

Rhythmworks Ltd – Teamwork training sessions following Covid 19 Pandemic: Risk Assessment Form.

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

Activity: Rhythmworks, Taiko Meantime and Farnham Taiko workshops

Site: Any

People at Risk: All

Contact Person: Mark Alcock, Managing Director

Date: 1/3/2021

Review Date: 1/6/2021

A Risk Assessment has been carried out to facilitate the restarting of **Rhythmworks** teamwork training, **Taiko Meantime** and **Farnham Taiko** workshops whilst there is still a threat of contracting the corona virus and following government guidance.

This risk assessment should be read alongside the venue's own current Health & Safety guidelines.

This risk assessment has been broken down into the following areas.

1. Well-being
2. Cleaning
3. Event Set-up
4. Event
5. Hand Washing
6. Social Distancing
7. Wearing Gloves
8. RPE (masks)
9. Symptoms of Covid 19
10. Drivers & Deliveries

All Rhythmworks staff to have read and agree to risk assessment requirements.

Hazard	Who Might be Harmed	Controls Required	Additional Controls	Action Who	Action When
		<u>Well-being</u> <ul style="list-style-type: none"> • Manager to make judgement by phone on employees' current well-being. If an employee is found to be feeling unwell, they will 		Mark Alcock	Day prior to workshop

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		be sent home and advised to follow the stay at home guidance. For more advise please see Symptoms of Covid-19 heading below.			
Spread of Covid-19 Coronavirus	Rhythmworks staff, and anyone who physically comes in contact with them	<p><u>Cleaning – prior to event</u></p> <ul style="list-style-type: none"> All drum sticks to be sprayed and scrubbed with antibacterial spray and cloths before each workshop. In the case of multiple workshops in one day where sticks will be passed from one set of participants to the next, outgoing participants will be asked to clean sticks with cloths and anti-bacterial spray. Cloths and spray will be supplied by Rhythmworks staff. 	<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display.</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>	Mark Alcock	Before workshop
	<p>- Participants</p> <p>- Venue staff</p> <p>- Rhythmworks staff</p> <p>- Vulnerable groups, Elderly, Pregnant workers, those with existing underlying health conditions -</p>	<p><u>Set-up on the day of event</u></p> <ul style="list-style-type: none"> Rhythmworks staff to wear washable gloves and observe social distancing when unloading vehicles of equipment Main entrance door and internal doors to be mechanically held open if possible, to reduce spread through hand contact. Drums to be spaced at least 2m apart. 	<p>NB Venue will arrange refreshments in reception room according to their own safety procedures.</p>	Mark Alcock	

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	<p>Anyone else who physically comes in contact with</p>	<p><u>The event</u></p> <ul style="list-style-type: none"> • Participants to gather in reception room for refreshments. • Participants will be asked to wash their hands with soap and water before entering workshop room, and clean with sanitiser gel on leaving. • Participants to be given a pair of sticks that will remain with the user until the end of their workshop. • Participants will be asked not to move any drums. This will be done by Rhythmworks staff. 			
		<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Gel sanitisers in all Rhythmworks vehicles. • Gel sanitiser dispensers to be placed at workshop room entrance • Stringent hand washing in venue toilets/staff room. • See hand-washing guidance: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886217/Best_practice_hand_wash.pdf • https://www.nhs.uk/live-well/healthy-body/best-way-to-washyour-hands/ 	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded 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. Tissues will be made available throughout the workplace. Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.nhs.uk/working-with-us/hr-connect/occupational-</p>	<p>Mark Alcock</p>	

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		<ul style="list-style-type: none"> Drying of hands with disposable paper towels. https://www.nursingtimes.net/news/research-andinnovation/paper-towels-much-more-effective-at-removingviruses-than-hand-dryers-17-04-2020/ Gel sanitisers in any area where washing facilities not readily available 	health/skin-health-surveillance/#			
		<p><u>Social Distancing</u></p> <ul style="list-style-type: none"> Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency. https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing Breakout rooms for refreshments - extra rooms to be used so as to preserve 2m gap between participants Workshop room – drums arranged in such a way as to preserve 2m gap between participants Ensuring sufficient rest breaks for participants Serving of refreshments to comply with government hygiene recommendations. 	<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-andbusinesses-about-covid-19</p> <p>RW Staff and participants to be of the importance of social distancing during the workshop and in break times.</p> <p>Management checks to ensure this is adhered to.</p>	Mark Alcock		
		<u>Wearing of Gloves</u>	All discarded cleaning materials to be bagged and binned at end of each			

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		<ul style="list-style-type: none"> • Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. • Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. • Latex & work gloves will be positioned in key areas - i.e. in RW vehicles and in workshop room. 	<p>working day.</p> <p>RW Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>		
		<p><u>Wearing of masks and/or visors</u></p> <ul style="list-style-type: none"> • Rhythmworks staff will wear face masks and/or visors when indoors. • <u>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 is at https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</u> • In the case of primary schools, masks are not required for staff or children, but we will respect the schools internal policies on face coverings. 	<p>To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out</p> <ul style="list-style-type: none"> – Both the fit tester and those being fit tested should wash their hands before and after the test. – Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask). – Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual. – Fit testers should wear disposable gloves when undertaking cleaning of the 		

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			tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF) Reference https://www.hse.gov.uk/news/facemask-ppe-rpe-coronavirus.htm			
		<p><u>Symptoms of Covid 19</u></p> <ul style="list-style-type: none"> - If anyone becomes unwell with a new continuous cough or a high temperature during the workshop, they will be sent home and advised to follow the stay at home guidance. - If advised post-workshop that a member of RW staff or participant has developed Covid19, we will contact the venue and Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/ 				
		<p><u>Drivers & Deliveries</u></p> <ul style="list-style-type: none"> - RW staff will not share vehicles or cabs, where suitable distancing cannot be achieved. - Frequently cleaning and disinfecting objects and surfaces that are touched regularly. 				