

Norwich Arts Centre - Monday Group			
RISK ASSESSMENT			
Risk Assessment for:- General building, auditorium and café.			
Venue:- Norwich Arts Centre (NAC), St Benedict's Street, Norwich			
Venue Layout:- Ground Floor, with large bright lobby. Access to auditorium, loos and café via corridor off of lobby. Auditorium is accessed via large double doors that enter into a raised platform with ramp and step access into main space. Large room with a stage opposite the entrance. The café is accessed via a single door with seating on one side and a serving bar on the the other. There is a raised mezzanine with further seating, above the bar. Access to the staff areas can be accessed from the mezzanine.			
Description of work/activities:- Early Years music activities for young people with disabilities and additional needs. Refreshment for parents/carers in café after music session in auditorium.			
Persons at Risk:- Musical Keys (MK) and NAC staff. MK volunteers. Participants and their families/carers.			
Date Risk Assessment reviewed and rewritten:- March 2023			
Date Risk Assessment to be reviewed:- March 2024			
Risk Assessment written by:- Oliver Payne, Programme Director, Musical Keys			
HAZARD	RISK	RISK L/M/H	MEASURES TAKEN TO CONTROL RISK
Slips and Trips	Injury to legs, feet, arms, head	L	1. Work areas, walkways, doorways, and fire exits kept clear of obstructions 2. No trailing leads or cables - rubber cable protectors used 3. All areas are well lit 4. Venue cleaned professionally on regular basis. 5. Spillages cleared up immediately - clothes, bucket and mop supplied; 'Beware Wet Floor' sign available 6. Good room organisation and layout to allow sufficient working space. Group activity area to be restricted to auditorium space only. 8. Sturdy and safe handrails provided on stairs and landings 11. Staff and volunteers etc encouraged to report any potential trip hazards to Programme Director to be raised with NAC.
Manual Handling of equipment/instruments etc	Back strain	L	1. Staff given basic principles of manual handling document 2. Staff Health Questionnaire highlights any medical problems and identifies any vulnerable staff eg those with health problems, pregnancy etc. Lifting capability's assessed and other staff informed. Staff/freelancers/volunteers know that they are responsible for letting Operations Manager know if there any changes to their health. 3. Heavy equipment to be transported by trolley (made available by MK) 4. Team lifting encouraged when lifting heavy/awkward loads. Staff encouraged to seek help if necessary. 6. Carrying distance restricted by distance from Beech classroom to main car park so staff encouraged to transport equipment in manageable trips
Access	Escape/ Hiding	L	1. Front door is left locked and operated by NAC/MK staff. Access is only granted to known participants and staff. 2. Under stage curtain is left up with attention paid to any attempt to access to under stage area 3. Doors not to be left open (fire escapes are left unlocked). All external doors are locked.
Falling Materials and spillages	Bodily Injury	L	1. Safe storage of equipment which ensures that objects are stable and easily accessible. 2. Spillages to be cleaned immediately. Liquids and refreshments to be kept in café only.
Lighting, heating, ventilation	Falls, discomfort, inability to work due to extreme heat or cold	L	1. Reasonable and adequate lighting provided 2. Blinds on windows where necessary 3. Windows can be opened to provide ventilation 4. PAT tested fans available if required. 5. Adequate central heating for whole building 6. PAT tested portable heater available if required.
Welfare Facilities	Unsanitary conditions leading to health problems; low morale amongst staff if no food preparation facilities available.	L	1. Accessible WCs cleaned to satisfactory level by NAC. All waste to go in the bins provided, any waste disposal not provided for by NAC to be taken off site by Musical Keys. 2. Drinking water available from cafe 3. Adequate toilets and washing facilities for staff - handtowels and liquid soap provided.
Fire	Burns, death	L	1. Fire risk assessment written by NAC and available upon request. Fire assembly point at the front of the building, fire escapes indicated within building. 2. Fire fighting equipment supplied by school 5. No flammable equipment/materials kept in emergency egress routes; all egress routes kept clear of equipment. 6. Electrical equipment turned off if not in use for long period. 7. All Musical Keys's portable appliances tested by qualified electrician every year
Uninvited visitor	Verbal/physical abuse, stealing	L	1. NAC to use strict entrance policy via electronic door opening via reception. Front door key/fob to be issued to NAC/MK staff only.
Street	Injury due to person being struck by vehicle	L	1. Participants/families advised of appropriate parking facilities on or near St Benedicts Street 2. Participants/families advised of busy road and shown how to access NAC 3. Whilst loading and unloading from car/vehicle no equipment left unsupervised on roadside
Illness	Distress	L	1. Responsibility of parents/carers to provide First Aid. A designated first aider will be identified if present. 2. First aid boxes supplied by Musical Keys to be kept with instruments. 3. First aid boxes checked on regular basis by Musical Keys representative for any top ups needed. All first aid box contents upgraded every three years. 4. Musical Keys staff to consult with parents/carers upon arrival to understand any recent health issues and illnesses.
Escalated behaviour	Injury, distress	L	1. Participants individually risk assessed prior to accessing group, any triggers or unmet needs are assessed. 2. Participants to always attend with parent/carer who is directly responsible for necessary restraint 3. If any escalated behaviour is presented staff are advised to retreat to a safe space allowing participant time to de-escalate
Covid 19			
HAZARD	RISK	RISK Low/Medium/High	MEASURES TAKEN TO CONTROL RISK
Tutors Health	Cross infection/contamination, illness, death	H	1. If the tutor is showing signs of Covid 19 Coronavirus they must contact Musical Keys' Programme Director immediately and follow Government guidelines in relation to self isolation. The tutor must NOT go to the session venue. The Programme Director must inform the host organisation where the tutor has worked in the previous three weeks. 2. If a member of the tutor's household or someone they have been in close contact with is showing signs of Covid 19 Coronavirus, the tutor must contact Musical Keys' Programme Director immediately. The tutor must NOT go into the session venue. The Programme Director to inform the host organisation where the tutor has worked in the last three weeks. 3. If the tutor is showing signs of Covid 19 Coronavirus they must contact Musical Keys' Programme Director immediately and follow Government guidelines in relation to self isolation. The tutor must NOT go to the session venue. The Programme Manager must inform the host organisation where the tutor has worked in the previous three weeks. 4. If the tutor falls ill with symptoms of Covid 19 Coronavirus at a venue, they need to follow the venue's infection control procedure (this to be made available to the tutor prior to the tutor working at the venue). 5. If the tutor has been contacted by NHS Test and Trace they must contact MK's Programme Director immediately and follow Government guidelines on self-isolation. The tutor must NOT go to the venue. The Programme Director to inform venues where the tutor has worked in the previous three weeks. 6. Staff and volunteers must wash their hands as soon as they enters the venue. 7. Musical Keys Programme Manager to assess the safety of access points and ensure the tutor is aware of any risks and appropriate mitigation. 8. The tutor should familiarise themselves with current official guidance on hygiene control and is expected to follow that guidance. 9. Musical Keys to supply tutor with WHO recognised hand sanitizer
Teaching Environment	Cross infection/contamination, illness, death	H	1. Sessions should be laid out to provide adequate social distancing. 2. Tutor to consider taking the session outdoors if appropriate. 3. Where possible windows/doors to be open to allow gentle through -ventilation. Tutor not to prop fire door open. 4. Re-circulation air systems eg fans should not be used
Instrument Hygiene	Cross infection/contamination, illness, death	H	1. Before first session the instruments will not have been used or touched for more than 72 hours and will have been cleaned before being put away in storage cupboard, therefore no cleaning needed before first session. 2. Participants to wash their hands before touching shared instruments

			3. The tutor to have cleaning materials with them to clean instruments during the session																
			4. Tutor to remind participants about social distancing, not to touch each others instruments and not to touch their face.																
			5. Once the participants have left, the tutor to clean all instruments before the next session.																
Management of compliance of Risk Assessment	Cross infection/contamination, illness, death	H	1. Musical Keys Programme Director to ensure that recommencement of sessions is safe on the part of both parties																
			2. Programme Director and tutor to discuss and agree the control measures set out in this Risk Assessment. The tutor to confirm in writing that they understand and will adhere to the measures put in place prior to starting the sessions.																
			3. Tutor encouraged to speak to Programme Director if there are any working/practical problems with the measures put in place in this Risk Assessment.																
			4. Regular reviews of the measures in this Risk Assessment, taking into account feedback from tutor/school/ Government guidance; any changes needed to be implemented and communicated to/agreed with tutor.																
			5. Musical Keys will provide the additional resources mentioned in this Risk Assessment to ensure the tutor can carry out her work safely and in compliance with the measures detailed.																
			6. Arrangements put in place to ensure compliance to this Risk Assessment.																

