

Covid-19 Risk Assessment

Company Name: Shockout Academy/Shockout Arts/Studio 25

Assessment Carried out by: Yvonne Angie M McCrae

Date Assessment Carried Out: 7th February 2022

Date of Next Review: March 2022

We will continue to ensure that control measures are in place to reduce the risks of the Coronavirus since the government move to Step 4. staying COVID secure – commitment

- As a business we recognise the risk posed by Coronavirus (COVID-19) to our employees, their families, students on our courses, clients and visitors who use our services. Control measures to minimise the risk of infection and the transmission of the virus are provided in this risk assessment.
- We will ensure, as far as is reasonably practicable, the health, safety and wellbeing of our employees, students and others.
- We will share this building risk assessment and its findings with employees, students, visitors and consult on its contents.
- We will continue to comply with all relevant Health and Safety Legislation.

Routes of Entry

- Of droplets/aerosols (coughs, sneezes etc.)
- Through contaminated hands/fingers via mucous membranes (eyes, nose, mouth)
- For virus via broken skin/open wounds/cuts
- Of body fluids containing virus into mucous membranes (eyes, nose, mouth)

Generic sources of infection

- Other people with virus in close proximity (less than 1 metre for over 15 minutes) – person to person (hand to hand, hand to mouth, hand to body), airborne (coughing, sneezing)
- Contaminated surfaces/equipment – hand and hand contact surfaces, food and food contact surfaces, clothing and bed linin, waste

Hazards	Who might be harmed	Control Measure	Action	Additional Information	Action by	Done (yes/no/ongoing)
Spread of Covid-19	Staff Students Vulnerable Students Cleaners Visitors	<p><u>Testing & Self Isolation</u></p> <p>Staff to take LFD twice Weekly</p> <p>Students advised to take LFD twice Weekly.</p> <p>From 11 January in England, people who receive positive lateral flow device (LFD) test results for coronavirus (COVID-19) <u>are not required to take a confirmatory PCR test.</u> This is a temporary measure while COVID-19 rates remain high across the UK, the vast majority of people with positive LFD results can be confident that they have COVID-19.</p> <p>Self Isolation may end after 7 days providing that LFD taken on the 6th and 7th day is negative</p>	<p>LFD Kits can be obtained the Government website. Order coronavirus (COVID-19) rapid lateral flow tests - GOV.UK (www.gov.uk)</p> <p>LFD Kits can also be obtained from Pharmacies. At some chemists phones will be required to scan the code before you will be given a kit. There are also some supplies at Studio 25.</p> <p>Order coronavirus (COVID-19) rapid lateral flow tests - GOV.UK (www.gov.uk)</p> <p>Self-isolation for those with COVID-19 can end after 5 full</p>	Students to email results to Head of Year. Staff email Human Resources	<ul style="list-style-type: none"> • Students • Staff • Head of Year to record positive results to the Student Covid Spreadsheet • Human Resources record positive cases to Staff Covid Spreadsheet <p>Students Staff NHS Track & Trace Ap</p> <p>Head of Year</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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		<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>Anyone in close contact with someone who has tested positive and is fully vaccinated to take a Lateral Flow Test and if negative is not required to Self-Isolate.</p> <p>If in close contact and not fully vaccinated Self Isolation for 10 days.</p>	<p>days following 2 negative LFD tests - GOV.UK (www.gov.uk)</p> <p><u>Where there is an outbreak of positive cases within year groups Shockout will take measures of self isolation irrelevant of vaccination status.</u></p>		<p>Head of Year Human Resources Management Team</p>	<p>Yes</p>

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			<p>NB. Self Isolation messages received from NHS Track & Trace to be followed</p> <p>See When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</p>		<p>Staff Students Visitors Vulnerable groups</p> <p>Course Co-ordinators</p>	
		Students advised if they feel unwell with any of the symptom they must not come into college/university but stay at home then follow procedure above if showing any of the coronavirus symptoms.	Student advised to contact relevant Head of Year, Course Co-ordinator or member of staff if feeling unwell via email, telephone call.		Head of Year All Staff	Done
		Daily temperature checks	To be taken upon first entry into the building once day		Admissions	Ongoing
		<p><u>Handwashing/sanitising/cleaning</u></p> <ul style="list-style-type: none"> Hand Sanitising stations placed corridors. 	Hand washing posters are placed in the boys and girls changing rooms, also the staff toilets.		Everyone	Yes

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		<ul style="list-style-type: none"> • Each Studio equipped with hand sanitiser and antibacterial wipes. • Everyone to hand sanitise upon entry into the building. • Remind everyone the importance to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. See Public information campaign focuses on handwashing - GOV.UK (www.gov.uk) • Open bins in offices, corridors and staff toilets. • Automatic hand dryers in girls and boys changing room and staff toilets. Cleaner to wipe down regularly <p>Repeated washing can dry skin and lead to dermatitis. Staff/Students encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/</p>	<p>Noticeboards also have posters. These posters show the correct way to wash hands for the length of time 20 seconds</p> <p>Regular checks should be carried out by line managers to ensure that the necessary procedures are being followed.</p>			

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		<p><u>Face Masks & Social Distancing</u></p> <ul style="list-style-type: none"> No longer a requirement to wear a face mask while walking around the corridors. Mask wearing on all sites by all teachers during classes is now optional. Students will be asked to be sensible, respectful and mindful of other people's space around them when in classes, walking around the space and in changing rooms. Classes will be staggered for break times so numbers are fewer in Common Room. Theory classes to continue online Microsoft Team as well as one to ones with students. Staff meetings where necessary will continue online via Zoom/Teams Practical Classes will continue with social distancing and mask wearing optional. <p><u>Track & Trace</u></p> <ul style="list-style-type: none"> NHS will make direct contact if self isolation is required due 	<p>Students will be informed during induction week.</p> <p>Timetable produced to reflect break times.</p> <p>This is subject to change.</p> <p>Send by email along with the Visitors Policy. https://shockouta.sharepoint.com/sites/ShockoutArts/Shared%20Documents/Art</p>		<p>Everyone</p> <p>All Staff</p> <p>All Staff</p> <p>Course Co-ordinators</p> <p>Tutors Management</p>	<p>No</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>No</p> <p>Yes</p>

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		<p>to close contact or positive test results.</p> <ul style="list-style-type: none"> Visitors will be asked to completed the Covid-19 Visitors Questionnaire. Contractors to complete a questionnaire before attending site where possible. <p>https://shockouta.sharepoint.com/w:/r/sites/ShockoutArts/_layouts/15/Doc.aspx?sourcedoc=%7BED666575-028D-408D-B123-98C4E9A1F720%7D&file=COVID-19%20Visitors%20Questionnaire%20Version%203.docx&action=default&mobileredirect=true</p>	<p>s%20Policies%202020%20to%202021/Visitors%20Policy%202020to21.pdf</p>		All Staff	Done
		<p><u>Working From Home</u></p> <p>Staff members have option to work from home once a week.</p> <p><u>Mental Health</u></p> <ul style="list-style-type: none"> Head of Year Group Leader should promote mental health 	<p>Timetable produced.</p> <p>Information sent to students regularly,</p>		Principal Head of Year	Ongoing Ongoing

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		& wellbeing awareness to students. <ul style="list-style-type: none"> • Management to promote mental health & wellbeing awareness to staff. • Employee Assistance Programme available to all staff at Shockout. 	youtube mindful videos etc. Information emailed regularly when received from Health Assured.		Management Team Operations Manager	Ongoing Ongoing

Signed: Health & Safety Assessor Signature:



Signed: Dr Sue Luke, Principal Shockout

Signature:



Date 7th February 2022