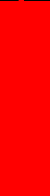





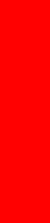

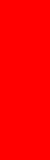







Risk assessment key  High  Medium  Low

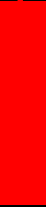



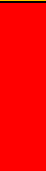

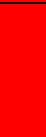

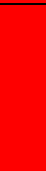

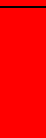



**MMC COVID 19 RISK ASSESSMENT FINAL - SERVICE USERS** - CICAS® clients and associates, individuals and groups.

ACTIVITY	Persons at risk	Pre risk assessment rating	HAZARD/RISK AWARENESS	Post risk assessment rating	ADDITIONAL CONTROL MEASURES REQUIRED
Booking workspaces	Core staff, tutors, service users, students, CICAS® & CAPs members, individuals and groups.		All bookings must be pre-arranged with our Office Administrator Lowri Kelly and must have been confirmed by email. For the time being, we will provide backline, PA amplification, Microphones and drum kit. You will need to bring your own instruments/drumsticks and any specialist cables – jack to jack and XLR will be provided.		Booking information to include all named personnel who will be attending. You must arrive together to be signed in. ALL equipment you require must be booked and agreed to in advance of the session. This will be prepared and sanitised for your use.
Before you arrive	ALL VISITORS.		<b>All visitors must download the risk assessment document from our website and confirm having read it and agreed its terms and conditions.</b>		If you are COVID symptomatic DO NOT attend. High temperature, persistent cough, loss of taste and smell. SAFETY FIRST thank you.
Signing in	ALL GROUPS.		All 'social bubbles' must arrive together and be signed in by core staff before proceeding to the workspace. Please ensure you wear your mask on arrival.		The keypad and entry buzzer will be regularly sanitised. Signing in procedure must be strictly observed. You will be signed in by MMC staff.
Moving around the building	ALL VISITORS, including third party contractors.		<b>All core staff, tutors and service contractors (LBL, PPE checks, water testing, electricity and gas meter readers) must wear a mask to enter and move around the public areas of the building, unless providing exemption documentation. LBL Contractors to adhere to Council COVID19 guidelines.</b>		There are contact-free hand sanitisation units located throughout the building. Please use these to help everyone minimise the likelihood of infection while on the premises. If visitors need to use stationery items or similar Make sure these are <b>NOT</b> then used by another person. They will require full cleaning after use. A 'used items' box will be provided where applicable.
Using your workspace	Tutors, service users, students, CICAS® & CAPs members, individuals and groups.		Maintain prescribed social distancing at all times. Please adhere to government guidelines for training and rehearsing without audiences. <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</a>		Every available workspace has been assessed for safety insofar as is possible. The limit on number of personnel in each workspace has been agreed and MUST NOT be exceeded. Equipment sanitizer wipes will be provided.
Leaving your workspace	ALL VISITORS.		Please remember to <b>wear a mask at all times while moving around the building</b> , for instance when going to use the toilet or taking a break in the courtyard.		The kitchen is closed to visitors. The lounge is to be used only as a passageway to the exit, which is from the lounge to the car park.
Leaving the premises	ALL VISITORS.		Notify the front office of your departure (INTERCOM) before exiting from the lounge into the car park.		Users to leave the building immediately upon conclusion of their activity.

It is now Law in England for a face covering to be worn. However, individuals by Law do not have to say why they are not wearing a face mask. If you are exempt, you should have either an app on your phone, a letter, or a lanyard making this official.

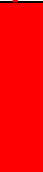



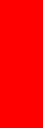





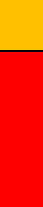

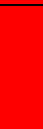

Risk assessment key  High  Medium  Low

### MMC COVID 19 RISK ASSESSMENT FINAL - CORE STAFF – General information











ACTIVITY	Persons at risk	Pre risk assessment rating	HAZARD/RISK AWARENESS	Post risk assessment rating	ADDITIONAL CONTROL MEASURES REQUIRED
Reception	Core staff , freelances and tutors.		Video intercom. Keypad and entry buzzer – cleanliness – regular spray and wipe. Sign in procedure clearly readable on front door exterior. Wall-mounted thermometer device for checking visitors’ temperature. No shared items pens/pencils/ paper etc. Staff should have their own set to use. No shared desks or IT equipment.		Booking information to include all named personnel who will be attending. You must arrive together to be signed in. ALL equipment you require must be booked and agreed to in advance of the session. This will be prepared and sanitised for your use.
Before you arrive	Core staff , freelances and tutors.		Please read and agree the risk assessment document.		If you are COVID symptomatic DO NOT attend. High temperature, persistent cough, loss of taste and smell. SAFETY FIRST thank you.
Signing in	Core staff , freelances and tutors.		Use the gel dispenser in the porch. Please ensure you wear your mask on arrival. Core staff sign in with your own pen please. <b>Key card entry technology is being installed.</b>		The keypad and entry buzzer must be regularly sanitised throughout the day. Office staff will be issued with individual sanitizer gel and gloves are available on request. Used PPE must be disposed of safely in the bins provided.
Moving around the building	Core staff , freelances and tutors.		All visitors must wear a mask to enter and move around the public areas of the building. You may (with your colleagues’ agreement) remove your masks while occupying your workspace. Please obey all instructional signage regarding movement around the building.		There are contact-free hand sanitisation units located throughout the building. Please use these to help everyone minimise the likelihood of infection while on the premises.
Using your Workspace / Office	Core staff, freelances and tutors.		Maintain prescribed social distancing at all times. Perspex screens have been installed in the front office. Non staff members are not to enter the area. The office stable door (lower part) is to be kept closed at all times. Office staff will be issued with individual sanitizer gel and gloves are available on request.		Every available workspace has been assessed for safety insofar as is possible. The limit on number of personnel in each workspace has been agreed and must not be exceeded.
Leaving your workspace	Core staff, freelances and tutors.		Please remember to wear a mask at all times while moving around the building, for instance when going to use the toilet, or taking a break in the courtyard.		The kitchen is closed to visitors, but staff may use the facilities 2 persons at a time. The lounge is to be used only as a passageway to the exit, which is from the lounge to the car park.
Leaving the premises	Core staff, freelances and tutors.		Exit from the lounge into the car park.		

Risk assessment key  High  Medium  Low

### MMC COVID 19 RISK ASSESSMENT FINAL - INFORMATION re. ROOMS

ACTIVITY	Persons at risk	Pre risk assessment rating HAZARD/RISK AWARENESS	Post risk assessment rating ADDITIONAL CONTROL MEASURES REQUIRED
Front Office (max. 3)	Core staff.	 The office is now equipped with Perspex screens for safeguarding health insofar as possible. Workstations, keyboards and landline phones must not be shared. Digital conferencing and phones will be used for staff communication.	 The office is to be used by STAFF ONLY. Maximum of three persons thank you. Sanitizer wipes are available to wipe down workstations, keyboards and landline phones.
Concrete Stairs	ALL VISITORS.	 To be used to go UP ONLY. Use the <u>metal stair next to the lounge exit</u> to come DOWN. Signage provided.	 There are contact-free hand sanitisation units located throughout the building. Please use these to help everyone minimise the likelihood of infection while on the premises. Stair handrails will be cleaned throughout the day.
Live Access Room (max. 4)	Tutors, CICAS® & CAPs members, individuals and groups.	 To be occupied by no more than 4 x people at a time	 Ventilation required - window to be kept open. Room will be cleaned between each booking.
Staff Room (max. 1)	Core staff.	 To be occupied by only 1 x person at a time.	 Signage required (PLEASE KNOCK). Sanitizer wipes are available to wipe down photocopier after use.
Kitchen & dining area (max. 2)	Core staff.	 To be occupied by no more than 2 x people at a time.	 Signage required (PLEASE KNOCK). Kitchen will be cleaned regularly throughout the day.
Keyboard Room (max. 6)	Tutors, service users, students, CICAS® & CAPs members, individuals and groups.	 To be occupied by rehearsal groups of no more than 4 x musicians. Keyboard classes of no more than 5 x students plus their tutor.	 Ventilation required - window to be kept open. Room will be cleaned between each booking.
Multi-Media Room (max. 2)	Tutors, students, service users.	 No more than 2 x persons at a time.	 Ventilation required. Electric fan to be switched on and windows kept open. Sanitizer wipes are available to clean computers, keyboards and printer after use.

Risk assessment key  High  Medium  Low

Drum Room (max. 3)	CICAS® & CAPs members.		No more than 2 x persons at a time.		Ventilation required - window to be kept open. Room and equipment will be cleaned after use.
Midi Teaching Room (max. 9)	Students and their tutor.		8 x students and 1 x tutor. Workstations separated by Perspex screens.		Ventilation required - window to be kept open. Room will be cleaned between each booking.
Studio Live Room (max. 5)	Tutors, service users, students, CICAS® & CAPs members, individuals and groups.		Groups of no more than 5 x musicians at a time. No more than three different groups per day, with a maximum of four hours occupancy per booking. Safeguarding in line with Commercial Studio protocol.		IMPORTANT! Time-limited sessions with scheduled breaks for FRESH AIR. Door to courtyard must be left open during activity breaks. Ventilation fans must be turned on.
Performance Hall (max. 25)	All service users.		No more than 24 x people at one time. Social distancing to be observed. Face masks required for larger groups. <a href="https://musiciansunion.org.uk/working-performing/coronavirus-guidance/overview-of-covid-19-restrictions-for-musicians">https://musiciansunion.org.uk/working-performing/coronavirus-guidance/overview-of-covid-19-restrictions-for-musicians</a>		Ventilation required. Windows to be kept open. Room will be cleaned between bookings.
Studio Control Room (max.5)	CICAS® & CAPs members, individuals and groups.		Seating to be configured for adequate social distancing. Please refer to government guidelines <a href="https://musiciansunion.org.uk/working-performing/coronavirus-guidance/workplace-advice/recording-work-during-covid-19/health-and-safety-for-recording-sessions-during-covid-19">https://musiciansunion.org.uk/working-performing/coronavirus-guidance/workplace-advice/recording-work-during-covid-19/health-and-safety-for-recording-sessions-during-covid-19</a>		IMPORTANT! Time-limited sessions with scheduled breaks for FRESH AIR. Door to be left open during breaks. Room will be cleaned between bookings.

Please see attached FIRST AID GUIDANCE – Risk awareness document produced by Kathryn Vera-Cruz, Compliance Officer. Central Health & Safety, October 2020.

## **Advice for providing first aid assistance during Covid pandemic 2021**

### **Guidance for first aiders**

- In addition to the clinical skills that you have, you must be aware of the risks to yourself and others when dealing with first aid incidents.
- Maintain social distance where possible.
- Remember your safety is paramount. Just by ringing the emergency services 999 you have carried out a positive action.

#### **Important Actions:**

1. If you suspect a serious illness or injury, **call 999 immediately.**
2. Where possible ask the person if they are showing any COVID-19 symptoms and inform the emergency services accordingly.
3. Try to assist at a safe distance from the person if possible.
4. Minimise the time you share a breathing zone and wear a mask.
5. Treating the person properly should be your first concern but get the person to assist you if possible. Ask them to do things for you.
6. Remember the 3P model – preserve life, prevent worsening, promote recovery.

#### **1. Be aware of the risks to yourself and others**

In line with government advice, wash your hands or use an alcohol gel before and after treating a person. Don't cough or sneeze while you are treating them. Remember, other contamination could occur that isn't related to COVID-19.

- Wear gloves when dealing with open wounds
- Cover cuts and grazes on your own hands with waterproof dressing
- Wear a mask
- Dispose of all waste safely
- Do not touch a wound with your bare hands
- Do not touch any part of a dressing that will come in contact with a wound.

The majority of incidents may not involve you getting close to a person where you would come into contact with cough droplets. Sensible precautions will ensure you are able to treat a casualty effectively.

## 2. Preserve life:

Due to the possibility that the person may have COVID-19, Resuscitation Council UK offers this advice:

The first things to do if you see a person collapsed is:

- Shout for help and dial 999. If COVID-19 is suspected, tell the call handler.
- Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing.
- If the rescuer has access to any form of personal protective equipment (PPE) this should be worn.
- Do not listen or feel for breathing by placing your ear and cheek close to the person's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.
- If there is a perceived risk of infection, rescuers should place a cloth/towel over the person's mouth and nose and attempt compression only CPR and early defibrillation until the ambulance arrives. Put hands together in the middle of the chest and push hard and fast.
- **Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection.**

### Children

- Pediatric cardiac arrest is unlikely to be caused by a cardiac problem and is more likely to be a respiratory one, making ventilations crucial to the child's chances of survival. However, for those not trained in pediatric resuscitation, the most important thing is to act quickly to ensure the child gets the treatment they need in the critical situation.
- The importance of calling an ambulance and taking immediate action cannot be stressed too highly. If a child is not breathing normally and no actions are taken, their heart will stop and full cardiac arrest will occur.
- It is likely that the child/infant having a cardiac arrest will be known to you. It is accepted that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.

### **After delivering any first aid:**

1. Ensure you safely discard disposable items and clean reusable ones thoroughly
2. Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible
3. You should also seek advice from the NHS 111 coronavirus advice service or medical adviser.
4. Complete the Accident/Incident form.

Do not put yourself or others in danger or at risk.

Adapted from advice produced by Kathryn Vera-Cruz, Compliance Officer. Central Health & Safety, October 2020.