

COVID-19 Risk assessment

Date: 27th November 2020

This risk assessment is an addendum to other Spirit Studios Risk Assessments.

What are the Hazards?	Who might be harmed and how?
<p>The COVID-19 virus is spread via minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing</p> <p>An individual could contract the virus directly by breathing in these water droplets or them being absorbed through the eye. Such droplets also live on surfaces for prolonged periods of time and can be transferred from an individual's hands to their eyes, nose and mouth</p> <p>Individuals could spread COVID-19 without showing symptoms as the virus can incubate for up to 14 days</p>	<p>For most people, COVID-19 will be a mild illness. However, some may suffer severe illness which could lead to fatality so the risk must be considered carefully</p> <p>The virus can be very serious for older people and those with underlying health conditions. The majority of those who attend Spirit Studios may not fit into this category. However, consideration must be given to individuals who may come into contact with others within their social group that may be vulnerable, and where this contact could have the risk of passing the virus on to them.</p> <p>A List of vulnerable people can be found here :</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/</p>

What are the Hazards	What are you doing already	What further action is necessary	Action by Who	Action by when
<p>Individuals displaying symptoms and the possibility of having contracted COVID-19 and spreading it onto others</p>	<p>The main symptoms of COVID-19 are:</p> <ul style="list-style-type: none"> a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal <p>https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</p> <p>Anyone or members of their household that are displaying one of these symptoms should follow the latest guidance from the Government and should not travel to Spirit Studios</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p>	<p>Guidance document to be prepared for all staff, students and visitors regarding COVID-19 and regular reminders are to be given</p> <p>Line managers should keep in constant contact with anyone that is self isolating</p>	<p>Adrian Greensides</p>	<p>Completed</p> <p>To be reviewed regularly</p>

	<p>Anyone displaying symptoms whilst present in the building will be sent home and advised to follow the stay at home guidance.</p> <p>As part of the NHS test and trace service, anyone that has been in contact with a person that has tested positive for COVID-19 will be advised to follow this government guidance:</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/</p> <p>If Spirit Studios become aware that there is more than one case of COVID-19 associated within the building then the local public health team will be contacted immediately. There is now a two way system in place with the Greater Manchester Integrated Contact Tracing Hub.</p> <p>https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance</p> <p>International students starting academic courses in September 2020 need to follow the latest government guidance.</p> <p>https://www.gov.uk/uk-border-control</p>	<p>Student Welfare should keep in constant contact with any student that is self isolating</p> <p>Line managers should keep in constant contact with staff that are self isolating</p> <p>Student Welfare should keep in constant contact with any student that is self isolating</p> <p>PHE Greater Manchester.</p> <p>Tel; 0344 2250562 Option 2</p> <p>All students to be notified about this guidance</p> <p>Student Welfare should keep in constant contact with any student that is self isolating</p>	<p>Adrian Greensides</p> <p>Adrian Greensides</p> <p>Academic team</p>	<p>Immediately after being notified of multiple cases</p> <p>Completed</p>
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What are the Hazards	What are you doing already	What further action is necessary	Action by Who	Action by when
Spirit studios current day to day practices could lead to the spreading of COVID-19	The cleaner is to focus on the cleaning and disinfecting of all tactile surfaces, paying particular attention to frequently touched areas and surfaces, such as toilets, handrails in corridors and stair and door handles.	Masks and gloves are already in stock	The cleaner	Ongoing

	<p>The cleaner is to wear disposable gloves and disposable aprons for cleaning. When these are no longer needed they should be double-bagged, then thrown away immediately into the secure Biffa Bin in the alleyway.</p> <p>The cleaner is to use disposable cloths to first clean hard surfaces with warm soapy water and then use disinfectant.</p> <p>The cleaner will be provided with a face mask and gloves to wear at all times.</p> <p>The cleaner is to wash her hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.</p> <p>Facilities equipment that is frequently touched such as keyboards, mice, midi controllers, headphones and mixing desk surfaces will be cleaned and disinfected by studio staff each evening when the building is closed.</p> <p>Alcohol wipes will be available in each facility for any individual wishing to clean these surfaces again. A bin specifically for these wipes disposal will be kept in each facility.</p>	<p>Further cleaning supplies to be ordered</p> <p>Studio staff will use the cleaning products and adopt the methods as mentioned above relating to equipment</p> <p>The cleaner will empty these bins daily and will adopt the same methods of disposal as mentioned above</p>	<p>Facilities Manager</p> <p>Facilities Manager</p> <p>The cleaner</p>	<p>Ongoing</p> <p>Ongoing</p>
	<p>The virus can spread easily by being transferred from unwashed hands to other surfaces</p> <p>Some basic preventative measures such as washing hands must be undertaken by everyone who enters and leaves the building</p> <p>Guidance and regular reminders to be given regarding:</p> <ul style="list-style-type: none"> Sanitising hands immediately upon entering the building and when leaving Washing hands on a regular basis for 20 seconds with water and soap, or via the hand sanitiser units situated around the building, and the importance of proper drying with disposable towels. Washing hands immediately prior to entering any facilities or using any communal equipment, and immediately afterwards. i.e. studios, DJ booths, sign-out equipment, cameras. Any individual using a facility must bring their own mask. This must be worn at all times in the building even when alone using a facility. This will reduce the risk of transmission to future users. 	<p>Guidance document to to be prepared for all staff, students and visitors re COVID-19 and regular reminders are to be given</p> <p>Ensure COVID-19 posters are shown around the building</p> <p>Installation of paper towel dispensers in all toilets</p>	<p>Adrian Greensides</p> <p>Facilities Manager</p> <p>Facilities Manager</p>	<p>Completed but to be reviewed regularly</p> <p>Completed</p> <p>Completed</p>

	<ul style="list-style-type: none"> Everyone must wear a mask at all times within the building unless they are exempt from wearing a mask for health reasons. Those who are exempt must provide us with the exemption. Visors will be made available and must be worn at all times. It may be permissible to remove the mask in offices and as long as social distancing measures are adhered to. <p>Everyone must follow the guidelines set out here when using a fask mask :</p> <p>https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own</p> <ul style="list-style-type: none"> In circumstances such as recording practical sessions needed for lesson delivery and Spirit Studios events that are to be streamed it is permissible to remove the masks. Computer keyboard, mouse, phone, ipads and other frequently touched surfaces behind reception to be cleaned thoroughly at the end of each shift. Only to attend Spirit Studios when feeling well and no one in their household is self-isolating Advice to avoid touching face, eyes, nose or mouth with unclean hands. Remind to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it Consider all other forms of transport before using public transport. Try to travel at off-peak time using quieter stations and stops. Keep changes to a minimum. Walk for more of your journey. Book your tickets online in advance or pay by contactless. Wear a mask at all times. <p>Signs showing the correct procedure for washing hands are in place in the toilets and next to hand sanitiser units</p> <p>The hand dryers power are to be turned off at the fuse spur to prevent them being used. Hand towels will be provided for drying hands.</p> <p>Hand towels can also be used to avoid using hands when opening toilet doors from the inside. Bins will be provided for hand towels inside and outside of the toilets</p>			
	<p>Staff in certain roles that are likely to encounter others regularly, or touch more surfaces, are to wear gloves and masks. Disposable gloves and masks will be provided to these staff members. Used disposable gloves and masks should be double-bagged, then</p>	<p>The Cleaner and Caretaker are required to wear gloves and masks whilst working</p>		

	<p>thrown away immediately into the secure Biffa Bin in the alleyway.</p>	<p>Studio Assistants and Technical staff will wear gloves and mask when needed</p> <p>Guidance to be given to these staff members, and included in the guidance to staff, students and visitors.</p>	Facilities Manager	To be reviewed regularly
	<p>Any equipment and keys that signed-out from reception must be cleaned thoroughly before being returned to the resource room.</p> <p>Any equipment from Spirit Studio or the Venue that is signed-out must be cleaned thoroughly before being returned into the equipment lockers.</p>	<p>Cleaning equipment will be stored at reception</p> <p>Guidance document for reception has been prepared for ongoing working practices and procedures re COVID 19</p> <p>Gloves and masks to be disposed of safely</p>	Facilities Manager Facilities Manager	Ongoing Ongoing
	<p>To prevent the potential spread of the virus using the inVentory touch screen, staff and students entering the building must sign-in and out using their ID card and barcode scanners.</p> <p>Visitors must use the hand sanitiser based at reception immediately after using the sign-in touchscreen</p> <p>Sign-in touchscreen to be cleaned regularly by studio assistants and before and after each manual (visitor) sign in.</p>	<p>Guidance document to to be prepared for all staff, students and visitors regarding COVID-19 and regular reminders are to be given</p>	Adrian Greensides	Completed To be reviewed regularly
	<p>To prevent the potential spread of the virus using the iPads at reception to sign-out equipment, we will move to an alternative software platform (Cheqroom). This allows for the reservation of equipment in advance, meaning equipment needed can be booked in advance from home/via their own device.</p> <p>iPads will still be used by reception staff for checking in equipment. These must be cleaned between shifts</p>	<p>Purchase, installation and training to be given</p> <p>These will be cleaned using 75% alcohol wipes</p>	Tom Aston	Completed

	<p>Technical support will initially be provided via Zoom. The iPad at reception will be the primary device used by staff to connect to students regarding technical and studio issues.</p> <p>In some instances, remote desktop technology could be used to provide support</p> <p>If technical support staff need to enter a facility or use equipment to provide support, the current users of the facility/equipment will be asked to vacate prior to the technical staff entering.</p>	<p>Guidance document for reception has been prepared for ongoing working practices and procedures re COVID 19</p>	<p>Facilities Manager</p>	<p>Complete</p>
	<p>It is important that building is well ventilated and provide as much outside air as possible</p> <p>The ventilation system in the building has been set accordingly to provide a fresh air supply to facilities during the day without causing noise issues for lessons and online streaming. When studio staff are closing the building the ventilation system will be set to a higher level to ensure that there is a fresh supply of air for the next working day.</p> <p>To increase the ventilation in the main offices the windows in the main will be opened by studio staff at the end of working hours and will be closed again in the evening when the building is closed</p>	<p>Air grilles and air conditioning filters to be cleaned more frequently</p> <p>The ventilation will be set in the morning by technical staff and during the evening by studio staff</p> <p>Guidance document for reception has been prepared for ongoing working practices and procedures re COVID 19</p>	<p>The caretaker</p> <p>Technical staff and studio staff</p> <p>Facilities Manager</p>	<p>Complete</p> <p>To be cleaned every 3 months thereafter</p> <p>Ongoing</p> <p>To be updated by w/c 14th September</p>

What are the Hazards	What are you doing already	What further action is necessary	Action by Who	Action by when
<p>Spirit Studios building and facilities without modification could lead to the spread of COVID-19</p>	<p>A transparent screen will be fitted to protect reception staff and anyone attending the reception area.</p>	<p>Screens supplied by Unibox</p> <p>This will need to be cleaned thoroughly from the outside on daily basis by the cleaner and inside by the reception staff</p>	<p>To be fitted by caretaker and Facilities Manager</p> <p>The cleaner and reception</p>	<p>Completed</p> <p>Daily</p>

	<p>It is imperative that staff, students and visitors maintain clean hands at all times to minimise the risk of spreading the virus. To facilitate this Spirit Studios now has 9 hand sanitisers at various points in the building.</p> <p>2 further hand sanitizers are to be installed in the venue and outside Mac Suite 1</p> <p>There are signs in place showing how to use the santisers correctly.</p>	<p>These will be checked daily and refilled when necessary</p>	<p>The caretaker</p> <p>To be fitted by Facilities Manager</p>	<p>Checked daily</p> <p>By w/c 21st September</p>
	<p>To minimise the risk of the virus being spread on surfaces, touchless hand soap dispensers will be installed in all toilets and the staff room</p>	<p>These will be fitted by the caretaker</p> <p>These will be checked and refilled on a daily basis</p>	<p>The caretaker</p> <p>The caretaker</p>	<p>Completed</p> <p>Checked daily</p>
	<p>To minimise the risk of the virus being spread on surfaces, the inner door of the mens and ladies toilets will be permanently propped open</p> <p>Bins will be located in the corridors so remaining doors can be opened with paper towels, which can then be disposed of safely</p>	<p>Caretaker to prop door open</p>	<p>Caretaker</p>	<p>Checked daily</p>
	<p>The lift will only be for persons that have accessibility needs or those who are carrying equipment. Individuals to be reminded that social discancing must be observed when using the lifts</p>	<p>Signs will need to put in place outside the lift</p> <p>2 meter floor markings to be installed outside of the lift on all floors</p>	<p>Facilities Manager</p> <p>Facilities Manager</p>	<p>Completed</p> <p>Completed</p>
	<p>Floor markings will be installed in reception to ensure social distancing is observed when queuing for reception</p>	<p>2 meter floor markings to be installed at reception</p>	<p>Facilities manager</p>	<p>Completed</p>

	<p>To ensure social distancing measures can be observed in the green room, some furniture and equipment will be removed</p> <p>To ensure social distancing measures can be observed surrounding the vending machines in the green room there will be floor markings installed</p>	<p>Some of the tables and chairs will be removed to ensure there is a distance of 1 meters between seating areas</p> <p>Some iMacs will be removed from the benches to ensure there is a distance of 2 meters</p> <p>1 meter plus floor marking to be installed</p> <p>Guidance document to to be prepared for all staff, students and visitors re COVID-19 and regular reminders are to be given</p>	<p>Facilities manager</p> <p>Facilities manager</p> <p>Facilities manager</p>	<p>Completed</p> <p>Completed</p>
	<p>To show compliance with government guidelines this risk assessment will be published on the Spirit Studios website</p>	<p>The risk assessment findings will form part of the guidance document to to be prepared for all staff, students and visitors regarding COVID-19</p> <p>A sign is to be placed at reception confirming that a COVID 19 risk assessment has been carried out in accordance with government guidelines</p>	<p>Adrian Greensides</p> <p>Facilities Manager</p>	<p>Completed</p> <p>Completed</p>

What are the Hazards	What are you doing already	What further action is necessary	Action by Who	Action by when
<p>The potential of COVID-19 being passed on to each other from being in close proximity</p> <p>Government guidelines state 2 metres social distancing to be in place</p>	<p>Any individual that may be considered as vulnerable or who have vulnerable people within their social group must be given full support to work at home on a regular basis.</p>			Ongoing
	<p>Meetings to be held virtually where possible with Google Meet or Zoom</p> <p>Staff meetings held in the main office will be social distanced in accordance with the 1 meter plus rule</p> <p>Where face to face contact is essential in smaller offices, these should be socially distanced in accordance with the 1 meter plus rule. Masks should be worn if social distancing cannot be achieved.</p>	<p>Spirit Studios internal meeting to be arranged via Google Meet where possible</p> <p>Guidance document to to be prepared for all staff, students and visitors re COVID-19 and regular reminders are to be given</p>	Adrian Greensides	<p>Ongoing</p> <p>Completed</p> <p>To be reviewed regularly</p>
	<p>The main office desks have been rearranged so that members of staff are sufficiently socially distanced in accordance with the 1 meter plus rule. Signs have been placed to prevent the use of all the computers in the inner bay of desk to prevent face to face working as outlined here :</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</p> <p>Hot desk computers have been set up in the shared working office. As these computers may be shared with other staff, ensure guidance relating to cleaning hands when using communal equipment is observed.</p>	<p>Guidance document to to be prepared for all staff, students and visitors re COVID-19 and regular reminders are to be given</p> <p>Cleaning supplies are available in the shared working office for members of staff to clean their own equipment and areas if needed</p>	Adrian Greensides	<p>To be reviewed regularly</p> <p>Ongoing</p>
	<p>To ensure social distancing is observed in the staff room, furniture will be removed to prevent staff sitting together</p> <p>Staff to be advised to bring in food from home where possible to avoid contact in staff room</p>	<p>Remove table and chairs</p> <p>Guidance document to to</p>	Facilities Manager	<p>Completed</p> <p>Completed</p>

	<p>The staff room door will be propped open to ensure that social distancing measures are observed</p> <p>Staff to use their own cups and cutlery where possible</p> <p>If using cups and cutlery from the staff room to ensure they are cleaned before use</p>	<p>be prepared for all staff, students and visitors re COVID-19 and regular reminders are to be given</p>		<p>To be reviewed regularly</p>
	<p>To ensure social distancing is observed in facilities, all tutor areas have been delineated with yellow and black hazard tape showing the 2 metre distance between the tutor and student. A secondary delineation with red and white hazard tape shows a 1 meter distance between the tutor and student. This can be only used for a maximum of 15 minutes by either a tutor or student but not at the same time.</p> <p>All students across all courses and cohorts have been designated into bubbles. Strengthened attendance monitoring is in place to ensure that bubbles and classes don't collide.</p> <p>Seating positions in facilities for students during lessons and visitors during sessions are distanced at 1 meter plus. These seating positions are marked in case the seating needs to be moved temporarily.</p>	<p>Guidance document to to be prepared for all staff, students and visitors re COVID-19 and regular reminders are to be given</p> <p>Strengthened attendance monitoring is in place to ensure that bubbles and classes don't collide.</p> <p>Guidance regarding seating positions has been give to tutors</p> <p>Facilities seating position marlins are checked daily</p>	<p>Adrian Greensides</p> <p>Louise Goody</p> <p>Louise Goody</p> <p>Facilities Manager/Technical Staff</p>	<p>Completed</p> <p>To be reviewed regularly</p> <p>Completed</p> <p>Completed</p>
	<p>A record is kept of all staff and students that are currently self isolating</p> <p>All staff are regularly updated to confirm which staff or students are self isolating</p> <p>The inVentry system has been updated to notify reception staff and admin staff should a staff member or student attempt to enter the building when they should be self isolating</p>	<p>Coronavirus tracker Spreadsheet updated daily</p> <p>Email sent daily to all staff</p> <p>Guidance document to to be prepared for all staff, students and visitors re COVID-19 and regular reminders are to be given</p>	<p>Lizi Martin</p> <p>Lizi Martin</p> <p>Adrian Greensides</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Completed</p> <p>To be reviewed regularly</p>
	<p>To ensure social distancing is observed in the toilets, the middle urinals and sinks adjacent to each other have been blocked off with hazard tape and signs have been out in place where possible</p>	<p>Guidance document to to be prepared for all staff, students and visitors re COVID-19 and</p>	<p>Adrian Greensides</p>	<p>Completed</p> <p>To be reviewed regularly</p>

		regular reminders are to be given		
	Technical staff where possible to use rear access to resource room only to prevent direct contact with reception area	Guidance document to to be prepared for all staff, students and visitors re COVID-19 and regular reminders are to be given	Adrian Greensides, Technical staff	Completed To be reviewed regularly
	To minimise the use of the staff room separate tea and coffee making facilities will be used in the resource room for reception and the technical team	Guidance document to to be prepared for all staff, students and visitors re COVID-19 and regular reminders are to be given A kettle and cutlery to be ordered	Adrian Greensides, Technical staff Facilities Manager	Completed To be reviewed regularly Completed
	To limit the numbers of people in the building the Caretaker will attend to the building 3 times per week with longer working hours instead of 5 times per week with shorter hours	The caretaker will work Tuesday, Wednesday and Thursday 5 hours per day	Facilities Manager	Ongoing
	To ensure social distancing is observed throughout the building, a one-way system will be adopted as follows : <ul style="list-style-type: none"> • Only staff will use the stairs at reception leading to the main office • The stairs located by the first fire exit will be for individuals ascending only • The stairs located by the second fire exit will be used for individuals descending only • The set of stairs at the rear of building to be used for individuals both ascending and descending 	Directional signs to be put throughout the building The corridors are to be marked showing a split lane system with each lane showing directional arrows	Facilities Manager	Completed
	Depending on the facilities being used, students and staff may invite visitors to facility bookings	Signage has been placed on the inside and outside of each door confirming the capacity for bookings Guidance document to to be prepared for all staff, students and visitors re COVID-19 and regular	Facilities Manager Adrian Greensides	Completed Completed To be reviewed regularly

		reminders are to be given		
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What are the Hazards	Considerations for the future operation	What further action is necessary	Action by Who	Action by when
	<p>Industry course recommenced on 1st September. Short courses to be reviewed.</p> <p>In addition to face-to-face teaching, all academic lessons for Semester 1 2020-2021 will be carried out online. Face-to-face teaching will be determined by the facilities capacity.</p>	Decision to be made regarding Semester 2 in constant review	<p>Adrian Greensides</p> <p>Adrian Greensides</p>	

Minimum assessment review date

11 January 2021