have been allocated for use to prevent group mixing. | Yes | This will be discussed with individual schools and settings and agreements reached individually | 16 <sup>th</sup> July onwards   |

**Canteen and restaurant facilities**

|                   |   |     |                                      |                                 |
|-------------------|---|-----|--------------------------------------|---------------------------------|
| Takeaway services | Employees are encouraged to bring their own food to work rather than using on site facilities   | Yes | This will be covered off in training | 10 <sup>th</sup> September 2020 |
|                   | Where on-site facilities are provided these are in the form of takeaway services only and they are arranged to encourage social distancing requirements such as floor markings, screening of till areas, use of contactless card services only. | N/A |                                      |                                 |
| Vending Machines  | Vending machines are only provided where appropriate e.g. due to shift work or working in remote facilities   | N/A |                                      |                                 |

**COVID-19 Risk Assessment – implementing the recovery plan F646s**

|                 |   |     |  |  |
|-----------------|---|-----|--|--|
|                 | Where vending machines are required, wipes are provided and users encouraged to wipe touchpoints e.g. keypads before use.   | N/A |  |  |
| Use of services | Employees who use takeaway services and vending machines must ensure that they wash their hands before and after using these services (as well as before and after eating.) | N/A |  |  |

**Ventilation**

|             |   |     |   |                               |
|-------------|---|-----|---|-------------------------------|
| Windows     | If the building does not have fresh air, air conditioning, windows and doors are open to increase ventilation where it is safe and appropriate to do so (fire doors must not be propped open) | Yes | This will be communicated to schools to ensure a safe working and teaching environment for all of our employees before commencement of activity | 16 <sup>th</sup> July onwards |
| Air systems | Air conditioning is operating on maximum fresh air flow where installed.  | Yes | This will be communicated to schools to ensure a safe working and teaching environment for all of our employees before commencement of activity | 16 <sup>th</sup> July onwards |
|             | Recirculating air systems have been switched off if they cannot be switched to fresh air inlet and natural ventilation can be used as an alternate.   | Yes | This will be communicated to schools to ensure a safe working and teaching environment for all of our employees before commencement of activity | 16 <sup>th</sup> July onwards |
| Fans        | Cohort groups have agreed jointly regarding the use of fans following the compliance code.  | Yes | This will be communicated to schools to ensure a safe working and teaching environment for all of our employees before commencement of activity | 16 <sup>th</sup> July onwards |
|             | Where a team member needs to use a fan for specific health reasons, if necessary, arrangements have been  | Yes | This will be communicated to schools to ensure a safe working   | 16 <sup>th</sup> July onwards |

**COVID-19 Risk Assessment – implementing the recovery plan F646s**

|  |   |  |   |  |
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|  | made for them to work in an area in close proximity to their team where draft nuisance is limited |  | and teaching environment for all of our employees before commencement of activity |  |
|--|---|--|---|--|

***Movement around premises and queuing***

|              |  |     |  |                                 |
|--------------|--|-----|--|---------------------------------|
| General      | One-way circulation systems have been put in place where physically possible and/or central dividers are in place where large numbers of people are likely to circulate around premises. | N/A |  |                                 |
|              | Employees and visitors have been advised to move around circulation areas without delay and corridor conversations are discouraged through signage and instruction                       | N/A |  |                                 |
|              | Key pad entry systems have been replaced with non-touch alternatives. If this is not possible hand sanitiser is provided.  | N/A |  |                                 |
| Use of lifts | Lifts are not shared unless the user requires support (lift use is prioritised for people who are not able to use the stairs).   | Yes | This will be communicated to staff through training  | 10 <sup>th</sup> September 2020 |
| Queuing      | Initial planning in the use of the premises has considered how to reduce and stagger movement around the premises, separating queuing areas from circulation areas                       | Yes | Individual schools and settings will have their own control measures in place which will be closely monitored and evaluated regularly by the Head of Music Service | 16 <sup>th</sup> July onwards   |

***Showers, toilets and hand hygiene***

|                                     |  |     |   |                               |
|-------------------------------------|--|-----|---|-------------------------------|
| Toilets and performing hand hygiene | Distancing for queuing has been introduced e.g. through floor markings | Yes | Individual schools and settings will have their own control measures in place which will be closely monitored and evaluated regularly | 16 <sup>th</sup> July onwards |
|-------------------------------------|--|-----|---|-------------------------------|

**COVID-19 Risk Assessment – implementing the recovery plan F646s**

|  |  |     |  |                               |
|--|--|-----|--|-------------------------------|
|  |  |     | <b>by the Head of Music Service</b>  |                               |
|  | Where the setting is in part use, where appropriate (balanced with the discouragement of movement around non-essential parts of the building) additional toilets are being used in other areas of the building to reduce use and queuing where possible                                      | Yes | Individual schools and settings will have their own control measures in place which will be closely monitored and evaluated regularly by the Head of Music Service | 16 <sup>th</sup> July onwards |
|  | Every other urinal/basin has been taken out of use in toilets where they have high usage.  | Yes | Individual schools and settings will have their own control measures in place which will be closely monitored and evaluated regularly by the Head of Music Service | 16 <sup>th</sup> July onwards |
|  | Where there are no suitably located hand wash basins, hand sanitiser points or pop up hand wash stations have been provided, including where necessary in outdoor spaces for example, at entrances to premises, lifts in employee kitchen areas where kettles and other equipment is shared. | Yes | Individual schools and settings will have their own control measures in place which will be closely monitored and evaluated regularly by the Head of Music Service | 16 <sup>th</sup> July onwards |
|  | Hand sanitiser stocks are stored in the same way that cleaning products are stored.  | Yes | Individual schools and settings will have their own control measures in place which will be closely monitored and evaluated regularly by the Head of Music Service | 16 <sup>th</sup> July onwards |
|  | Information is provided at hand sanitising points instructing users to ensure that it is completely dry on hands before going near to ignition sources or touching metal surfaces.   | Yes | Individual schools and settings will have their own control measures in place which will be closely monitored and evaluated regularly by the Head of Music Service | 16 <sup>th</sup> July onwards |

**Increasing waste facilities**

|                          |  |     |   |                               |
|--------------------------|--|-----|---|-------------------------------|
| Disposal of used tissues | Bins are provided in convenient locations so that used tissues can be disposed of promptly, an assessment of | Yes | Individual schools and settings will have their own control measures in | 16 <sup>th</sup> July onwards |
|--------------------------|--|-----|---|-------------------------------|

**COVID-19 Risk Assessment – implementing the recovery plan F646s**

|  |  |     |  |                               |
|--|--|-----|--|-------------------------------|
|  | all areas has been carried out. Please note: open bins will reduce touch points. |     | place which will be closely monitored and evaluated regularly by the Head of Music Service   |                               |
|  | Arrangements are in place for bins to be emptied regularly.                      | Yes | Individual schools and settings will have their own control measures in place which will be closely monitored and evaluated regularly by the Head of Music Service | 16 <sup>th</sup> July onwards |

**Handling post, packages and goods**

|   |   |     |  |                               |
|---|---|-----|--|-------------------------------|
| Internal delivery                           | Pick up and drop off schedules are planned to ensure social distancing can be applied for in-house services.  | N/A |  |                               |
|   | Services who receive or dispatch items regularly have co-ordinated this work activity with appropriate in-house services to agree work schedules to ensure all activities can operate safely.       | Yes | We are working to ensure that any instruments which have been collected are quarantined for 5 days minimum before reallocation. Deliveries will be made following the Music Mark instrument guidance | 16 <sup>th</sup> July onwards |
| Contracted delivery and collection services | Contracted delivery and collection services are planned to ensure they do not happen the same time as other peak movements of people  | Yes | This will be coordinated by the Instrument and Events co-ordinator in consultation with individual settings and staff  | 16 <sup>th</sup> July onwards |
|   | Where possible larger orders are made to reduce the number of site deliveries that are made.  | Yes |  | 16 <sup>th</sup> July onwards |
|   | Single employees unload vehicles and transfer deliveries into storage   | Yes |  | 16 <sup>th</sup> July onwards |
|   | Where this is not possible cohorted group working has been arranged to ensure that any close contact between employees is still kept to a minimum and social distancing applied at all other times. | N/A |  |                               |

**COVID-19 Risk Assessment – implementing the recovery plan F646s**

|  |   |     |  |                               |
|--|---|-----|--|-------------------------------|
|  | Delivery drivers are encouraged to stay in their vehicles where appropriate.  | Yes |  | 16 <sup>th</sup> July onwards |
|  | Deliver drivers are provided with access to handwashing facilities where it does not compromise authorised access arrangements on site. | Yes |  | 16 <sup>th</sup> July onwards |

**Internal meetings and events**

|          |  |     |  |         |
|----------|--|-----|--|---------|
| Meetings | Priority has been given to the use of TEAMS, even where employees are working in the same premises.  | Yes | This will continue and has been ongoing since March 2020   | ongoing |
|          | Where in person meetings are essential cohorted groups are not compromised   | N/A |  |         |
|          | Meetings are only held indoors where they cannot be outdoors   | N/A |  |         |
|          | Meeting rooms have maximum occupancy numbers that reflect social distancing which are displayed.   | N/A |  |         |
|          | Meeting room furniture has been organised to encourage social distancing and prevent face to face seating.   | N/A |  |         |
|          | Meeting etiquette has been agreed to maintain distancing e.g. leaving the room in single file starting with the person nearest the door first  | N/A |  |         |
| Events   | Events which result in gatherings (mixing different households of groups) are not permitted with the exception of specific events allowed by legislation. Specific events are individually assessed. | N/A | This will need to be reviewed as the guidance changes in relation to our ensembles and events but currently we are not operating face to face events |         |

**Managing visitor meetings (at work premises and non-household settings)**

|                              |  |     |  |  |
|------------------------------|--|-----|--|--|
| Protocols and room provision | Arrangements for providing site rules following the areas identified in the Compliance Code have been developed and are shared with visitors in the most | N/A |  |  |
|------------------------------|--|-----|--|--|

**COVID-19 Risk Assessment – implementing the recovery plan F646s**

|                        |  |     |  |                                    |
|------------------------|--|-----|--|------------------------------------|
|                        | appropriate format.  |     |  |                                    |
|                        | Visits are limited to those that are essential and the activity cannot be undertaken another way   | Yes | Only essential delivery activity will be undertaken face to face. Everything else will be digital  | 16 <sup>th</sup> July onwards      |
|                        | Visit numbers are restricted to one person, unless additional visitors are required in relation to safeguarding.   | Yes |  | 15 <sup>th</sup> September 2020    |
|                        | Checks are made prior to and at the start of any meeting in order to confirm that visitors do not have symptoms, are not from an isolating household and visitors are required to perform hand hygiene. Visitors are advised to leave if they develop symptoms during their meeting, no matter how mild. | Yes | Staff members are required to inform the Head of Music Service of any COVID-19 related issue per our Music Service specific RA   | 16 <sup>th</sup> July onwards      |
|                        | Meetings are held outside where possible and appropriate   | N/A |  |                                    |
|                        | Rooms are large enough to implement social distancing and rooms are set out to provide as much space as possible prior to meetings.  | Yes | We are following the DfE Guidance and guidance provided by Music Mark  | 15 <sup>th</sup> September onwards |
|                        | Hand sanitiser, tissues and bin bags are provided for use and hand hygiene performed before and after meetings   | Yes |  | 10 <sup>th</sup> September onwards |
| Avoiding close contact | Points where close contact cannot be avoided have been identified and action taken to ensure that close contact is kept to a minimum time, for example through child supervision.  | Yes |  | 15 <sup>th</sup> September onwards |
|                        | Screens are provided as a last resort where no alternative action is available.  | No  | Where no alternative action is available, the option of digital learning may have to be discussed with individual settings but will involve ICT equipment and additional staffing for Safeguarding | 15 <sup>th</sup> September 2020    |

**COVID-19 Risk Assessment – implementing the recovery plan F646s**

|                             |   |     |   |                                       |
|-----------------------------|---|-----|---|---------------------------------------|
|                             | Employees do not shake hands with visitors  | Yes | reasons<br>This will be communicated through training | 10 <sup>th</sup><br>September<br>2020 |
| Increased employee measures | Employees will increase their own level of personal protection, for example, increased hand washing and cleaning will take place in those specific work areas. Employees will always wash their hands after a visit has completed | Yes | This will be communicated through training            | 10 <sup>th</sup><br>September<br>2020 |

**Passing items from one person to another (when dealing with visitors)**

|                   |  |     |   |                                       |
|-------------------|--|-----|---|---------------------------------------|
| Cash transactions | Cash handling transactions have been eliminated through alternative arrangements.  | N/A |   |                                       |
| Passing items     | Arrangements are in place to avoid passing items between one person to another in close contact, for example, cash or documents which need signature. Where it is not possible to move back to allow this to happen, screens have been installed | Yes | This will be communicated through training  | 10 <sup>th</sup><br>September<br>2020 |
|                   | Where documents do need to be shared for checking or reviewing, plastic wallets will be made available.  | Yes | This will be communicated through training and co-ordinated by the Instrument and Events Co-ordinator | 10 <sup>th</sup><br>September<br>2020 |
|                   | Hand sanitiser is provided in locations where items are passed from one person to another  | Yes | This will be communicated through training and provided as required                                   | 10 <sup>th</sup><br>September<br>2020 |
| Single use items  | Where pens are provided these are for single use only and taken by the user.   | Yes | This will be communicated through training and equipment provided as needed                           | 10 <sup>th</sup><br>September<br>2020 |

**Delivering internal training courses**

|                  |   |     |                                   |                            |
|------------------|---|-----|-----------------------------------|----------------------------|
| Essential course | Courses are delivered on line and all “in person” | Yes | This has been communicated to all | 16 <sup>th</sup> July 2020 |
|------------------|---|-----|-----------------------------------|----------------------------|

**COVID-19 Risk Assessment – implementing the recovery plan F646s**

|          |  |     |                                  |  |
|----------|--|-----|----------------------------------|--|
| delivery | training is suspended for both employees and external participants   |     | staff already                    |  |
|          | Training is only delivered in person where it is critical to essential service delivery and practical aspects or practice exercises are required as part of the training. Only those essential in person elements should be provided and all other elements provided remotely. Services should contact HSW prior to completing a risk assessment for approval. Where HSW have approved in person training requests, assessments must comply with the control measures in this section. | N/A | Nothing has been deemed critical |  |
|          | Training protocols are provided, which includes checking in with participants each day on their arrival to ensure they do not have symptoms, information about actions to take if they become ill, universal hygiene expectations and how to move around the space, in and out of the room in order to maintain distances e.g. leaving in single file starting with the person nearest the door.   | N/A |                                  |  |
|          | The number of participants has been reduced to the number agreed with HSW and outside space is used where possible   | N/A |                                  |  |
|          | Where this is not possible larger rooms are used to enable social distancing. Furniture has been arranged to enable this and a maximum capacity number identified for the room.  | N/A |                                  |  |
|          | Delegates will spread out in both outside and inside spaces.   | N/A |                                  |  |
|          | Everyone washes their hands on arrival, prior to the commencement of training and at regular intervals   | N/A |                                  |  |

**COVID-19 Risk Assessment – implementing the recovery plan F646s**

|  |  |     |  |  |
|--|--|-----|--|--|
|  | during the day.  |     |  |  |
|  | Course content and delivery methods have been reviewed, group activities are not included, any close contact face to face tasks have been eliminated from the course where possible. | N/A |  |  |
|  | Where essential, close contact required, it is kept to a minimum. Social distancing is applied at all other times.   | N/A |  |  |
|  | Training items are not shared between delegates, unless essential, for example, the practical use of equipment. Where equipment is shared, items are disinfected between users.      | N/A |  |  |
|  | Breaks are planned to avoid mixing with out site users and delegates bring their own food. Delegates spread out.   | N/A |  |  |
|  | Consideration has been given to additional equipment that is needed, for example, tissues have been provided, bins, hand sanitiser and disinfectant wipes.                           | N/A |  |  |

**Outdoor spaces**

|                        |   |     |  |  |
|------------------------|---|-----|--|--|
| Smoking areas          | Signage advises the numbers of people who can use the area at the same time.                              | N/A |  |  |
|                        | Markings have been provided for social distancing.  | N/A |  |  |
| Outside seating        | Seating has been moved apart where it is not fixed or has been marked to show that it should not be used. | N/A |  |  |
|                        | Picnic tables have been marked to discourage sitting face to face.  | N/A |  |  |
| Outdoor play equipment | The use of outdoor play equipment is not permitted and not in use.  | N/A |  |  |

**COVID-19 Risk Assessment – implementing the recovery plan F646s**
**Multi-occupancy/partner premises**

|  |   |     |   |                                    |
|--|---|-----|---|------------------------------------|
| Co-ordination of arrangements and responsibility | Arrangements are in place to co-ordinate site activities with other premises users and landlords.   | Yes | Schools and settings will liaise with the Head of Service                     | 16 <sup>th</sup> July 2020 onwards |
|  | This risk assessment has been carried out in order to establish that working arrangements are suitable.                                     | Yes | Attached to this document   | 15 <sup>th</sup> July 2020         |
| Escalation and action                            | Arrangements meet with the standards that are required in this risk assessment, where they do not, further action is taken to rectify this. | Yes | The Head of Service has overall responsibility for any escalation as required | 15 <sup>th</sup> September onwards |

**Visiting and working on other premises and sites**

|   |   |     |   |                               |
|---|---|-----|---|-------------------------------|
| Regular visiting at the same premises     | Safe working information about the premises is obtained in advance and ensure that it meets with the principles that are set out in the NCC compliance code.  | Yes | The Head of Service has overall responsibility for this as detailed above | 16 <sup>th</sup> July onwards |
|   | Discuss concerns with the relevant site contact and ensure that further action is taken prior to working on site.   | Yes | The Head of Service has overall responsibility for this as detailed above | 16 <sup>th</sup> July onwards |
|   | Follow site requirements for the duration of your visit   | Yes | The Head of Service has overall responsibility for this as detailed above | 16 <sup>th</sup> July onwards |
| Visit private business premises and sites | Specific plans have been put in place to implement all of the control measures which are detailed in the compliance code where they apply to the work setting (and are attached to this risk assessment).   | N/A |   |                               |
|   | Employees have been provided with information to enable them to undertake dynamic assessment decisions on the basis of the situation including the decision to withdraw from the premises if it is not safe | N/A |   |                               |
|   | Employees are familiar with the specific requirements that the business type they are visiting should be following (even where this exceeds PHE guidance)   | N/A |   |                               |

**COVID-19 Risk Assessment – implementing the recovery plan F646s**

|  |  |     |  |  |
|--|--|-----|--|--|
|  | All appropriate equipment has been provided to support infection control including the normal PPE that would be used and hand sanitiser. | N/A |  |  |
|  | Cleaning arrangements for equipment have been developed.   | N/A |  |  |

**Working outside**

|                                |   |     |  |  |
|--------------------------------|---|-----|--|--|
| Social distancing              | Cohorting group rules are applied to teams  | N/A |  |  |
|                                | Employees will avoid close contact with members of the public, and work has been scheduled to avoid peak times where appropriate.   | N/A |  |  |
|                                | Where necessary barriers or cordons are provided to support social distancing   | N/A |  |  |
|                                | Employees have been provided with information to enable them to undertake dynamic assessment decisions on the basis of the situation including the decision to withdraw from the site if it is not safe | N/A |  |  |
| Avoiding contact with surfaces | Employees will avoid touching surfaces in public areas where it is possible and safe to do so.  | N/A |  |  |
| Cleaning and equipment         | All appropriate equipment has been provided including the normal PPE that would be used and hand sanitiser.   | N/A |  |  |
|                                | Cleaning arrangements for equipment have been developed.  | N/A |  |  |

**Using vehicles for work journeys**

|         |  |     |  |                               |
|---------|--|-----|--|-------------------------------|
| General | Team travelling in the same vehicle for work purposes has been eliminated unless this is required due to other risks e.g. safety       | Yes |  | 16 <sup>th</sup> July onwards |
|         | Where vehicles are shared, windows are kept open to ensure good ventilation. The passenger will sit behind and opposite to the driver. | N/A |  |                               |

**COVID-19 Risk Assessment – implementing the recovery plan F646s**

|                        |  |     |                                  |                                 |
|------------------------|--|-----|----------------------------------|---------------------------------|
|                        | Drivers have been made aware of: <ul style="list-style-type: none"> <li>• changes to road layouts for additional pedestrians and cyclists</li> <li>• the need to anticipate more pedestrians and cyclists than normal, giving cyclists space at traffic lights.</li> <li>• Limiting time at petrol stations and performing hand hygiene before and after.</li> </ul> | Yes | This will be covered in training | 10 <sup>th</sup> September 2020 |
| Universal hygiene      | Handwashing is performed before and after journeys and employees carry hand sanitiser, tissues and bin bags in vehicles.   | Yes | This will be covered in training | 10 <sup>th</sup> September 2020 |
| Cleaning and equipment | If the vehicle is shared with a colleague for essential reasons, the driver will disinfect car touch points using disinfectant wipes with particular emphasis on handles, steering wheel, keys, petrol card and holder if used and other areas where passengers may touch surfaces before and after use.   | Yes | This will be covered in training | 10 <sup>th</sup> September 2020 |

**Public buildings such as libraries (planning in advance of opening)**

|  |   |     |  |  |
|--|---|-----|--|--|
| Service provision and management of visitors | The level of provision has been agreed and mechanisms to inform customers of specific arrangements are in place, for example, how to access items and use equipment. Plans are in place to share this information with customers (as part of the visitor protocols described below).            | N/A |  |  |
|  | Plans to manage access to the premises are in place following the above assessment process for accepting visitors to premises including development of visitor protocols, management of access times, providing separate entrances and exits, provision of health information to customers etc. | N/A |  |  |

**COVID-19 Risk Assessment – implementing the recovery plan F646s**

|                                   |   |     |  |  |
|-----------------------------------|---|-----|--|--|
| Hygiene and cleaning arrangements | Unnecessary items have been removed temporarily or access to specific areas prevented   | N/A |  |  |
|                                   | Shared items used between customers have been assessed and alternative provision made where appropriate. Access times given to customers takes account of cleaning that may be required between use of equipment. | N/A |  |  |
|                                   | Disinfectant wipes and handwashing facilities are provided for customers in addition to cleaning instructions. Public toilets are open in order to encourage hand hygiene.  | N/A |  |  |
|                                   | Specific cleaning arrangements are in place for shared/publicly used equipment  | N/A |  |  |
| Social distancing                 | Employees only circulate around public spaces when open, when it is the only option and for short periods of time and- priority is given to providing screened helpdesks.   | N/A |  |  |
|                                   | Social distancing arrangements have been implemented as outlined in this assessment including cohorting employees, moving furniture apart, marking areas and provision of appropriate information to customers.   | N/A |  |  |
|                                   | Any previous close contact that has taken place has been eliminated and new ways of interacting with customers has been introduced.   | N/A |  |  |

**Meeting with service users (household visits)**

|                  |   |
|------------------|---|
| Essential visits | <b>Home visits that are essential during the recovery phase (due to safety, safeguarding or well-being) will be carried</b> |
|------------------|---|

**COVID-19 Risk Assessment – implementing the recovery plan F646s**

| <b>out following the requirements of COVID-19 Guidance for everyone who carries out community visits:</b>  |     |  |  |
|--|-----|--|--|
| Work planning has considered where the service or elements of the service can be delivered differently, for example, remotely or outside with social distancing in order to eliminate the requirement to enter the household.                              | N/A |  |  |
| At risk groups have been identified in order to reduce the risks to service users.   | N/A |  |  |
| Arrangements are in place to establish if the household is isolating at suitable points of planning and arrival. Appropriate responses to these circumstances have been defined, for example, delay the meeting unless essential in an isolating household | N/A |  |  |
| Social distancing arrangements have been put in place and will be followed at all times.   | N/A |  |  |
| Only essential close contact will take place for example to provide personal care or other care needs  | N/A |  |  |
| All steps of the interaction that takes place has been reviewed for example, the equipment that is needed, cleaning and disinfection of equipment, hand hygiene, avoiding contact with surfaces, avoiding sharing documents.                               | N/A |  |  |
| Arrangements are in place to limit contact between different employees and service users through fixed teams   | N/A |  |  |
| Additional control measures have been identified to meet with the essential home visits guidance.  | N/A |  |  |

**COVID-19 Risk Assessment – implementing the recovery plan F646s**
**Universal Hygiene Arrangements**
**Cleaning and disinfection**

|  |  |     |   |                               |
|--|--|-----|---|-------------------------------|
| Cleaning and disinfection of premises. | All touch points and contact surfaces that are fixed to the premises (both inside and out) are cleaned and disinfected on a daily basis.                                     | Yes | This will be discussed and agreed with individual schools in advance of recommencement of face to face activity | 16 <sup>th</sup> July onwards |
|  | Items that are fixed to the premises which are hard to clean have been replaced or taken out of use where possible.  | Yes | This will be discussed and agreed with individual schools in advance of recommencement of face to face activity | 16 <sup>th</sup> July onwards |
|  | Different cleaning equipment is provided for use between kitchens, toilets and office areas.   | Yes | This will be discussed and agreed with individual schools in advance of recommencement of face to face activity | 16 <sup>th</sup> July onwards |
|  | Employees disinfect touch points in showers before and after using them with wipes.  | Yes | This will be discussed and agreed with individual schools in advance of recommencement of face to face activity | 16 <sup>th</sup> July onwards |
|  | Increased surface cleaning has been implemented where needed, for example, where different groups and different visitors need to share the same work area.                   | Yes | This will be discussed and agreed with individual schools in advance of recommencement of face to face activity | 16 <sup>th</sup> July onwards |
|  | Arrangements are in place to clean areas where a symptomatic person has been after they developed symptoms   | Yes | This will be discussed and agreed with individual schools in advance of recommencement of face to face activity | 16 <sup>th</sup> July onwards |
| Equipment                              | Shared vehicle touch points are disinfected prior to use (including vehicle keys, payment card and holder, vehicle controls, gear stick, handbrake, door handles and seats). | N/A |   |                               |

**COVID-19 Risk Assessment – implementing the recovery plan F646s**

|                |   |     |   |                                 |
|----------------|---|-----|---|---------------------------------|
|                | Items that should be disinfected by employees using wipes have been identified and arrangements are in place, for example, wheelchairs and first aid boxes.                                 | Yes | This will be covered in training and appropriate equipment provided | 10 <sup>th</sup> September 2020 |
|                | Equipment that is shared between different employees is disinfected after use.  | Yes | This will be covered in training and appropriate equipment provided | 10 <sup>th</sup> September 2020 |
|                | Services who provide toys and items that are more difficult to clean taken these out of use temporarily, for example play dough, wooden toys and soft toys.                                 | N/A |   |                                 |
|                | The remaining toys and items are cleaned and disinfected according to the compliance code   | N/A |   |                                 |
|                | Items that are put into people's mouths are cleaned between uses with different people with disinfectant wipes.   | Yes | This will be covered in training and appropriate equipment provided | 10 <sup>th</sup> September 2020 |
|                | There are adequate supplies of cleaning equipment available to everyone that needs it   | Yes | This will be covered in training and appropriate equipment provided | 10 <sup>th</sup> September 2020 |
|                | Employees have received instruction in how to use disposable wipes effectively.   | Yes | This will be covered in training and appropriate equipment provided | 10 <sup>th</sup> September 2020 |
| Personal items | Employees have removed items from work areas that are not needed to enable effective cleaning. Alternative storage areas have been identified in addition to personal lockers where needed. | Yes | This will be covered in training and appropriate equipment provided | 10 <sup>th</sup> September 2020 |

**Employee clothing**

|         |  |     |   |                                 |
|---------|--|-----|---|---------------------------------|
| Washing | Employees have been advised that there is no need for anything other than normal personal hygiene and normal washing arrangements for clothing after work. Advice has been given to avoid items that cannot be washed. | Yes | This will be covered in training and appropriate equipment provided | 10 <sup>th</sup> September 2020 |
|---------|--|-----|---|---------------------------------|

**COVID-19 Risk Assessment – implementing the recovery plan F646s**
**Handwashing arrangements (and respiratory hygiene)**

|  |   |     |   |                                 |
|--|---|-----|---|---------------------------------|
| Handwashing and reducing contamination | Employees follow the thorough handwashing arrangements provided in <a href="#">NHS guidance</a> .   | Yes | This will be covered in training and appropriate equipment provided             | 10 <sup>th</sup> September 2020 |
|  | All employees have access to liquid soap and paper towels (or effective hand dryers) at handwashing facilities.   | Yes | This will be covered in training and appropriate equipment provided             | 10 <sup>th</sup> September 2020 |
|  | Employees have suitable equipment available to use when needed (both in premises and at other work locations) i.e. hand sanitiser and disinfectant wipes  | Yes | This will be covered in training and appropriate equipment provided as required | 10 <sup>th</sup> September 2020 |
|  | Employees have been advised to perform handwashing much more frequently including: before and after using transport, on arrival at work sites, before and after eating, before and after breaks, after going to the toilet, before and after touching shared items such as kettles and microwave and at other required intervals during the day depending on their work activities. | Yes | This will be covered in training and appropriate equipment provided             | 10 <sup>th</sup> September 2020 |
|  | Employees are instructed to wash their hands when they arrive at home at the end of work.   | Yes | This will be covered in training and appropriate equipment provided             | 10 <sup>th</sup> September 2020 |
|  | Handwashing is being encouraged rather than using hand sanitizer wherever it is possible  | Yes | This will be covered in training and appropriate equipment provided             | 10 <sup>th</sup> September 2020 |
|  | Employees are following respiratory hygiene <a href="#">Catch it, Kill it, Bin it</a> requirements. Advised to carry tissues with them and bins are provided for use.   | Yes | This will be covered in training and appropriate equipment provided             | 10 <sup>th</sup> September 2020 |

**COVID-19 Risk Assessment – implementing the recovery plan F646s**
**Health and well-being needs**
**Employee health and support**

|                                |   |     |   |                               |
|--------------------------------|---|-----|---|-------------------------------|
| Specific health considerations | Employees who are extremely clinically vulnerable will be supported to remain at home through their shielding period  | Yes | This will be discussed on a case by case basis with the Head of Service | 16 <sup>th</sup> July onwards |
|                                | Employees who are clinically vulnerable (e.g. have an underlying health condition) have been assessed and suitable measures have been put in place to manage the risk e.g. working from home where possible, undertaking roles where social distancing can be assured in line with the compliance code. | Yes | This will be discussed on a case by case basis with the Head of Service | 16 <sup>th</sup> July onwards |
|                                | Pregnant employees have had a specific assessment using the New and Expectant Mothers assessment process and specific COVID-19 guidance.  | Yes | This will be discussed on a case by case basis with the Head of Service | 16 <sup>th</sup> July onwards |
|                                | Employees who live in a household with someone who is shielding has been assessed. These employees will only work in circumstances where extra care can be taken in observing social distancing measures.   | Yes | This will be discussed on a case by case basis with the Head of Service | 16 <sup>th</sup> July onwards |
|                                | Specific assessment outcomes have been documented on the COVID-19 Individual Risk Assessment template.  |     |   |                               |
| Reasonable adjustments         | Reasonable adjustments have been reviewed for employees where changes to work activities have identified that this is required.   | Yes | This will be discussed on a case by case basis with the Head of Service | 16 <sup>th</sup> July onwards |
| Supporting BAME employees      | Managers are aware of and will support BAME employees who have increased anxiety and keep employees up to date with ongoing PHE advice (which will be updated by the HSW team where required).  | Yes | This will be discussed on a case by case basis with the Head of Service | 16 <sup>th</sup> July onwards |
| Employee well-being            | Managers follow information about ways to support well-being and promote the use of available services  | Yes | This is regularly communicated to all employees and will continue to    | 16 <sup>th</sup> July onwards |

**COVID-19 Risk Assessment – implementing the recovery plan F646s**

|                           |  |     |  |                               |
|---------------------------|--|-----|--|-------------------------------|
|                           | including: Norfolk Support Line, IRPS and NCC's Well-Being Services.   |     | do so  |                               |
|                           | Employees are encouraged to talk to their manager about concerns so that managers can address employee needs on an individual basis. | Yes | This is regularly communicated to all employees and will continue to do so | 16 <sup>th</sup> July onwards |
| All health considerations | In all cases, conversations and agreed controls are recorded using the template form available                                       | Yes |  | 16 <sup>th</sup> July onwards |

**Service user health**

|                           |   |     |  |  |
|---------------------------|---|-----|--|--|
| All service user meetings | Home visits guidance relating to service user health considerations is followed where household visits are carried out.   | N/A |  |  |
|                           | Stringent social distancing arrangements are in place for all other meetings which are carried out in person in order to ensure that service users are not put an increased risk. | N/A |  |  |

**Communication and Involvement**
**General Arrangements**

|                      |  |     |   |         |
|----------------------|--|-----|---|---------|
| General Arrangements | Arrangements have been put in place to ensure communication and collaboration between employees, employee representatives and user groups where appropriate. Communication routes are publicised and have been formally planned. | Yes | Digital meetings have been in place since March | ongoing |
| Visitors             | Site protocols have been developed where beneficial for all site visitors in order for them to follow the site requirements  | N/A |   |         |
|                      | Site visitor instruction will be provided in the most appropriate way for the visitor groups.  | N/A |   |         |
| Communicating        | Site signage and markings have been reviewed and   | N/A |   |         |

**COVID-19 Risk Assessment – implementing the recovery plan F646s**

|                     |   |     |                                  |                                 |
|---------------------|---|-----|----------------------------------|---------------------------------|
| safety arrangements | implemented where needed.   |     |                                  |                                 |
|                     | Site changes such as entrances and exits have been clearly signposted   | N/A |                                  |                                 |
|                     | Communication about safe working arrangements throughout the setting includes the use of recommended information on notice boards and media screens where they are already provided                         | N/A |                                  |                                 |
|                     | The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, routes have been marked in braille or with other meaningful symbols.      | Yes |                                  | 16 <sup>th</sup> July onwards   |
|                     | Instructions have been given to all users of hand sanitiser to ensure that they allow it to dry before going near to ignition sources or touching any surfaces as well as <a href="#">How to hand rub</a> . | Yes | This will be covered in training | 10 <sup>th</sup> September 2020 |
|                     | The <a href="#">COVID-19 Secure in 2020</a> notice is displayed to confirm that all required measures have been implemented.  | Yes | To be added to our website       | August 2020                     |

Field Code Changed

**Employee Instruction**

|               |  |     |                                  |                                 |
|---------------|--|-----|----------------------------------|---------------------------------|
| All employees | All employees have been instructed on the nature of COVID-19 and its transmission. They have confirmed they understand the reason for the control measures that are required.                  | Yes | This will be covered in training | 10 <sup>th</sup> September 2020 |
|               | All employees have confirmed that they are confident in applying the control measures identified in this assessment.   | Yes | This will be covered in training | 10 <sup>th</sup> September 2020 |
|               | Employees have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment) prior to the recovery phase. | Yes | This will be covered in training | 10 <sup>th</sup> September 2020 |

**COVID-19 Risk Assessment – implementing the recovery plan F646s**

|  |  |     |   |                            |
|--|--|-----|---|----------------------------|
|  | Employees have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).  | Yes | From the outset in consultation with national organisations | 16 <sup>th</sup> July 2020 |
|  | Employees have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during activities). | Yes | From the outset in consultation with national organisations | 16 <sup>th</sup> July 2020 |

**Championing COVID-19 measures**

|                               |   |     |   |                                    |
|-------------------------------|---|-----|---|------------------------------------|
| Championing COVID-19 measures | Social Distancing and Universal Hygiene Champions have been appointed to assist with promoting and reinforcing the site requirements.   | Yes | These have been identified as the Head of Service, Area Manager and Instrument and Events Coordinator | 16 <sup>th</sup> July 2020         |
|                               | Champions understand the universal hygiene arrangements.  | Yes | Training planned for August   | 1 <sup>st</sup> August 2020        |
|                               | All employees are encouraged to keep aware and politely address concerns with colleagues.   | Yes | This will be covered in staff briefing  | 16 <sup>th</sup> July 2020         |
|                               | Managers will continue to reinforce and promote universal hygiene and other measures that are required to reduce the risk of transmission with their teams and service users. | Yes |   | 16 <sup>th</sup> July 2020 onwards |

**Other considerations**
**Actions if a person develops symptoms, test and trace and returning to work**

|   |  |     |  |                                    |
|---|--|-----|--|------------------------------------|
| Actions if a person becomes unwell with COVID-19 symptoms | A suitable room has been identified to wait in and is large enough to keep a 2 metre distance between the ill person and any supervising employee (close to a toilet where possible) | Yes | Per individual school policy and the Head of Service will also be informed | 15 <sup>th</sup> September onwards |
|   | The room has been emptied of unnecessary items.  | Yes | Per individual school policy   | 15 <sup>th</sup> September onwards |

**COVID-19 Risk Assessment – implementing the recovery plan F646s**

|                |  |     |  |                                    |
|----------------|--|-----|--|------------------------------------|
|                | Tissues and a waste bag have been provided in the room   | Yes | Per individual school policy                           | 15 <sup>th</sup> September onwards |
|                | Employees are aware of the symptoms and understand that they must go home immediately where possible no matter how mild their symptoms are.  | Yes | Covered in training                                    | 10 <sup>th</sup> September         |
|                | In the unlikely event that an employee or visit has spent a significant amount of time at the premises after they developed symptoms, arrangements will be followed to move occupants to another area of the premises while it is being cleaned. | Yes | Per individual school policy                           | 15 <sup>th</sup> September onwards |
|                | If a First Aider needs to support a symptomatic person, they will follow the First Aid Guidance provided.  | Yes | Per individual school policy                           | 15 <sup>th</sup> September onwards |
|                | Plans are in place to clean areas that a symptomatic person has been in contact with while they were symptomatic including cleaning staff availability and cleaning equipment.   | Yes | Per individual school policy                           | 15 <sup>th</sup> September onwards |
|                | Cleaning staff understand that normal PPE (apron and gloves) should be worn unless there is visible contamination and that cleaning equipment used will be disposed of following the compliance code.  | Yes | Per individual school policy                           | 15 <sup>th</sup> September onwards |
|                | Symptomatic employees will be provided with information about COVID-19 testing, encouraged to have a test and share their results with their manager in order to reduce absence and self-isolation requirements where testing is negative.       | Yes | Head of Service to co-ordinate and covered in training | 10 <sup>th</sup> September onwards |
|                | Keyworkers have been instructed to follow their existing testing arrangements.   | Yes | Head of Service to co-ordinate and covered in training | 10 <sup>th</sup> September onwards |
| Contact with a | If an employee develops symptoms, they are advised   | Yes | Head of Service to co-ordinate and                     | 10 <sup>th</sup>                   |

**COVID-19 Risk Assessment – implementing the recovery plan F646s**

|                                     |  |     |  |                                    |
|-------------------------------------|--|-----|--|------------------------------------|
| symptomatic colleague               | to notify their manager of close contacts at work (in the last 48 hours) while they are isolating and wait for a test or test result.  |     | covered in training  | September onwards                  |
|                                     | Managers will ensure that close contact employees work arrangements are in order to ensure they: <ul style="list-style-type: none"> <li>Do not have contact with service users who are shielding</li> <li>Avoid individuals who are high risk (clinically vulnerable)</li> <li>Take extra care in practising social distancing, good universal hygiene watch out for symptoms.</li> </ul> (Managers will consider that providing this information may cause increased anxiety) | Yes | Head of Service to co-ordinate and covered in training           | 10 <sup>th</sup> September onwards |
|                                     | Managers will ensure that they notify close contact colleagues of test results as soon as they are made aware – notify that close contacts with will contacting by NHS Test and Trace and advised to isolate.  | Yes | Head of Service to co-ordinate and covered in training           | 10 <sup>th</sup> September onwards |
| Following stay at home requirements | Employees are aware they must stay at home if they or a member of their household has any symptoms no matter how mild or are self-isolating due to contact tracing requirements.<br>Employees who have previously tested positive know to follow isolation rules and testing arrangements if they become ill again.  | Yes | Head of Service to co-ordinate and covered in training           | 10 <sup>th</sup> September onwards |
| Waste                               | If a person is symptomatic on the premises the cleaning cloths used and tissues etc is double bagged and tied and kept separately for 72 hours (secured from access) before being disposed of with normal waste.   | Yes | Per individual school policy                                     | 15 <sup>th</sup> September onwards |
| Returning to work after             | Employees have been informed of the requirements relating to when they are able to return to work after  | Yes | Head of Service to confirm with individual employees and covered | 10 <sup>th</sup> September         |

**COVID-19 Risk Assessment – implementing the recovery plan F646s**

|                              |                              |  |             |         |
|------------------------------|------------------------------|--|-------------|---------|
| having symptoms or isolation | having symptoms or isolation |  | in training | onwards |
|------------------------------|------------------------------|--|-------------|---------|

**Planning for emergencies**

|                 |   |     |   |                                    |
|-----------------|---|-----|---|------------------------------------|
| Fire evacuation | Fire assembly points have been reviewed to ensure that people do not gather in groups, where required, separate assembly points have been introduced in order to prevent large gatherings in one place. | Yes | Per individual school policy                        | 15 <sup>th</sup> September onwards |
|                 | Planned fire drills will be communicated to building users in order to encourage social distancing.   | Yes | Per individual school policy                        | 15 <sup>th</sup> September onwards |
|                 | Employees understand that in an emergency they must leave without delay   | Yes | Per individual school policy                        | 15 <sup>th</sup> September onwards |
| First aid       | The level of first aid provision has been reviewed in line with reduced services and communicated to all employees and building users where appropriate.  | Yes | Per individual school policy                        | 15 <sup>th</sup> September onwards |
|                 | First aiders are aware of the COVID-19 First Aid Requirements Guidance.   | Yes | All First Aiders within the service will be updated | 14 <sup>th</sup> September         |

**PPE and face coverings**

|                |   |     |  |                                 |
|----------------|---|-----|--|---------------------------------|
| PPE            | Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only. | Yes |  | 10 <sup>th</sup> September 2020 |
| Face coverings | Employees have been provided with information about face coverings  | Yes | Covered in training  | 10 <sup>th</sup> September 2020 |
|                | An assessment has been carried out, considering roles where wearing a face covering would be inappropriate,             | Yes | Following Music Mark and DfE guidance as detailed in our Music | 16 <sup>th</sup> July 2020      |

**COVID-19 Risk Assessment – implementing the recovery plan F646s**

|  |   |  |            |  |
|--|---|--|------------|--|
|  | for example where it may cause distress to a service user or when the service user relies on lip reading for communication. |  | Service RA |  |
|--|---|--|------------|--|

**Review of existing assessments**

|  |  |     |   |         |
|--|--|-----|---|---------|
|  | Existing risk assessments have been reviewed where new working arrangements have resulted in significant change. | Yes | Our existing RAs have been updated on 15 <sup>th</sup> July 2020 and will continue to be based on latest guidance | ongoing |
|--|--|-----|---|---------|

**Any other actions that are not listed above (including additional controls recommended by recognised trade associations)**

|                 |  |     |   |                            |
|-----------------|--|-----|---|----------------------------|
| Website updated | Website updated to reflect our plans for reintegrating face to face in September | Yes | <a href="https://www.norfolkmusichub.org.uk/site/reintegration-of-musical-learning-into-educational-settings/">https://www.norfolkmusichub.org.uk/site/reintegration-of-musical-learning-into-educational-settings/</a> | 16 <sup>th</sup> July 2020 |
|                 |  |     |   |                            |
|                 |  |     |   |                            |
|                 |  |     |   |                            |

Please provide links to the trade association documents referenced here:

|                                     |  |
|-------------------------------------|--|
| <b>Assessor's Name: Alison Bell</b> | <b>Manager's Name: John Crowley</b>  |
| <b>Position: Head of Service</b>    | <b>Position: Assistant Director Education Learning and Achievement Service</b> |

Version Number: 132  
Date: 19 June 2020

Approved By: Health, Safety and Well-being Manager

**COVID-19 Risk Assessment – implementing the recovery plan F646s**

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**Signature: Alison Bell**

**Signature:**