

Risk assessment form School Library and ICT Rooms and Music depts

Risk assessments should be reviewed at least annually, or after accidents, near misses and when significant changes in personnel or work practices occur. To assist managers when completing their risk assessments, guidance, information and a number of generic risk assessments and/or checklists are available on the HSE website under **Health and Safety**.

Advice on hazards, risks and risk assessment is available from the HSE website. Health & Safety act 1974

NAME OF ASSESSOR			DATE & REVIEW DATE			
Mathew Board			26/01/2021-			
LOCATION						
St John's RC School Woodford bridge						
Number	Hazard	Possible effects/harm	Risk rating L X C = R	Detail existing controls	Detail further action required to reduce risk	Revised risk rating L X C = R
	Something with the potential to harm: hazards listed should be all those present before controls are in place.	Where a group of people may be affected differently, for example young people or expectant mothers, identify the separate effects/harm and risk rating.	Indicate the rating prior to controls being in place. (See page 7 for guidance on rating the risk.)	Provide details of control measures already in place. If measures are detailed in other documents, state where.	Note the action required, responsible person and target date.	Indicate the rating following implementation of controls.
1	Environmental	COVID-19 spread Staff pupils and visitors	5 x 5=25	Rooms are adequately ventilated Move furniture to observe social distancing Signage in place to observe social distancing	On going changes to classrooms and timetables with SLT 2m social distancing in place following Government guidelines	4 x 5 = 20
2	Equipment	COVID-19 spread Staff pupils and visitors	5 x 5 =25	PC monitors and keyboards to be cleaned with provided safe zone and tissue or wipes every day and between child and class use after each lesson Library books wiped down after use with wipes	Ongoing monitoring of cleaning stock Minster cleaning to carry out thorough clean at the end of the day	4 x 5 = 20

				<p>Musical instruments cleaned after every use following guidance in section 8</p> <p>Mouth instruments not to be used</p> <p>Excess furniture to be temporarily removed reduce seating capacity</p> <p>Reduce soft seating as difficult to clean</p> <p>Beanbags removed as difficult to clean</p> <p>Thorough cleaning everyday of all surfaces including desks, seating, and tables</p> <p>No personal belongings or coats to be brought into ICT rooms, library and music rooms to limit contamination</p>			
3	<p>Equipment; PPE</p> <p>Gloves</p> <p>Masks</p> <p>Safe zone spray</p> <p>Keyboard wipes</p>	<p>COVID-19 spread</p> <p>Staff</p>	5 x 5 = 25	<p>School to be provide PPE</p> <p>Signage in place reminding staff of the wearing of PPE</p> <p>Non-latex gloves provided via reception</p>	<p>School to monitor PPE stocks</p> <p>COSHH registered PPE stocks on site</p>	4 x 5 = 20	

	4	Handwashing	COVID-19 spread Staff pupils and visitors	5 x 5 = 25	<p>Children to wash hands before and after visiting library, ICT rooms and music depts</p> <p>Hand sanitisers positioned outside ICT suites, library and music room</p> <p>Safe zone sprays also provided and wipes provided for wiping down Keyboards and musical instruments</p> <p>Signage reminding staff and children to clean hands regularly</p> <p>Toilets in use with soap and tissues/hand dryers</p> <p>Signage showing how to correctly Hand wash for 20 seconds</p>	Hand sanitisers filled and checked on a daily schedule	4 x 5 = 20	
	5	Slips, trips and falls	Musculoskeletal damage Cuts, strains and abrasions Staff pupils and visitors	3 x 5 = 25	<p>Floors to be kept clean and clear as possible to eliminate possibility of falls/accidental contact</p> <p>Remove all trailing cables and books off floors</p> <p>Social distancing in place to avoid Pupil collision</p> <p>RA Slips and trips and working at heights in place and can be found on Teachers store/Admin/H&S</p>	<p>Maintenance/IT and teachers visual check electrical cables</p> <p>RA slips and trips and working at height next review Jan 2022</p>	1 x 5 = 5	

	6	Class activities in Library, ICT rooms and music rooms	COVID-19 spread Staff pupils and visitors	5 x 5 = 25	<p>To be limited to the appropriate number of children and one group at a time</p> <p>Children should be accompanied to class and after to ensure social distancing and handwashing/hand sanitising routines</p> <p>Breaks in between lessons for adequate cleaning</p> <p>General good housekeeping.</p> <p>All areas well lit, including stairs.</p> <p>No trailing leads or cables.</p> <p>Staff keep work areas clear, e.g. no musical instruments left in walkways</p>	All classes in bubbles and on a timetable updated regularly	4 x 5 = 20	
	7	Special events Concerts World book days Assemblies Mass	COVID-19 spread Staff pupils and visitors	5 x 5 = 25	<p>No external visitors allowed currently</p> <p>No more than single groups to be allowed into space at one time</p> <p>No mass gatherings at this present time</p>	Following Government guidance on the rules of social distancing in place	5 x 5 + 25	

	8	Cleaning of musical instruments	COVID-19 spread Staff pupils and visitors	5 x 5 = 25	<p>All instruments present a risk of contact transmission. This is similar to the risk of transmission via door handles, handrails etc around the school. Instruments that are only used by one person should be cleaned as usual but with additional care. If instruments are used by more than one person (e.g. classroom percussion), or taken in and reallocated (e.g. at the end of a whole-class programme or hire period), meticulous cleaning is called for. Brass:</p> <p>Fully drying even small brass instruments is not practical but it is extremely important to clean the mouthpiece using an appropriately sized mouthpiece brush, to ensure that all dirt and debris are removed.</p> <p>Piano:</p> <p>Piano keyboards must be cleaned before and after each use. Plastic piano and electronic keyboards can be sanitised with disinfectant wipes (unplug electronic equipment first). Do not spray them as residues may harm key mechanisms. It is a good idea to dry keys off afterwards. Ivory keys will be damaged by most disinfectant products. Clean them with a cloth dipped in soapy water and wrung out; leave the residue on for thirty seconds and wipe with a dry cloth</p>	Cleaning products in place and checked and replaced via Site Services	3 x 5 = 15	
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Drums:

Handles and straps of percussion instruments and beaters should be wiped similarly. Primary school percussion trolleys may not be practical for now unless all instruments and the trolley can be cleaned after each use. Instruments might be allocated to classes or set aside for 72 hours between uses to avoid cross-contamination. Schools will need to respond according to their stocks, circumstances and needs.

Strings/Guitar:

For wooden instruments, follow manufacturers' instructions or test your cleaning product on an inconspicuous surface. You may want to wipe the chinrests of violins or violas, but it probably is not necessary (pure sweat is not thought to carry viruses). The neck and fingerboard and the lower end of the bow of all bowed strings may also be wiped.

Music Rooms:

Knobs, buttons, sliders etc on ICT equipment, amplifiers, backlines, CD/MP3 players and so forth should be wiped with antiseptic wipes. Do not use sprays or soaked cloths, to avoid liquids getting inside equipment. button on iPads and the mesh of microphones are harbouring microbes.

				<p>As prevention is better than cure, using a pop screen with microphones will reduce contamination. Always unplug equipment from the mains before cleaning.</p> <p>After five days of not being played, normal cleaning of any equipment will suffice.</p>		
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Declaration

Managers should monitor and review the application of the specified controls.

Prepared by

Mathew Board

Date

26/01/2021

Signatures

Date

I certify that all controls are in place which reduce risk to as low as is reasonably practicable, all staff have been informed and safe systems of work have been applied.

Risk rating

This is **your** evaluation of the potential impact and likelihood of harm occurring. Likelihood x Consequence = Risk

Risk rating	Action required
High 20-25 For example, <ul style="list-style-type: none">fatality possible to one or more individuals however infrequentmajor injury to few individuals occurring frequentlylikelihood of long term muscular-skeletal problems affecting significant numbers of staff.	Immediate action required and stop activate
Medium 10-20 For example, <ul style="list-style-type: none">major injury to one/few individuals occurring infrequentlylikelihood of long term muscular-skeletal problems affecting some staff.	Requires attention as soon as possible. Improve with specified timescale and maintain existing controls rigorously.
Low 1-10 For example, minor injury occurring infrequently to few staff.	Not a priority, may need attention if not as low as reasonably practicable, but ensure controls are maintained and reviewed