

Covid-19 Supplementary Risk Assessment Instrument Collection from Schools

Name of Assessor:	Paul Douglas, Deputy Head of Music Service	Date of assessment:	21/10/20	Review date:	21/10/20
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Description of activity

The collection of sets of instruments from schools engaging in WCIT or Group instrumental provision.

Existing control measures

	Hazard	Who is at risk?	Control measure(s)	Who is responsible?
1	Airborne transmission	Everyone	Distancing is normally accounted for by generously-sized accommodation, and instruments stored away from pupils/busy areas.	SFE staff in liaison with school staff.
2	Surface transmission via handling of instruments	Everyone	Pupils have their own designated instrument and (for most) a labelled case.	SFE staff in liason with school staff.
3	Surface transmission via other means	Everyone	Contact with surfaces, such as chairs, tables, door handles etc. is kept to a minimum.	SFE staff in liason with school staff.

Initial risk rating

The rating relates to the likelihood of risk of infection, as well the severity of consequences as it is currently perceived. It should be noted that this severity score for Covid-19 will vary according to factors such as age and additional underlying conditions, such as asthma, diabetes, etc. For the purposes of an overall viewpoint, an average score has been estimated. 1 = Least Likely/Severe, 5 = Most Likely/Severe.

How likely is the activity to result in actual harm (1-5)?	3
How severe would the consequences be (1-5)?	3
Risk rating (likelihood x severity)	9

Likelihood	5					
	4					
	3					
	2					
	1					
		1	2	3	4	5
		Severity				

Additional control measures

A summary is below, with full details contained in the SFE Guidance for Schools document. These measures are in line with latest HM Government guidance.

	Hazard	Who is at risk?	Additional control measures	Who is responsible?
1	Airborne transmission	Everyone	<ul style="list-style-type: none"> SFE staff are advised to wear facemasks in corridors/communal areas of schools. Instruments to be collected from a room/space close to the entry to the school, meaning that SFE staff come into contact with the minimum number of school staff/pupils All spaces used should be well ventilated. SFE staff to maintain social distancing from school staff at all times. Any SFE teachers showing signs of symptoms will not attend the school premises, nor return until they have been tested and received confirmation they do not have Covid-19. Any SFE teachers who have been contacted through 'test and trace' will not return to school until they have been tested and received confirmation they do not have Covid-19. 	SFE staff in liaison with school staff.
2	Surface transmission via handling of instruments/cases	Everyone	<ul style="list-style-type: none"> Schools to ensure that all instruments are to be left untouched for 72 hours before agreed collection time. Only SFE staff to handle instruments. Instruments to be transported in boot of the car or separate trailer, and then left at the store with dated COVID-19 sign. SFE staff to use gloves and hygiene products when setting up and handling instruments. 	SFE staff in liaison with school staff.
3	Surface transmission via other means	Everyone	<ul style="list-style-type: none"> SFE staff to use hand sanitiser provided before and after each visit. Movement around the school site to be minimal. Handling of furniture, door handles etc to be kept to a minimum and staff to use supplied wipes and sanitiser as required. 	SFE staff in liaison with school staff.

Residual Risk rating

How likely is the activity to result in actual harm (1-5)?	1
How severe would the consequences be (1-5)?	3
Risk rating (likelihood x severity)	3

Likelihood	5	Green	Yellow	Red	Red	Red
	4	Green	Yellow	Yellow	Red	Red
	3	Green	Green	Yellow	Yellow	Red
	2	Green	Green	Green	Yellow	Yellow
	1	Green	Green	Green	Green	Green
		1	2	3	4	5
		Severity				

Risk rating:	1-6	Green	Control measures are implemented consistently and monitored carefully.
	8-12	Amber	Additional controls required to reduce the risk. Control measures are implemented consistently and monitored carefully.
	15-25	Red	Activity to be stopped until additional controls can be put in place to manage the risk.

Date to be communicated to relevant SFE staff: 21/10/20