

Risk assessment: Music Practice Rooms

Company name: Clare College Assessment carried out by: Nicola Robertson

Date assessment was carried out: 17/09/2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Contamination from COVID 19	Students, contamination from COVID 19.	General access to the Music Practice Rooms will be disabled. Booking will be via the Memorial Court Porters' Lodge.	Ensure Porters' are aware of new booking procedure.	Porters'	1 October 2020	
Contamination from COVID 19	Students, contamination from COVID 19.	A 30 minute gap between bookings to allow the rooms to ventilate adequately. Doors to be left open in between bookings.	Ensure Porters' and students are aware of the new procedures.	Porters', students.	Ongoing	
Contamination from COVID 19	Students, contamination from COVID 19	Where possible windows to be left open at all times when the room is in use.	Ensure Porters' and students are aware of the new procedures.	Porters', students.	Ongoing	

<p>Contamination from COVID 19</p>	<p>Students, contamination from COVID 19 from touching surfaces</p>	<p>Providing clear guidance on expected student behaviour regarding social distance and hygiene. Limited to a maximum of.</p>	<p>Provide this guidance in a College-wide email. Provide this guidance via signs on each of the practice room doors. Explaining that failure to observe measures will result in students not being allowed to book and use the rooms.</p>	<p>Head of the Chapel Office to communicate with the Conference Manager, the Head Porter and the Assistant Bursar</p>	<p>1 October 2020</p>	
<p>Contamination from COVID 19</p>	<p>Students, contamination from COVID 19 from touching surfaces</p>	<p>All touch surfaces in the room are cleaned every weekday morning, but it is the responsibility of the user to wipe down ALL hard surfaces that have been touched during each individual use of the room (door, door handles, light switches, music stands, piano stools, drum kits, window openings etc), using the WIPES provided.</p>	<p>Housekeeping to provide wipes, Porters' to ensure students adhere to the rules prior to being allowed to book the room.</p>	<p>Housekeeping to provide supplies, Porters'.</p>	<p>1 October 2020, then ongoing.</p>	
<p>Contamination from COVID 19</p>	<p>Students, contamination from COVID 19 from touching surfaces</p>	<p>Piano keys must NOT be cleaned with the wipes provided as these damage the keys. If you are the first user of the day (the Porters will notify you of this), it is your responsibility to spray the piano keys and wooden surfaces of the piano with the COVID GUARD spray provided. Once sprayed, leave it for a few</p>	<p>Housekeeping to supply COVID-Guard and to replace the cleaning cloth each morning..</p>	<p>Housekeeping, all users of the rooms.</p>	<p>Ongoing</p>	

		minutes, then fully wipe it off with the soft cloth provided.				
Contamination from COVID 19	Students, contamination from COVID 19 from touching surfaces	ALL users at the piano MUST sanitise their hands thoroughly directly before and after use, using the sanitiser provided.	Housekeeping to supply hand sanitiser, students to report if supplies are running low to the Duty Porter in Memorial Court Lodge.	Housekeeping, all users of the rooms.		
Contamination from COVID 19	Students, contamination from COVID 19.	Any student feeling unwell or displaying symptoms of Covid 19 should immediately cancel any booking made and not enter the Music Practice Rooms.	College-wide email to be sent at the beginning of term outlining the new rules and regulations.	President	1 October 2020	
Contamination from COVID 19	Students, contamination from COVID 19 from touching services.	Individuals with COVID-19 symptoms, those who live in a household or bubble with someone with COVID-19 symptoms, and those advised to self-isolate as part of NHS Test and Trace are not permitted to either book or use the Music Practice Rooms for 10 days.	Ensure all students report any symptoms to the College Nurse.	All students.	Ongoing	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/